

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
January 15, 2024

Members Present: Judith A. Algeo, Esq., Chair
John W. Cox, Vice Chair
Michael A. Riotto, 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' January 15, 2024, public meeting was called to order at 7:00 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.

APPROVAL OF MINUTES:

→ *Monday, December 4, 2023, Board of Supervisors' Meeting Minutes*

Motion by Mr. Cox to approve the December 4, 2023, Board of Supervisors' Meeting Minutes.

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

Motion passed unanimously.

→ *Monday, January 2, 2024, Board of Supervisors' Meeting Minutes*

Motion by Mr. Cox to approve the January 2, 2024, Board of Supervisors' Meeting Minutes.

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

Motion passed unanimously.

ANNOUNCEMENTS:

Mr. Seckinger made the following announcements:

The Township offices will be closed on Monday, February 19, 2024, in observance of Presidents' Day.

The Warwick Township Parks and Recreation Department has opened registration for Winter Programs. Anyone wishing to register can do so in person at the Township building or online at warwickrec.com.

CITIZEN COMMENT:

Mr. Theodore Kosin of Sand Trap Road expressed concern regarding the Board of Supervisors meeting schedule for 2024. He also inquired about the lack of broadcasting of Supervisors' meetings, and the costs of broadcasting compared to the annual pay of the Township Manager.

Chair Algeo thanked Mr. Kosin for his comments and stated that the Board would review such matters further.

MANAGER'S REPORT:

→1. *Police Department Accreditation Presentation*

Mr. Seckinger introduced Mr. James Adams, Accreditation Program Coordinator with the Pennsylvania Chiefs of Police Association.

Mr. Adams thanked Mr. Seckinger for the introduction. He explained that the Warwick Township Police Department had recently completed the accreditation process. Currently, 170 police departments or fourteen (14) percent of police departments in the state of Pennsylvania are accredited. To become accredited, departments must comply with 125 best practices established by the Association and provide a minimum of two (2) proofs per standard. The Warwick Township Police Department hosted two (2) assessors for several days to review all aspects of the department's operations. Mr. Adams then presented Chief Goldberg with a certificate of accreditation and commended the department for its hard work.

→2. *ZHB 23-14: Gasper Landscape (501 Camars Drive) – Signage Application for Zoning Review*

Mr. Seckinger introduced ZHB 23-14: Gasper Landscape. He explained that on December 1, 2023, the Township received a Zoning Hearing Board Application submission by Gasper Landscape of 501 Camars Drive. He explained that the property extends from the rear of an established industrial park to Mearns Road. The most recent sign panel was approved under Permit PZPS230002 along Mearns Road. Mr. Seckinger noted that the applicant would be seeking relief from the Zoning Hearing Board on February 6, 2024, to allow an additional freestanding sign closer to the building and an additional wall sign.

The Board took no position to this application.

→ 3. *LD 23-01: Quick Lube of Caroline Land, LLC (2201 York Road) – Automotive Oil Change Business for Sketch Plan Review*

Mr. Seckinger presented LD 23-01: Quick Lube of Caroline Land, LLC. He explained that on October 13, 2023, the Township received a sketch plan submission to construct an approximately 1,218 square foot two-bay Take 5 Oil Change, a G25 – Vehicular Accessories Use in the C-2 District, at 2201 York Road. Mr. Seckinger noted that PennDOT would likely require the access point along Almshouse Road to be pushed back from the intersection as far as possible.

Mr. Matt McHugh, applicant attorney, thanked Mr. Seckinger for the introduction. He distributed a revised plan and explained the proposed changes including relocation of the driveways and parking in reserve.

Chair Algeo inquired about the suitability of 'right in, right out' driveways for the property. Mr. McHugh stated that the applicant had retained a traffic engineer and would be coordinating with PennDOT to determine the most appropriate entrances.

Mr. Cox inquired about plans for sidewalks. Mr. McHugh stated that the applicant would be willing to work with Staff regarding sidewalks.

Mr. Cox also reminded Mr. McHugh that the property would be subject to the Corridor Overlay District façade requirements. Ms. Eberle recommended the applicant meet with Staff to discuss those requirements further.

→ 4. LD 23-02: DeLuca Construction (1520 Meetinghouse Road) – Residential Subdivision for Sketch Plan Review

Mr. Seckinger presented LD 23-02: DeLuca Construction. He explained that in November, the Township received a sketch plan application for a four-lot residential subdivision consisting of B1 Single Family Detached Dwellings at 1520 Meetinghouse Road in the RR District. Mr. Seckinger explained that the Township was aware, following the last Planning Commission meeting, that the developer was interested in connecting to public sewer and increasing the density of the development. He noted that this parcel was not within the Act 537 sewer service area.

Mr. Edward Murphy, applicant attorney, thanked Mr. Seckinger for the introduction. He explained that a revised plan with public sewer and increased density had been submitted to the Township Planning Commission. Mr. Murphy inquired about the Board's support of extending public sewer to the development and noted that the Staff had not recommended the extension. The Board advised the applicant to follow the recommendation of Staff.

→ 5. PZPS230008: Jamison Place (5001 Quartermaster Lane) – To Consider Corridor Overlay Approval for Development Monument Sign

Mr. Seckinger introduced PZPS2300: Jamison Place. He explained that in November, the Township received a Zoning Permit application from PULTE Developers followed by color materials boards in January of 2024. He explained that the applicant and developer wished to erect a sign along York Road to display the name of the new development, Jamison Place.

Chair Algeo expressed concern regarding possible movement of the hanging portion of the sign.

Mr. Cox inquired about sign lighting. Mr. Seckinger explained that the submitted plan does not include lighting.

