

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
October 17, 2016

Members Present: Judith A. Algeo, Esq., Chair
John W. Cox, Vice Chairman
Edward P. Thompson, Member

Others Present: Gail V. Weniger, Township Manager
Mary Eberle, Township Solicitor
Michele Fountain, Township Engineer
Catherine Topley, Recording Secretary

■ **CALL TO ORDER:**

The Warwick Township Board of Supervisors' October 17, 2016 public meeting, held at Warwick Township Administration Office, 1733 Township Greene, Jamison, PA., was called to order at 7:00 p.m., by Judith Algeo, Chair, who then led attendees in the pledge of allegiance.

■ **APPROVAL OF MINUTES:**

⇒ Monday September 19, 2016

Motion by Mr. Cox to approve the September 19, 2016 Board of Supervisors' Meeting Minutes as submitted.

Second to motion by Mr. Thompson

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

Motion passed unanimously

■ **EXECUTIVE SESSION**

The Board of Supervisors' met in executive session prior to this evenings meeting to discuss personnel, specifically contracts.

■ **ANNOUNCEMENTS:**

1. The administration and park and recreation offices will be closed Tuesday November 8th because of the presidential election as the building is used for two polling locations.

■ **CITIZEN COMMENT:**

None

■ **MANAGER'S REPORT:**

⇒ Budget Presentation – Authorization to Advertise

Overall

Ms. Weniger presented the 2017 draft budget which assumes no tax increase for the seventh year. She notes that the general fund will be increased by 0.25 mills going from 8.5 to 8.75 but is offset by the same decrease in mills in the General Obligation Fund (debt). Refinancing has allowed the Township to shorten the payback period and lessen payments.

The General Fund reserve unassigned fund balance estimate for December 2016 is \$6.9 million. The 2017 budget anticipates utilizing \$100,000 from the General Fund reserves; \$200,000 less than 2016. Capital projects and part of the Road Program will be paid for from the General Fund as there is no dedicated capital project tax.

General Fund

Ms. Weniger began the presentation by presenting revenues for the General Fund. General Fund expenditures for 2017 included average salary increases of 3% for non-uniformed employees and 3.5% for uniformed employees. Six years after cutting personnel by approximately 40% service needs show that the hiring of one full time police officer, one part time police clerk and a hire in the planning and zoning department are necessary. Increases and decreases in other areas were within the threshold of revenues anticipated for 2017.

Capital Projects presented include:

Continuation of Revision of Act 537 Plan – This project began in 2016 and an estimated cost of \$65,000 is needed to complete the project in 2017.

Administration Building – Automated Gate for Police Compound to enhance security for our officers - \$28,000

Police – 2 Replacement cars, Ford Interceptor Utility - \$75,000

Body Armor (6) for replacement for expired body armor - \$6,000

Taser Replacement (3) next generation tasers - \$3,800

Technology related requests:

1. Move network physically to secure archive room - \$5,000

2. Begin replacement with in-car dash camera system. Program will replace 2 cameras per year. - \$12,000

3. Dedicated server for video dash cameras - \$10,000

Total for police Technology - \$27,000

TOTAL POLICE REQUESTS FOR 2017 INCLUDING GATE - \$139,800

Road Improvements – 2017 is proposed to be the “catch up” year for road projects which were set aside with the downturn in the economy. While the projects are presented in Highway Aid, about 50% will be paid from General Fund reserves.

Roadways to be repaired:

Deer Run Drive (route 263 to Doe Ct.) \$90,000

- Full width mill
- Select base repair
- 1.5” overlay
- ADA ramps
- Street Markings

Fallow Hill Lane (Deer Run to Mill Road) \$65,000

- Full width mill
- Select base repair
- 1.5” overlay
- ADA ramps
- Street Markings

Meyer Way – Stony Road to Land Road \$140,000

- Full width mill
- Select base repair
- 1.5” overlay
- ADA ramps
- Street Markings

Eddowes Road (Meetinghouse to Old York Road) \$35,000

- Edge mill
- Select base repair
- 1.5” overlay
- ADA ramps as required
- Street Markings

Mulberry Lane \$87,000

- Full width mill
- Select base repair
- 1.5” overlay
- ADA ramps
- Street Markings

