

2018 Warwick Township Board of Supervisors' Public Meeting Minutes 62

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
September 17, 2018

Members Present: John W. Cox, Vice Chairman
Edward P. Thompson, Member

Absent: Judith A. Algeo, Esq., Chair

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

■ **CALL TO ORDER:**

The Warwick Township Board of Supervisors' September 17, 2018 public meeting, held at Warwick Township Administration Office, 1733 Township Greene, Jamison, PA., was called to order at 7:00 p.m., by John Cox, Vice Chair, who then led attendees in the pledge of allegiance.

■ **APPROVAL OF MINUTES:**

⇒ Monday, July 16, 2018 Board of Supervisor Meeting Minutes
⇒ Monday, August 20, 2018 Board of Supervisor Meeting Minutes

Tabled until next meeting

■ **EXECUTIVE SESSION**

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

■ **ANNOUNCEMENTS:**

1. The Lewy Body Dementia Walk is scheduled for Sunday, September 23. The event will take place in the Community Park and starts at 10 am.

■ **CITIZEN COMMENT:** None

■ **MANAGER'S REPORT:**

⇒ Introduction of New Police Officer

Chief Goldberg stated that the Warwick Police Department has hired John Flack as a probationary police officer. Mr. Flack is a native of Holland, PA. He is a graduate of Chestnut Hill College and is a 5-year veteran of the Richmond, VA Police Department. We welcome Officer Flack back to Bucks County and to the Warwick Community.

⇒ 2019 Capital Projects Presentation

Mr. Seckinger presented the Capital Projects proposed for 2019. He stated that this is part of the budget process which begins mid-year and is based on the five-year plan. The items being presented tonight are to be considered by the Board members for inclusion in the 2019 budget that will be presented next month.

Capital Projects presented included:

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Park and Recreation Capital:

- Resurfacing of basketball court at Hidden Pond Park - \$10,000
- Repair cracking and resurface hockey rink at Community Park - \$15,000
- Court repairs at all parks - \$5,000
- Wood Carpet for playgrounds at all parks- \$10,000
- Miscellaneous Memorial Park Improvements - \$20,000
- Replace 1998 New Holland Field Mower (trade in value of \$20,000) with:
2019 John Deere Field Mower - \$80,000 (split total cost with Public Works)

Mr. Cox asked Mr. Rambo if the tractor will have any other purpose besides basin mowing. Mr. Rambo stated that the new tractor will also accept our existing snow blower attachment.

TOTAL PARK & RECREATION CAPITAL REQUESTS FOR 2019 - \$140,000

Administration/Finance/Planning & Zoning:

- Comprehensive Plan Update - \$25,000
- Act 537 Sewer Service Plan - \$10,000
- Comcast Franchise Agreement - \$10,000
- HVAC Partial Replacement - \$20,000
- Administration Parking Lot (repave lower half) - \$80,000
- Financial Management Software - \$30,000

TOTAL ADMINISTRATION/FINANCE/PLANNING & ZONING REQUESTS FOR 2019 - \$175,000

Police:

- Replace (3) Body Armor vests as warranty expires - \$3,000
- Renovate the patrol room due to age-related wear and tear and carpeting - \$40,000
- Replacement of three (3) in-car dash cameras - \$20,000
- Replace (2) vehicles with (2) 2019 Police Interceptor SUV's - \$88,000

TOTAL POLICE REQUESTS FOR 2019 - \$151,000

Public Works:

- Streetlight Refurbishing - \$20,000/year from General Fund
 - Approximately 450 street lights @ \$450.00/light over time (approx. 44 lights/year)Mr. Seckinger presented 3 options for street light refurbishing/replacement. The board chose the option of refurbishing the existing fixture which includes LED upgrade, new glass, paint and sleeving the wooden poles and base with black PVC. These updates will extend the life of the fixtures and reduce electricity usage and maintenance expenses.
- Office Repairs - \$25,000
 - Replace flooring, ceiling tiles, paint, kitchen counters, appliances
- Replace 1998 New Holland Field Mower (trade in value of \$20,000) with:
2019 John Deere Field Mower - \$80,000 (split total cost with Parks & Recreation)
- Final Lease payment on 2015 Dump Truck - \$28,384

TOTAL PUBLIC WORKS REQUESTS FOR 2019 - \$133,384

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Road Improvements:

These are identified by the road master and based on estimates also generated by the road master.
Roadways to be repaired:

Hidden Pond: Long Pond Dr. (Valley View to Windsor), E & W Fernbrook, Windsor, Cedar, Marielle, Blossom & Apple Ct. \$365,000

- Edge mill
- Base repair and leveling
- Curb repair
- ADA ramps
- 1.5" overlay
- Street Markings

Hampton Chase: Dogwood (walking path to Meetinghouse), Peony, Iris & Phlox \$110,000

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

Sugar Bottom Road \$45,500

- Edge mill
- Base repair
- 1.5" overlay
- Crack seal
- Guiderail

TOTAL COST ESTIMATED FOR 2019 ROAD PROGRAM \$520,500

Impacted Capital Funds:

- Capital Projects Fund
 - Total Expenses: \$351,000 Net Impact: Funded through GF
- Parks & Rec Capital Fund
 - Total Expenses: \$140,000 Net Impact: +\$41,200
- Highway Aid Fund
 - Total Expenses: \$520,500 Net Impact: Funded through GF
- Road Machinery Fund
 - Total Expenses: \$108,384 Net Impact: +\$6,434

ESTIMATED GENERAL FUND NET IMPACT: \$206,352

Motion by Mr. Thompson to approve the Capital Projects as presented for inclusion in the 2019 Budget to be presented next month.

