

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
January 2, 2024

Members Present: Judith A. Algeo, Esq
John W. Cox
Michael A. Riotto

Others Present: Kyle Seckinger, MPA, Township Manager
Skye Sorresso, Assistant to the Manager

TEMPORARY CHAIR:

**Motion by Mr. Cox to nominate Ms. Algeo as temporary Chairperson. Second to motion by Ms. Algeo.
Motion passed unanimously.**

CALL TO ORDER:

The Warwick Township Board of Supervisors' January 2, 2024, public meeting was called to order at 7:00 p.m., by Judith Algeo, Temporary Chair, who then led attendees in the Pledge of Allegiance.

EXECUTIVE SESSION:

The Board met in executive session to discuss matters of personnel.

ANNOUNCEMENTS:

Mr. Seckinger made the following announcements:

Warwick Township residents are welcome to drop off their Christmas trees at Guinea Lane Park for recycling. The drop off location is the rear parking lot near the snack stand. Please remove all lights and ornaments before dropping off.

On December 19th, 2023, The Township was awarded \$236,750 in funding for the Stover Mill Basin retrofit project. The funding is part of the COVID-19 ARPA PA Small Water and Sewer Program. The total project cost is estimated between \$250,000-\$300,000.

The next regular business BOS meeting is Monday, January 15, 2024.

REORGANIZATION:

→1. Res. 2024-01: Acknowledge Supervisor-Elect Health Insurance Participation Letter – To Consider Adoption

**Motion by Mr. Cox to Acknowledge the Supervisor-Elect Health Insurance Participation Letter. Second to motion by Chair Algeo. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.**

→2. *Swearing-In of Supervisor-Elect*

Supervisor-Elect Michael A. Riotto was administered his oath of office by Judge Jean Seaman. Mr. Seckinger presented Mr. Riotto with the Bucks County Certificate of Election.

→3. *Nomination/Appointment of Chair/Vice Chairperson*

**Motion by Mr. Cox to nominate Ms. Algeo as Chairperson. Second to motion by Mr. Riotto.
Motion passed unanimously.**

**Motion by Mr. Cox to nominate Mr. Cox as Vice Chairperson. Second to Motion by Chair Algeo.
Motion passed unanimously.**

→4. *Res. 2024-02 Reorganization Worksheet Appointing Staff, Boards, Commissions, and Professionals – To Consider Adoption*

Motion by Mr. Cox to approve the reorganization appointments as listed in the worksheet:

	2023	2024	Term
ELECTED OFFICIALS			
Chairperson	Judith Algeo, Esq.	Judith Algeo, Esq.	(1 yr.)
Vice Chairperson	John Cox	John Cox	(1 yr.)
APPOINTED STAFF/ PROFESSIONAL POSITIONS/ MANAGEMENT POSITIONS			
Township Manager/Secretary/ Treasurer/Public Info. Officer/ DVHIT & DVWCT Trustee/Act 32 Rep. alternate	Kyle W. Seckinger, MPA	Kyle W. Seckinger, MPA	(1 yr.)
Assistant Township Manager/Finance & Benefits Director/Act 32 Representative/DVPLT Trustee	Becki J. Marencik, MPA	Becki J. Marencik, MPA	(1 yr.)
Planning and Zoning Director/Deputy Zoning Officer	Brandy Mckeever, BCO, CZO	Brandy Mckeever, BCO, CZO	(1 yr.)
Floodplain Manager/ Zoning Officer/Code Enforcement Officer	Thomas Jones, CZO	Thomas Jones, CZO	(1 yr.)
Building Inspection/Code Enforcement Officer/BCO	Keystone Municipal Services	Keystone Municipal Services	(1 yr.)
Chief of Police	Chief Mark Goldberg	Chief Mark Goldberg	(1 yr.)
Emergency Management Coordinator/Police Dept. Right to Know Officer	Chief Mark Goldberg	Chief Mark Goldberg	(1 yr.)