Robinwood Drive \$23,000

- Edge mill
- Select base repairs
- 1.5” overlay
- Misc. street markings

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Hampton Chase: E. Rockspray, Primrose, Oleander, N&S Daisey, Wisteria, Ironwood, Thyme, Arrowhead, Dogwood (E. Rockspray Walking Path) \$200,000

- Base repairs
- Select curb repairs
- Gutter mill
- 1.5" overlay
- Misc. street markings

Colony Road, Park Drive, Meadowview and Wayne Drive \$115,000

- Base repairs
- Double application of oil and chip

Hidden Pond: Long Pond Dr. (valley view to Bristol Road), Rosewood & Persimmon Lanes, Valley View, Hedgewood and Chelsea \$350,000

- Select base and curb repairs
- 1.5" overlay
- ADA ramps
- Street markings

Snow and Ice removal - \$60,000

TOTAL COSTS OF ALL PROPOSED ROAD PROJECTS \$1,105,000

Road Machinery Fund—

- \$20,220 - Five annual lease payments towards the purchase of a new 2017 Ford F-550 with 9' plow and salt spreader. Final payment due 2021

- \$28,384 - Payment three of five annual lease payments for 2015 GVW Single Axle Steel Body Dump Truck with 11' Flink plow and under tailgate salt spreader. Final payment is due 3/2019

Total Road Machinery Fund \$48,604

Park and Recreation Capital Projects include:

Community Park at Meyer Way:

1. Pavilions – new roof and exterior stain - \$20,000
2. Replace Fitness Equipment - \$20,000

Memorial Park:

1. Pedestrian Bridge for Headquarters Trail - \$40,000
2. Additional engineering, permits, signage for Memorial Park - \$20,000

Hampton Chase Park at Dark Hollow Road:

1. Engineering costs to do studies to evaluate health of Hampton Chase Pond - \$20,000

Request to replace oldest mower with a lazarmark for \$15,000

Total Park and Recreation Capital \$135,000

Open Space Fund: There are no projects slated for 2016 and the fund has minimal money which will be used on maintenance of open space.

Firehouse & Equipment Fund:

Warwick Fire Company operating expenses are estimated to be \$160,843 based on this year's numbers and Hartsville will receive \$10,267 which is usually used for firefighter physicals.

General Obligation Fund

DEBTS (DETAIL) – mills decreasing 0.25 for 2017

Outstanding Debt:

\$1,460,200 2.28% G.O. Note Series 2011—This Note is the result of refinancing the 2006 Bond. Payment is due monthly.

\$220,678 2.7% G.O. Note 2014—Borrowing for Open Space purchases. Payment is due monthly, and credited on payment date.

\$182,267 1.5% Installment Promissory Note 2014 (County Loan) —Note is for Police Radio System purchase.

\$4,107,000 2.07% G.O. Note Series 2015—this bond is the result of refinancing the 2010 Bond which refinanced the 2003 Bond and the 2008 Bank Loan.

CAPITAL RESERVE FUND

\$25,000 will be used for basin maintenance.

Motion by Mr. Cox to approve legal advertisement the 2017 Draft Budget for consideration for Adoption at the November 21, 2016 Board of Supervisors meeting. Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ LD 16-03: 1447 Almshouse Road – Preliminary Plan Review

JAMP DEVELOPMENT LLC is presenting for your consideration preliminary plans proposing a 3 lot B1 residential subdivision on 1.9 acres located at 1447 Almshouse Road, across from St. Cyril's church. The project has been before the Planning Commission and is now seeking preliminary plan approval from the Board of Supervisors.

In addition to the waivers requested, the plan may require a sewer planning module waiver. The property currently has one EDU and may require additional EDU's. This will be addressed by the Warwick Township Water and Sewer Authority.

As the various requirements and reviews are discussed, it is worth noting that the requests from waivers from sidewalk and tree replacement are not supported by the Planning Commission. If tree replacement is not possible on site, then the trees should be placed off site at the Township's direction.

Kurt Shaffer spoke on behalf of the applicant. Everything in the CKS letter dated October 7, 2016 is a will comply except for the waivers. He stated that a variance would have been required for the trees but they are making it a will comply instead.

