

**WARWICK TOWNSHIP**  
**Board of Supervisors' Public Meeting Minutes**  
**October 21, 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  
Mary Eberle, Esq., Township Solicitor  
Skye Sorresso, Recording Secretary

**CALL TO ORDER:**

The Warwick Township Board of Supervisors' October 21, 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 personnel, real estate, and litigation.

**APPROVAL OF MINUTES:**

→ *Monday, September 16, 2024, Board of Supervisors' Meeting Minutes*

**Motion by Mr. Cox to approve the September 16, 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 Parks and Recreation Department is once again accepting donations to the Costume Donation Vault. Gently used costumes can be dropped off at the Township Administration Building until October 24th.

The Scarecrow Showdown is also underway. Entries will be accepted during Township business hours until October 23rd. Categories include Schools & Scouts, Family, and Business.

Halloween Happening will be held on Thursday, October 24th from 5:30 pm to 7:30 pm in Warwick Community Park. This free event is open to all ages and will feature Trunk-or-Treating and Scarecrow Showdown voting. Please visit [Warwickrec.com](http://Warwickrec.com) or contact Kristen Belles, Parks and Recreation Program Coordinator for more information.

**CITIZEN COMMENT:**

Mr. Michael Grasso of Stony Road addressed the Board regarding rumble strips along the Stony Road bike lane. He expressed his discontent regarding the installation of Stay In Lane Signs adjacent to the bike lane. Mr. Grasso told Mr. Seckinger to remove the rumble strips, or he would do so himself.

**MANAGER'S REPORT:**

**→1. 2025 Budget Presentation – To Consider Authorization to Advertise**

Mr. Seckinger presented the 2025 Budget for consideration to advertise.

He explained that the General Fund serves as the Township operational fund for all day-to-day services except Parks and Recreation, encompassing the Administration, Finance, Planning and Zoning, Police, and Public Works Departments. For December 2024, the estimated Unrestricted General Fund balance is \$11,950,688, estimated Emergency Reserve General Fund balance is \$2,353,000 and estimated Restricted (Developer Escrows) General Fund balance is \$829,917. Mr. Seckinger noted that Capital Projects and a portion of the Road Program are paid from the General Fund because there is no dedicated Capital Project tax and Highway Aid is generally insufficient to cover the entire Road Program.

**Real Estate Tax Fund Distribution**

	<b>2024</b>	<b>2025</b>
• General Fund	11.75 Mills	11.25 Mill
• Park and Rec Operating & Capital Funds	2 Mills	2.5 Mills
• Firehouse & Equipment Fund	0.75 Mills	0.75 Mills
• Road Machinery Fund	0.75 Mills	<u>0.75 Mills</u>
<b>Total Millage:</b>	<b>15.25 Mills</b>	<b>15.25 Mills</b>

**General Fund**

**General Fund Revenue Notable Line Items:**

	<b>2024</b>	<b>2025</b>
• 301.000 – Real Estate Taxes	\$2,723,000	\$2,664,000
• 310.000 – Real Estate Transfers	\$4,985,000	\$4,935,000
• 321.800 – Cable Franchise Fees	\$300,000	\$275,000
• 341.000 – Interest Earnings	\$180,000	\$400,000
• 355.130 – Foreign Fire Ins. Tax	\$132,500	\$134,000
• 357.050 – State Pension Aid	\$255,000	\$285,000
• 361.300 – Zoning/Land Development	\$156,250	\$152,800
• 362.000 – Building Permits	\$293,050	\$379,050

**General Fund Expenditures Notable Line Items:**

	<b>2024</b>	<b>2025</b>
• 400.000 – 404.000, 407.000 – 409.000	\$1,185,850	\$1,224,900
• Legislative, Executive, Financial Administration, Tax Collection, Legal Services, IT, Engineer Services, Building Maintenance		
• 410.000 – Police Department	\$3,394,500	\$3,451,600
• 411.000 – 413.000 – Fire, Ambulance, Protective Inspection	\$383,375	\$424,875
• 414.000 – P&Z Department	\$473,300	\$489,000
• 430.000, 432.000 – 434.000, 436.000 – 438.000, 446.000	\$2,042,350	\$1,730,600
• Public Works, Road Maintenance, Snow/Ice Removal, Street Signs, Street Lights, Stormwater Facilities, Trails, Road Program, Fuel		
• 484.000, 486.000 – All Non-Health Insurances	\$1,353,526	\$1,399,000

