

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
October 16, 2023

Members Present: John W. Cox, Vice Chair
Edward P. Thompson, Jr., Member

Members Absent: Judith A. Algeo, Esq., Chair

Others Present: Kyle Seckinger, MPA, Township Manager
Becki Wilhelm, MPA, Assistant Township Manager/ Director of Finance
Mark Goldberg, Chief of Police
Jon Ogborn, Police Lieutenant
Dan Sharapan, Director of Parks & Recreation
Robert Gourley, Assistant Director of Public Works
Brandy Mckeever, Director of Planning & Zoning
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' October 16, 2023, public meeting was called to order at 7:01 p.m. by John Cox, Vice 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, September 18, 2023, Board of Supervisors' Meeting Minutes*

Motion by Mr. Thompson to approve the September 18, 2023, Board of Supervisors' Meeting Minutes.
Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

ANNOUNCEMENTS:

Mr. Seckinger made the following announcements:

The next two weekends feature volunteer opportunities for anyone interested in planting at Pollinator Park. Pollinator Park is a "pocket park" at the corner of Turkey Trot Road and Land Road being planted by an all-volunteer organization. A link to the volunteer sign-up can be located on the Township website.

The Parks and Recreation Department is once again accepting donations to the Costume Donation Vault. Gently used costumes can be dropped off at the Township Administration Building until October 25th. And residents are welcome to pick up a costume in return.

The Scarecrow Showdown is also underway. Entries will be accepted during Township business hours until October 23rd. Categories include Schools & Scouts, Family, and Business. Voting will take place on October 26th.

Halloween Happening will be held on Thursday, October 26th from 5:30 pm to 7:30 pm in Warwick Community Park. This free event is open to all ages and will feature Trunk-or-Treating and Scarecrow Showdown voting. Please visit Warwickrec.com or contact Kristen Belles, Parks and Recreation Program Coordinator for more information.

The 2nd Annual Food Truck event will be held Saturday, November 4th from 12:00 pm to 4:00 pm at Middle Bucks Institute of Technology.

CITIZEN COMMENT:

None.

MANAGER'S REPORT:

→1. LD 15-01: York Road Pulte (2029 York Rd) – To Consider Record Plan Revision

Mr. Seckinger presented LD 15-01: York Road Pulte (2029 York Road) record plan revision. He explained that the applicant had submitted a record plan for consideration with changes to grading and easement changes to the site. He noted that the amended NPDES and PennDOT HOP permits were in progress.

Mr. Bill Creeger with the Pulte Group thanked Mr. Seckinger and added that proposed revisions addressed all of the plan comments and had been discussed with the staff.

Motion by Mr. Thompson to approve LD 15-01: York Road Pulte (2029 York Rd) Record Plan Revision. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→2. LD 15-01: York Road PULTE (2029 York Rd) – Amendment to the Development Agreement

Ms. Eberle presented LD 15-01: York Road Pulte (2029 York Road) amendment to the development agreement. She explained that the agreement only amends the plan date in line with the approved record plan revisions.

Motion by Mr. Thompson to approve LD 15-01: York Road Pulte (2029 York Rd) Amendment to the Development Agreement. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 3. 2024 Budget Presentation – To Consider Authorization to Advertise

Mr. Seckinger presented the draft 2024 Budget, marking the 14th consecutive year without a tax increase.

Mr. Seckinger explained that the General Fund serves as the Township operational fund for all day-to-day services except Parks and Recreation, encompassing the Administration, Finance, Planning and Zoning, Police, and Public Works Department. For December 2023, the estimated Unrestricted General Fund balance is \$10,527,507, estimated Emergency Reserve General Fund balance is \$2,310,265 and estimated Restricted (Developer Escrows) General Fund balance is \$1,069,830. Mr. Seckinger noted that Capital Projects and a portion of the Road Program are paid from the General Fund because there is no dedicated Capital Project tax and Highway Aid is generally insufficient to cover the entire Road Program.