Waivers requested:

4a – SWMO Section 157-16.B (2)(h)[1], requiring that the minimum diameter of all storm sewer pipe be 18 inches. The applicant is proposing 12-inch pipe for the proposed stormwater facilities. CKS notes that the stormwater facilities will be privately owned and maintained. The Board asked Ms. Fountain, Township Engineer if this waiver is acceptable and Ms. Fountain stated that it was acceptable. Mr. Thompson pointed out that one of the diagrams showed an 8 inch pipe, and Ms. Fountain said this was also acceptable. Board is okay with this.

4b – SWMO Section 157-17.A (6) requiring no grading within five feet of a property line. Grading is closer than 5 feet to the property line for Lot 1. It was clarified that this is only for Lot 1 and on the West side by the church. Board indicated that they would approve this waiver.

4c – Section 163-33.I, which requires improvements to Almshouse Road, including widening and curbs. The applicant plans to install sidewalks. CKS notes that the adjacent property, New Life Christian Center, has been widened and includes a deceleration lane and curbing. St. Cyrils of Jerusalem, across Almshouse Road from this development, has also been widened and includes sidewalks.

Mr. Shaffer noted that the Planning Commission did not take a position on this and that PennDOT will not be requiring these improvements

Mr. Thompson feels that curbing is needed as the school busses will probably be stopping at the end of each driveway and curbing delineates that property from the road. Mr. Cox was in agreement regarding the curb and would also like to see sidewalks. He is okay without a deceleration lane, but widening will be required. – No waiver

4d – Section 163-38.A, requiring a stopping area of 20 ft. with a slope not greater than 4% grade, measured from the ultimate right-of-way.

The ordinance requires a stopping area of not greater than 4% for 20 ft. and no greater than 10% for the remainder of the driveway. CKS notes that the slope for the first 8 ft. is greater than 10%. They recommend the maximum grade change between the existing roadway and driveway slopes be 8%.

Mr. Shaffer pointed out that the slope needs to be greater than what the ordinance calls for in order to cross over the swale and drainage pipe.

Mr. Cox asked if the increased slope would cause cars to bottom out, the applicant stated that they do not feel that would be an issue.

Ms. Fountain asked how much covering will be over the pipe, the applicant stated that there would be 6 inches of paving. Ms. Fountain stated that they are using "squash pipe" and CKS is suggesting elliptical pipe. The board decided to defer consideration to the final plan.

4e – Section 163-43, requiring street lights to be installed along Almshouse Road.

CKS notes there are no street lights along Almshouse in the vicinity of the project. The applicant is proposing lights at the end of each driveway. The Board is okay with this.

4f - Section 163-51.2, requiring any individual tree having a diameter of eight inches or more, measured at breast height, that is removed as a result of the development being replaced by a tree of like kind having a minimum diameter of 2.5 caliper inches.

CKS stated that there are thirty-two replacement trees are required. If the trees cannot be planted on site, the Township may consider requesting them to be installed at an off-site location or paying a fee-in-lieu of planting trees. The applicant and the Board are okay with this.

Motion by Mr. Cox to approve for Preliminary Plan approval for 1447 Almshouse road subject to the following:

- 1. Compliance with the CKS letter dated October 7, 2016**

The Board of Supervisors also granted the following waivers:

- 1. SWMO Section 157-16.B (2) (h) [1], to waive the requirement that all storm sewer pipes be 18 inches. Allowing for one 8 inch pipe and the rest 12 inch for the stormwater facilities.**
- 2. SWMO Section 157-17.A (6), allowing for grading within 5 feet of the property on Lot 1 on the church side.**
- 3. Section 163-38.A – defer decision to final plans regarding a stopping area of 20 ft. with a slope not greater than 4% grade, measured from the ultimate right-of-way.**
- 4. Section 163-43, waiving the requirement for street lights on Almshouse Road and allowing for lights at the end of each driveway.**
- 5. SALDO 163.51.B(2)- to waive the requirement for Thirty-two replacement trees on site, provided that the trees are, at a specific location designated by the Township or they pay a fee-in-lieu of planting trees.**

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ Ambulance Trailer and Garage – Authorization to sell

Ms. Weniger requests permission to list and sell the following on municibid:

1. 2006 Dutchman Trailer used for the past 16 months as an EMS station. - \$2,000 minimum
2. Hunter Green Shelterlogic 15 x 36x 16 garage/tent. \$1,000 minimum

Items will be listed tomorrow and a link will be put on the Township Website for residents/businesses that might be interested.

