

**WARWICK TOWNSHIP**  
**Board of Supervisors' Public Meeting Minutes**  
**January 6, 2025**

Members Present: John W. Cox  
Michael A. Riotto

Others Present: Kyle Seckinger, MPA, Township Manager  
Becki Marencik, Assistant Township Manager/Director of Finance

**TEMPORARY CHAIR:**

**Motion by Mr. Riotto to nominate Mr. Cox as temporary Chairperson. Second to motion by Mr. Cox**  
**Motion passed unanimously.**

**CALL TO ORDER:**

The Warwick Township Board of Supervisors' January 6, 2025, public meeting was called to order at 7:00 p.m., by John Cox, temporary Chair, who then led attendees in the Pledge of Allegiance.

**EXECUTIVE SESSION:**

The Board met in executive session to discuss matters of personnel.

**ANNOUNCEMENTS:**

Mr. Seckinger made the following announcements:

The Board of Supervisors sadly announces the passing of Chairwoman Judith Algeo. Judith served Warwick Township in the capacity of Zoning Hearing Board Member since 1994, Board of Supervisors member since 1999, and Chairwoman since 2004. She was a strong-willed yet compassionate Supervisor, attorney, and mentor. The Township will recognize her accomplishments formally at a later date. Due to the vacated seat, the Board of Supervisors now has 30 days to appoint a replacement.

The next regular business BOS meeting is Monday, January 20, 2025.

**REORGANIZATION:**

→1. *Nomination/Appointment of Chair/Vice Chairperson*

**Motion by Mr. Riotto to nominate Mr. Cox as Chairperson. Second to motion by Mr. Cox.**  
Mr. Cox invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

**Motion by Chair Cox to nominate Mr. Riotto as Vice Chairperson. Second to motion by Mr. Riotto.**  
Chair Cox invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

→2. RES 2025-01 Approve Reorganization Worksheet

Motion by Mr. Riotto to approve the reorganization appointments as listed in the worksheet below:

	2024	2025	Term
<b>ELECTED OFFICIALS</b>			
Chairperson	Judith Algeo, Esq.	John Cox	(1 yr.)
Vice Chairperson	John Cox	Michael Riotto	(1 yr.)
<b>APPOINTED STAFF/ PROFESSIONAL POSITIONS/ MANAGEMENT POSITIONS</b>			
Township Manager/Secretary/ Treasurer/Public Info. Officer/ DVHIT & DVWCT Trustee/Act 32 Rep. Alternate	Kyle W. Seckinger, MPA	Kyle W. Seckinger, MPA	(1 yr.)
Assistant Township Manager/Finance & Benefits Director/Act 32 Representative/DVPLT Trustee	Becki J. Marencik, MPA	Becki J. Marencik, MPA	(1 yr.)
Planning and Zoning Director/Deputy Zoning Officer	Brandy Mckeever, BCO, CZO	Brandy Mckeever, BCO, CZO	(1 yr.)
Floodplain Manager/ Zoning Officer/Code Enforcement Officer	Thomas Jones, CZO	Thomas Jones, CZO	(1 yr.)
Building Inspection/Code Enforcement Officer/BCO	Keystone Municipal Services	Keystone Municipal Services	(1 yr.)
Fire Inspector/Code Enforcement Officer	Robert Prato	Robert Prato	(1 yr.)
Chief of Police	Chief Mark Goldberg	Chief Mark Goldberg	(1 yr.)
Deputy Chief of Police	-	Jon Ogborn	(1 yr.)
Police Dept. Right-to-Know Officer	Chief Mark Goldberg	Jon Ogborn	(1 yr.)
Emergency Management Coordinator	Chief Mark Goldberg	Chief Mark Goldberg	(1 yr.)
Deputy Emergency Management Coordinators	Kyle W. Seckinger, MPA & Jon Ogborn	Kyle W. Seckinger, MPA & Aaron Richwine	(1 yr.)
Right-to-Know Officer	Skye Sorresso	Skye Sorresso	(1 yr.)
Township Engineer	Michele A. Fountain, PE (CKS Engineers)	Michele A. Fountain, PE (CKS Engineers)	(1 yr.)
Special Counsel - Labor Attorney	Ryan J. Cassidy, Esq. (Eckert Seamans)	Ryan J. Cassidy, Esq. (Eckert Seamans)	(1 yr.)

