

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
July 16, 2018

Members Present: Judith A. Algeo, Esq., Chair
Edward P. Thompson, Member

Absent: John W. Cox, Vice Chairman

Others Present: Kyle Seckinger, Township Manager
Mary Eberle, Township Solicitor
Michele Fountain, Township Engineer
Catherine Topley, Recording Secretary

■ **CALL TO ORDER:**

The Warwick Township Board of Supervisors' July 16, 2018 public meeting, held at Warwick Township Administration Office, 1733 Township Greene, Jamison, PA., was called to order at 7:00 p.m., by Judith A. Algeo, Chair, who then led attendees in the pledge of allegiance.

■ **APPROVAL OF MINUTES:**

⇒ Monday, June 18, 2018 Board of Supervisor Meeting Minutes

Motion by Mr. Thompson to approve the Monday, June 18, 2018 Board of Supervisors' Meeting Minutes as submitted.

Second to motion by Ms. Algeo

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

Motion passed

■ **EXECUTIVE SESSION**

The Board of Supervisors' met in a brief executive session prior to this evenings meeting to discuss matters of litigation.

■ **ANNOUNCEMENTS:**

We were informed today that the Wawa developer is scheduled to repair the dip in Meyer at York Road this Wednesday. Meyer Way will be restricted to one lane with flaggers directing traffic. Construction to begin after 8am, so get your coffee early.

■ **CITIZEN COMMENT:** None

■ **MANAGER'S REPORT:**

⇒ 5-Year Plan – For review/approval

The staff has prepared a draft 5-year capital improvements plan to show the board and public the projects we foresee for the next 5 years.

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 48

July 16, 2018
Page 2 of 12

PARKS AND RECREATION

Mr. Dan Sharapan, Director Parks and Recreation spoke to the Park and Recreation Requests

Capital Projects

2019

- Hidden Pond Park (\$10,000)
 - Resurface basketball court at Hidden Pond Park
- Community Park (\$15,000)
 - Repair cracking and resurface hockey rink
- All parks
 - Court repairs (\$5,000)
 - Wood carpet for all playgrounds (\$10,000)

2020

- Community Park (\$20,000)
 - Refurbish all wooden structures built in 1999, in Recreation Station
- All parks
 - Court repairs (\$5,000)
 - Wood carpet for all playgrounds (\$10,000)

2021

- Jamison Hunt Park (\$20,000)
 - Repair and resurface tennis courts
- All Parks
 - Court repairs (\$5,000)
 - Wood carpet for all playgrounds (\$10,000)

2022

- Jamison Hunt Park (\$30,000)
 - Install new pavilion
- All Parks
 - Court repairs (\$5,000)
 - Wood carpet for all playgrounds (\$10,000)

2023

- All Parks
 - Court repairs (\$5,000)
 - Wood carpet for all playgrounds (\$10,000)

Total P&R Capital Projects: \$170,000

Vehicles & Equipment

2019 – None

2020 Replace Lazer Zero Turn Mower (\$15,000)

– Replace with new Lazer Zero Turn Mower

2021 Replace 1990's New Holland Field Mower (\$150,000)

– Replace the approximately 28-year-old mower with a 2021 New Holland Field Mower

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 49

July 16, 2018
Page 3 of 12

2022 Purchase LeBoy Path Paver (\$85,000)

- This will allow us to redo some of the paths as the paver we currently have only goes down to 8 feet and some of our trails are not that wide.

2023- Nothing at this time.

Total P&R Vehicles and Equipment: \$250,000

PLANNING AND ZONING

Ms. Brandy Mckeever, Director Planning and Zoning spoke to the Planning and Zoning Requests

Capital Projects

2019

- Comprehensive Plan (\$25,000)
 - The Comprehensive Plan update is typically done approximately every 10 years. It is the Township's vision for the future. This project will take about a year. After considering it, it will be more cost effective to go with a consultant than the Bucks County Planning Commission.

2020

- Replace Code Enforcement Vehicle (\$25,000)
 - Currently have a 2008 Ford Escape with 71,343 miles. It is having increasing maintenance expenses. Possibly looking to go with a car instead of a 4-wheel drive vehicle.

2021

- Replace Fire Marshal Vehicle (\$30,000)
 - Currently have a 2008 Ford Escape with 52,488 miles. It is having increasing maintenance expenses. Possibly looking to go with a car instead of a 4-wheel drive vehicle.

2022 & 2023

-Nothing at this time.