Second to motion by Vice Chair Cox

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

Motion passed unanimously

⇒ 2019 Fee Schedule Presentation

Ms. McKeever, Director of Planning and Zoning, went over the few minor changes to the 2019 Fee Schedule.

Zoning:

- Requesting fee of \$65 for review of Revised As-Built Review – will be due at time of submission
- Requesting increase from \$300 to \$350 minimum for grading permit for in-ground pools regardless of size

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Zoning Hearing Board Applications:

- Requesting an increase from \$850 to \$900 for Residential Applications and \$1,700 to \$1,800 for Non-Residential Applications
- Requesting an increase from \$300 to \$350 for residential Additional Hearings and \$500 to \$600 for Non-Residential Additional Hearings

Administration:

CKS Engineers

- Requesting an increase of \$3.00/hour for Principal Engineer and Assistant Engineer/Construction Manager
- Requesting an increase of \$2.00/hour for Junior Engineer, Technical Assistant I (Inspector, Draftsman, Surveyor, etc.) Technical Assistant II

Keystone Municipal Services (Building Inspection)

- Requesting an increase of \$2.00/hour

Mr. Cox asked if the proposed increase to ZHB fees was due to our expenses exceeding the current fees. Ms. McKeever concurred.

Motion by Mr. Thompson to approve the above changes to the 2019 Township Fee Schedule. Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ Resolution 2018-22: MMO for Police Pension Fund

Mr. Seckinger stated that the required annual Minimum Municipal Obligation for the Pension Fund for 2019 will be \$512,045. The MMO last year was \$518,869. This shows a reduction of \$6,824 or 1.3%.

Motion by Mr. Thompson to approve Resolution 2018-22: MMO for Police Pension Fund Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ Resolution 2018-23: MMO for Non-Uniformed Defined Benefit Employees

Mr. Seckinger stated that the required annual Minimum Municipal Obligation for the Non-Uniformed Defined Benefit Employees for 2019 will be \$81,873. The MMO last year was \$92,038. This shows a reduction of \$10,165 or 11%.

Motion by Mr. Thompson to approve Resolution 2018-23: MMO for Non-Uniformed Defined Benefit Employees Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ Resolution 2018-24: MMO for Non-Uniformed Defined Contribution Employees

Mr. Seckinger stated that the required annual Minimum Municipal Obligation for the Non-Uniformed Defined Contribution Employees for 2019 will be \$41,100.

Motion by Mr. Thompson to approve Resolution 2018-24: MMO for Non-Uniformed Defined Contribution Employees Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

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⇒ Resolution 2018-25: 401a Defined Contribution Administration

Mr. Seckinger stated that following an RFP for Pension Investment Services on PennBid, the financial advisory committee recommended InR to be our 401a pension provider. The proposals were reviewed based on:

- Qualifications to perform the work involved in the proposal;
- Experience in handling municipal pensions;
- Experience in perform the work involved in the proposal;
- Expertise in the area of municipal pensions;
- Expertise in the area of work involved in the proposal;
- Familiarity with the Warwick Township pensions; and
- Compensation to be charged

This resolution confirms our compliance with Act 44 and the Warwick Township policy listed in Resolution 2013-21. Mr. Seckinger requests a motion regarding Resolution 2018-25 which would grant him the authority to execute the plan agreement with InR.

Motion by Mr. Thompson to approve Resolution 2018-25: 401a Defined Contribution Administration Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

- ### ⇒ WLD 18-01: Heritage Creek Golf Club (1949 Meetinghouse Rd.)
- a. Request for Waiver of Land Development
 - b. Consider Pedestrian Easement Agreement

Mr. Seckinger stated that on August 16th, 2018, Warwick Township received a request for waiver of land development by Heritage Creek Golf LLC. The request is to construct a 960 square foot maintenance building to store equipment and materials used on the golf course grounds.

On September 5th, 2018, the Warwick Township Planning Commission made a motion to recommend granting a waiver of land development.

Mr. Seckinger recommended that a condition of granting this waiver be that the applicant execute a pedestrian easement over the golf cart bridge located along Creek Road to allow the public to travel to the new Memorial Park.

Adam Schloer from Heritage Creek Golf Club was here to answer any questions. Mr. Cox asked if he understood he would still need a building and zoning permit and if he was ok executing the pedestrian easement over the golf cart bridge located along Creek Road as a condition to the waiver of land development.