Township Solicitor	Mary Eberle, Esq. (Grim, Biehn & Thatcher)	Mary Eberle, Esq. (Grim, Biehn & Thatcher)	(1 yr.)
Township Actuary	Conrad Siegel	Conrad Siegel	(1 yr.)
Township Auditor	Bee & Bergvall Assoc.	Bee & Bergvall Assoc.	(1 yr.)
To audit the 2024 fiscal year			
Duty Tow	Gredone's Towing Service	Gredone's Towing Service	(1 yr.)
	Elsner Towing	Elsner Towing	(1 yr.)
	Pete's Towing and Recovery	Pete's Towing and Recovery	(1 yr.)
	-	Wesley Auto Recovery	(1 yr.)
<b>BOARDS / COMMISSIONS</b>			
<b>Agricultural Area Advisory Board</b>	Kiel Sigafoos	Jean Seaman	(Indefinite)
<b>Emergency Communications Committee</b>	Donna Littrell	Donna Littrell	(1 yr.)
	Barbara Weidner	Barbara Weidner	(1 yr.)
	Heidi Chen	Heidi Chen	(1 yr.)
	Al Sigafoos	Al Sigafoos	(1 yr.)
	Michael Italia	Michael Italia	(1 yr.)
	Michael Gecht	Michael Gecht	(1 yr.)
	Christopher Kotch	-	(1 yr.)
	Frank Fiorentino	Frank Fiorentino	(1 yr.)
<i>Staff Liaison - Jon Ogborn</i>			
<b>Financial Advisory Committee</b>	Julie Narisi	Julie Narisi	(1 yr.)
	Jon Fioravanti	Jon Fioravanti	(1 yr.)
	John Ramey	John Ramey	(1 yr.)
	Ed Dixon	Ed Dixon	(1 yr.)
	Paul Hunzeker	Paul Hunzeker	(1 yr.)
<i>Staff Liaison - Becki Marencik</i>			
<b>Parks &amp; Recreation Board</b>	Judy Cox	Judy Cox	(3 yr.)
	Donna Littrell	Donna Littrell	(3 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
<b>Planning Commission</b>	Robert Fink	Robert Fink	(4 yr.)
	Michael Italia	Michael Italia	(4 yr.)
<i>Staff Liaison - Brandy Mckeever</i>			
<b>Police Pension Board</b>	Judith Algeo, Esq.	BOS Chairperson	(1 yr.)

	Barry Szamboti	Barry Szamboti	(1 yr.)
	Ed Dixon	Ed Dixon	(1 yr.)
	Kyle Seckinger	Kyle Seckinger	(1 yr.)
<b>Tree Committee</b>	Greg Mester	Greg Mester	(1 yr.)
	Nisha Patel	Mike Gasper	(1 yr.)
	Olya Zhugayevich	Olya Zhugayevich	(1 yr.)
<i>Staff Liaison - Dan Sharapan</i>			
<b>UCC/IPMC Appeals Board</b>	Paul Alviggi	Michael Cox	(1 yr.)
	Christopher Walker	Christopher Walker	(1 yr.)
	Michael Italia	Michael Italia	(1 yr.)
<i>Staff Liaison - Brandy Mckeever</i>			
<b>Vacancy Board Chairperson</b>	Anne Scheetz Damon	Anne Scheetz Damon	(1 yr.)
<b>Water &amp; Sewer Authority</b>	Kevin McGowan	Kevin McGowan	(5 yr.)
<b>Zoning Hearing Board</b>	Lorraine Sciuto-Ballasy	Edward Thompson, Jr.	(3 yr.)
<i>Alternate</i>	Edward Thompson, Jr.	Matt Manz	(2 yr.)
<i>Staff Liaison - Thomas Jones</i>			
<b>Delegate to PSATS 2025 Annual Convention</b>	Michael Riotto	Michael Riotto	(1 yr.)
<b>Supervisor as Liaison</b>	<b>2024</b>	<b>Recommended for 2025</b>	
Administration	Judith Algeo, Esq.	John Cox	(1 yr.)
Emergency Services	John Cox	John Cox	(1 yr.)
Financial Advisory	John Cox	John Cox	(1 yr.)
Parks and Recreation Board	Michael Riotto	Michael Riotto	(1 yr.)
Planning Commission	Michael Riotto	Michael Riotto	(1 yr.)
Police Department	Judith Algeo, Esq.	John Cox	(1 yr.)
Public Works Department	Judith Algeo, Esq.	Michael Riotto	(1 yr.)
Water and Sewer Authority	John Cox	John Cox	(1 yr.)

**Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

→3. *RES. 2025-02 Set Treasurer's Bond*

Mr. Seckinger presented RES 2025-02, setting the Treasurer's bond at three (3) million dollars.

**Motion by Mr. Riotto to adopt RES 2025-02: Set Treasurer's Bond. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→4. *RES 2025-03 Set ZHB Salary*

Mr. Seckinger presented RES 2025-03, setting the Zoning Hearing Board member compensation at \$35.00 per hearing.

**Motion by Mr. Riotto to adopt RES 2025-03: Set ZHB Salary. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→5. *RES 2025-04 Set Holiday Schedule*

Mr. Seckinger presented RES 2025-04, setting the 2025 holiday schedule.

