

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
February 19, 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
William Oetinger, Esq., Township Solicitor
Michele Fountain, P.E., Township Engineer
Skye Sorresso, Recording Secretary

CALL TO ORDER:

The Warwick Township Board of Supervisors' February 19, 2024, public meeting was called to order at 6:58 p.m. by Ms. Judith Algeo, Chair, who then led attendees in the Pledge of Allegiance.

EXECUTIVE SESSION:

The Board of Supervisors met to discuss matters of personnel.

APPROVAL OF MINUTES:

→ *Monday, January 15, 2024, Board of Supervisors' Meeting Minutes*

Motion by Mr. Cox to approve the January 15, 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:

Day Camp registration is now open. Teen Camp registration will open on Wednesday, February 21st, followed by Spring Program registration on Wednesday, February 28th.

The 29th Annual Egg Hunt will be held at Warwick Community Park on Saturday, March 23rd at 1 PM. Kids aged two (2) to ten (10) are invited to join other children from their age group to scour the field and gather eggs. Pictures with the Bunny will be available afterward.

Registration for the 13th Annual Spring-Cleaning Flea Market on May 4th will open on February 28th. Space is limited and spots fill quickly. More information can be found at warwickrec.com.

CITIZEN COMMENT:

None.

MANAGER'S REPORT:

→1. *Police Department Commendations*

Chief Goldberg presented Commendations of Merit to the following individuals:

- Lieutenant Jon Ogborn for his hard work, dedication, and success in overseeing the accreditation of the Warwick Township Police Department.
- Sergeant Aaron Richwine for his dedication to securing and overseeing a grant for the implementation of CODY Record Management Software.
- Detective Alyson Choiniere for her extensive work on a case involving fraud against an elderly individual leading to the arrest of the perpetrators.

→2. *RES 2024-16: PLGIT Authorized Representatives Update – To Consider Adoption*

Mr. Seckinger presented RES 2024-16, authorizing updates to the authorized representatives on the Township's PLGIT investments account, including the addition of Supervisor Riotto.

Motion by Mr. Cox to adopt RES 2024-16: PLGIT 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.

→ 3. *RES 2024-17: Pension Administrators Update - To Consider Adoption*

Mr. Seckinger presented RES 2024-17, authorizing updates to the authorized representatives on the Township's pension accounts, including the addition of Supervisor Riotto.

Motion by Mr. Cox to adopt RES 2024-17: Pension Administrators Update.

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

Motion passed unanimously.

→ 4. *2024 Road Program Bid – To Consider Award*

Mr. Seckinger presented the results of the 2024 Road Program bid. The bid opened on February 15th, 2024, with a low bid from A.H. Cornell & Son, Inc. at \$1,022,708.75, approximately \$65,145.25 less than budgeted. Mr. Seckinger recommended award to A.H. Cornell & Son, Inc.

Motion by Mr. Cox to award the 2024 Road Program Bid to A.H. Cornell & Son, Inc.

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

Motion passed unanimously.

→ 5. *Township Work Policy GEN-16: Drone Usage – To Consider Approval*

Mr. Seckinger introduced Township Work Policy Gen-16: Drone Usage for consideration. He explained that the policy was drafted to allow the Township to safely and responsibly utilize a drone for public event photography and authorized inspections. Photos would be taken of Township events to show residents the amenities featured and the layout of the site. The drone would also be utilized for open space inspections on Township land or

conservation easements with the property owner's permission. The policy would also limit usage to only Township employees with an FAA-certified drone pilot license.

Motion by Mr. Cox approve Township Work Policy GEN-16: Drone Usage.

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: January 2024*

For the month of January 2024, expenditures outpaced revenues by \$386,468.

Real Estate Transfers posted \$43,890 and Building Permits posted \$37,665. Earned Income Tax posted \$218,056 and Local Service Tax posted \$6,694.

Fund balances for January 2024 are as follows, subject to audit:

General Fund	\$	13,239,211
Firehouse and Equipment	\$	697,976
Road Machinery	\$	123,857
Capital Projects Fund	\$	578,200
Highway Aid Fund	\$	16,375
Parks and Recreation	\$	600,722
Parks and Recreation Capital Fund	\$	277,756
Capital Reserve	\$	<u>228,540</u>
Total	\$	<u>15,762,637</u>

Motion by Mr. Cox to approve the Treasurer's Report for January 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.

→ *Bill Payments 2-5-2024 & 2-19-2024*

Mr. Seckinger requested approval of the bill payments dated February 5th in the amount of \$238,706.66 and February 19th in the amount of \$286,444.46, subject to audit.

Mr. Riotto asked if it was common for January's expenditures to outpace its revenues. Mr. Seckinger explained that they typically did due to the timing of Earned Income and Property Tax collections.

Motion by Mr. Cox to approve the Bill Payments for February 5, 2024, and February 19, 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:**

→1. *Duty Tow Ordinance Amendment – To Consider Authorization to Advertise*

Mr. Oetinger requested authorization to advertise an amendment to the Duty Tow Ordinance. He explained that the amendment would update the licensing and procedural aspects of the ordinance.

Motion by Mr. Cox to authorize advertisement of the Duty Tow Ordinance Amendment.

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

Motion passed unanimously.

■ **ENGINEER'S REPORT:**

→1. *LD 20-03: Gasper Landscape, Inc. (Camars Dr) – To Consider Authorization to Create a Punch List*

Ms. Fountain requested authorization to create a punch list for LD 20-03: Gasper Landscape, Inc. (Camars Dr).

Motion by Mr. Cox to authorize the creation of a punch list for LD 20-03: Gasper Landscape, Inc.

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 Acceptance of Punch List*

Ms. Fountain requested acceptance of the punch list for LD 03-08: Woodlands of Warwick (Memorial Drive). She noted that the punch list for consideration was a second revision.

Motion by Mr. Cox to accept the punch list for LD 03-08: Woodlands at Warwick (Memorial Drive).

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

Motion passed unanimously.

→3. *LD 15-01: Jamison Place – Pulte/BLADCO (2029 York Rd) – To Consider Escrow Release #1*

Ms. Fountain recommended a reduction in the financial security for LD 15-01: Jamison Place – Pulte/BLADCO (2029 York Rd) in the amount of \$1,830,806.30.

Motion by Mr. Cox to approve LD 15-01: Jamison Place – Pulte/BLADCO (2029 York Rd) – Escrow Release #1.

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:**

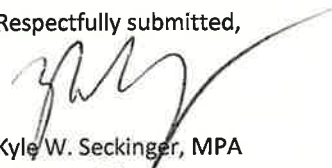
None.

■ **ADJOURNMENT:**

The February 19, 2024, Warwick Township Board of Supervisors' public meeting was adjourned at 7:13 p.m.

These minutes were approved at the
Board of Supervisors' meeting held **3/18/24**

Respectfully submitted,



Kyle W. Seckinger, MPA
Township Manager