- 492.030 – Capital Fund Transfer \$580,000 \$785,000

General Fund Expenditures:

Personnel

- Uniformed Police employees to receive a 3.25% salary increase per their CBA
- Public Works Union employees to receive a 3.75% salary increase per their CBA
- Non-Uniformed employees proposed to receive an average of 4% salary increase. Actual raises are determined by individual performance evaluations for non-union employees.

Police Department

- 19<sup>th</sup> Officer (3<sup>rd</sup> Detective)
- Planned Retirement and Replacement of One Officer

Planning and Zoning

- 2<sup>nd</sup> Fire Inspector/Firefighter (p/t)

Healthcare

- 8% increase budgeted (7% actual)
- Changes in employees' status will impact final costs

Pensions

- Police Employees' Defined Pension Plan MMO - \$557,702
- Non-Uniformed Employees' Defined Benefit Pension Plan MMO - \$19,836
- Non-Uniformed Employees' Defined Contribution - \$85,000
- 457 Match Program - \$78,000
- Police Post Retirement Medical Insurance - \$120,000

**2025 Trail Project**

Resurfacing of:

- Lockleigh Road
  - Community Park Trail System
- Total: \$122,000**

**Capital Project Fund**

Income:

- Interest Earnings: \$12,000
  - General Fund Transfer: \$785,000
  - Cash Balance Forward: \$322,784
- Total Income: \$1,119,784**

Expenditures:

**Total Capital Projects: \$1,114,000**

**Road Machinery Fund**

Income:

- Millage (Taxes & Interest): \$180,200
  - Cash Balance Forward: \$65,665
- Total Income: \$245,865**

Expenditures:

• Tax Collection:	\$3,300
• <u>2025 F-350 Utility:</u>	<u>\$118,000</u>
<b>Total Expenditures:</b>	<b>\$121,300</b>

**Highway Aid Fund**

Income:

• Interest:	\$3,000
• Liquid Fuels:	\$448,880
• <u>Cash Balance Forward:</u>	<u>\$3,527</u>
<b>Total Income:</b>	<b>\$455,407</b>

Expenditures:

• 2025 Road Program:	\$455,000
○ (Highway Aid Portion)	
• <b>Total Expenditures:</b>	<b>\$121,300</b>

2025 Road Program

• General Fund:	\$265,000
• <u>Liquid Fuels:</u>	<u>\$455,000</u>
<b>Total Program:</b>	<b>\$720,000</b>

**Parks & Recreation Fund**

Income:

• 2025 Revenue	\$701,050
○ Taxes & Interest	
○ Recreation Programs	
○ Sponsorship	
• <u>Cash Balance Forward:</u>	<u>\$638,616</u>
<b>Total Income:</b>	<b>\$1,339,666</b>

Expenditures:

• 2024 Expenditures:	\$746,900
○ Personnel	
○ Tax Collector	
○ Programs/Tickets	
○ Special Events	
○ Maintenance	
○ Administration	

Mr. Seckinger noted that the 2025 Parks and Recreation budgeted expenditures include an additional part-time Maintenance Employee and additional baseball field maintenance funding due to reduced Warwick Baseball volunteer maintenance.