Motion by Mr. Cox to grant Corridor Overlay Approval to PZPS230008: Jamison Place (5001 Quartermaster Lane) – Development Monument Sign, conditioned upon the fixture of all portions of the sign to prevent movement. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ 6. PZPS230010: Safrest Resources (1035 W. Bristol Road) – To Consider Corridor Overlay Approval for Replacement Sign

Mr. Seckinger introduced PZPS230010: Safrest Resources. He explained that in November, the Township received a Zoning Permit application from Mr. Leo Safro to replace the existing sign at 1035 West Bristol Road.

Motion by Mr. Cox to grant Corridor Overlay Approval to PZPS230010: Safrest Resources (1035 W, Bristol Road) – Replacement Sign.

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

Motion passed unanimously.

→ 7. *2023-2024 2nd Snow Removal Bid – To Consider Award*

Mr. Seckinger introduced the 2023-2024 Snow Removal Bid. He explained that following the first snow bid for the 2023-2024 winter season, one (1) of three (3) bidders withdrew their bid. A second bid was advertised to ensure the Township secured enough snow removal contractors for the season. In addition to retaining the two (2) original bidders, Mr. Seckinger recommended award of the snow removal bid to the two (2) additional bidders received, Effluent Retrieval Services of Levittown and Rockett Bros. of Sellersville.

Motion by Mr. Cox to award the 2023-2024 2nd Snow Removal Bid to Effluent Retrieval Services and Rockett Brothers.

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

Motion passed unanimously.

→ 8. *RES 2024-14: TD Bank Authorized Representatives Update – To Consider Adoption*

Mr. Seckinger introduced RES 2024-14: TD Bank Authorized Representatives Update, establishing Supervisor Riotto's authority to sign checks for the General Fund.

Chair Algeo asked Ms. Eberle if Mr. Riotto should abstain from the vote. Ms. Eberle advised the Board that Mr. Riotto's abstention was not necessary.

Motion by Mr. Cox to adopt RES 2024-14: TD Bank Authorized Representatives Update.

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

Motion passed unanimously.

→ 9. *RES 2024-15: TD Bank Authorized Representatives Update (Parks & Recreation) – To Consider Adoption*

Mr. Seckinger introduced RES 2024-15: TD Bank Authorized Representatives Update, establishing Supervisor Riotto's authority to sign checks for the Parks and Recreation Fund.

Motion by Mr. Cox to adopt RES 2024-15: TD Bank Authorized Representatives Update (Parks & Recreation).

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

Motion passed unanimously.

→ *Treasurer's Report: November & December 2023*

For the month of November 2023, revenues outpaced expenditures by \$217,206.

Real Estate Transfers posted \$74,130 and Building Permits posted \$18,690. Earned Income Tax posted \$457,053 and Local Service Tax posted \$39,718.

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

General Fund	\$	13,747,552
Firehouse and Equipment	\$	695,136
Road Machinery	\$	123,033
Federal Grant- ARPA	\$	0

Capital Projects Fund	\$	720,514
Highway Aid Fund	\$	16,375
Parks and Recreation	\$	671,236
Parks and Recreation Capital Fund	\$	363,087
Capital Reserve	\$	<u>227,777</u>
Total	\$	<u>16,564,710</u>

For the month of December 2023, expenditures outpaced revenues by \$415,605.

Real Estate Transfers posted \$52,669 and Building Permits posted \$21,768. Earned Income Tax posted \$238,121 and Local Service Tax posted \$4,501.

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

General Fund	\$	13,482,432
Firehouse and Equipment	\$	695,710
Road Machinery	\$	123,305
Federal Grant- ARPA	\$	0
Capital Projects Fund	\$	656,766
Highway Aid Fund	\$	16,375
Parks and Recreation	\$	635,030
Parks and Recreation Capital Fund	\$	311,335
Capital Reserve	\$	<u>228,152</u>
Total	\$	<u>16,149,105</u>

Motion by Mr. Cox to approve the Treasurer’s Reports for November and December 2023, subject to audit. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→ *Bill Payments 12-18-2023 & 1-15-2024*

Mr. Seckinger requested approval of the bill payments dated December 18th in the amount of \$287,755.95 and January 15th in the amount of \$290,068.01, subject to audit.

Motion by Mr. Cox to approve the Bill Payments for December 18, 2023, and January 15, 2024, subject to audit. Second to motion by Mr. Riotto. Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

■ **SOLICITOR’S REPORT:**

None.

■ **ENGINEER’S REPORT:**

→1. *2024 Road Program Bid – To Consider Authorization to Advertise*

Ms. Fountain requested authorization to advertise the 2024 Road Program Bid as presented in the 2024 Budget.

Motion by Mr. Cox to authorize advertisement of the 2024 Road Program Bid.

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

Motion passed unanimously.

→2. LD 03-08: Woodlands at Warwick (Memorial Drive) – To Consider Authorization to Create a Punch List

Ms. Fountain requested authorization to create a punch list for LD 03-08: Woodlands at Warwick – (Memorial Dr.). She explained that a request to certify completion of the project was received from the developer and an updated punch list was needed to evaluate the request.

Mr. Cox asked if Memorial Drive would be a dedicated road. Mr. Seckinger stated that it would be the final dedicated road in the development; however, the developer would handle snow removal for the remainder of the year.

Motion by Mr. Cox to acknowledge the developer's request to certify completion under Section 510 of the Pennsylvania Municipalities Planning Code and to direct the Engineer to draft a punch list to aid in the evaluation of the request.

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

Motion passed unanimously.

■ **OLD BUSINESS:**

None.

■ **NEW BUSINESS:**

None.

■ **PUBLIC COMMENT:**

None.

■ **ADJOURNMENT:**

The January 15, 2024, Warwick Township Board of Supervisors' public meeting was adjourned at 7:32 p.m.

Respectfully submitted,


Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 2/19