

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
June 17, 2024

Members Present: Judith A. Algeo, Esq., Chair
Michael A. Riotta, Member

Members Absent: John W. Cox, Vice Chair

Others Present: Kyle Seckinger, MPA, Township Manager
Becki Marencik, MPA, Assistant Township Manager/Director of Finance
Mark Goldberg, Chief of Police
Jon Ogborn, Police Lieutenant
Dan Sharapan, Director of Parks and Recreation
Mark Rambo, Director of Public Works
Michele Fountain, P.E., Township Engineer
Mary Eberle, Esq., Township Solicitor
Skye Sorresso, Recording Secretary

CALL TO ORDER:

The Warwick Township Board of Supervisors' June 17, 2024, public meeting was called to order at 6:59 p.m. by Mr. Michael Riotta, Member, who then led attendees in the Pledge of Allegiance.

EXECUTIVE SESSION:

The Board of Supervisors met to discuss matters of personnel, real estate, and litigation.

APPROVAL OF MINUTES:

→ *Monday, May 20, 2024, Board of Supervisors' Meeting Minutes*

Motion by Chair Algeo to approve the May 20, 2024, Board of Supervisors' Meeting Minutes.

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

Motion passed unanimously.

ANNOUNCEMENTS:

Mr. Seckinger made the following announcements:

The Summer Movies in the Park Series will kick off with the movie *Migration* on June 19th and *Trolls Ban Together* on July 10th. For additional information or dates, please visit warwickrec.com.

CITIZEN COMMENT:

Mr. Theodore Kosin of Sand Trap Road commented on several items from the Township check register and encouraged the Township to explore lower-cost vendors. Mr. Kosin also expressed his desire for the Board meetings to be live streamed.

Mr. James Fetscher of Stony Road requested information regarding a stake that was placed on his property. Ms. Fountain examined the stake and believed it was placed by a developer to indicate a planned extension in the

sanitary sewer system. Mr. Fetscher requested additional information. Mr. Seckinger informed Mr. Fetscher that he would review the plans for the development near his home and reach out to him the following day.

Mr. Fetscher also explained that his property had been experiencing stormwater issues since a change in grading on a neighboring property. Seckinger stated that we would investigate the complaint.

MANAGER'S REPORT:

→1. ZHB 24-08: 2583 State Road Realty Associates, LLC – Elliott-Lewis (1707 Stout Drive) – For Zoning Review

Mr. Seckinger introduced ZHB 24-08: 2583 State Road Realty Associates, LLC. He explained that on April 29, 2024, the Township received a Zoning Hearing Board Application submission by 2583 State Road Realty Associates, LLC (Elliott-Lewis) seeking relief from the Zoning Ordinance to allow less than the required number of parking spaces for an H3 use at the property. Specifically, the applicant planned to seek approval for thirty (30) existing parking spaces where fifty (50) are required. He noted that the application had been continued during the June 4, 2024, Zoning Hearing Board meeting until the applicant could attend a Board of Supervisors' meeting for review.

Mr. Kyle Colin, General Counsel for the applicant, thanked Mr. Seckinger for the introduction. He explained that the applicant planned to utilize the property for warehousing equipment for both Elliott-Lewis HVAC customers and PECO. He added that one (1) employee would be on-site during business hours, no customers would be permitted, and all deliveries would be scheduled to prevent overlap.

Chair Algeo asked Mr. Colin if the company expected more employees in the future. Mr. Colin stated that they did not.

Mr. Riotto inquired about the maximum number of people expected at the property at any given time. Mr. Colin stated that three (3) to four (4) staff members would be the expected maximum, several of which would likely come together in the delivery/pickup vehicles.

Ms. Eberle inquired about the types of PECO equipment that would be housed on the property. Mr. Colin explained that it would be primarily transformers, shackles, and transformer bars.

Ms. Eberle informed the Board that the use described by the applicant differed from typical warehousing uses. As such, she advised the Board of their ability to request the Zoning Hearing Board consider limiting the property to the use as testified by the applicant and requiring additional relief for any future increases in intensity.