**Parks & Recreation Capital Fund**

Income:

• Millage (Taxes & Interest):	\$247,000
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• Developer Fees:	\$2,000
• <u>Cash Balance Forward:</u>	<u>\$559,140</u>
<b>Total Income:</b>	<b>\$808,140</b>

Expenditures:

• Tax Collection:	\$4,400
• <u>P&amp;R Projects:</u>	<u>\$300,000</u>
<b>Total Expenditures:</b>	<b>\$304,400</b>

**Firehouse & Equipment Fund**

Income:

• Millage (Taxes & Interest):	\$197,700
o 94% to WFC, 6% to HFC	
• Cash Balance Forward (WFC):	\$654,817
• <u>Cash Balance Forward (HFC):</u>	<u>\$11,300</u>
<b>Total Income:</b>	<b>\$863,818</b>

Expenditures:

• Tax Collection:	\$3,300
• <u>Operating &amp; Capital:</u>	<u>\$290,500</u>
<b>Total Expenditures:</b>	<b>\$293,800</b>

**Capital Reserve Fund**

Income:

• Interest:	\$1,800
• <u>Cash Balance Forward</u>	<u>\$91,153</u>
<b>Total Income:</b>	<b>\$92,953</b>

Expenditures:

<b>Total Expenditures:</b>	<b>\$0</b>
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**Distribution of Taxes**

- Warwick Township – 15.25 Mills (9%)
- Bucks County – 25.45 Mills (15%)
- Central Bucks SD – 127.84 Mills (76%)

**Budget Message**

- 15th Consecutive Year of No Tax Increase
- Re-Allocation of Funding to Parks and Recreation
- Continued Infrastructure, Road and Sidewalk Funding

**Motion by Mr. Cox to authorize advertisement of the 2025 Budget.**

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

**Motion passed unanimously.**

→2. *2025 Warwick Fire Company Budget Presentation – To Consider Approval*

Mr. Seckinger introduced Mr. Ryan Butrica, Warwick Fire Company Chairman, and Mr. Kevin McCreary, Warwick Fire Company Treasurer.

Mr. Butrica and Mr. McCreary thanked Mr. Seckinger for the introduction. They explained that the Fire Company would like to utilize approximately \$90,000 of their fund balance for improvements on the Fire Station, including finishing the second floor, purchasing furniture, installing an access control system, repaving the front lot, repairing the exterior stucco and window seals, and upgrading the lighting to LED. Mr. Butrica added that several quotes were obtained for each project.

**Motion by Mr. Cox to approve the 2025 Warwick Fire Company Budget.**

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

**Motion passed unanimously.**

→3. *2025 Proposed Fee Schedule Presentation – To Consider Approval*

Mr. Seckinger introduced Ms. Brandy Mckeever, Director of Planning and Zoning to present the 2025 Proposed Fee Schedule for approval.

Ms. Mckeever thanked Mr. Seckinger for the introduction. She proposed several fee updates, including a change in plumbing fees from per fixture to a total cost fee, and increases in fees for U&O inspections, plan reviews, subdivision and land development escrows, administrative services, room rentals, and field/court uses. Ms. Mckeever noted that several of the fee adjustments were made following a survey of fee schedules of neighboring municipalities.

Chair Algeo thanked Ms. Mckeever for her work on Pollinator Park and complimented the recently installed benches.

**Motion by Mr. Cox to approve the 2025 Fee Schedule.**

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

**Motion passed unanimously.**

→4. *RES 2024-31: Warwick Fire Company Statewide LSA Grant Application – To Consider Adoption*

Mr. Seckinger presented RES 2024-31 for consideration. He explained that the 2024 Local Share Account awards had not yet been announced; however, this resolution would allow the Warwick Fire Company to apply to the 2025 cycle if necessary. Mr. Seckinger added that the application would again seek funding for a replacement ladder truck, an award of up to \$1,000,000.

**Motion by Mr. Cox to adopt RES 2024-31: Warwick Fire Company Statewide LSA Grant Application.**

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

**Motion passed unanimously.**

→5. *RES 2024-32: Recreation Station Statewide LSA Grant Application – To Consider Adoption*

Mr. Seckinger presented RES 2024-32 for consideration. He explained that like the previous resolution, this resolution would allow the Township to reapply to the 2025 Local Share Account grant cycle for the replacement of the Recreation Station playground.