Total Capital Expenses for Planning & Zoning Department \$80,000

Cars may get pushed into a later year as they are vacant now

Approved & Pending Developments

<u>Residential (under construction)</u>	<u># of units left</u>	<u>Residential (avail/under review)</u>	<u># of units left</u>
Woodlands @ Warwick (York road)	46	Wyshwanick Tract (Stony Rd)	-14
Ridings of Warwick (Rushland Rd)	1	Fetzer Tract (York Rd)	78
Warwick Mill (School Rd)	33	Reiff Tract (Guinea Ln)	13
Germinal Colony (Harmony Road)	4	Walker Tract (Meyer Way)	-20
		1447 Almshouse Rd	3
<u>Residential (approved)</u>		Unknown Projects	-15
Sailor Tract (Warwick Rd)	6		
TOTAL	90		143

Approved & Pending Commercial

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 50

July 16, 2018
Page 4 of 12

Commercial (under construction)

Warwick Business Campus (Campus Dr.)
Warwick Office Park (Kendarbren Dr)
Warwick Meadows III (Camars Dr)
Warwick Village Commons (York Rd)
RGB ADN Enterprises (Campus Dr)

Commercial (available/under review)

Warwick Ice Rink (Mearns Rd)
Yorktown Manor Expansion (York Rd)
Warwick Meadows V (Mearns Rd)
Walker Tract (Meyer Way & York Rd)
Former Lukoil Site (Almshouse & York Rd)
Vacant lots between Action Karate & the Warwick Tavern (York Rd)

Commercial (approved)

Warwick Meadows IV (Camarras Dr)
Diamond Ridge Camp (Deer Run Dr)
Ivyland Industrial Park (Mearns Rd)

Ms. Mckeever answered a few questions regarding the properties.

POLICE DEPARTMENT

Chief Goldberg, Chief of Police spoke to the Police Requests

Capital Projects

2019

- Replace 4 vests per year (\$4,000)
 - Warranty expires
- Renovate the Patrol Room (\$40,000)
 - Has age-related wear and tear. Would like to make more "workable"
- Replace 3 Watch Guard MVR dash cameras (\$20,000)
 - This is year two of replacing the cameras. They are between 6-10 years old. They will do 3 this year, 3 next year and 3 the year after.

2020

- Replace 4 vests per year (\$4,000)
 - Warranty expires
- Replace 3 Watch Guard MVR dash cameras (\$20,000)
- Bar code/scanner-based evidence management software (\$10,000)
 - Having the ability to track things would be very helpful. This is the same package that the state police use.

2021

- Replace 4 vests per year (\$4,000)
 - Warranty expires

2022

- Replace 4 vests per year (\$4,000)
 - Warranty expires
- Replace aging server and equipment (\$10,000)
 - The computer equipment is anywhere between 6-10 years old and needs to be updated

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 51

July 16, 2018
Page 5 of 12

2023

- Replace 4 vests per year (\$4,000)
 - Warranty expires

Vehicles and Equipment

2019 Replace two patrol vehicles (\$82,000)

2020 Replace two patrol vehicles (\$84,000)

2021 Replace one patrol vehicle (\$43,000)

TOTAL \$387,000

2022 Replace 2 patrol vehicles (\$88,000)

2023 Replace 2 patrol vehicles (\$90,000)

Chief Goldberg explained that the price of a car has gone up for Ford. They are limited in their options in cars and the Fords have been reliable. As a rule, he tries to replace two cars per year but may be able to go 3-4 years before replacing.

Total Capital Expenses for Police \$507,000

Ms. Algeo asked if the Chief has considered body cameras. He stated that he has. It would be about a \$20,000 cost and at this time in our community he is not feeling any pressure to get them. Most of what they do is captured on the dash cams.

PUBLIC WORKS

Mark Rambo, Director of Public Works, Roadmaster spoke to the Public Works Request and Road Program

Mr. Rambo, began by discussing an item that is not currently in the presentation, Heritage Creek. There is a problem with underground pipe failure causing sink holes starting in Heritage Creek. When Heritage Creek was built in the late 1990's and the pipes were installed they were not plugged, which is now causing the sink holes. At this time, we are trying to find the best solution and check every possible avenue as this will not have a quick fix. The sink holes are occurring in the streets, under sidewalks, driveways. The sink holes are 2-3 feet. He is hoping to have a plan by the end of the year.