Motion by Chair Algeo to remain neutral to ZHB 24-08: 2583 State Road Realty Associates, LLC – Elliott-Lewis (1707 Stout Drive), conditioned upon the use of the property as described by the applicant, the prohibition of outdoor storage, and the acquisition of further Zoning relief for any increases in intensity. Second to motion by Mr. Riotto, Chair Algeo invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→2. 5-Year Plan Presentation – To Consider Adoption

Mr. Seckinger presented the 2025-2029 5-Year Plan as follows:

2025

In 2025, the Parks and Recreation Department proposes three (3) projects with a combined estimated cost of \$255,000. The projects include the replacement of the Recreation Station Playground in Community Park, replacement of the Community Room round tables, and the re-staining of the Memorial Park pavilion.

The Township Administration Department proposes three (3) projects in 2025. These projects primarily focus on the repair, upkeep, and improvement of the Township Municipal Building and have a combined estimated cost of \$55,000. They include the replacement of the Copy/Server Room cabinetry, the replacement of the front Reception desk, and the installation of an Employee/First Responder Fitness Room.

The Police Department proposes two (2) projects and three (3) purchases in 2025. The projects and purchases have a combined estimated cost of \$208,000 and include the replacement of the Police Corporal desk, the replacement of the Sally Port garage heater, and the replacement of three (3) Police vehicles with Ford Explorer hybrid models.

The Public Works Department proposes three (3) projects and one (1) purchase in 2025. The projects and purchase have a combined estimated cost of \$491,200 and include stabilization of the Walton Road streambank with a SCOURLOK system, installation of an access control system at the Public Works Facility, and the construction of sidewalks from:

- From Jamison Place to St. Cyril's Church on Meetinghouse Road
- One gap on Guinea Lane between Cedar Drive and Bristol Road

The Public Works Department also proposes the replacement of a 2009 F-350 Utility Truck with a 2025 model.

The 2025 Road Program proposes the paving of Dorset Way, Buckingham Drive, Woodfield Drive, Monticello Drive, Chapman Circle, Cambridge Circle, Stover Street, and Russett Drive for a combined estimated cost of \$618,700.

A total of eleven (11) projects and four (4) equipment purchases have been proposed for completion in 2025 with a combined estimated cost of \$1,009,200.

Projects & Purchases:	\$1,009,200
Road Program:	\$618,700
Combined Estimated Cost:	\$1,627,900

2026

The Parks and Recreation Department proposes three (3) projects and one (1) purchase in 2026 with a combined estimated cost of \$138,000. These projects include replacement of the Guinea Lane Park playground, installation of sunshades at Guinea Lane and Community Parks, and the installation of an access control system for the park pavilions and restrooms. The Parks and Recreation Department also proposes to replace a zero-turn mower due to age and condition.

The Administration Department proposes to refurbish the original building elevator, including the control panels, electrical components, and door mechanisms. The project has an estimated cost of \$50,000.

The Police Department proposes three (3) projects and three (3) purchases with a combined estimated cost of \$257,000. They include replacement of the rear gate between the Police Compound and Community Park, replacement of the automated gate reader at the Meyer Way Police Compound entrance, continued utilization of the Police Accreditation Consultant, and the replacement of three (3) Police vehicles.

The Public Works Department also proposes two (2) projects and one (1) purchase in 2026: installation of flood barriers on Creek Road, the replacement of a 2011 6-Wheel Dump Truck with a 2026 model, and the construction of sidewalks from:

- 2094 Almshouse Road to 2046 Almshouse Road

- 1946 Almshouse Road to Sunrise Way

These proposed projects and purchases have an estimated total cost of \$444,000.

The 2026 Road Program proposes the paving of Fairmount Drive, Tripp Avenue, Adams Way, Foxwood Drive, Ross Lane, Meetinghouse Road (Old York Road to Bristol Road), Grandville Circle, Juniper Circle, and Bittersweet Circle for a combined estimated cost of \$707,250.

