

**WARWICK TOWNSHIP**  
Board of Supervisors Meeting Agenda  
**January 21, 2019**

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

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

■ **CALL TO ORDER:**

The Warwick Township Board of Supervisors' January 21, 2019 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, December 3, 2018 Board of Supervisor Meeting Minutes
- ⇒ Monday, January 7, 2019 Board of Supervisor Re-org Meeting Minutes

**Motion by Mr. Cox to approve The Board of Supervisors Meeting Minutes for Monday, December 3, 2018 & Monday, January 7, 2019.**  
**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 an executive session prior to this evenings meeting to discuss matters of real estate and litigation.

■ **ANNOUNCEMENTS:**

The Administration and Park and Recreation offices will be closed on Presidents Day, Monday, February 18<sup>th</sup>. The Board of Supervisors meeting will still take place.

■ **CITIZEN'S COMMENT:**

No citizen comments.

■ **MANAGER'S REPORT:**

- ⇒ LD 18-01: Hawthorn Devco LLC (1908 York Road) Sketch Plan – For Review  
Mr. Seckinger explained that on November 8<sup>th</sup>, 2018, Warwick Township received a sketch plan submission by Lenity Architecture on behalf of Hawthorn Devco LLC. The applicant proposes a C6 Continuing Care Facility. The proposed project, Jamison Retirement Residence, is a 149-suite facility for ambulatory seniors located at 1908 York Road. This property consists of 6.99 acres in the O – Office District.

Mr. Seckinger noted that the application was presented to our Planning Commission on December 5<sup>th</sup>, 2018. The planning commission expressed concerns related to parking and permitting more age-restricted development in Warwick Township. Additionally, our comprehensive plan recommends against permitting more age-restricted housing. Lastly, it is important to note that the C6 Assisted Living Use is not permitted in the O Zoning District. The application is before the Board of Supervisors seeking sketch plan feedback.

Julie L. Von Spreckelsen, Eastburn & Gray, introduced the application on behalf of Hawthorn Devco LLC. Ms. Von Spreckelsen noted that she feels that the proposed use is not a C6 Assisted Living but an independent living facility use. She noted that there is no medical care for the residents.

Mr. Lowen explained that Hawthorn Devco LLC specializes in senior living. He gave a brief background on the history of the company and the average resident. He explained the different services that are provided and that there is always something going on for the residents.

Dennis Corderman, an agent from Hawthorn Devco LLC, provided the local demographics of PA and the Bucks County area. Mr. Corderman's stated that it his responsibly to find possible locations throughout the country.

Mr. Corderman explained why this facility is different from the rest. He stated that the facility is an independent senior living facility which provides: no medical services, rental units instead of purchasing, meals served in a common dining facility, housekeeping/linen service, transportation, group activities, and that the facility is not licensed by the state.

Mr. Lowen provided proposed resident profile statistics: average age, etc. He provided the facility's services in detail. He explained that all services and utilities (except for phone bill) are included in tenant's rent. Mr. Lowen provided a color site plan of the proposed facility, examples of the types of suites, exterior/interior designs & details.

Ms. VonSpreckelsen stated that they understand this concept is not a permitted use in this district but as this is a residential area, they feel it would be compatible with the surrounding uses. Ms. VonSpreckelsen went over the zoning of the abutting properties. Ms. VonSpreckelsen questioned whether the members had any questions for her or the applicant.

Bob Fitt, of 2285 Valley Road, questioned how required medical services would be handled if they are needed by the residents. Mr. Lowman responded that if the tenant needs medical assistance, that they are permitted to bring the services into the facility. Mr. Fitt also questioned whether there would be any clubs for the residents. Mr. Lowen responded that there are field trips to local driving ranges, walking clubs along the walking paths, wii bowling, quilting, wood shop, and that there is something going on every two hours. Mr. Corderman added that the activities are unstructured and that the input comes from the residents.

Colleen Crane, of 1509 Long Pond Drive and Green Street Real Estate, spoke in support of the development

Mr. Thompson questioned how many locations exist throughout the state. Mr. Lowen provided a detailed summary of the locations. Mr. Thompson also questioned how many suites are located within those sites. Mr. Lowen stated that there are approximately 140-150 units in each facility.

Ms. VonSpreckelsen thanked the members for taking the time to review the sketch plan.

Greg Mester, of 1776 Fairway Drive, questioned the required age of the residents. Mr. Lowen noted that it is a 55+ age restricted community.

- ⇒ Guinea Ln. Park, Pickleball Requests
  - a. Review Parks and Recreation Recommendation

Mr. Seckinger stated that following the December Board of Supervisors meeting, the Parks & Recreation Director, Dan Sharapan, was asked to make some recommendations to the Board in response to several requests related to pickleball at Guinea Lane Park.

