

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
May 15, 2023

Members Present: Judith A. Algeo, Esq., Chair
John W. Cox, Vice Chair
Edward P. Thompson, Jr., Member

Others Present: Kyle Seckinger, MPA, Township Manager
Mark Goldberg, Chief of Police
Jon Ogborn, Police Lieutenant
Mary Eberle, Esq., Township Solicitor
Michele Fountain, P.E., Township Engineer
Skye Sorresso, Assistant to the Manager

CALL TO ORDER:

The Warwick Township Board of Supervisors' May 15, 2023, public meeting was called to order at 7:05 p.m. by Judith Algeo, Chair, who then led attendees in the Pledge of Allegiance.

EXECUTIVE SESSION:

The Board of Supervisors met to discuss matters of litigation and personnel.

APPROVAL OF MINUTES:

→ *Monday, April 17, 2023, Board of Supervisors' Meeting Minutes*

Motion by Mr. Cox to approve the April 17, 2023, Board of Supervisors' Meeting Minutes.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

ANNOUNCEMENTS:

Mr. Seckinger announced a collaboration between Warwick Township and the Bucks County Suicide Prevention Task Force to offer a free training to help individuals understand and recognize mental health crisis. The training will be held on Wednesday, May 24th from 9am-11am at the Township Administration Building. Pre-registration is required and can be completed at warwickrec.com.

Mr. Seckinger also reminded everyone to get out and vote on Tuesday, May 16th.

CITIZEN COMMENT:

None.

MANAGER'S REPORT:

→1. *PECO Green Region Grant Presentation*

Mr. Seckinger introduced PECO's Bucks County External Affairs Manager, Ted Durand, to present the PECO Green Region Grant.

Mr. Durand thanked Mr. Seckinger for the introduction. He explained that the PECO Green Region Program began in 2004 and has provided more than \$2.4 million in grants for open space, parks, vegetation, and planting. Mr. Durand congratulated the Township on its efforts to secure a Green Region Grant in the amount of \$10,000 for tree plantings around the Township.

→ 2. *RES 2023-16: Michael Sullivan Service Recognition – To Consider Adoption*

Mr. Seckinger presented RES 2023-16 recognizing Michael Sullivan for twenty-five (25) years of service to the Warwick Township Water and Sewer Authority.

Motion by Mr. Cox to adopt RES 2023-16: Michael Sullivan Service Recognition. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 3. *RES 2023-17: Jane Dalessio Girl Scout Gold Award Recognition – To Consider Adoption*

Mr. Seckinger presented RES 2023-17 recognizing Jane Dalessio as a recipient of the Girl Scout Gold Award, the highest achievement in girl scouting.

Motion by Mr. Cox to adopt RES 2023-17: Jane Dalessio Girl Scout Gold Award Recognition. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 4. *LD 22-04: Mega Supply Pro (Lots 2 & 3, Stover Industrial Park) – For Sketch Plan Review*

Mr. Seckinger presented LD 22-04: Mega Supply Pro. He explained that on November 1st, 2022, the Township received a sketch plan submission by T&M Associates on behalf of the applicant. The applicant originally proposed a 67,600-square-foot warehousing building for light manufacturing and wholesale of building materials on Lots 2 & 3 of Stover Industrial Park.

On December 7th, 2022, the applicant presented a sketch plan to the Planning Commission. Due to the abundant woodlands located on the property, the Board of Supervisors requested an existing features plan be submitted prior to appearing for sketch plan review. The existing features plan was received April 4th, 2023.

Following a meeting with the developer, the applicant advised the Township of their intention to present a revised plan to the Board without the opportunity for a staff or engineer review. Mr. Seckinger noted that the plan had been included in the Board packets but had not been formally reviewed.

Mr. Seckinger noted the following plan changes:

- A reduction in parking spaces from 139 to 75.
- A reduction in loading docks from 35 to 6.
- An increase in sprinter van loading docks from 17 to 19.
- A reduction in building size from 67,600 square feet to 65,000 square feet.

Ms. Carrie Nace, attorney for the applicant, thanked Mr. Seckinger for the introduction. She introduced the applicant, Tanya Sharpan and the applicant engineer, David Stewart.

Ms. Nace explained that the applicant proposes to redevelop two (2) lots into a single warehousing site within the Stover Mill Industrial Park. The site takes access from Mearns Road via Stover Park Drive and would require several zoning variances.

Mr. Cox expressed concern about the proposed project constructing one of the largest buildings in the industrial park abutting a residential neighborhood. He felt that a significant effort would need to be made to ensure the buffer is adequate and proper traffic controls are in place.

Mr. Cox then inquired about what zoning relief the applicant would require. Ms. Nace explained that relief would be needed for the number of parking and loading spaces, woodland disturbance, and steep slopes.

Mr. Thompson asked if a use variance would be required. Ms. Nace replied that the proposed use is permitted by right. Mr. Cox requested clarification on the intended use. Ms. Nace clarified that the applicant intends to use the facility for mostly warehousing and storage with some light manufacturing. Ms. Fountain confirmed that the applicant is proposing an H3 – Wholesale/Storage/Warehousing use.