Motion by Mr. Cox to authorize for sale the 2006 Dutchman Trailer and the garage/tent that were temporarily used by the Warminster EMS.

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ PennDOT Contribution Agreement – Resolution 2016-29 – For Approval

Ms. Weniger noted that this agreement allows the Township to piggyback on the PennDOT temporary trail currently constructed by finishing the trail to the specifications on our plan for Headquarters trail. The Township will reimburse PennDOT an estimated \$26,500 to complete the trail which runs from the driveway of the Moland House to under the overpass at Neshaminy creek. The resolution gives Ms. Weniger, Township Manager, the authority to execute the agreements required. The agreements have been reviewed by the solicitor and the details of the trail have been provided by the Township engineer.

Motion by Mr. Cox to approve Resolution 2016-29, PennDOT Contribution Agreement.

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ 2017 Fee Schedule Changes – For Approval

Mr. Seckinger, Assistant Township Manager, went over the few minor changes to the 2017 Fee Schedule.

1. Removal of different sign permit fees for non-profits vs. for-profits
 - a. No change in for-profit fee
2. Combine fee for Fire Engine and Rescue Vehicle as their costs should be identical
 - a. No change in Fire Engine fee
3. Separation of resident and non-resident pavilion rentals from large groups.
 - a. Group pavilion rental fee would increase to \$50.00

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- b. Resident and non-resident pavilion fee would stay at \$20.00
- c. The Park Board plans on recommending this change at their October 19th meeting
- 4. Removal of Alarm Business Registration and Installation Fees
 - a. These fees were discontinued as part of Ordinance 2012-07: Alarm Systems
- 5. Update Keystone Municipal Services Hourly Rate
- 6. Update Township Engineer Hourly Rate

**Motion by Mr. Cox to approve the above changes to the Township Fee Schedule.
Second to motion by Mr. Thompson**

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

Motion passed unanimously

⇒ BCPC Hazard Mitigation Plan Resolution 2016-30

Ms. Weniger stated that Resolution 2016-30 adopts the County Hazard Mitigation plan that was developed in conjunction with other agencies and public input. The plan is required in Section 322 of the Disaster Mitigation act of 2000 and requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their natural hazards, risks, and vulnerabilities.

It is important to note that adopting this mitigation plan is a prerequisite to receiving post-disaster HM Grant program funds.

Motion by Mr. Cox to Resolution 2016-30 Adoption of the BCPC Hazard Mitigation Plan.

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ EMS Revised Service Agreement

Ms. Weniger explained that, this revised agreement is a one year renewable service agreement between Warwick Township and Warminster Volunteer Ambulance Corps. It outlines the service to be provided and responsibilities of both parties in relationship to the ongoing maintenance and responsibilities associated with the EMS station.

Motion by Mr. Cox Approve the Revised EMS Service Agreement.

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ BOS Meeting Policy – Resolution 2016-31

Ms. Weniger explained that As discussed at the last Board of Supervisors meeting, this resolution was drawn up to require those with agenda items to submit all documentation needed electronically ten days prior to the meeting or be removed from consideration at the next meeting. It also addresses smaller administrative items and the timeliness required to assure the Board as adequate time to review prior to the public meeting. It is now to be considered for your adoption.

**Motion by Mr. Cox Approve Resolution 2016-31 BOS Meeting Policy
Second to motion by Mr. Thompson**

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

Motion passed unanimously

⇒ Snow Removal Bid – For Award

Ms. Weniger explained that the bid for snow removal equipment and services was done through PennBID per your approval. The result was six contractors bidding. Kevin Laverty, Director of Public Works reviewed the bid results and recommends that four of the six bidder be awarded the bid upon completion of insurance, bonds, and all requirements.

These are:

Associated Paving contractors
A. H. Cornell
James Sankey and Associates
T. Schiefer contractors

At this time, we are requesting approval to award the bid to these contractors.

Motion by Mr. Cox Approve for award the snow removal bid to Associated Paving Contractors, A.H. Cornell, James Sankey and Assoc. and T. Schiefer Contractors upon completion of insurance, bonds and all requirements.