General Fund

General Fund Revenue Notable Line Items:

	2023	2024
• 301.100 – Real Estate Taxes	\$2,751,600	\$2,715,000
• 310.100 – Real Estate Transfers	\$700,000	\$550,000
• 310.200 – Earned Income Tax	\$3,900,000	\$4,150,000
• 310.500 – Local Service Tax	\$205,000	\$215,000
• 310.600 – Admissions Tax	\$60,000	\$70,000
• 321.800 – Cable Franchise Fees	\$315,000	\$300,000
• 341.000 – Interest Earnings	\$18,000	\$180,000
• 355.130 – Foreign Fire Ins. Tax	\$132,000	\$132,500
• 357.050 – State Pension Aid	\$255,000	\$285,000
• 361.300 – Zoning Permits	\$65,000	\$65,000
• 362.400 – Building Permits	\$225,000	\$225,000
• 362.450 – Occupancy Permits	\$55,000	\$45,000
• 379.010 – Police Contracted Services	\$25,000	\$32,000

General Fund Expenditures Notable Line Items:

Notable Categories	2023	2024
• 400.000 – Legislative (Supervisor Training/Recognition)	\$10,950	\$15,250
• 401.000 – Administration/Finance	\$628,150	\$697,050
• Legal, Engineering, Information Technology, and Building Maintenance expenses all stable to 2023 costs		
• 410.000 – Police Department Expenses	\$3,095,100	\$3,394,500
• 411.000 – Fire Protection/Emergency	\$204,125	\$218,625
• 414.000 – P&Z Department Expenses	\$377,150	\$473,300
• 430.000 – PW Department Expenses	\$790,900	\$910,350
• Snow/Ice Removal, Sign/Traffic Light Maintenance, Street Lighting expenses all stable to 2023 costs		
• 436.000 – Storm Sewer Maintenance	\$50,000	\$100,000
• 437.200 – Trail Maintenance/Construction	\$50,000	\$105,000
• 438.000 – Highway Maintenance	\$319,000	\$708,000
• 486.000 – All Insurances	\$1,749,860	\$1,258,426

General Fund Expenditures:

Personnel

- Uniformed Police employees to receive a 3.25% salary increase per their CBA
- Public Works Union employees to receive a 4% salary increase per their CBA
- Non-Uniformed employees proposed to receive an average of 4% salary increase. Actual raises are determined by individual performance evaluations for non-union employees.

Healthcare

- 8% budgeted
- Changes in employees' status will impact final costs

Pensions

- Police Employees' Defined Pension Plan MMO - \$551,820
- Non-Uniformed Employees' Defined Benefit Pension Plan MMO - \$20,006
- Non-Uniformed Employees' Defined Contribution - \$82,000
- Police Post Retirement Medical Insurance - \$117,100 (\$70,000 for currently retired officers)

Capital Project Fund

Capital Projects

Administration/Finance/Planning & Zoning

- Plan Storage System: \$5,000
 - Municipal Building Landscaping \$18,000
 - Municipal Building Door Locks \$119,000
- Total 2024 Administration Capital Expenses: \$142,000**

Police

- Vehicles & Outfitting: \$186,900
 - Red Dot Optics & Holsters: \$14,500
 - AED Replacements: \$8,700
 - Camera System: \$60,000
- Total 2024 Police Capital Expenses: \$270,100**

Public Works

- Garage Door Motors & Tracks: \$16,000
 - PVC Fencing & Motorized Gate: \$60,000
 - Camo Topsoil Bin & Cover: \$25,000
 - Meyer & York Traffic Signal: \$12,000
 - Creek Road Traffic Calming: \$15,000
 - Guinea Lane Park EV Chargers: \$6,000
 - York Road Sidewalks: \$295,000
 - Valley Road Bridge (2023 Rollover): \$145,000
 - Stover Mill Basin (2023 Rollover): \$130,000
 - Stover Mill Culvert (2023 Rollover): \$120,000
- Unexpended 2023 Allocation: \$395,000**
2024 Allocation: \$429,000
Total 2024 Public Works Expenses: \$824,000

Income:

- Interest Earnings: \$6,000
 - General Fund Transfer: \$580,000
 - Capital Reserve Transfer: \$140,000
 - Cash Balance Forward: \$546,053
- Total Income: \$1,272,053**

Expenditures:

- **Total Capital Projects: \$1,266,100**

Road Machinery Fund

Purchases:

- 2024 Peterbilt: \$238,000

Income:

- Millage (Taxes & Interest): \$178,700
 - Cash Balance Forward: \$122,599
- Total Income: \$177,520**

Expenditures:

- Tax Collection: \$3,300
- Machines/Equipment: \$238,000
- Total Expenditures: \$241,300**

Highway Aid Fund

Income:

- Interest: \$2,000
- Liquid Fuels: \$453,280
- Cash Balance Forward: \$18,247
- Total: \$473,527**

Expenditures:

- 2024 Road Program: \$470,000
 - Highway Aid Portion

2024 Road Program

- General Fund: \$557,854
- Liquid Fuels: \$470,000
- Total Program: \$1,027,854**

Parks & Recreation Fund

Income:

- 2024 Revenue \$533,300
 - Taxes & Interest
 - Recreation Programs
 - Sponsorship
- Cash Balance Forward: \$603,750
- Total Income: \$1,137,050**

Expenditures:

- 2024 Expenditures: \$540,075
 - Personnel
 - Tax Collector
 - Programs/Tickets
 - Special Events
 - Maintenance
 - Administration

Firehouse & Equipment Fund

WFC Income:

- Millage (Taxes & Interest): \$187,700
 - .75 Mills
 - 94% to WFC, 6% to Hartsville
- WFC Recruitment & Retention Program Township Contribution - \$15,000 from GF
- WFC Total Income – \$447,000**
 - Taxes, Rentals, Donations, Grants, & Interest

WFC Expenditures:

- Utilities: \$19,300

- Administration: \$161,750
 - Relief Loan, Insurances, Mortgage, Professional Services
- Fire Apparatus: \$266,050
- Building Expenses: \$17,550
- Capital Expense: \$76,000
- WFC Total Expenditures: \$540,650**
- WFC Total Funds Change in Balance: -\$93,650**
- Firehouse & Equipment Fund Change in Balance: -\$4,300**

Mr. Seckinger also noted that the Township would be increasing its contribution to Warwick Fire Company for Recruitment and Retention from \$10,000 to \$15,000 and would contribute \$5,000 to Hartsville Fire Company for their program as well.

Capital Project Reserve Fund

Income:

- Interest: \$3,000
- Cash Balance Forward \$228,153
- Total Income: \$231,153**

Expenditures:

- Stover Mill Basin Reconstruction: \$140,000
 - 2023 Rollover
 - Portion of a \$250,000 total project
- Total Expenditures: \$140,000**

Distribution of Taxes

- Warwick Township – 15.25 Mills (9%)
- Bucks County – 25.45 Mills (15%)
- Central Bucks SD – 127.84 Mills (76%)

Budget Message

- 14th Consecutive Year of No Tax Increase
- Increasing Town Center Walkability
- Significant Infrastructure Investments

Motion by Mr. Thompson to authorize advertisement of the 2024 Budget.

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

Motion passed unanimously.

→ 4. *LD 04-04: Warwick Office Park (Kendarbren Drive) – Default Update*

Ms. Eberle introduced LD 04-04: Warwick Office Park default update.

Ms. Von Spreckelsen, attorney on behalf of Warwick Office Park, explained that the applicant had been working through the October 12th punch list and continues to have contractors on-site working on the items. She asked the Board to consider not taking further action on the default at this time.

Mr. Cox had no issue with the request so long as the Township Engineer agreed. Ms. Fountain explained that the applicant had been working through the punch list; however, she noted several items that had not been completed to the Township's satisfaction and would need to be discussed. Mr. Thompson requested that those items be resolved as soon as possible.

Mr. Cox and Mr. Thompson agreed to delay action on the default for three (3) weeks from the date of the meeting.

→ 5. *2024 Warwick Fire Company Budget Presentation – To Consider Approval*

Mr. Butrica with the Warwick Fire Company presented the Fire Company's proposed 2024 Budget. He explained that the only major increases from previous years were capital expenditures. Proposed projects included the station's restroom floors, replacement of the station door locks with a key fob system, completion of the second-floor bunk area, sealcoating and restriping of the parking lot, installation of ceiling fans in the engine bay, and window re-casing.

Mr. Cox expressed his happiness regarding the Fire Company's establishment of a long-term capital plan.

Motion by Mr. Thompson to approve the 2024 Warwick Fire Company Budget.

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

Motion passed unanimously.

→ 6. *2024 Proposed Fee Schedule Presentation – To Consider Approval*

Ms. Mckeever presented the 2024 proposed fee schedule for consideration. She highlighted several proposed changes including new fees for towing, vehicle storage, and towing administration, as well as increased fees for in-ground pool grading permits, revised as-built plan reviews, field and court use, and general professional rates.

Motion by Mr. Thompson to approve the 2024 Proposed Fee Schedule.

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

Motion passed unanimously.

→ 7. *RES 2023-27: Warwick Fire Company Statewide LSA Grant Application – To Consider Adoption*

Mr. Seckinger introduced RES 2023-27: Warwick Fire Company Statewide LSA Grant Application. He explained that the Warwick Fire Company had requested that the Township apply to the Local Share Account Statewide grant program on their behalf to replace a 1997 ladder truck with a new quint truck in the amount of \$1,000,000. He noted that the Warwick Fire Company could not apply for the grant on their own and the Township would technically be the applicant. He added that if the grant was awarded, the Warwick Fire Company would be responsible for any cost overruns beyond the amount of the award.