Mr. Cox asked if the building height had been determined. Ms. Nace stated that it had not; however, the applicant intends to comply with thirty-five (35) foot maximum.

Mr. Thompson inquired about the proposed delivery schedule. Ms. Sharpan stated that the company currently utilizes one (1) minivan and one (1) 16-foot truck. One (1) to two (2) trucks per day would also be expected for deliveries of building materials, plumbing, tile, and hardware.

Mr. Thompson echoed Mr. Cox's concerns about the volume of variance requests.

Chair Algeo expressed significant concerns about the project. She reiterated her trepidation about a project that requires several variances. Chair Algeo informed the applicant that the Creek and Mearns Road intersection has been ranked as one of the most dangerous intersections in Bucks County.

Several individuals from the surrounding residential area were in attendance:

- Mr. Robert Gehlert of Creek Road expressed concern about the adequacy of the buffer between his house and the property to block the headlights of delivery vehicles.
- Mr. & Mrs. Cornell of Creek Road expressed concern about increased traffic on Creek Road due to existing pedestrian traffic.
- Mr. & Mrs. Spera of Brook Road also expressed concern about traffic on Creek Road.

→ 5. PZPS230003: Willow Tree Service (2741 York Rd) – To Consider Corridor Overlay Approval

Mr. Seckinger presented PZPS230003: Willow Tree Service located at 2741 York Road. The applicant proposes to install a free-standing sign on the property. The proposed wooden sign would be twenty-four (24) square feet in size and would stand seven (7) feet high on wooden posts. The sign would feature a white background with green and yellow details that read "Willow Tree & Landscape Services, Inc., 2741 York Road."

Mr. Thompson inquired about any sign lighting. Mr. Seckinger could not confirm whether the sign would be lit.

Motion by Mr. Cox to grant Corridor Overlay Approval to PZPS230003: Willow Tree Service (2741 York Road), so long as the proposed sign is unlit.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 6. *PZON220302: Moyer and Sons (2204 York Rd) – To Consider Corridor Overlay Approval*

Mr. Seckinger presented PZON220302: Moyer and Sons, located at 2204 York Road. The applicant proposes to replace the signage previously installed by Star Lawnmower. He explained that the signage had been installed prior to obtaining permits; however, the applicant worked with the Zoning Officer for several months to get the signage back to replacement in-kind.

Motion by Mr. Cox to grant Corridor Overlay Approval to PZON220302: Moyer and Sons (2204 York Road).

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 7. *York Road Sidewalk Bid – To Consider Authorization to Advertise*

Mr. Seckinger requested the Board's authorization to advertise the York Road Sidewalk Bid. He explained that the bid would include the installation of sidewalks between Moyer and Sons and Jamison Carpet, and between Outback Steakhouse and the Bucks Club. Mr. Seckinger noted that the proposed portions of sidewalk were critical connection points located on properties with little to no development potential. The estimated budget for the project is \$88,000.

Motion by Mr. Cox to authorize advertisement of the York Road Sidewalk Bid.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 8. *Guinea Lane Park Project Baseball Field Bid – To Consider Award*

Mr. Seckinger presented the results of the Guinea Lane Park Project Baseball Field bid. The bid opened on May 4, 2023, with the lowest bidder, CH+N Construction, Inc. from Lancaster, PA, coming in at \$653,556. The low bid came in \$61,444 under budget. Mr. Seckinger recommended awarding the bid to the lowest bidder.

Mr. Thompson inquired about the project timeline. Mr. Seckinger explained that CKS will issue a notice to proceed letter after all the financial security and contracts are submitted and executed. This phase usually takes one (1) month. After which time, driveway access and the parking lot will be rough installed by the Public Works Department, the fields and stormwater management will be installed by the contractor, and lastly, the parking lot will be top coated by Public Works before the end of construction season.

Motion by Mr. Cox to award the Guinea Lane Park Project Baseball Field Bid to CH+N Construction.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 9. *Old York Road Culvert Bid – To Consider Award*

Mr. Seckinger presented the Old York Road Culvert Project bid. He explained that the bid opened on May 8, 2023. For a second time, no bidders were received for the manufacturing and supply of the culvert. Per the 2nd Class Township Code, the Township would be eligible to negotiate and purchase the culvert without a subsequent bid.

→ 10. *EV Charging Station Grant Support Letter – For Discussion and To Consider Approval*

Mr. Seckinger presented the EV Charging Station Grant support letter for discussion. He explained that the letter would authorize the Township's application to join the Delaware Valley Regional Planning Commission's joint application to the Charging and Fueling Infrastructure Program to install two (2) additional EV chargers in the Township. The grant would cover eighty percent (80%) of the project costs. Due to program limitations, both chargers must be in the same location. Township Staff recommends the installation of both chargers at Guinea Lane Park.

