

**WARWICK TOWNSHIP**  
**Board of Supervisors' Public Meeting Minutes**  
**September 16, 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  
Michele Fountain, P.E., Township Engineer  
Michael Martin, Esq., Township Solicitor  
Skye Sorresso, Recording Secretary

**CALL TO ORDER:**

The Warwick Township Board of Supervisors' September 16, 2024, public meeting was called to order at 7:02 p.m. by Mr. Cox, Vice Chair, who then led attendees in the Pledge of Allegiance.

**EXECUTIVE SESSION:**

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

**APPROVAL OF MINUTES:**

→ *Monday, August 19, 2024, Board of Supervisors' Meeting Minutes*

**Motion by Chair Algeo to approve the August 19, 2024, Board of Supervisors' Meeting Minutes.**

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

**Motion passed unanimously.**

**ANNOUNCEMENTS:**

Mr. Seckinger made the following announcements:

On September 11th, the Warwick Township Police Department was selected as a recipient of a 2024-2025 Byrne Justice Assistant Grant in the amount of \$36,300. The award will fully fund the installation of a fixed license plate reader to be included in the 2025 Capital Projects Plan.

Registration remains open for the 11th Annual Lewy Body Dementia Walk. The walk will be held September 29th from 10am to 12pm at Warwick Community Park.

Drop-off for the 2024 Scarecrow Showdown begins Tuesday, October 1st. Please contact Kristen Belles, Parks and Recreation Program Coordinator with any questions. To register for any of these events, please visit [warwickrec.com](http://warwickrec.com) or reach out to Kristen Belles, Parks and Recreation Program Coordinator.

**CITIZEN COMMENT:**

Ms. Brittany Kosin of Sand Trap Road expressed concern regarding fixed license plate readers and provided an article to the Board.

Mr. Mark Rickers of Stony Road inquired about the status of a noise complaint regarding rumble strips along Stony Road. Mr. Seckinger stated that any product that fills in the rumble strips would likely pop out during our first freeze/thaw cycle. Mr. Seckinger stated that the Township Engineer contacted the PennDOT Bike Lane Coordinator for possible solutions.

Mr. Michael Grasso and Mr. Tim Lott of Stony Road also expressed concern regarding the amount of noise generated by the rumble strips along the Stony Road bike lane.

#### **MANAGER'S REPORT:**

##### **→1. *Dunkin Donuts Signage Permit (1625 Kendarbren Dr) – For Corridor Overlay District Review***

Mr. Seckinger presented the Dunkin Donuts Signage Permit for review. He explained that the applicant applied to the Township to replace the signage for their location at York Road and Kendarbren Drive. The signage package complies with the Zoning Ordinance and applicable Zoning Hearing Board adjudications.

**Motion by Chair Algeo to grant Corridor Overlay Approval to Dunkin Donuts (1625 Kendarbren Dr). Second to motion by Mr. Riotta.** Mr. Cox invited comment or discussion. There being none, the vote was called. **Motion passed unanimously.**

##### **→2. *Canvas Hair Salon Signage Permit (2190 York Rd) – For Corridor Overlay District Review***

Mr. Seckinger presented the Canvas Hair Salon Signage Permit for review. He explained that the applicant applied to the Township to install new signage for their business at York and Almshouse Roads, replacing the unit previously occupied by *Graze Craze*. The signage package complies with the Township Zoning Ordinance.

**Motion by Chair Algeo to grant Corridor Overlay Approval to Canvas Hair Salon Signage Permit (2190 York Rd). Second to motion by Mr. Riotta.** Mr. Cox invited comment or discussion. There being none, the vote was called. **Motion passed unanimously.**

##### **→3. *2025 Capital Projects Presentation – For Review***

Mr. Seckinger presented the 2025 Capital Projects:

The Parks and Recreation Department proposes five (5) projects and one (1) purchase in 2025 for a combined estimated cost of \$300,000. The projects include the replacement of the Recreation Station Playground, pavilion cameras, and pole barn cameras in Community Park, replacement of the Community Room round tables, and re-staining of the Memorial Park pavilion. The Parks and Recreation Department also proposes the purchase of a water trailer for the watering of the Township's annual tree plantings. Mr. Seckinger noted that several grants had been submitted for the replacement of the Recreation Station Playground.

