

**WARWICK TOWNSHIP**  
**Board of Supervisors' Public Meeting Minutes**  
**September 18, 2023**

Members Present: Judith A. Algeo, Esq., Chair  
Edward P. Thompson, Jr., Member

Members Absent: John W. Cox, Vice Chair

Others Present: Kyle Seckinger, MPA, Township Manager  
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' September 18, 2023, public meeting was called to order at 6:59 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, August 21, 2023, Board of Supervisors' Meeting Minutes*

**Motion by Mr. Thompson to approve the August 21, 2023, Board of Supervisors' Meeting Minutes.**

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

**Motion passed unanimously.**

**ANNOUNCEMENTS:**

Mr. Seckinger made the following announcements:

Registration is open for the 10th Annual Lewy Body Dementia Walk. The walk will be held September 24th from 10am to 12pm at Warwick Community Park. Please visit [warwickrec.com](http://warwickrec.com) to register.

The Township will host an E-Waste Collection event for residents on Saturday, October 7th from 9am to 12pm at the Public Works Building. More information can be found on our website.

Drop-off for the 2023 Scarecrow Showdown will begin Monday, October 2nd. Please contact Kristen Belles, Parks and Recreation Program Coordinator with any questions.

The Guinea Lane Park Improvements Grand Opening will be held on Wednesday, October 11th at 3pm.

The Planning and Zoning Department can now accept online permit applications to many common and simple projects.

**CITIZEN COMMENT:**

Mr. Roger Robbins of Old York Road expressed concern regarding the specifications of the new Old York Road culvert. He felt that a larger culvert would only worsen erosion issues on his property. Ms. Fountain did not believe the new culvert would be larger due to the profile of the road; however, she stated she would confirm its size.

**MANAGER'S REPORT:**

**→1. 2024 Capital Projects Presentation – For Review**

Mr. Seckinger presented the 2024 Capital Projects.

In 2024, the Planning and Zoning Department proposes to install an accordion-style plan storage system estimated at \$5,000.

The Administration Department proposes the completion of two (2) projects, including upgrading existing door locks to a key fob system and landscaping in front of the Municipal Building. The combined estimated cost of the proposed projects is \$137,000.

The Police Department proposes to replace (3) existing vehicles with upfitted SUV Interceptor Hybrids. Mr. Seckinger noted that the Township will purchase standard SUV Interceptors if hybrids are not available. The Police Department also proposes to upgrade its aging security camera system, install additional exterior building cameras, replace five (5) department AEDs, and upgrade to red dot gun optics and holsters. These projects and purchases total an estimated \$270,100.

The Public Works Department proposes the completion of ten (10) projects including replacement of the Public Works Facility garage door motors and tracks, replacement of the Public Works Lot PVC fencing and motorized gate, installation of a camo topsoil bin and cover, modification of the Meyer Way and York Road traffic signal, installation of traffic calming devices on Creek Road, installation of two (2) electric vehicle chargers via matching grant, repair of the Valley Road Bridge, retrofit of the Stover Mill Basin including replacement of a dual culvert, and construction of sidewalks along four (4) portions of York Road. The combined estimated cost of the proposed projects totals \$824,000, with \$395,000 funded through unexpended 2023 allocations and \$420,000 funded through 2024 allocations.

Mr. Seckinger noted that several Stover Mill Basin grant applications were pending; however, the project must be completed in 2024 due to MS4 deadlines.

The Public Works Department proposes the replacement of an existing 2011 International 6-Wheeler with a 2024 Peterbilt 6-Wheeler, utilizing Road Machinery Funds totaling \$233,000.

The Parks and Recreation Department proposes to demolish the existing Warwick Township Water and Sewer Authority structure and water tower on Dark Hollow Road and reforest the property for open space.

The Parks and Recreation Department also proposes to install interior double doors in the Community Room, upgrade security cameras in Community Park, install bench shades in Community and Memorial Parks, replace aging benches, picnic tables and pickleball windscreens in Guinea Lane Park, install a solar powered pond aerator in the Guinea Lane Park Pond, and replace damaged soccer goals in Community Park. The combined estimated cost of the proposed projects is \$157,000.