Mr. Sharapan, Director of Parks & Recreation provided the board with the following responses:

Item #1: Plan to address cracking on courts: The cracks will be addressed in the Spring of 2019. The material used to repair the cracks is temperature sensitive and it also must be dry for a continuous period once the process is started. With all the rain we received in 2018 and trying to wait until the season was over so we did not disrupt play, we simply ran out of time to make the repairs properly in 2018. Once the weather breaks in the Spring, the cracks will be addressed but certain courts may have to be shut down while the repairs are made.

Item #2: Request for port-a-potty: When the Youth Baseball Association was given permission to build their snack stand/bathroom facility in the park, part of the agreement was that the bathrooms were to remain open for the public when the baseball association is not in season. This amenity eliminates the need for more unsightly, randomly used, expensive port-a-pots.

Members of the Pickleball groups were in attendance at the meeting. A member stated that you have to travel a great distance in order to access the public restrooms or an existing port-a-potty. The members are requesting a port-a-potty close to the pickleball courts. Ms. Algeo questioned whether the existing port-a-potty could be relocated. Mr. Sharapan explained that it is currently located in a permanent shelter. Mr. Sharapan gave multiple reasons why the existing port-a-potty needs to remain in its location. He noted that the monthly rental & cleaning service for a port-a-potty is between \$75-\$100. Additionally, port-a-pottys are frequently vandalized and truck access is needed for their maintenance.

Ms. Algeo questioned the members if they would be responsible for the cost of a port-a-potty if the Township provides one at the pickleball courts. The members agreed they would be willing to cover the costs. The Township will construct a shelter around the new port-a-potty. Ms. Algeo recommended that the group may want to appoint someone in charge of the port-a-potty and its occasional maintenance. The members expressed that they would only need a port-a-potty from April until October.

Item #3: Turn last tennis court into a full pickleball court – When the conversion of one of the last two tennis courts took place in 2015, only one tennis court was converted because the Parks Board decided at their July 2015 meeting to leave the last tennis court as a tennis court to keep the flexibility of both types of sports in the park. Lines were painted on the tennis court for pickleball and tennis so it can be used for both sports.

Mr. Sharapan explained that in order to convert it, it would cost around \$10,000. Mr. Seckinger noted that this item could be proposed as a Parks and Recreation Capital Expense item for 2020 as the 2019 budget is already adopted.

Item # 4: Expand courts to add more pickleball courts – Mr. Sharapan stated that with six permanent and one multi-use court for a total of seven courts, there has never been a discussion to add more pickleball courts. Many of the other surrounding townships may only have four or even less so he do not see a need for more courts. A newly installed court, starting from scratch, would run in the area of \$20,000 per court. This would have to be completed as a capital project and go through the budgeting process with the Parks Board and then the Board of Supervisors. And although the adjoining property is owned by Warwick Township, a Master Site Plan would need to be completed first to see the best uses of the land before we build more pickleball courts.

Mr. Sharapan suggested that the Township consider drafting a master site plan in the future and look at the existing park at Guinea Lane and the Regenhard property which is owned by the Township.

Item #5: How many leagues are in Warwick and how many members in each league? – There are currently two groups that have permitted use on the courts. Jamison Pickleball has approximately 75 members. Warwick Competitive Pickleball has approximately 100 members. These are the only two groups that have actual permits to be on the courts. Their registration is completed through the Meetup sites and all funding comes directly to the township. The funding pays for expenses at the courts, maintenance around the courts, trash disposal, etc. Any other group that plays at the courts is doing so without a permit, which is allowed. All the parks in Warwick Township are public parks and these groups know that if a group with a permit comes, they must vacate the courts.

The Board concluded that a port-a-potty should be added near the courts; however, if the port-a-potty receives excessive vandalism, it should be removed. The Board also agreed to consider the requested capital projects during their 2020 budget process.

⇒ Resolution 2019-11: General Fund Reserve Balance – For Consideration

Mr. Seckinger explained that the township currently holds 15% of our operational expenses in reserve. (Established by Resolution 2009-15). Due to outstanding financial stewardship, the township is in a position to increase our reserves to 25%. Increasing reserve amounts positively affects the township borrowing and bond ratings and demonstrates a solid financial profile. Additionally, a healthy reserve gives the township the ability to respond to disasters or other emergency-type occurrences without relying on borrowing. 25% is the maximum amount we can place in reserve according to the Second-Class Township Code, section 1508.1.

**Motion by Mr. Cox to approve Resolution 2019-11: General Fund Reserve Balance.  
Second to motion by Mr. Thompson**

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

**Motion passed unanimously**

⇒ 2235 York Road (Above the Bar Gymnastics) – COD Sign Approval

Mr. Seckinger noted that 'Above the Bar Gymnastics', located at 2235 York Road, Unit C, is requesting to replace the existing free-standing ground sign. The frame and pole of the sign will not be replaced. A picture of the existing and proposed sign is in your packets.