**Motion by Mr. Cox to adopt RES 2024-32: Recreation Station Statewide LSA Grant Application.**

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

**Motion passed unanimously.**

**→6. RES 2024-33: Guinea Lane Park Playground Statewide LSA Grant Application – To Consider Adoption**

Mr. Seckinger presented RES 2024-33 for consideration. He explained that as with the previous resolutions, this resolution would allow the Township to apply to the 2025 Local Share Account grant cycle for the replacement of the Guinea Lane Park playground.

**Motion by Mr. Cox to adopt RES 2024-33: Guinea Lane Park Playground Statewide LSA Grant Application.**

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

**Motion passed unanimously.**

**→7. 2024-2025 Snow Removal Bid – To Consider Award**

Mr. Seckinger presented the results of the 2024-2025 Snow Removal Bid. He recommended award to the sole bidder, Rushton Concepts of Doylestown and noted that the bidder could provide thirteen (13) trucks and snowblowers if needed.

**Motion by Mr. Cox to award the 2024-2025 Snow Removal Bid to Rushton Concepts of Doylestown.**

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

**Motion passed unanimously.**

**→8. Township Work Policy GEN-17: Access Control – To Consider Approval**

Mr. Seckinger presented Township Work Policy GEN-17 for consideration. He explained that the new work policy would address the Township Administration's new access control system, including proper keyfob usage, room rentals, standard operating procedures, monitoring, and auditing procedures.

**Motion by Mr. Cox to approve Township Work Policy Gen-17: Access Control.**

**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: September 2024**

For the month of September 2024, expenditures outpaced revenues by \$300,562.

Real Estate Transfers posted \$78,000 and Building Permits posted \$25,972. Earned Income Tax posted \$266,101 and Local Service Tax posted \$3,759.

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

General Fund	\$	15,861,931
Firehouse and Equipment	\$	747,482
Road Machinery	\$	161,986
Capital Projects Fund	\$	241,956
Highway Aid Fund	\$	8,918
Parks and Recreation	\$	789,057
Parks and Recreation Capital Fund	\$	392,476
Capital Reserve	\$	<u>88,706</u>
Total	\$	<u>18,292,512</u>

**Motion by Mr. Cox to approve the Treasurer’s Report for September 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 10-7-2024 & 10-21-2024*

Mr. Seckinger requested approval of the bill payments for October 7<sup>th</sup> totaling \$556,005.90, and for October 21<sup>st</sup> totaling \$484,353.36, subject to audit.

**Motion by Mr. Cox to approve the Bill Payments for October 7, 2024, and October 21, 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. *LD 15-01: Jamison Place – Pulte (2029 York Rd) – To Consider Approval of Amended Stormwater Maintenance Agreement*

Ms. Eberle presented LD 15-01: Jamison Place – Pulte Amended Stormwater Maintenance Agreement for consideration. She explained that the developer had expanded the stormwater discharge system to include an area along Meetinghouse Road. The amended agreement would require the developer to perpetually maintain the expansion in addition to the originally agreed upon system.

**Motion by Mr. Cox to approve LD 15-01: Jamison Place – Pulte (2029 York Rd) Amended Stormwater Maintenance Agreement. 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 17-03: Robin’s Nest (800 Almshouse Road) - To Consider Authorization to Create Punch List*

Ms. Fountain requested authorization to create a punch list for LD 17-03: Robin’s Nest (800 Almshouse Road).



**Motion by Mr. Cox to authorize the creation of a punch list for LD 17-03: Robin's Nest (800 Almshouse Road).**  
**Second to motion by Mr. Riotto.** Chair Algeo invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

■ **OLD BUSINESS:**

Mr. Riotto thanked the Township Staff for their hard work and dedication.

■ **NEW BUSINESS:**

None.

■ **PUBLIC COMMENT:**

None.

■ **ADJOURNMENT:**

The October 21, 2024, Warwick Township Board of Supervisors' public meeting was adjourned at 7:40 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA  
Township Manager

These minutes were approved at the  
Board of Supervisors' meeting held 11/18