Deputy Emergency Management Coordinators	Kyle W. Seckinger, MPA & Lt. Jon Ogborn	Kyle W. Seckinger, MPA & Lt. Jon Ogborn	(1 yr.)
Right to Know Officer	Skye Sorresso	Skye Sorresso	(1 yr.)
Township Engineer	Michele A. Fountain, PE (CKS Engineers)	Michele A. Fountain, PE (CKS Engineers)	(1 yr.)
Special Counsel - Labor Attorney	Ryan J. Cassidy, Esq. (Eckert Seamans)	Ryan J. Cassidy, Esq. (Eckert Seamans)	(1 yr.)
Township Solicitor	Mary Eberle, Esq. (Grim, Biehn & Thatcher)	Mary Eberle, Esq. (Grim, Biehn & Thatcher)	(1 yr.)
Township Actuary	Conrad Siegel	Conrad Siegel	(1 yr.)
Township Auditor	Bee & Bergvall Assoc.	Bee & Bergvall Assoc.	(1 yr.)
To audit the 2023 fiscal year			
Duty Tow	Gredone's Towing Service	Gredone's Towing Service	(1 yr.)
BOARDS / COMMISSIONS			
Agricultural Area Advisory Board	Jim Wertman	Kiel Sigafoos	(Indefinite)
	Edward Thompson, Jr.	Michael Riotto	(Indefinite)
Emergency Communications Committee	Donna Littrell	Donna Littrell	(1 yr.)
	Barbara Weidner	Barbara Weidner	(1 yr.)
	Heidi Chen	Heidi Chen	(1 yr.)
	Al Sigafoos	Al Sigafoos	(1 yr.)
	Michael Italia	Michael Italia	(1 yr.)
	Michael Gecht	Michael Gecht	(1 yr.)
	Christopher Kotch	Christopher Kotch	(1 yr.)
	Frank Fiorentino	Frank Fiorentino	(1 yr.)
<i>Staff Liaison - Lt. Jon Ogborn</i>			
Financial Advisory Committee	Robert Fitt	Robert Fitt	(1 yr.)
	Jon Fioravanti	Jon Fioravanti	(1 yr.)
	John Ramey	John Ramey	(1 yr.)
	Ed Dixon	Ed Dixon	(1 yr.)
	Paul Hunzeker	Paul Hunzeker	(1 yr.)
<i>Staff Liaison - Becki Marencik</i>			
Parks & Recreation Board	Jessica Mandel	Dan Goldberg	(3 yr.)
	Eric Scatton	Eric Scatton	(3 yr.)
<i>Staff Liaison - Dan Sharapan</i>			

Planning Commission	Michael Riotto	Michael Martin	(4 yr.)
	Kevin Madden	Kevin Madden	(4 yr.)
<i>Staff Liaison - Brandy Mckeever</i>			
Police Pension Board	Judith Algeo, Esq.	BOS Chairperson	(1 yr.)
	Barry Szamboti	Barry Szamboti	(1 yr.)
	Ed Dixon	Ed Dixon	(1 yr.)
	Kyle Seckinger	Kyle Seckinger	(1 yr.)
Tree Committee	Greg Mester	Greg Mester	(1 yr.)
	Nisha Patel	Nisha Patel	(1 yr.)
	Dan Goldberg	Olya Zhugayevich	(1 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
UCC/IPMC Appeals Board	Paul Alviggi	Paul Alviggi	(1 yr.)
	Christopher Walker	Christopher Walker	(1 yr.)
	Michael Italia	Michael Italia	(1 yr.)
<i>Staff Liaison - Brandy Mckeever</i>			
Vacancy Board Chairman	Anne Scheetz Damon	Anne Scheetz Damon	(1 yr.)
Water & Sewer Authority	Paul Stavrides	Paul Stavrides	(5 yr.)
Zoning Hearing Board	David Mullen	David Mullen	(3 yr.)
<i>Alternate</i>	Kiel Sigafos	Edward Thompson, Jr.	(3 yr.)
<i>Staff Liaison - Thomas Jones</i>			
Delegate to PSATS 2024 Annual Convention	Judith Algeo, Esq.	Michael Riotto	(1 yr.)
Supervisor as Liaison	2023	Recommended for 2024	
Administration	Judith Algeo, Esq.	Judith Algeo, Esq.	(1 yr.)
Emergency Services	Edward Thompson, Jr.	John Cox	(1 yr.)
Financial Advisory	John Cox	John Cox	(1 yr.)
Parks and Recreation Board	Edward Thompson, Jr.	Michael Riotto	(1 yr.)
Planning Commission	John Cox	Michael Riotto	(1 yr.)
Police Department	Judith Algeo, Esq.	Judith Algeo, Esq.	(1 yr.)
Public Works Department	John Cox	Judith Algeo, Esq.	(1 yr.)

Water and Sewer Authority	Edward Thompson, Jr.	John Cox	(1 yr.)
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Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→5. *RES 2024-03: Set Treasurer's Bond – To Consider Adoption*

Mr. Seckinger presented RES 2024-03, setting the Treasurer's bond at three (3) million dollars.