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 \$60,000. 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 three (3) projects and three (3) purchases in 2025. The projects and purchases have a combined estimated cost of \$230,000 and include the replacement of the Police Corporal desk, replacement of the Sally Port garage heater, the installation of a fixed license plate reader at the intersection of York and Almshouse Roads, and the replacement of three (3) Police vehicles with Ford Explorer hybrid models. The cost of the fixed license plate reader would be fully covered by a Byrne Justice Assistant Grant.

The Public Works Department proposes six (6) projects and one (1) purchase in 2025. The projects and purchase have a combined estimated cost of \$781,446 and include stabilization of the Walton Road streambank with a SCOURLOK system, engineering for the Valley Road Bridge project (including reimbursement from a PennDOT MTF grant), installation of an access control and upgraded camera system at the Public Works Facility, replacement of the Public Works Facility oil heater and water heater with a gas combination furnace, and the construction of sidewalks along:

- Frontage of Guinea Lane from Cedar Drive and Bristol Road
- Frontage of Almshouse Road from Guinea Lane to 2046 Almshouse Road
- Frontage of Almshouse Road from 1946 Almshouse Road to Sunrise Way

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. This plan completes repaving of the Mountain View Development as well as several additional roads.

A total of seventeen (17) projects and five (5) purchases have been proposed for 2025 with a combined estimated cost of \$1,371,446.

Projects & Purchases:	\$1,371,446
Road Program:	\$ 618,700
Combined Estimated Cost:	\$1,990,146

**Motion by Chair Algeo to incorporate the 2025 Capital Projects as presented into the 2025 budget.**

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

**Motion passed unanimously.**

**→4. RES 2024-26: MMO for Non-Uniformed Employees' Pension Fund – To Consider Adoption**

Mr. Seckinger presented RES 2024-26 for adoption. He stated that the proposed 2025 minimum municipal obligation for the non-uniformed employees' pension fund is \$19,836, a decrease from 2024's obligation of \$20,006. Mr. Seckinger noted that that the fund has been closed to new employees since 2012.

**Motion by Chair Algeo to adopt RES 2024-26: MMO for Non-Uniformed Employees' Pension Fund.**

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

**Motion passed unanimously.**

**→5. RES 2024-27: MMO for Police Pension Fund – To Consider Adoption**

Mr. Seckinger presented RES 2024-27 for adoption. He stated that the proposed 2025 minimum municipal obligation for the police pension fund is \$557,702, an increase from 2024's obligation of \$551,820.

**Motion by Chair Algeo to adopt RES 2024-27: MMO for Police Pension Fund.**

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

**Motion passed unanimously.**

**→6. RES 2024-28: Emergency Operations Plan – To Consider Adoption**

Mr. Seckinger presented RES 2024-28 for adoption. He explained that the resolution would update the Township's Emergency Operations Plan from 2021 to reflect Township staffing changes, updates to local contractors, suppliers, available equipment, and outside agency emergency contact information.

**Motion by Chair Algeo to adopt RES 2024-28: Emergency Operations Plan.**

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

**Motion passed unanimously.**

→7. *RES 2024-29: PennDOT Maintenance Agreement (York Rd & Meyer Way Traffic Signal) – To Consider Adoption*

Mr. Seckinger presented RES 2024-29 for adoption. He explained that as part of the York Road and Meyer Way traffic signal upgrade, PennDOT would require Warwick Township to execute a new maintenance agreement. He also noted that PennDOT recently agreed to allow the Township to utilize the existing mast arm, saving tens of thousands of dollars in construction costs.

**Motion by Chair Algeo to adopt RES 2024-29: PennDOT Maintenance Agreement (York Rd & Meyer Way Traffic Signal).**

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

**Motion passed unanimously.**

→8. *2024-2025 Bucks County Consortium Salt Bid – To Consider Award*

Mr. Seckinger presented the results of the 2024-2025 Bucks County Consortium Salt Bid. He recommended award to the lowest bidder, Morton Salt, at \$60.95/ton delivered and \$60.00/ton for pick up. Mr. Seckinger noted that this was a \$5.05/ton delivered decrease in price from the previous year.