A total of nine (9) projects and five (5) equipment purchases have been proposed for 2026 with a combined estimated cost of \$889,000.

Projects & Purchases:	\$889,000
Road Program:	\$707,250
Combined Estimated Cost:	\$1,596,250

2027

The Parks and Recreation Department proposes two (2) projects and three (3) purchases in 2027. They include installation of a solar pond aerator in Hidden Pond, repainting of the Community Park pavilion, replacement of two (2) enclosed landscaping trailers, and the replacement of a zero-turn mower for a combined estimated cost of \$80,000.

The Administration Department proposes the replacement of an unsupported large format scanner with a scanner/copier model for an estimated cost of \$13,500.

The Police Department proposes to replace two (2) Police vehicles with hybrid models.

The Public Works Department also proposes three (3) projects and one (1) purchase in 2027: replacement of the Valley Road Bridge (grant contingent, repairs proposed if no grant is awarded), stormwater facilities design for the Park Avenue/Meadow Drive development, the purchase of a 2027 Cat 265 Skid Steer with mill attachment, and the construction of sidewalks from:

- From CVS Pharmacy to St. Cyril's Church on Almshouse Road

The combined estimated cost of the proposed projects and purchases is \$894,140.

The 2027 Road Program proposes the paving of Nathaniel Trail, Harrison Lane, Deepwell Circle, West Hill Lane, Monroe Drive, Alex Lane, Scott Place, and Conway Court for a combined estimated cost of \$632,500.

A total of six (6) projects and six (6) equipment purchases have been proposed for 2027 with a combined estimated cost of \$1,117,640.

Projects & Purchases:	\$1,117,640
Road Program:	\$632,500
Combined Estimated Cost:	\$1,750,140

2028

The Parks and Recreation Department proposes the replacement of various park signage and the Hidden Pond Park playground in 2028. The projects have a combined estimated cost of \$110,000.

The Administration Department proposes no projects in 2028.

The Police Department proposes three (3) projects in 2028, with a combined estimated cost of \$320,000. These projects include a patrol vehicle shelter feasibility study, replacement of the department radios as required by the County, and the installation of a Fixed License Plate Reader.

The Public Works Department proposes four (4) projects to in 2028, including connection of the Public Works facility to public sewer, storm-sewer installation and construction on Park Avenue and Meadowview Road, the construction of sidewalks from:

- Walgreens to the Warwick Tavern on York Road

The Public Works Department also proposes the replacement of a 580 Case Backhoe with a 2028 Cat 440 Backhoe. The projects and purchases have a combined estimated cost of \$555,190.

The 2028 Road Program proposes the paving of Sterling Street, Tulip Road (crossroads to York Road), Maxwell Manor, Hamilton Way, and Laurens Lane for a combined estimated cost of \$684,250.

A total of nine (9) projects and one (1) equipment purchase have been proposed for 2028 with a combined estimated cost of \$985,190.

Projects & Purchases:	\$985,190
Road Program:	\$684,250
Combined Estimated Cost:	\$1,669,440

2029

In 2029, the Parks and Recreation Department proposes two (2) projects with a combined estimated cost of \$13,000. The projects include replacement of park signage and the re-staining of the Memorial Park pavilion.

The Administration Department proposes no projects in 2029.

The Police Department proposes the replacement of in-car computer tablets, stations, and docks as well as the replacement of two (2) Police vehicles. The proposed 2029 projects and purchases total an estimated \$218,000.

The Public Works Department proposes the replacement of a 590 Case Backhoe with a 2029 Cat 3008 Excavator and the construction of sidewalks from:

- Land Road to Sunrise Way on Almshouse Road

The proposed 2029 projects and purchases total an estimated \$605,694.