Motion by Mr. Cox to authorize execution of the EV Charging Station Grant Support Letter.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 11. *RES 2023-18: DCED Act 13 WRPP Grant Application (Stover Mill Basin) – To Consider Adoption*

Mr. Seckinger presented RES 2023-18 authorizing the Township's application to the Watershed Restoration and Protection Program in the amount of \$290,000 to reconstruct the Stover Mill Basin. He explained that the Stover Mill Basin Reconstruction Project was budgeted for 2023; however, it is contingent upon the outcome of another grant. This grant would serve as a backup funding source.

Motion by Mr. Cox to adopt RES 2023-18: DCED Act 13 WRPP Grant Application (Stover Mill Basin).

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 12. *RES 2023-19: Destruction of Records – To Consider Adoption*

Mr. Seckinger presented RES 2023-19, authorizing the destruction of the following records, as set forth by the Municipal Records Manual:

- Warwick-County/Township Tax Bills and Receipt Packets – 2015 and older
- Central Bucks School District Tax Bills and Receipt Packets – 2015 and older
- Parks & Recreation Receipts, Rentals, and Field Permits – 2015
- Police Personnel Records – 2014 and older
- Bank Statements and Reconciliations- 2015
- Check Registers and Bill Payments – 2015
- Cash Receipts and Deposit Records – 2015
- Accounts Payable Documents- 2015
- Zoning Hearing Board Financial Records – 2015
- IRS 1099 Forms Sent Out – 2015
- Payroll Timesheets and Pay Period Reports – 2015
- Unhired Employment Applications – Older than two years
- General Administrative Email Correspondence – 2018 and older

Motion by Mr. Cox to adopt RES 2023-19: Destruction of Records.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 13. RES 2023-20: Amendment to the Sterling Act – To Consider Adoption

Mr. Seckinger presented RES 2023-20: Amendment to the Sterling Act. He explained that the proposed resolution would request an amendment to the Sterling Act to require that up to one percent (1%) of Earned Income by non-residents to the City of Philadelphia and collected under the requirements of the Philadelphia Wage tax be remitted to the municipality in which the taxpayer resides.

Motion by Mr. Cox to adopt RES 2023-20: Amendment to the Sterling Act.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 14. RES 2023-21: Amendment to Salary Ranges for Non-Contractual Employees – To Consider Adoption

Mr. Seckinger presented RES 2023-21: Amendment to Salary Ranges for Non-Contractual Employees. In light of the Township's vacant Zoning Officer position, he explained that Staff analyzed the 2023 Bucks County Salary Survey and recommended that the salary range for the position be increased from \$50,000-\$65,000 to \$60,000-\$75,000.

Motion by Mr. Cox to adopt RES 2023-21: Amendment to Salary Ranges for Non-Contractual Employees.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ Treasurer's Report: April 2023

For the month of April 2023, revenues outpaced expenditures by \$2,228,313.

Real Estate Transfers posted \$62,271 and Building Permits posted \$45,145. Earned Income Tax posted \$219,289 and Local Service Tax posted \$2,362.

Fund balances for April 2023 are as follows, subject to audit:

General Fund	\$	13,885,959
Firehouse and Equipment	\$	786,024
Road Machinery	\$	92,626
Federal Grant- ARPA	\$	812,292
Capital Projects Fund	\$	165,747
Highway Aid Fund	\$	626,992
Parks and Recreation	\$	847,076
Parks and Recreation Capital Fund	\$	708,068
Capital Reserve	\$	<u>226,122</u>
Total	\$	<u>18,150,906</u>

Mr. Seckinger noted that the discount period for real estate taxes has ended, and the collection rate was similar to the prior year's.

Motion by Mr. Cox to approve the Treasurer's Report for April 2023, subject to audit.

Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ *Bill Payments 5-1-2023 & 5-15-2023*

Mr. Seckinger requested a motion to approve the bill payments for May 1st, totaling \$72,422.06, and May 15th, totaling \$339,493.17, subject to audit.

Motion by Mr. Cox to approve the Bill Payments for May 1, 2023, and May 15, 2023, subject to audit. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

■ **SOLICITOR'S REPORT:**

None.

■ **ENGINEER'S REPORT:**

→1. *LD 21-02: Spring Dance Hot Tubs (Campus Dr) – To Consider Escrow Release #5*

Ms. Fountain recommended a reduction in the financial security for LD 21-02: Spring Dance Hot Tubs (Campus Dr) in the amount of \$61,132.

Motion by Mr. Cox to approve LD 21-02: Spring Dance Hot Tubs (Campus Dr) – Escrow Release #5. Second to motion by Mr. Thompson. Chair Algeo invited comment or discussion. There being none, a vote was called.
Motion passed unanimously.

■ **OLD BUSINESS:**

None.

■ **NEW BUSINESS:**

None.

■ **PUBLIC COMMENT:**

None.

■ **ADJOURNMENT:**

The May 15, 2023, Warwick Township Board of Supervisors' public meeting was adjourned at 8:01 p.m.

Respectfully submitted,


Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 6/19