Capital Projects

2019

- Public Works Office Repairs (\$25,000)
 - Floors, paint, ceiling tiles, etc.
- Repave Administration Parking Lot Phase One (\$80,000)
 - The Administration parking lot will be broken in two phases to be completed in two years.
- 50 Street lights upgraded to LED with new poles (\$20,000)
 - Rehab the lights, not replace this will cost approx. \$400 per light instead of approx. \$2,300 to replace. Working with PECO to see if they will cover part of the cost as we are switching to LED.

2020

- Reconstruction of Community Park Basin (\$20,000)
 - We will do approx. 2 basins per year, taking out the low flow channels to get them up to spec

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 52

July 16, 2018
Page 6 of 12

- Repare Administration Parking Lot Phase Two (\$80,000)
 - This is the second phase. The parking lot will be completed after this.
- 50 Street lights upgraded to LED with new poles (\$20,000)
 - Rehab the lights, not replace this will cost approx. \$400 per light instead of approx. \$2,300 to replace. Working with PECO to see if they will cover part of the cost as we are switching to LED.

2021

- Roof replacement on the Administration Building (\$75,000)
 - It is time for a new roof. Replace before we start getting leaks.
- Reconstruction of Stover Mill Basin (\$45,000)
 - Taking out the low flow channels to get them up to spec
- 50 Street lights upgraded to LED with new poles (\$20,000)
 - Rehab the lights, not replace this will cost approx. \$400 per light instead of approx. \$2,300 to replace. Working with PECO to see if they will cover part of the cost as we are switching to LED.

2022

- Repair Dark Hollow Bridge (\$30,000)
 - Re-stoned, Re-pointed and some foundation work
- Replace the HVAC system at the Administration Building (\$132,000)
 - This will include fixing the duct work. Have been having trouble with system for a while now.
- Replace the Public Works Building Air Conditioner (\$18,000)
- 50 Street lights upgraded to LED with new poles (\$20,000)
 - Rehab the lights, not replace this will cost approx. \$400 per light instead of approx. \$2,300 to replace. Working with PECO to see if they will cover part of the cost as we are switching to LED.

2023

- Repair the Sycamore Bridge (\$30,000)
 - Mostly underneath and foundation work
- Repair the Old York Road Bridge (\$15,000)
 - Although PennDOT re-did this bridge about 10 years ago, we have been told it needs some repairs and the Township owns it.
- 50 Street lights upgraded to LED with new poles (\$20,000)
 - Rehab the lights, not replace this will cost approx. \$400 per light instead of approx. \$2,300 to replace. Working with PECO to see if they will cover part of the cost as we are switching to LED.

Vehicles & Equipment

2019 Replace 1995 Wacker Roller (\$45,000)

- Replace the 1995 Wacker Roller with a 2021 CB22 Cat Roller

2020 Replace 2001 GMC (\$185,000)

- Replace the 2001 GMC with a 2020 International Flink Snow Plow & Spreader. The 2001 GMC is rotted underneath and has been in for a lot of repairs.

2021 None

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 53

July 16, 2018
Page 7 of 12

2022 Purchase 2022 LeeBoy Path Paver (\$85,000)

- The paver we currently have is too big to be able to do the paths. With this we will be able to fix the paths and still do road repairs.

2023 Replace 2006 Case 590 (\$100,000)

-Replace the 2006 Case 590 with a 2023 Case 590

Total Capital Expenses for Public Works \$1,065,000

ROAD PROJECTS

Mr. Rambo proceeded to explain what he would like to do over the next 5 years:

2019:

-Hidden Pond: Long Pond Dr. (Valley View – Windsor), East & West Fernbrook, Windsor, Cedar, Marielle, Blossom & Apple Ct.

- Edge Mill
- Base repair & leveling
- 1.5" Overlay
- Curb repair
- ADA Ramps
- Street Markings

-Hampton Chase: Dogwood (walking path – Meetinghouse), Peony, Iris & Phlox

- Edge Mill
- Base repair & Leveling
- 1.5" Overlay
- Street markings

2019 total: \$475,000

2020

-Hampton Chase: Lilac Ln., Violet Cr. Foxglove Ln.

- Edge mill
- Base Repair & leveling
- 1.5" Overlay
- Street marking

-Hidden Pond: Long Pond Dr. (Windsor – Huntley), Huntley Dr.

