

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
February 16, 2026

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

Others Present: Kyle Seckinger, MPA, Township Manager
Jon Ogborn, Chief of Police
Aaron Richwine, Police Lieutenant
Michele Fountain, P.E., Township Engineer
Michael Martin, Esq., Township Solicitor
Skye Sorresso Stear, Recording Secretary

CALL TO ORDER:

The Warwick Township Board of Supervisors' February 16, 2026, 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 and litigation.

APPROVAL OF MINUTES:

→ *Monday, January 19, 2026, Board of Supervisors' Meeting Minutes*

Motion by Mr. Riotto to approve the January 19, 2026, Board of Supervisors' Meeting Minutes.

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

Motion passed unanimously.

ANNOUNCEMENTS:

Mr. Seckinger made the following announcements:

Registration for Day Camp is now open. Teen Camp registration will open on Tuesday, February 17th, followed by Spring Program registration on Tuesday, February 24th.

The 31st Annual Egg Hunt will be held at Warwick Community Park on Saturday, March 28th, at 1PM. Kids ages 2 to 10 are invited to join other children from their age group to scour the field and gather eggs. Pictures with the Bunny will be available after.

For more information, please visit warwickrec.com.

CITIZEN COMMENT:

None.

MANAGER'S REPORT:

→1. Police Department Promotion – Sergeant Joseph Guarente

Chief Ogborn recognized Corporal Joe Guarente's promotion to Sergeant.

Sergeant Guarente has been an integral part of the Warwick Township Police Department for over twenty-three (23) years. Since joining the department in 2002, Sergeant Guarente has supported the department in various roles, including field training officer, mentor, patrol corporal, primary tactics and firearms instructor, and as the department's training coordinator. Chief Ogborn explained that Sergeant Guarente's expertise ensures that officers are well-prepared and equipped with the necessary skills to handle a variety of situations. In addition to his training roles, Sergeant Guarente has been a respected member of the Central Bucks Special Response Team since 2013. The Board of Supervisors congratulated Sergeant Guarente on his promotion.

→2. ZHB 26-01: Altomonte's Italian Markets (1994 York Road) – For Zoning Review

Mr. Seckinger introduced ZHB 26-01: Altomonte's Italian Markets (1994 York Road) for zoning review. He explained that on January 30, 2026, the Township received a Zoning Hearing Board Application submission by Altomonte's Italian Markets. Before submission of the Zoning Hearing Board Application, the applicant submitted a sketch plan application to the Board. During review of the sketch plan, the Board advised the applicant to consider a trail between Warwick Community Park and York Road, the addition of trees and/or plantings along York Road between the proposed driveways, and the inclusion of a reserve parking area. Mr. Seckinger explained that the applicant is now requesting variances to construct a new commercial building and install a new parking lot.

Sean Duffy, attorney for the applicant, explained that the site plan had been reconfigured based upon feedback from the Board to allow for better flow of traffic, one (1) additional parking spot, and the installation of a trail connection in the rear.

Ms. Taber complimented the applicant on their efforts to incorporate the Board's feedback.

Chair Cox inquired about the intended use of the retail space. Mr. Duffy explained that the space did not yet have an intended tenant.

The Board chose to remain neutral to the application.

→3. Work Policy Adoptions and Updates – To Consider Adoption

- a. PR-01: Camp Staff Code of Conduct
- b. Admin-01: Dress Code
- c. Gen-08: Voice and E-Mail Communication, Network, Intranet, and Internet

Mr. Seckinger presented the work policy adoptions and updates. He explained that the Parks & Recreation camp staff code of conduct policy was added to cover regulations for dress, clearances, background checks, phone usage, behavior, reporting, and first aid.

The Administration dress code was revised to reflect current business dress practices, the varying types of workers now working in and out of the Administration office, and special circumstances.

The Voice and Electronic Mail Communication, and Computer Network, Intranet, and Internet Policy was revised to reflect communication types and standards of 2026, current network security and internet usage, and smartphone usage.

Mr. Riotto and Ms. Taber complemented the thoroughness of the code of conduct policy. Mr. Seckinger recognized Parks and Recreation Coordinator, Kristen Belles, for her work in drafting the policy.

Motion by Mr. Riotto to adopt PR-01: Camp Staff Code of Conduct, Admin 01: Dress Code, and Second to motion by Ms. Taber. Chair Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→4. *Emergency Operations Plan Update – To Consider Adoption*

Mr. Seckinger presented an update to the Emergency Operations Plan to reflect current staffing, contact information, and available equipment and materials for 2026.

Motion by Mr. Riotto to adopt the Emergency Operations Plan Update as presented.
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: January 2026*

For the month of January 2026 expenditures outpaced revenues by \$169,424.

Real Estate Transfers posted \$0 and Building Permits posted \$22,005. Earned Income Tax posted \$193,809 and Local Service Tax posted \$9,734.

Fund balances for January 2026 are as follows, subject to audit:

General Fund	\$	15,341,653
Firehouse and Equipment	\$	646,102
Road Machinery	\$	123,065
Capital Projects Fund	\$	160,151
Highway Aid Fund	\$	16,467
Parks and Recreation	\$	623,493
Parks and Recreation Capital Fund	\$	585,056
Capital Reserve	\$	<u>91,095</u>
Total	\$	<u>17,587,082</u>

Motion by Mr. Riotto to approve the Treasurer’s Report for January 2026, 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 2-2-2026 & 2-16-2026*

Mr. Seckinger requested approval of the bill payments for February 2nd, totaling \$103,306.33 and February 16th, totaling \$388,649.51, subject to audit.

Motion by Mr. Riotto to approve the Bill Payments for February 2 and February 16, 2026, 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:**

→1. *Hartsville Fire Company Fire Services Agreement – To Consider Approval*

Mr. Martin presented the Hartsville Fire Company Fire Services Agreement. He explained that new agreement was mostly consistent with the previous agreement from 1999. Several changes were made, including a change in the Township contribution from a percentage of tax revenue to a lump sum of \$12,000 for general operations and \$5,000 for recruitment, the disbursement of any Hartsville Fire Company funds held by the Township, and changes to training and reporting requirements.

Motion by Mr. Riotta to approve the Hartsville Fire Company Fire Services Agreement. Second to motion by Ms. Taber. Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

■ **ENGINEER'S REPORT:**

None.

■ **OLD BUSINESS:**

None.

■ **NEW BUSINESS:**

None.

■ **PUBLIC COMMENT:**

None.

■ **ADJOURNMENT:**

The February 16, 2026, Warwick Township Board of Supervisors' public meeting was adjourned at 7:23 p.m.

These minutes were approved at the Board of Supervisors' meeting held 3/16/26

Respectfully submitted,


Kyle W. Seckinger, MPA
Township Manager