

WARWICK TOWNSHIP
Board of Supervisors Public Meeting Minutes
August 18, 2025

Members Present: John W. Cox, Chair
Michael A. Riotto, Vice Chair
Robin L. Taber, Member

Others Present: Kyle Seckinger, MPA, Township Manager
Mark Goldberg, Chief of Police
William Leahy, Police Sergeant
Michele Fountain, P.E., Township Engineer
Michael Martin, Esq., Township Solicitor
Skye Sorresso, Recording Secretary

CALL TO ORDER:

The Warwick Township Board of Supervisors' August 18, 2025, public meeting was called to order at 7:00 p.m. by John Cox, 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, July 21, 2025, Board of Supervisors' Meeting Minutes*

Motion by Mr. Riotto to approve the July 21, 2025, Board of Supervisors' Meeting Minutes.

Second to the motion by Ms. Taber. Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed 2-0. Mr. Cox abstained.

ANNOUNCEMENTS:

Mr. Seckinger made the following announcements:

The 12th Annual Lewy Body Dementia Walk for Awareness will be held on Sunday, September 28th, from 10 AM to 12 PM in Warwick Community Park. To register, please visit warwickrec.com.

Mr. Martin reminded everyone present of the policies and procedures regarding public comment.

CITIZEN COMMENT:

Mr. Theodore Kosin of Sand Trap Road expressed concern regarding speeding in his neighborhood.

Mr. Egil Nilsson of Old York Road requested information regarding permitted uses for the property at 1425 Old York Road.

Ms. Diane Herman of Jamison Street expressed concern regarding speeding and open burning in her neighborhood.

Mr. and Mrs. Young of April Drive expressed concern regarding the farm at 2475 Dark Hollow Road.

Mr. Glen Smith of April Drive also expressed concern regarding the farm at 2475 Dark Hollow Road. Mr. Seckinger informed the April Drive residents that the Zoning Officer will conduct an inspection of the farm and will keep them updated of the outcome.

MANAGER'S REPORT:

→1. *Planning Commission - To Consider Acceptance of Resignation and Appointment*

Mr. Seckinger presented a letter of resignation from Mr. Michael Martin from his position on the Planning Commission. Mr. Seckinger noted that if desired, the Board could accept this resignation and consider appointing a replacement.

**Motion by Mr. Riotto to accept the resignation of Mr. Michael Martin from the Planning Commission.
Second to motion by Ms. Taber.**

Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

Motion by Mr. Riotto to nominate Mr. Gregory Rodgers to the Planning Commission for a term ending in 2027.

Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→2. *Township Solicitor – To Consider Appointment*

Mr. Seckinger presented the appointment of the Township Solicitor for the Board's consideration. He explained that the Township had appointed Ms. Mary Eberle, Esq. from Grim, Biehn & Thatcher at the 2025 re-organization meeting. Mr. Michael Martin, also from Grim, Biehn & Thatcher, has filled in during her absence. Mr. Seckinger invited the Board to consider the appointment of Mr. Martin as the permanent Solicitor for the remainder of 2025.

Motion by Mr. Riotto to appoint Mr. Michael Martin, Esq., of Grim, Biehn & Thatcher, as Township Solicitor for the remainder of 2025.

Second to motion by Ms. Taber. Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→3. *2025 Sidewalk Project Bid – To Consider Award*

Mr. Seckinger presented the results of the 2025 Sidewalk Project Bid. He explained that the total project had been budgeted at \$230,000, approximately \$190,000 in construction expenses and \$40,000 in engineering and legal expenses. The low bid, by Ply-Mar Construction, of \$166,630, is \$23,370 under the construction cost estimate. Mr. Seckinger noted that the project was on track to be completed under budget and recommended award of the bid to Ply-Mar Construction in the amount of \$166,630.

Mr. Riotto asked Ms. Fountain if she had experience working with Ply-Mar Construction. She confirmed that Ply-Mar had completed satisfactory work for several other municipal clients.

Motion by Mr. Riotto to award the 2025 Sidewalk Project Bid to Ply-Mar Construction in the amount of \$166,630.

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

→4. *2025/2026 Snow Removal Bid – To Consider Authorization to Advertise*

Mr. Seckinger presented the 2025-2026 Snow Removal Bid for advertisement. He explained that the Public Works Department requested authorization to advertise the 2025-2026 winter season Snow Removal Bid for posting on the online PennBid system. He added that advertising earlier in the year has historically helped secure more bids.