- Edge mill
- Base repair & leveling
- Curb Repair
- ADA ramps
- 1.5" overlay
- Street markings

-Upper Meetinghouse Rd. (Almshouse – Dead End)

- Edge mill
- Base repair & leveling
- Curb Repair
- ADA ramps
- 1.5" overlay
- Street markings

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 54

July 16, 2018

Page 8 of 12

-Bentley Drive

- Full mill
- Base repair & leveling
- Curb Repair
- ADA ramps
- 1.5" overlay
- Street markings

2020 total: \$545,000

2021

-Valley Road

- Full mill
- 1.5" overlay
- Base repair & leveling
- Tar & chip
- Street markings

-Eagle Court

- Full mill
- Base repair & leveling
- 1.5" overlay
- Street markings

-Jamison Hunt: Dogwood Dr., Bayberry Dr., Ivy Cr., Wintergreen, East Rockspray, Forsythia, Huckleberry, West Rockspray (Meetinghouse – Meetinghouse)

- Edge Mill
- Base repair & leveling
- Curb repair
- 1.5" overlay

2021 total: \$460,000

2022

-School Rd. (York Rd 0 Adams Way)

- Full mill
- Base repair & leveling
- 1.5" overlay
- Street markings

-Bridge Street

- Edge mill
- Base repair & leveling
- 1.5" overlay

-Willow Avenue

- Edge mill
- Base repair & leveling
- 1.5" overlay

-Greenleaf Drive

- Full mill
- Base repair & leveling
- Curb repair
- ADA Ramps
- 1.5" overlay

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 55

July 16, 2018

Page 9 of 12

-Lee Drive

- Full mill
- Base repair & leveling
- 1.5" overlay
- Street markings (as required)

-Dillie Cr.

- Full mill
- Base repair & leveling
- Curb Repair
- ADA ramps
- 1.5" overlay
- Street markings (as required)

-Dark Hollow Rd. (Park Dr. – Almshouse)

- Edge mill
- Base repair & leveling
- 1.5" overlay

-Jamison Hunt: Coralberry Ct., Spearmint Cr., Spruce Ct., Snowdrop Cr., Honeysuckle Cr., Magnolia Way, Blueberry Ct.

- Edge mill
- Base repair & leveling
- 1.5" overlay

2022 total: \$446,000

2023

-Mountainview: Waverly Dr., Jericho Dr., Inverness Cr.

- Full mill
- Base repair & leveling
- 1.5" overlay

-Old York Road

- Edge mill
- Base repair & leveling
- 1.5" overlay

-Stony Road (Bently Dr. – Bristol Rd.)

- Full mill
- Base repair & leveling
- ADA ramps
- 1.5" overlay
- Street markings

-Lower Meetinghouse Rd.

- Full mill
- Base repair & leveling
- 1.5" overlay
- Street markings

-Dark Hollow (Lockleigh – Dead End)

- Base repair & leveling
- Tar & Chip

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 56

July 16, 2018
Page 10 of 12

-Mountainview: Buckingham Dr., Canterbury Ln., Sturbridge Dr.

- Full mill
- Base repair & leveling
- 1.5" overlay

2023 total: \$778,500

Total Road Projects (5 Year): \$2,704,500

For the purpose of estimating expenditures, the following is assumed:

1. Expenses will increase by 2% annually for goods and services
2. Health Care costs will increase by 8% annually (last year was only 5%)

**Motion by Mr. Thompson to approve as a guideline to be considered in upcoming budgets
Second to motion by Chair Algeo**

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

Motion passed unanimously

⇒ RFP 401A Pension Services – For Award

Mr. Seckinger asked Becki Wilhelm, Finance Director, to present this item since she is the Financial Advisory Committee liaison. Ms., Wilhelm stated that, in accordance with PA Act 44 requirements, we prepared a RFP for pension administration services for our 401a plan. We received three proposals. After reviewing the proposals, the Financial Advisory Committee has made the recommendation to award to InR Investment Advisory Services. InR currently administers our defined benefit plans.

**Motion by Mr. Thompson to approve Awarding the Administration Services of the 401A plan to InR
Investment Advisory Services.**

Second to motion by Chair Algeo

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

Motion passed unanimously

⇒ RES 2018-20 Finance Department – Destruction of Records – For Approval

Mr. Seckinger explained that in accordance with Act 428 of 1968, the Finance Department is requesting permission to destroy the following records:

- Accounts payable and receivable records --- invoices, 1099s, W-9s, tax exempt certificates- 2010
- Cash Receipts and Deposits records --- 2010 and prior
- Bank statements and reconciliations --- 2010
- Check Registers/ Bill Payments ---- 2010 and prior
- Payroll timesheets and pay period reports --- 2010 and prior

**Motion by Mr. Thompson to approve Resolution 2018-20 Destruction of Records for the Finance
Department**

Second to motion by Ms. Algeo

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

Motion passed unanimously

⇒ Fuel Bid – For Award

Mr. Seckinger explained that The Bucks County Consortium, has again, coordinated the fuel bid for 2018-2019. The lowest bidder for diesel and gasoline delivery is PAPCO, Inc.