The proposed 2024 Road Program includes:

- Tulip Road (Crossroads Dr to Bristol Rd)
- Lafayette Drive (Heritage Dr to Heritage Dr)
- Jamison Hunt (Golden Rod Ct, Forsythia Cir)
- Woodfield Estates (Bedford Cir)

- Mountain View (Waverly Dr, Jericho Dr, Inverness Cir, Oxford Ln)
- Public Works Interior Lot
- Heritage Drive (Lafayette Dr to Meyer Wy)
- Farmdale Road

**Motion by Mr. Thompson to approve the 2024 Capital Projects for inclusion in the 2024 Budget. Second to motion by Chair Algeo. Chair Algeo invited comment or discussion. There being none, the vote was called. Motion passed unanimously.**

→ 2. *RES 2023-23: MMO for Non-Uniformed Employees' Pension Fund – To Consider Adoption*

Mr. Seckinger presented RES 2023-23: MMO for Non-Uniformed Employees' Pension Fund. He explained that, if adopted, the resolution would establish the Township's 2024 minimum municipal obligation for the non-uniformed employees' pension fund in the amount of \$20,006, a slight increase from the 2023 obligation of \$17,963.

**Motion by Mr. Thompson to adopt RES 2023-23: MMO for Non-Uniformed Employees' Pension Fund. Second to motion by Chair Algeo. Chair Algeo invited comment or discussion. There being none, the vote was called. Motion passed unanimously.**

→ 3. *RES 2023-24: MMO for Police Pension Fund – To Consider Adoption*

Mr. Seckinger presented RES 2023-24: MMO for Police Pension Fund. He explained that, if adopted, the resolution would establish the Township's 2024 minimum municipal obligation for the police employees' pension fund in the amount of \$551,820, a slight increase from the 2023 obligation of \$467,128.

**Motion by Mr. Thompson to adopt RES 2023-24: MMO for Police Pension Fund. Second to motion by Chair Algeo. Chair Algeo invited comment or discussion. There being none, the vote was called. Motion passed unanimously.**

→ 4. *RES 2023-25: Warwick Township Water and Sewer Authority Lease Agreement Extension – To Consider Adoption*

Mr. Seckinger introduced RES 2023-25: Warwick Township Water & Sewer Authority Lease Agreement Extension. He explained that the Water and Sewer Authority had signed a lease agreement to rent the third floor of the Township Building in 2013. The agreement was extended in 2018 and allows for one additional five (5) year term. Mr. Seckinger recommended approval of the final extension, for a new term ending in 2028.

**Motion by Mr. Thompson to adopt RES 2023-25 Warwick Township Water and Sewer Authority Lease Agreement Extension. Second to motion by Chair Algeo. Chair Algeo invited comment or discussion. There being none, the vote was called. Motion passed unanimously.**

→ 5. *Teamsters Local 830 Collective Bargaining Agreement – To Consider Approval*

Mr. Seckinger presented the Teamsters Local 830 Collective Bargaining Tentative Agreement for consideration. He explained that if approved, the new three (3) year contract would include an average raise of 3.83%, offer two (2) weeks of parental leave, re-acquire the Township's exclusive sub-contracting rights, and move current and existing employees to an alternate insurance plan at a savings to the Township.

**Motion by Mr. Thompson to approve the Teamsters 830 Collective Bargaining Agreement. Second to motion by Chair Algeo. Chair Algeo invited comment or discussion. There being none, the vote was called.**

**Motion passed unanimously.**

→ 6. *Township Work Policy PW-02: Safety Footwear Policy Amendment – To Consider Approval*

Mr. Seckinger introduced Township Work Policy PW-02, amending the Township’s current Safety Footwear Policy to reflect a twenty-five (25) dollar increase in work boot reimbursement, in line with the new Teamsters Local 830 Collective Bargaining Agreement.

**Motion by Mr. Thompson to approve Township Work Policy PW-02: Safety Footwear Policy Amendment. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

→ 7. *Cyber Incident Response Plan – To Consider Adoption*

Mr. Seckinger presented the Warwick Township Cyber Incident Response Plan. Created at the request of the Township’s cyber insurance carrier and in good practice, the plan outlines the steps to be taken should the Township fall victim to a cyberattack.