Motion by Mr. Thompson to adopt RES 2023-27: Warwick Fire Company Statewide LSA Grant Application.

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

Motion passed unanimously.

→ 8. *RES 2023-28: Recreation Station Statewide LSA Grant Application – To Consider Adoption*

Mr. Seckinger introduced RES 2023-28: Recreation Station Statewide LSA Grant Application. He explained that the Township had been notified that it was not selected for this year's DCNR Park Rehabilitation grant to replace the Recreation Station Playground in Community Park. As such, the Township planned to apply to the Local Share Account Statewide grant program for the same project. He added that the requested grant amount would be \$510,000 with no match requirement.

Mr. Thompson inquired about the submission of two (2) grant applications to the same program. Mr. Seckinger explained that the Township had confirmed with DCED that there was no issue submitting multiple applications to the LSA program.

Motion by Mr. Thompson to adopt RES 2023-28: Recreation Station Statewide LSA Grant Application.
Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 9. *2023-2024 Snow Bid – To Consider Authorization to Advertise*

Mr. Seckinger requested authorization to advertise the 2023-2024 Snow Bid for snow removal. He added that the tentative award would be December 4th.

Motion by Mr. Thompson to authorize advertisement of the 2023-2024 Snow Bid.
Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 10. *Township Work Policy PW-04: On-Call Procedures – To Consider Approval*

Mr. Seckinger presented Township Work Policy PW-04: On-Call Procedures. He explained that the policy would increase the on-call stipend from \$175 to \$200 per week on-call, in agreement with the recently approved Teamster's contract.

Motion by Mr. Thompson to approve Township Work Policy: PW-04: On-Call Procedures.
Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 11. *Law Enforcement Accreditation Services Agreement – To Consider Approval*

Mr. Seckinger presented the Law Enforcement Accreditation Services Agreement for the Board's consideration. He explained that the Police Department had successfully passed all pre-requisites for accreditation, including a lengthy inspection on September 25th and 26th; however, maintenance of the accreditation status would require the engagement of a consultant. Chief Goldberg added that most Police Departments choose to either hire a full-time employee to serve as an Accreditation Manager or contract with a firm to handle the demands of ongoing accreditation.

Mr. Thompson inquired about the benefits of accreditation for a department. Chief Goldberg explained that the accreditation process has brought the Police Department's policies up to best practice and addresses issues that may otherwise be missed.

Mr. Thompson also asked about the consultant's involvement. Chief Goldberg explained that department leadership speaks with the firm several times a week to ensure that the proofs needed for accreditation renewals are regularly collected and policies are consistently updated.

Motion by Mr. Thompson to approve the Law Enforcement Accreditation Services Agreement.
Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 12. *Treasurer's Report: September 2023*

For the month of September 2023, revenues outpaced expenditures by \$37,379.

Real Estate Transfers posted \$71,223 and Building Permits posted \$45,906. Earned Income Tax posted \$284,429 and Local Service Tax posted \$3,323.

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

General Fund	\$	13,825,845
Firehouse and Equipment	\$	719,956
Road Machinery	\$	122,478
Federal Grant- ARPA	\$	122,293
Capital Projects Fund	\$	751,613
Highway Aid Fund	\$	16,375
Parks and Recreation	\$	718,350
Parks and Recreation Capital Fund	\$	548,745
Capital Reserve	\$	<u>227,017</u>
Total	\$	<u>17,052,672</u>

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

→ *Bill Payments 10-2-2023 & 10-16-2023*

Mr. Seckinger requested approval of the bill payments dated October 2nd in the amount of \$379,301.21, and October 16th in the amount of \$363,560.57 subject to audit.

Motion by Mr. Thompson to approve the Bill Payments for October 2, 2023, and October 16, 2023, subject to audit. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

■ **SOLICITOR’S REPORT:**

None.

■ **ENGINEER’S REPORT:**

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

Motion by Mr. Thompson to table the Creek Road Traffic Study until the November 20th meeting. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, a vote was called.
Motion passed unanimously.

■ **OLD BUSINESS:**

None.

■ **NEW BUSINESS:**

None.

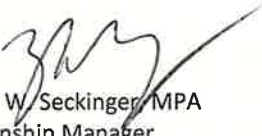
PUBLIC COMMENT:

None.

■ **ADJOURNMENT:**

The October 16, 2023, Warwick Township Board of Supervisors' public meeting was adjourned at 7:42 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 11/20/23