**Motion by Mr. Riotto to adopt RES 2025-04: Set Holiday Schedule. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→6. *RES 2025-05: Set Meeting Schedules – To Consider Adoption*

Mr. Seckinger presented RES 2025-05, setting the 2025 meeting schedules. The Board of Supervisors will meet on the 3<sup>rd</sup> Monday of every month, except for December when it will meet on the 1<sup>st</sup> Monday. Capital Projects for 2026 will be presented at the September meeting. The draft of the 2026 budget will be presented at the October meeting. The final budget for adoption will be considered at the November meeting.

**Motion by Mr. Riotto to adopt RES 2025-05: Meeting Schedules. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→7. *RES 2025-06: Set Depositories – To Consider Adoption*

Mr. Seckinger presented RES 2025-06, setting the Township Depositories for 2025 as TD Bank, PLGIT, and Charles Schwab.

**Motion by Mr. Riotto to adopt RES 2025-06: Set Depositories. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→8. *RES 2025-07: Set Fee Schedule – To Consider Adoption*

Mr. Seckinger presented RES 2025-07, setting the fee schedule for 2025. The fee schedule was presented and approved at the October 21, 2024, Board of Supervisors' meeting.



**Motion by Mr. Riotta to adopt RES 2025-07: Set Fee Schedule. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→9. *RES 2025-08: Set Non-Union Employee Salary Increases – To Consider Adoption*

Mr. Seckinger presented RES 2025-08, setting the 2025 pay increases for non-union employees, as reflected in the approved 2025 budget.

**Motion by Mr. Riotta to adopt RES 2025-08: Set Non-Union Employee Salary Increases. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→10. *RES 2025-09: Set Salary Ranges for Non-Contractual Employees – To Consider Adoption*

Mr. Seckinger presented RES 2025-09, setting the 2025 salary ranges for non-contractual employees.

**Motion by Mr. Riotta to adopt RES 2025-09: Set Salary Ranges for Non-Contractual Employees. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→11. *RES 2025-10: Appoint TCC Delegates – To Consider Adoption*

Mr. Seckinger presented RES 2025-10, appointing the following 2025 Tax Collection Committee delegates:

Primary voting delegate:	Warwick Township Finance Director
First alternate voting delegate:	Warwick Township Accounting/HR Administrator
Second alternate voting delegate:	Warwick Township Manager

**Motion by Mr. Riotta to adopt RES 2025-10: Appoint TCC Delegates. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→12. *RES 2025-11: Set Professional Consultant Fees – To Consider Adoption*

Mr. Seckinger presented RES 2025-11, setting the 2025 professional consultant fees.

**Motion by Mr. Riotta to adopt RES 2025-11: Set Professional Consultant Fees. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→13. *RES 2025-12: Valley Road Bridge PennDOT MTF Grant Authorized Representative – To Consider Adoption*

Mr. Seckinger presented RES 2025-12: Valley Road Bridge PennDOT MTF Grant Authorized Representative, authorizing the Township Manager to execute all PennDOT Multimodal Transportation Fund grant documents and agreements for the Valley Road Bridge project.

**Motion by Mr. Riotta to adopt RES 2025-12: Valley Road Bridge PennDOT MTF Grant Authorized Representative. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.

**Motion passed unanimously.**

→14. *RES 2025-13: 2025-13 Valley Road Bridge PennDOT MTF Grant Policies and Procedures – To Consider Adoption*

Mr. Seckinger presented RES 2025-13: 2025-13 Valley Road Bridge PennDOT MTF Grant Policies and Procedures, outlining and memorializing the policy and procedure for consultant selection for the Valley Road Bridge project.

**Motion by Mr. Riotto to adopt RES 2025-13 Valley Road Bridge PennDOT MTF Grant Policies and Procedures. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

→15. *Work Policy Updates – To Consider Adoption*

Mr. Seckinger requested approval of various updated and revised work policies including the Credit Card Processing policy, Refund transaction policy, Employee Identification Card policy, Workers' Compensation policy, Trainings policy, Electronic Records Retention policy, Use of Social Media policy, Official Use of Township and Personal Vehicles policy, Employee-Volunteer Firefighter Stipend program, Township Drone Usage policy, and Access Control policy.

**Motion by Mr. Riotto to adopt the work policy updates as presented. Second to motion by Chair Cox.** Chair Cox invited comment or discussion. There being none, the vote was called.  
**Motion passed unanimously.**

**PUBLIC COMMENT:**

Ms. Brittany Kosin of Sand Trap Road expressed concern for Township Staff required to work during meeting days that fall on Township holidays. Mr. Seckinger explained that only he was required to work on such days and thanked Ms. Kosin for her concern.

Mr. Theodore Kosin of Sand Trap Road inquired about the procedure for filling the Supervisor vacancy. Chair Cox explained that the Board would have thirty (30) days to appoint an individual to fill the vacancy.

■ **ADJOURNMENT:**

The January 6, 2025, Warwick Township Board of Supervisors' public meeting was adjourned at 7:14 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA  
Township Manager

These minutes were approved at the  
Board of Supervisors' meeting held 1/20/25