**Motion by Mr. Thompson to adopt the Cyber Incident Response Plan. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

→ 8. *Treasurer’s Report: August 2023*

For the month of August 2023, expenditures outpaced revenues by \$435,261.

Real Estate Transfers posted \$100,559 and Building Permits posted \$21,926. Earned Income Tax posted \$531,492 and Local Service Tax posted \$47,825.

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

General Fund	\$	14,169,385
Firehouse and Equipment	\$	723,386
Road Machinery	\$	122,043
Federal Grant- ARPA	\$	403,135
Capital Projects Fund	\$	77,069
Highway Aid Fund	\$	16,093
Parks and Recreation	\$	726,048
Parks and Recreation Capital Fund	\$	551,502
Capital Reserve	\$	<u>226,632</u>
<b>Total</b>	<b>\$</b>	<b><u>17,015,293</u></b>

**Motion by Mr. Thompson to approve the Treasurer’s Report for August 2023, subject to audit. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

→ *Bill Payments 9-4-2023 & 9-18-2023*

Mr. Seckinger requested approval of the bill payments dated September 4<sup>th</sup> in the amount of \$108,546.28, and September 18<sup>th</sup> in the amount of \$434,398.62, subject to audit.

**Motion by Mr. Thompson to approve the Bill Payments for September 4, 2023, and September 18, 2023, subject to audit. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

■ **SOLICITOR'S REPORT:**

→1. *LD 04-04: Warwick Office Park (Kendarbren Drive) – Default Update*

Ms. Eberle informed the Board that there had been no activity on LD 04-04: Warwick Office Park (Kendarbren Drive) default. Ms. Fountain stated that the CKS Engineers review of the as-built plan would be completed shortly.

Ms. Eberle recommended authorization to draft a letter to the developers urging them to close these matters quickly. She noted that it had been four (4) months since the default declaration.

**Motion by Mr. Thompson to authorize drafting of a letter urging resolution of the LD 04-04: Warwick Office Park (Kendarbren Drive) – Default. Second to motion by Mr. Thompson.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→2. *RES 2023-26: Warwick Township Water and Sewer Authority Property Transfer (Dark Hollow Road) – To Consider Approval*

Ms. Eberle presented RES 2023-26: Warwick Township Water and Sewer Authority Property Transfer (Dark Hollow Road). She explained that following the Board's discussion about the property at their June meeting, a Deed of Dedication had been executed, transferring the property to the Township. She explained that the proposed Acceptance Resolution was required to finalize the transfer of the property.

**Motion by Mr. Thompson to adopt Warwick Township Water and Sewer Authority Property Transfer (Dark Hollow Road). Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→3. *Central Bucks School District School Bus Safety Cameras Agreement – To Consider Approval*

Ms. Eberle presented the Central Bucks School District School Bus Safety Cameras Agreement for consideration. She explained that the program had been presented to the Supervisors at their July meeting. If approved, the agreement dictates Warwick Township's participation in the automated stop signal arm enforcement program.

Mr. Thompson inquired about the reimbursement section of the agreement. Mr. Seckinger explained that there is pending legislation that would negate the need for a Police Officer to be present at any court proceedings associated with the program. He added that until such legislation is approved, an Officer may need to be present in court, incurring subsequent overtime costs at the Township's expense. Mr. Thompson asked if the agreement includes a reduction in the reimbursement amount should the new legislation be approved. Ms. Eberle confirmed that it did.

**Motion by Mr. Thompson to approve the Central Bucks School District School Bus Safety Cameras Agreement. Second to motion by Chair Algeo.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

■ **ENGINEER'S REPORT:**

→1. *Creek Road Traffic Study – For Review*

Ms. Fountain explained that the results of the traffic study on creek road were complete. She requested authorization for CKS Engineers to review the data and make a recommendation on traffic calming measures.

**Motion by Mr. Thompson to authorize CKS Engineers to Review the Creek Road Traffic Study Results and make a Recommendation. 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 September 18, 2023, Warwick Township Board of Supervisors' public meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA  
Township Manager

These minutes were approved at the  
Board of Supervisors' meeting held 10/16