The 2029 Road Program proposes the paving Wimbledon Drive, Mountain Laurel Drive, Augusta Drive, Sawgrass Drive, Stony Road (Turkey Trot to Bristol Road), Grakelow Drive, Park Drive, Meadowview Drive, and Wayne Road for a combined estimated cost of \$747,500.

A total of four (4) projects and three (3) equipment purchases have been proposed for 2029 with a combined estimated cost of \$836,694.

Projects & Purchases:	\$836,694
Road Program:	\$747,500
Combined Estimated Cost:	\$1,584,194

Staffing

Mr. Seckinger reviewed several staffing considerations for the next five (5) years:

2025

Police Department

Hiring of a 19th Police Officer to supplement the Detective's Office.

Much of the crime experienced in Warwick Township involves general fraud, check fraud, cybercrimes, illegal gun purchasing, and scams- all of which require assignment to a Detective for investigation. The caseload of the Detective's Office is such that a third full-time Detective is warranted.

Parks and Recreation Department

Hiring of a part-time Parks and Recreation Maintenance Employee.

There are six (6) major parks and three (3) pocket parks encompassing over 200 acres in Warwick that require regular maintenance, restroom cleaning, trash pick-up, playground repairs, and woodchip spreading. When the Parks and Recreation Department has an absence or a project that requires more than one employee, a Public Works Maintenance Employee must be temporarily shifted to parks maintenance. An additional part-time Parks and Recreation Employee would allow the Parks and Recreation Department to operate more independently and efficiently.

2025-2029

Planning and Zoning/Fire

Continue to evaluate the fire response needs of the Warwick Fire Company.

If warranted, Township employees in certain positions can be designated as hybrid Firefighter/Fire Inspectors or Firefighter/Code Enforcement Officers. Part-time Firefighters can also be added to supplement times of the day that are more problematic for volunteer response.

2026

No proposed changes

2027

Administration

Evaluate the Assistant Township Manager position as a standalone position. Currently, the position combines the responsibilities of a Department Head with the Assistant Township Manager. As Townships grow and responsibilities increase, this position may need to be separated.

2028

No proposed changes

2029

No proposed changes

Internal/External Threats & Opportunities

Mr. Seckinger reviewed the following threats and opportunities facing the Township:

1. Paid Firefighters
 - a. If the Township must hire paid firefighters due to WFC personnel and response time numbers, the costs would be similar to adding another Township Department.
2. National, State or Regional Economic Slowdown
 - a. The Township relies heavily on Earned Income Tax. Warwick residents contribute to this tax only if they are employed. An economic slowdown that results in higher unemployment could have a negative correlation to tax revenue.
3. Grant Funding

- a. Grant revenue can replace the need to utilize Township funds for necessary infrastructure or recreational projects. Grant applications for Township projects should continue to be prepared and submitted.
4. Staffing Levels
 - a. While some employee growth is needed to maintain the services we provide, growth should be carefully planned and justified to ensure that the Township remains highly efficient.
 5. Staff Expertise
 - a. Continued prioritization of the recruitment, hiring, and retention of experienced, effective, and educated staff.
 6. External Contracts/Subcontracting
 - a. Continual reassessment of all Township contracts to ensure fair and marketable rates and fees for the common services we procure can yield significant long-term savings.
 7. Emergency Medical Services
 - a. The quantity of billable service runs and insurance billing payments can drastically impact the revenue for emergency medical services. Should those numbers fail to equal their expenses, EMS companies may request tax revenue from the municipalities they serve.
 8. Infrastructure Failures/Natural Disasters
 - a. While Township infrastructure is maintained, unforeseen infrastructural failures or natural disasters could result in unexpected and significant expenses.
 9. Interest Rates
 - a. Since the majority of Township fund balance must be kept in conservative financial vehicles and due to the Township's debt-free status, higher interest rates positively impact the Township's investment income which can be applied to the Township's operational and capital needs.
 10. Pension/Post-Retirement Medical Insurance Funding
 - a. Stronger market returns on the Township's pension funds result in less Minimum Municipal Obligations (MMOs). While the Township can dollar cost average, diversify investments, reduce financial advisor costs, and adjust assumed interest rates, the pension fund balances will always be directly correlated to overall stock market performance.