Motion by Mr. Thompson to award the Fuel Bid to PAPCO, Inc

Second to motion by Ms. Algeo

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

Motion passed unanimously

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 57

July 16, 2018
Page 11 of 12

⇒ ZHB Application 18-05 for 1776 Stout Dr. for review

Mr. Seckinger explained that the applicant proposes to conduct a G15 Indoor Athletic Club within a H16 Flex Space located at 1776-7 Stout Drive. The applicant is requesting several variances from the requirements of both the H16 Flex Space & G15 Indoor Athletic Club uses. The applicant is requesting the following variances:

- To permit multiple principal uses on one property.
- Relief from parking requirements associated with the proposed G15 Indoor Athletic Club use. (53 spots required, 3 needed)
- To allow the G15 Indoor Athletic Club to operate within the H16 Flex Space.
- Relief from parking requirements associated with the proposed H16 Flex Space use. (10 spots required, 3 needed)

The applicant was here to answer a few questions

The Board will not be taking a position

⇒ Bill Payments 7-2-18 & 7-16-18

Ms. Seckinger requested a motion to pay the bills for 7-2-18 totaling \$194,869.29 and 7-16-18 totaling \$610,746.89 as listed in the bill payment recap subject to audit.

Motion by Mr. Thompson to approve the July 2, 2018 and July 16, 2018 Bill Payments, subject to audit. Second to motion by Ms. Algeo

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

Motion passed unanimously

⇒ Treasurers Report for May 2018

Fund balances for May 2018 are as follows, subject to audit:

General Fund	\$	11,970,100
Firehouse and Equipment	\$	703,441
Road Machinery Fund	\$	-2,454
General Obligation / Sinking Fund	\$	699,777
Capital Projects Fund	\$	58,617
Highway Aid Fund	\$	574,303
Parks and Recreation	\$	850,112
Parks and Recreation Capital Fund	\$	1,041,036
Capital Reserve	\$	<u>291,852</u>

Total \$ 16,186,784

Motion by Mr. Thompson to approve the May 2018 Treasurers Report as prepared by Marian Buck, Payroll and Accounting Administrator, subject to audit. Second to motion by Ms. Algeo.

Motion passed unanimously.

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

Motion passed unanimously.

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 58

July 16, 2018
Page 2 of 12

⇒ Treasurers Report for June 2018

Fund balances for June 2018 are as follows, subject to audit:

General Fund	\$	12,028,391
Firehouse and Equipment	\$	692,299
Road Machinery Fund	\$	-1,403
General Obligation / Sinking Fund	\$	581,888
Capital Projects Fund	\$	14,707
Highway Aid Fund	\$	423,526
Parks and Recreation	\$	835,121
Parks and Recreation Capital Fund	\$	1,022,979
Capital Reserve	\$	<u>291,914</u>

Total \$ 15,889,422

Motion by Mr. Thompson to approve the June 2018 Treasurers Report as prepared by Marian Buck, Payroll and Accounting Administrator, subject to audit.

Second to motion by Ms. Algeo.

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

Motion passed unanimously.

■ **SOLICITOR'S REPORT:**

None

■ **ENGINEER'S REPORT:**

⇒ LD 04-07: Zimmer Luginbuhl – Accept Punch List

Motion by Mr. Thompson to accept the punch list dated June 17, 2018 for LD 04-07: Zimmer Luginbuhl
Second to motion by Ms. Algeo

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

Motion passed unanimously

■ **OLD BUSINESS:** None

■ **NEW BUSINESS:** None

■ **PUBLIC COMMENT:**

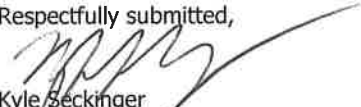
Greg Mester, Fairway Dr. – Regarding the Lukoil at the corner of 263 and Almshouse Rd. Can anything be done regarding its appearance as it is an eyesore. Mr. Seckinger stated that the township has issued some citations regarding high grass and graffiti and when issued they have taken care of it. Ms. Eberle stated that she and Ms. Seckinger will look into what else if anything can be done.

ADJOURNMENT:

The July 16, 2018 Warwick Township Board of Supervisors' public meeting was adjourned at 8:01 p.m.

These minutes were approved at the Board of Supervisors' meeting held:

Respectfully submitted,


Kyle Seckinger
Township Manager