**Motion by Chair Algeo to award the 2024-2025 Bucks County Consortium Salt Bid to Morton Salt, Co. in the amount of \$60.95/ton delivered and \$60.00/ton for pick up.**

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

**Motion passed unanimously.**

→9. *2024-2025 Snow Removal Bid – To Consider Authorization to Advertise*

Mr. Seckinger presented the 2024-2025 Snow Removal Bid for advertisement. He explained that the Public Works Department requested authorization to advertise the 2024-2025 winter season Snow Removal Bid for posting on the online PennBid system. If approved, the bid would open on October 7th at 8am with the anticipated award at the October 21st Board of Supervisors meeting.

**Motion by Chair Algeo to authorize advertisement of the 2024-2025 Snow Removal Bid.**

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

**Motion passed unanimously.**

→ *Treasurer's Report: August 2024*

For the month of August 2024, expenditures outpaced revenues by \$635,617.

Real Estate Transfers posted \$85,075 and Building Permits posted \$40,071. Earned Income Tax posted \$482,787 and Local Service Tax posted \$39,846.

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

General Fund	\$	15,493,509
Firehouse and Equipment	\$	755,250
Road Machinery	\$	161,231
Capital Projects Fund	\$	258,145
Highway Aid Fund	\$	8,918
Parks and Recreation	\$	801,671
Parks and Recreation Capital Fund	\$	390,177
Capital Reserve	\$	<u>88,556</u>
Total	\$	<u>17,957,457</u>

**Motion by Chair Algeo to approve the Treasurer’s Report for August 2024, subject to audit. Second to motion by Mr. Riotta.** Mr. Cox invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

→ *Bill Payments 9-2-2024 & 9-16-2024*

Mr. Seckinger requested approval of the bill payments for September 2<sup>nd</sup> totaling \$167,898.96, and for September 16<sup>th</sup> totaling \$87,125.33, subject to audit.

**Motion by Chair Algeo to approve the Bill Payments for September 2, 2024, and September 16, 2024, subject to audit. Second to motion by Mr. Riotta.** Mr. Cox invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

■ **SOLICITOR’S REPORT:**

→1. *RES 2024-30: LD 03-08: Woodlands at Warwick (Memorial Dr) Deed of Dedication – To Consider Acceptance*

Mr. Martin presented RES 2024-30 for adoption. He explained that if approved, the resolution would accept dedication of Memorial Drive.

**Motion by Chair Algeo to RES 2024-30: LD 03-08: Woodlands at Warwick (Memorial Dr) Deed of Dedication. Second to motion by Mr. Riotta.** Mr. Cox invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

■ **ENGINEER’S REPORT:**

→1. *LD 03-08: Woodlands at Warwick (Memorial Dr) – To Consider Certification of Completion, Acceptance of Maintenance Period Financial Security and Escrow Release #7*

Ms. Fountain presented the Woodlands at Warwick Certificate of Total Completion and recommended approval of Escrow Release #7 – Final, in the amount of \$745,565.31, and acceptance of the Maintenance Period Financial Security.

**Motion by Chair Algeo to accept LD 03-08: Woodlands at Warwick (Memorial Dr) Certification of Completion, Maintenance Period Financial Security and Escrow Release #7. Second to motion by Mr. Riotta.** Mr. Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→2. *LD 11-02: Warwick Mill (School Rd)– To Consider Release of Maintenance Period Financial Security*

Ms. Fountain recommended the release of the Maintenance Period Financial Security for LD 11-02 Warwick Mill (School Rd) in the amount of \$69,680.00.

**Motion by Chair Algeo to authorize LD 11-02: Warwick Mill (School Rd)– Release of Maintenance Period Financial Security. Second to motion by Mr. Riotto.** Mr. Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

■ **OLD BUSINESS:**

Mr. Seckinger informed the Board that TD Bank has completed tree and shrub trimming between Almshouse Road and their rear entrance driveway as requested by the Board at their July meeting.

■ **NEW BUSINESS:**

None.

■ **PUBLIC COMMENT:**

None.

■ **ADJOURNMENT:**

The September 16, 2024, Warwick Township Board of Supervisors' public meeting was adjourned at 7:38 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA  
Township Manager

These minutes were approved at the  
Board of Supervisors' meeting held 10/21/24