

**WARWICK TOWNSHIP**  
**Board of Supervisors' Public Meeting Minutes**  
**April 20, 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  
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' April 20, 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, March 16, 2026, Board of Supervisors' Meeting Minutes*

**Motion by Mr. Riotto to approve the March 16, 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:

The Guinea Lane Playground Grand Opening will be held on Wednesday, April 29<sup>th</sup> at 3pm.

The Annual Spring-Cleaning Flea Market will be held on Saturday, May 2<sup>nd</sup>, at the Township Administration Building.

For more information, please visit [warwickrec.com](http://warwickrec.com).

**CITIZEN COMMENT:**

None.

**MANAGER'S REPORT:**

**→1. ZHB 26-04: Hallmark Building Group, Inc. (Proposed Residential Subdivision at 1908 York Rd) – For Zoning Review**

Mr. Seckinger presented ZHB 26-04: Hallmark Building Group, Inc. for zoning review. He explained that the Township received a Zoning Hearing Board Application submission by Hallmark Building Group, Inc., seeking variances for the redevelopment and the subdivision of the property at 1908 York Road into six (6) lots. He explained that the applicant specifically requested variances to grant relief from active and common open space requirements, including related fee-in-lieu requirements, steep slope disturbance, woodlands disturbance, and life of decision requirements.

Ms. Kristin Holmes, engineer for the applicant, thanked Mr. Seckinger for the introduction. She explained that the applicant had revised the proposed plan several times to best align with the recommendations of the Township Planning Commission, staff, and professionals.

The Board chose to remain neutral to the application, conditioned upon the developer's installation of a sidewalk connection along Stony Road to Sweetbriar Drive and along York Road from the property line to Meetinghouse Road, subject to reasonable approval from the Township Engineer. Should the sidewalks not be included, the Board opposed the relief requested.

**→2. RES 2026-15: Set Salary Ranges for Non-Contractual Employees – To Consider Adoption**

Mr. Seckinger presented RES 2026-15: Set Salary Ranges for Non-Contractual Employees. He explained that if approved, the resolution would establish the position of Police Cadet and set a salary range of \$45,000-\$50,000 per year. Mr. Seckinger noted that all existing salary ranges would remain unchanged.

**Motion by Mr. Riotto to adopt RES 2026-15: Set Salary Ranges for Non-Contractual Employees.**

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

**→3. 2026 Employee Handbook – To Consider Adoption of Amendment**

Mr. Seckinger explained that the 2026 employee handbook had also been revised to establish the Police Cadet position and clarify which benefits do and do not apply to the position.

**Motion by Mr. Riotto to adopt the 2026 Employee Handbook as Amended.**

**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: March 2026**

For the month of March 2026, revenues outpaced expenditures by \$424,618.

Real Estate Transfers posted \$79,731 and Building Permits posted \$17,749. Earned Income Tax posted \$285,244 and Local Service Tax posted \$5,166.

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

General Fund	\$	15,241,785
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Firehouse and Equipment	\$	670,378
Road Machinery	\$	134,131
Capital Projects Fund	\$	25,787
Highway Aid Fund	\$	469,879
Parks and Recreation	\$	778,061
Parks and Recreation Capital Fund	\$	577,185
Capital Reserve	\$	<u>91,389</u>
Total	\$	<u>17,988,595</u>

**Motion by Mr. Riotto to approve the Treasurer's Report for March 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 4-6-2026 & 4-20-2026*

Mr. Seckinger requested approval of the bill payments for April 6<sup>th</sup>, totaling \$359,245.88 and April 20<sup>th</sup>, totaling \$700,359.47, subject to audit. Mr. Seckinger noted that the April 20<sup>th</sup> bill payments would include a \$400,000 payment for the purchase and installation of the Guinea Lane Park playground, of which \$370,000 will be reimbursed by an LSA Statewide grant.

**Motion by Mr. Riotto to approve the Bill Payments for April 6<sup>th</sup> and April 20<sup>th</sup>, 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. *ORD 2026-01: Use & Occupancy Ordinance Amendment – To Consider Adoption*

Mr. Martin presented ORD 2026-01: Use and Occupancy Ordinance Amendment. He explained that the ordinance had been approved for advertisement at the Board's March meeting and could now be considered for adoption.

**Motion by Mr. Riotto to adopt ORD 2026-01: Use & Occupancy Ordinance Amendment.**

**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:**

→ 1. *2026 Sidewalk Program Bid – To Consider Authorization to Advertise*

Ms. Fountain presented the 2026 Sidewalk Program bid for the Board's consideration to authorize advertisement. She explained that the project would include the installation of approximately 800 linear feet of sidewalk along Almshouse Road, between CVS and St. Cyril's Church.

**Motion by Mr. Riotto to authorize advertisement of the 2026 Sidewalk Program Bid.**

**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 April 20, 2026, 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 5/18/26