Motion by Mr. Cox to adopt RES 2024-03: Set Treasurer's Bond. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→6. *RES 2024-04: Set ZHB Salary – To Consider Adoption*

Mr. Seckinger presented RES 2024-04, setting the Zoning Hearing Board compensation at \$35.00 per hearing.

Motion by Mr. Cox to adopt RES 2024-04: Set ZHB Salary. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→7. *RES 2024-05: Set Holiday Schedule – To Consider Adoption*

Mr. Seckinger presented RES 2024-05 setting the 2024 holiday schedule.

Motion by Mr. Cox to adopt RES 2024-05: Set Holiday Schedule. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→8. *RES 2024-06: Set Meeting Schedules – To Consider Adoption*

Mr. Seckinger presented RES 2024-06, setting the 2024 meeting schedules. The Board of Supervisors will meet on the 3rd Monday of every month, except for December when it will meet on the 1st Monday. Capital projects for 2025 will be presented at the September meeting. The draft of the 2025 budget will be presented at the October meeting. The final budget for adoption will be considered at the November meeting.

Motion by Mr. Cox to adopt RES 2024-06: Set Meeting Schedules. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→9. *RES 2024-07: Set Depositories – To Consider Adoption*

Mr. Seckinger presented RES 2024-07, setting the Township Depositories for 2024 as TD Bank, PLGIT, and Charles Schwab.

Motion by Mr. Cox to adopt RES 2024-07: Set Depositories. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→8. *RES 2024-08: Set Fee Schedule – To Consider Adoption*

Mr. Seckinger presented RES 2024-08, setting the fee schedule for 2024. The fee schedule was presented and approved at the October 16, 2023, Board of Supervisors' meeting.

Motion by Mr. Cox to adopt RES 2024-08: Set Fee Schedule. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→9. *RES 2024-09: Set Non-Union Employee Salary Increases – To Consider Adoption*

Mr. Seckinger presented RES 2024-09, setting the 2024 pay increases for non-union employees. Pay increases for all full and part-time employees would be set at 1%, within their salary range. Additional merit increases of between 0% - 5% may be given, based on performance and as budgeted. Employees above their salary range would be given any increases in the form of a one-time bonus. Parks and Recreation seasonal employees would receive a 4% increase.

Motion by Mr. Cox to adopt RES 2024-09: Set Non-Union Employee Salary Increases. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→10. *RES 2024-10: Set Salary Ranges for Non-Contractual Employees – To Consider Adoption*

Mr. Seckinger presented RES 2024-10, setting the 2024 salary ranges for non-contractual employees.

Motion by Mr. Cox to adopt RES 2024-10: Set Salary Ranges for Non-Contractual Employees. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→11. *RES 2024-11: Appoint TCC Delegates – To Consider Adoption*

Mr. Seckinger presented RES 2024-11 appointing the following 2024 Tax Collection Committee delegates:

Primary voting delegate:	Warwick Township Finance Director
First alternate voting delegate:	Warwick Township Accounting/HR Administrator
Second alternate voting delegate:	Warwick Township Manager

Motion by Mr. Cox to adopt RES 2024-11: Appoint TCC Delegates. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→12. *RES 2024-12: Set Professional Consultant Fees – To Consider Adoption*

Mr. Seckinger presented RES 2024-12, setting the 2024 professional consultant fees.

Motion by Mr. Cox to adopt RES 2024-12: Set Professional Consultant Fees. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→13. *RES 2024-13: Manager Employment Agreement– To Consider Adoption*

Mr. Seckinger presented RES 2024-13: Manager Employment Agreement.

Motion by Mr. Cox to adopt RES 2024-13: Manager Employment Agreement. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→14. *2024 Employee Handbook – To Consider Approval*

Mr. Seckinger presented the 2024 Employee Handbook for approval. Several changes were made to the handbook from the previous year, including changes to PTO tiers, Work from Home guidelines, bereavement leave, and parental leave.

Motion by Mr. Cox to approve the 2024 Employee Handbook. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

PUBLIC COMMENT:

Mr. David Zipf of Crocker Lane inquired about the Board of Supervisors meeting schedule and expressed concern regarding his inability to attend on the 3rd Monday of the month. Chair Algeo encouraged Mr. Zipf to reach out to Mr. Seckinger for assistance with any issues he may have or any items that may need to be added to a meeting agenda. Mr. Zipf also informed the board that he had been experiencing issues while biking on Eddowes Road due to lack of 'no parking' signs and general debris in the bike lanes around the Township. Chair Algeo asked Mr. Seckinger to investigate the issues further.

■ **ADJOURNMENT:**

The January 2, 2024, Warwick Township Board of Supervisors' public meeting was adjourned at 7:11 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 1/15