Financial Projects

Mr. Seckinger explained that the following assumptions were used when calculating 5-Year Plan projections:

- 4% increase in income
- 4% increase in operating expenses
- 8% increase in health insurance costs
- 10% increase in pension funding

He also noted that while millage *distribution* is proposed to change over the 5-year period, no property tax increases have been proposed.

Fund	Year					
	2024	2025	2026	2027	2028	2029
GF	11.75	11.25	11.25	11.25	11.25	11.25
F&EF	0.75	0.75	0.75	0.75	0.75	0.75
RM	0.75	0.75	0.75	0.75	0.75	0.75
P&R	1.0	1.5	1.5	1.75	1.75	1.75

P&R Cap	1.0	1.0	1.0	0.75	0.75	0.75
Total	15.25	15.25	15.25	15.25	15.25	15.25

Mr. Seckinger then explained that the unreserved fund balance across all funds would decrease from \$15.5M to \$9.8M while still maintaining a 25% operating reserve. The Warwick Township 5-Year Plans dating back to 2010 have projected a decreased overall fund balance at the conclusion of each plan; however, actual results have resulted in an overall fund balance growth and completion of the proposed projects ahead of schedule.

Chair Algeo thanked Mr. Seckinger for his hard work in putting the plan together. Mr. Seckinger thanked Ms. Becki Marencik, Assistant Township Manager/Director of Finance and Ms. Skye Sorresso, Assistant to the Manager, for their assistance.

Mr. Theodore Kosin of Sand Trap Road requested that the Township consider replacing the Guinea Lane Park playground before the Recreation Station playground. Mr. Seckinger explained that the condition of the Recreation Station was determined to be worse than Guinea Lane.

Mr. Kosin also expressed his discontent with the Township’s proposed installation of fixed License Plate Readers (LPRs). He also felt that the Township should consider the inclusion of a firetruck for the Warwick Fire Company in the 5-Year Plan. Further, Mr. Kosin felt the Township should offer a property tax rebate to volunteer firefighters. Mr. Seckinger explained that the Township had submitted a grant on behalf of the Fire Company for a new apparatus. He also explained that the Township already offers a volunteer firefighter stipend that equates to roughly the tax rebate and allows renters to benefit as well.

Motion by Chair Algeo to implement the 5-Year Plan as presented. 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: May 2024*

For the month of May 2024, revenues outpaced expenditures by \$528,702. Real Estate Transfers posted \$63,869 and Building Permits posted \$55,759. Earned Income Tax posted \$654,226 and Local Service Tax posted \$46,112.

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

General Fund	\$	15,876,299
Firehouse and Equipment	\$	768,144
Road Machinery	\$	286,587
Capital Projects Fund	\$	491,952
Highway Aid Fund	\$	476,786
Parks and Recreation	\$	895,611
Parks and Recreation Capital Fund	\$	375,171
Capital Reserve	\$	<u>230,056</u>
Total	\$	<u>19,400,606</u>

Motion by Chair Algeo to approve the Treasurer’s Report for May 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 6-3-2024 & 6-17-2024*

Mr. Seckinger requested approval of the bill payments June 3rd, in the amount of \$46,913.05, and for June 17th, in the amount of \$1,133,750.93, subject to audit. Mr. Seckinger noted that the June 17th bill payments contained a significant portion of the Road Program payment.

Motion by Mr. Riotto to approve the Bill Payments for June 3, 2024, and June 17, 2024, 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:**

None.

■ **ENGINEER'S REPORT:**

None.

■ **OLD BUSINESS:**

None.

■ **NEW BUSINESS:**

None.

■ **PUBLIC COMMENT:**

None.

■ **ADJOURNMENT:**

The June 17, 2024, Warwick Township Board of Supervisors' public meeting was adjourned at 8:17 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 8/19