**Motion by Mr. Cox to approve the COD Sign for 'Above the Bar Gymnastics.'  
Second to motion by Mr. Thompson**

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

**Motion passed unanimously**

⇒ Treasurers Report November 2018 & December 2018

For the month of November 2018, expenditures outpaced revenues by \$94,587.

Real Estate Transfers posted \$67,774, Earned Income Taxes posted \$429,530, Local Service Tax posted \$36,982, and Building Permits posted \$10,084.

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

General Fund	\$	11,641,235
Firehouse and Equipment	\$	667,826
Road Machinery Fund	\$	4,714
General Obligation / Sinking Fund	\$	541,754
Capital Projects Fund	\$	38,351
Highway Aid Fund	\$	3,379
Parks and Recreation	\$	679,350
Parks and Recreation Capital Fund	\$	603,806
Capital Reserve	\$	<u>267,208</u>

Total \$ 14,447,623

**Motion by Mr. Cox to approve the Treasurer's Report for November 2018 as prepared by Becki Wilhelm, 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**

For the month of December 2018, expenditures outpaced revenues by \$612,186.

Real Estate Transfers posted \$41,291, Earned Income Taxes posted \$229,727, Local Service Tax posted \$3,303, and Building Permits posted \$9,343.

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

General Fund	\$	11,473,024
Firehouse and Equipment	\$	628,672
Road Machinery Fund	\$	5,286
General Obligation / Sinking Fund	\$	419,857
Capital Projects Fund	\$	23,149
Highway Aid Fund	\$	3,379
Parks and Recreation	\$	625,777
Parks and Recreation Capital Fund	\$	389,030
Capital Reserve	\$	<u>267,263</u>

Total \$ 13,835,437

**Motion by Mr. Cox to approve the Treasurer's Report for December 2018 as prepared by Becki Wilhelm, 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: 12-17-2018 and 1-21-19

Mr. Seckinger requests approval of the bill payments for December 17<sup>th</sup>, 2018 totaling \$347,870.38, and January 21<sup>st</sup>, 2019 totaling \$411,842.82, subject to audit.

**Motion by Mr. Cox to approve the December 17, 2018 and January 21, 2019 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:**

⇒ 2019 Road Program – For Advertisement

Ms. Fountain stated that the roadwork to be completed is in Hampton Chase, Hidden Pond, and on Sugar Bottom Road. The road program also includes repaving half of the administration building parking lot. The specifications also include repaving the Community Park roller rink and line striping of the municipal parking lot as Alternate/Add-Ons..

**Motion by Mr. Cox to approve the 2019 Road Program – For Advertisement. Second to motion by Mr. Thompson.**

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

**Motion passed unanimously**

⇒ LD 14-05: Stony View (1605 W. Bristol Road)

- a. Request to Certify Complete
- b. Escrow Release #6
- c. Request to Enter into Maintenance Period

Ms. Fountain stated that she is recommending the board certify LD 14-05 complete, approve escrow release #6, and permit the project to enter into their maintenance period.

**Motion by Mr. Cox to approve for LD 14-05: Stony View (1605 W. Bristol Road) as certified as complete, escrow release #6, and to enter the maintenance period. Second to motion by Mr. Thompson.**

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

**Motion passed unanimously**

⇒ LD 04-07: Zimmer-Luginbugl (Almshouse and Valley Roads)

- a. Authorization to create punch list

Ms. Fountain stated that she is recommending the board authorize the creation of a revised punch list for LD 04-07, Zimmer-Luginbugl.

**Motion by Mr. Cox to approve authorization for LD 04-07: Zimmer-Luginbugl to create a punch list. Second to motion by Mr. Thompson.**

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

**Motion passed unanimously**

■ **OLD BUSINESS:**

Mr. Seckinger explained that the Board had asked the staff to review the intersection of Meyer Way and Meetinghouse Road to make recommendations on how it could be improved with signage. Chief Goldberg and his department studied the intersection and is here tonight to review his recommendation to the Board.

Chief Goldberg reviewed the concerns of the intersection Meyer Way and Meetinghouse Road. He summarized crash data of the past 10 years which concluded that there were no accidents at the intersection. In his findings, it was determined that a sign shall be placed under the stop sign at the intersection stating that "Cross traffic does not stop." Mark Rambo, Director of Public Works, has already erected the sign at the intersection. The police department will install a traffic counter this spring to obtain a vehicle count for cross traffic. The Board concurred with this approach.

■ **NEW BUSINESS:** None.

■ **PUBLIC COMMENT:** None.

■ **ADJOURNMENT:** The January 21, 2019 Warwick Township Board of Supervisors' public meeting was adjourned at 8:09 pm.

These minutes were approved at the  
Board of Supervisors' meeting held: *2-18-19*

Respectfully submitted,



Kyle W. Seckinger  
Township Manager