Motion by Mr. Riotto to authorize advertisement of the 2025-2026 Snow Removal Bid.

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

→5. *Walton Road Stabilization Bid – To Consider Authorization to Advertise*

Mr. Seckinger presented the Walton Road Stabilization Bid for authorization to advertise. He explained that the permit authorizing the project is expected to be released within the next two (2) weeks. As such, the Township is seeking to procure the materials needed to complete the project this fall. Mr. Seckinger added that the Township intends to utilize a COSTARS pre-bid vendor; however, authorization is being sought to advertise a bid should that not be possible.

Motion by Mr. Riotto to authorize advertisement of the Walton Road Stabilization Bid.

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

→6. *Warwick Township Park Maintenance Plan – To Consider Approval*

Mr. Seckinger presented the Warwick Township Park Maintenance Plan for approval. He explained that the Park and Recreation Department had drafted a detailed plan outlining the annual, seasonal, monthly and weekly maintenance schedule for the Township Parks.

Mr. Riotto complimented the plan.

Motion by Mr. Riotto to approve the Warwick Township Park Maintenance Plan.

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

→7. *Sale of 2008 Ford Escape – To Consider Authorization*

Mr. Seckinger requested authorization to sell a 2008 Ford Escape. He explained that the Police Department had recently transferred a retired 2017 Police SUV to the Planning and Zoning Department for fire inspections and response. The Planning and Zoning Department's old SUV, a 2008 Ford Escape, can now be sold via Municibid to the highest bidder.

Motion by Mr. Riotto to authorize the sale of a 2008 Ford Escape.

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

→ *Treasurer's Report: July 2025*

For the month of July 2025, expenditures outpaced revenues by \$1,162,673.

Real Estate Transfers posted \$50,956 and Building Permits posted \$40,839. Earned Income Tax posted \$188,058 and Local Service Tax posted \$10,826.

Fund balances for July 2025 are as follows, subject to audit:

| | | |
|-----------------------------------|----|-------------------|
| General Fund | \$ | 15,799,220 |
| Firehouse and Equipment | \$ | 792,381 |
| Road Machinery | \$ | 163,880 |
| Capital Projects Fund | \$ | 601,515 |
| Highway Aid Fund | \$ | 15,673 |
| Parks and Recreation | \$ | 899,416 |
| Parks and Recreation Capital Fund | \$ | 324,126 |
| Capital Reserve | \$ | <u>90,185</u> |
| Total | \$ | <u>18,686,396</u> |

Motion by Mr. Riotto to approve the Treasurer's Report for July 2025, subject to audit. Second to motion by Ms. Taber. Chair Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ *Bill Payments 8-4-2025 & 8-18-2025*

Mr. Seckinger requested approval of the bill payments for August 4th totaling \$452,570.76 and for August 18th totaling \$234,371.96, subject to audit.

Motion by Mr. Riotto to approve the Bill Payments for August 4, 2025, and August 18, 2025, subject to audit. Second to motion by Ms. Taber. Chair Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

■ **SOLICITOR'S REPORT:**

None.

■ **ENGINEER'S REPORT:**

→1. *LD 21-02: Spring Dance Hot Tub (WBC Lot 18) – To Consider Certification of Completion and Escrow Release #8 (Final)*

Ms. Fountain recommended a reduction in the financial security for LD 21-02: Spring Dance Hot Tub (WBC Lot 18) in the amount of \$43,570.40. She also recommended certifying the project as complete.

Motion by Mr. Riotto to approve LD 21-02: Spring Dance Hot Tub (WBC Lot 18) – Certification of Completion and Escrow Release #8 (Final)

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

→1. **LD 19-02: 1549 Stony Road (Shihadeh) – To Consider Escrow Release #8**

Ms. Fountain recommended a reduction in the financial security for LD 19-02: 1549 Stony Road (Shihadeh) in the amount of \$63,222.50.

Motion by Ms. Taber to approve LD 19-02: 1549 Stony Road (Shihadeh) – Escrow Release #8.

Second to motion by Ms. Taber. Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

■ **OLD BUSINESS:**

None.

■ **NEW BUSINESS:**

None.

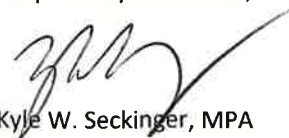
■ **PUBLIC COMMENT:**

None.

■ **ADJOURNMENT:**

The August 18, 2025, Warwick Township Board of Supervisors' public meeting was adjourned at 7:57 p.m.

Respectfully submitted,



Kyle W. Seckinger, MPA
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 9/15/25