Mr. Schloer stated that he understood and was ok with the pedestrian easement. His preference is to sign the pedestrian easement during the permit review process.

Motion by Mr. Thompson to approve Waiver of Land Development 18-01: Heritage Creek Golf Club contingent upon the execution of the pedestrian easement. Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

- ### ⇒ Warminster/Warwick Animal Control Agreement – Request authorization to Advertise Ordinance

Mr. Seckinger stated that Warminster has been providing animal control services for Warwick since approximately 1990. Warminster also provides these services to Warrington, Ivyland, Northampton and Upper Southampton townships. The townships were paying a fixed price with no formal agreement. Warminster has recently calculated the costs of their animal control services and created a formula which divides the total costs by the percentage of animal calls per municipality. For instance, Warwick had 41 calls or 11.45% of the total calls of the 6 municipalities between July 2017 and July 2018. If Warwick would like to retain animal control services from Warminster, Warminster has requested that we execute an intergovernmental agreement. Since intergovernmental agreements require Ordinances, we have prepared an ordinance for advertisement

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Motion by Mr. Thompson to approve the Advertisement of the Ordinance for the Warwick/Warminster Animal Control Agreement. Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ 2018/2019 Snow Removal Bid – Request Authorization to Advertise Bid

Mr. Seckinger stated that the Public Works Department would like permission from the Board to authorize advertisement for Snow Removal Contractors for the 2018-2019 seasons through the PennBid system. The bid would be posted this week, opened on October 8th with a tentative award date of October 15th.

Motion by Mr. Thompson to approve the Advertisement of the 2018/2019 Snow Removal Bid. Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ 2018/2019 Bucks County Consortium Salt Bid – Consider for Award

Mr. Seckinger stated that The Bucks County Consortium Salt Bid for 2018/2019 was opened on August 27th. The low bidder was Morton Salt Inc. at \$47.92/ton delivered and \$47.00/ton for pick up. Morton Salt was the township's supplier last year. This is a reduction in price from last year of \$.90/ton delivered. Mr. Seckinger is recommending that the Board awards this year's salt contract to Morton Salt, Inc.

Motion by Mr. Thompson to approve awarding the 2018/2019 salt bid to Morton Salt, Inc. Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously

⇒ Bill Payments 9-3-18 and 9-17-18

Mr. Seckinger requested a motion to pay the bills for September 3, 2018, totaling \$454,073.25 and for September 17, 2018, totaling \$162,891.92 as listed in the bill payment recap, subject to audit.

Mr. Thompson questioned the \$90,000 Parks and Recreation capital purchase. Mr. Seckinger clarified that the purchase was for the pavilion at Memorial Park.

Motion by Mr. Thompson to approve the September 3, 2018 and September 17, 2018 Bill Payments, subject to audit. Second to motion by Mr. Cox

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

Motion passed unanimously

⇒ Treasurer's Report for August 2018

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

General Fund	\$	12,069,168
Firehouse and Equipment	\$	685,995
Road Machinery Fund	\$	3,881
General Obligation / Sinking Fund	\$	612,584
Capital Projects Fund	\$	10,219
Highway Aid Fund	\$	3,357
Parks and Recreation	\$	750,162
Parks and Recreation Capital Fund	\$	773,382
Capital Reserve	\$	<u>292,036</u>

Total \$ 15,200,784

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Motion by Mr. Thompson to approve the August 2018 Treasurers Report as prepared by Becki Wilhelm, Finance Director, subject to audit. Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously

■ **SOLICITOR'S REPORT:**

None

■ **ENGINEER'S REPORT:**

⇒ Township MS4 Permit – Request Authorization to Advertise

Ms. Fountain explained that when DEP looked at our permit they did not agree with some of the areas the township was giving credit for. CKS took them out and the township will need to retro fit the basin at Fairmont Dr.

Both Mr. Cox and Mr. Thompson expressed their dislike with this process. Ms. Fountain stated that most municipalities feel the same way.

Mr. Seckinger stated that over the next 10 years they have identified projects that should be relatively inexpensive.

Motion by Mr. Thompson to approve the Township MS4 Permit for Advertisement. Second to motion by Mr. Vice Chair Cox. Vice Chair Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously

■ **OLD BUSINESS:**

Memorial Park – Mr. Seckinger stated that the park construction is expected to begin late September with completion sometime in November. Is the board's preference to hold a grand opening this fall or spring of 2019?

Both Mr. Cox and Mr. Thompson agreed to wait until spring and try to tie it in with a Moland House event.

Hampton Chase Park – Mr. Seckinger stated that remediation work on the pond is expected to start the end of September or early October depending on the delivery of the AquaDam and permits from DEP. Public works is estimating this work to take 6-8 weeks.

■ **NEW BUSINESS:** None

■ **PUBLIC COMMENT:**

None

■ **ADJOURNMENT:**

The September 17, 2018 Warwick Township Board of Supervisors' public meeting was adjourned at 7:58 p.m.

Respectfully submitted,


Kyle W. Seckinger
Township Manager

These minutes were approved at the
Board of Supervisors' meeting held: 11-19-18