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ Treasurers Report for September 2016

Fund balances for September 2016 are as follows, subject to audit:

General Fund	\$	10,198,612
Firehouse and Equipment	\$	734,735
Road Machinery Fund	\$	46,654
General Obligation / Sinking Fund	\$	680,502
Open Space Fund	\$	6,915
Capital Projects Fund	\$	106,462
Highway Aid Fund	\$	181,574
Parks and Recreation	\$	712,879
Parks and Recreation Capital Fund	\$	1,104,366
Capital Reserve	\$	<u>407,891</u>
Total	\$	<u>14,180,590</u>

Motion by Mr. Cox to approve the September 2016 Treasurers Report as prepared by Barbara Weinstein, Finance Director, subject to audit.

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ Bill Payments for 10/3/16 and 10/17/16

Ms. Weniger requested approval to pay the bills for October 3, 2016 totaling \$1,123,712.73 and October 17, 2016 totaling \$334,243.63 as listed in the Bill Payment registers, subject to audit.

Motion by Mr. Cox to approve the October 3, 2016 and the October 17, 2016 Bill Payments, subject to audit.

Second to motion by Mr. Thompson

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

Motion passed unanimously

■ **SOLICITOR'S REPORT:**

None

■ **ENGINEER'S REPORT:**

⇒ LD 10-06: WFC – Final Escrow Release – For Approval

Ms. Fountain is recommending the release of the remaining escrow money as all required inspections and been done and everything is complete.

Motion by Mr. Cox to approve the Final Escrow Release for LD 10-06: Warwick Fire Company.

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ LD 13-02: Basile Escrow Release #6

Ms. Fountain, Township Engineer stated that she is asking the Board for escrow release #6 in the amount of \$112,606.58 for work completed.

Motion by Mr. Cox to approve escrow release #6 for LD 13-02: Basile in the amount of \$112,606.58

Second to motion by Mr. Thompson

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

Motion passed unanimously

⇒ NPDES Update

Ms. Fountain explained that the MS4 stands for Municipal Separate Storm Sewer System. The MS4 program is required by the PADEP and the EPA to address water quality in the streams, lakes and rivers.

The Township is required to apply for the next permit period which starts in March of 2018. The application is due by September 16, 2017.

The permit will continue to include the Six Minimum Control Measures and the TMDL requirements. The six Minimum Control Measures are:

1. Public Education
2. Public Participation
3. Illicit Discharge Detection & Elimination
4. Stormwater Management during Construction
5. Post Construction Stormwater Management
6. Good Housekeeping of Municipal properties and activities

Warwick Township has a TMDL requirement for sediment in the Neshaminy Creek Watershed. The TMDL Strategy was submitted in 2012 and, to date, no comments or approval have been received from PADEP.

For the next permit, Warwick Township will have additional requirements to address impaired waters within 5 miles of the Township. There are requirements to address Pathogens and Nutrients in the Neshaminy Creek watershed and to address Pathogens, PCB's and Nutrients in the Little Neshaminy Creek watershed.

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For the application due in September, 2017, Pollution Reduction Plans to reduce Total Phosphorus by 5% in each of these watersheds must be completed and submitted with the application. These plans require the determination of the existing load, mapping of sewersheds and proposed Best Management Practices to achieve the required reductions that will be constructed during the 5 year permit period. These plans require 30 days of public comment and presentation at a public meeting prior to the submittal to the PADEP.

Ms. Fountain asked if there were questions and there were none.

■ **OLD BUSINESS:**

None

■ **NEW BUSINESS:**

In regards to the TCE Project, the Board voted to reject alternate 3 from the DEP. This alternate was designed to complete restoration of the remaining half width on Creek Road but the bid document did not call of DEP to do a half width restoration and therefore the purpose of alternate 3 in the TCE bid is n/a.

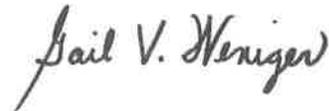
■ **PUBLIC COMMENT:**

Greg Mester, Fairway Lane, asked who pays for the MS4, Ms. Weniger and Ms. Fountain stated that the tax payers do. He requested more information regarding the MS4 so that he could understand it better. Michele Fountain, Township engineer, will provide him with more information.

■ **ADJOURNMENT:**

The October 17, 2016 Warwick Township Board of Supervisors' public meeting was adjourned at 7:51 p.m.

Respectfully submitted,



These minutes were approved at the
Board of Supervisors' meeting held: 11-21-16

Gail V. Weniger