



WARRINGTON TOWNSHIP BOARD OF SUPERVISORS MINUTES FOR JULY 9, 2013

The regular meeting of the Warrington Township Board of Supervisors was held on July 9, 2013, 7:30 p.m., at the Township Building located at 852 Easton Road, Warrington, PA 18976. The members present were as follows:

ATTENDANCE:

Gerald B. Anderson, Chairperson; John R. Paul, Vice Chairperson; Marianne Achenbach, Secretary/Treasurer; Matthew W. Hollowell, Sr., and Shirley A. Yannich, members. Staff present was Timothy J. Tieperman, Township Manager; William R. Casey, Esq., Township Solicitor; Thomas A. Gockowski, Township Engineer; and Barbara Livrone, Executive Assistant to the Township Manager.

MOMENT OF SILENCE

Mr. Anderson asked for a moment of silence.

PLEDGE OF ALLEGIANCE

The meeting opened with a pledge to the flag.

EXECUTIVE SESSION REPORT

An executive session was not held before the meeting. After the meeting, an executive session will be held to review litigation relating to land acquisition.

APPROVAL OF BILL LIST:

1. **June 25, 2013 – July 9, 2013** **\$437,594.37**

Mrs. Achenbach motioned, seconded by Mr. Paul, to approve the bill list from June 25, 2013 through July 9, 2013 totaling \$437,594.37.

APPROVAL OF MINUTES:

2. **June 11, 2013**

Mr. Paul motioned, seconded by Mrs. Achenbach, to approve the June 11, 2013 Meeting Minutes. The motion passed unanimously.

MINUTES FOR POSTING:

3. **June 25, 2013**

Mr. Paul motioned to approve the posting of the June 25, 2013 Meeting Minutes. The motion passed unanimously.

PUBLIC COMMENT: Eugene Renz, 2274 Oakfield Lane, inquired about stormwater issues at his property. The Chairman asked the township engineer to report on this issue at the next meeting.

PUBLIC HEARING: None.

OLD BUSINESS:

4. Consider adoption of Resolution approving Wagner Lot Line Change (532 Kansas Road & 2134 Maple Avenue).

Mr. Paul motioned, seconded by Mrs. Achenbach, to table the Wagner Lot Line Change until further review of non-conforming lots and their compliance with the zoning ordinance. The motion passed unanimously 5-0.

5. Review status of non-traffic ticket procedures and ordinance.

The non-traffic offense fines were discussed but action was not taken until the board is presented with the procedures to review. The status of non-traffic ticket procedures and ordinance will be presented at the first meeting of August.

NEW BUSINESS (ACTION/DISCUSSION ITEMS):

6. Review long-term options for the Township's document management system.

Mr. Anderson reviewed the Status of Document Management Program from Mr. Tieperman's July 2, 2013 memorandum. (*See Attachment A*). Mike Cowan, Premier Technology presented the long term options for the township's present document management system. There was general discussion to obtain a cost analysis to salvage the present system and to seek a vendor to maintain the system. Mr. Casey was asked to review all past contractual agreements on the document management system before any further investments are made into the program's maintenance.

7. Consider approval of Warrington Glen, Phase II Developers Agreement.

Mr. Paul motioned, seconded by Mr. Hollowell, to approve the Warrington Glen, Phase II Developers agreement with suggested revisions to the agreement. The motion passed unanimously 5-0.

8. Consider adoption of Resolution for 2371 Lower Barness Road (Pisechko) Preliminary/Final Minor Subdivision.

Mr. Paul motioned, seconded by Mrs. Achenbach, to table this Resolution until more information is obtained relating to stormwater issues. Susan Landis, 2395 Lower Barness Road objected to the stormwater waiver. Mr. Anderson directed to have the minor subdivision review again by Warrington Township's Planning Commission. The motion passed unanimously 5-0.

9. MANAGER'S REPORT:

Consent Items

a. Restoration of 2013 Capital Assessments

Mrs. Achenbach motioned, seconded by Mr. Paul, to restore the 2013 Capital Assessment transfers and to move forward with the capital projects. The motion passed unanimously 5-0.

b. 2012 ARLE Grant Agreement and Resolution

Mr. Paul motioned, seconded by Mr. Hallowell, to approve the 2012 Automated Red Light Enforcement (ARLE) Grant Program and Resolution authorizing the Chairman to sign the agreement. The motion passed unanimously 5-0.

c. Change Order # 1 Authorization: Sorrel Road Sanitary Sewer Rehabilitation Project

Mr. Paul motioned, seconded by Mr. Hallowell, to approve Change Order # 1 for additional work to the Sorrel Road Sanitary Sewer Rehabilitation project. The motion passed unanimously 5-0.

d. PECO Trail Project Authorization

Mr. Paul motioned, seconded by Mrs. Achenbach, to authorize the township engineer to conduct the proposed survey and wetlands delineation at an estimated cost of \$19,000. The motion passed unanimously 5-0.

e. Travel Policy Changes

Mr. Paul motioned, seconded by Mr. Hallowell, to approve the township's travel policy effective July 10, 2013. This policy establishes guidelines for Payment and Reimbursement of travel, lodging, meals and incidental expenses related to approved conferences, seminars, meetings and training programs. The motion passed unanimously 5-0.

10. **CHAIRMAN'S REPORT**

a. Set Workshop Date

Mr. Anderson reported a workshop will be scheduled in September 2013.

b. Mr. Anderson requested for the supervisors to choose a date in the fall for the Volunteer Appreciation event.

11. **ENGINEER'S REPORT**

a. Stormwater Complaints

Mr. Gockowski updated the Board on the Illg subdivision being able to provide some stormwater relief to the Upper Nike and IPW Park and include Ruth Schemm's parcel.

Mr. Gockowski will contact PennDOT relating to the culvert on Street Road that PennDOT owns.

12. **SOLICITOR'S REPORT**

a. Malcolm's

Mr. Casey reported that the deposition scheduled in July has been postponed to August 15, 2013. This deposition relates to the deteriorating conditions at the Malcolm's property and to obtain a court conference to expedite the buildings' demolition.

b. Meridian

Mr. Casey reported that the check is available for payment of repairs.

c. Lamplighter Agreement

Mr. Casey reported the agreement for Lamplighter Villas (Phase IV) is close to being finalized.

13. **ESCROW AND MAINTENANCE BOND RELEASES:** None

14. **EXTENSION REQUESTS:** None

15. **DEDICATION REQUESTS:** None

SUPERVISOR COMMENTS:

Mr. Paul commented about the demolition of the Old Neshaminy Hotel.

Mrs. Achenbach requested a copy of development plans a week prior to the supervisors meeting.

Mr. Anderson reported the County Commissioners will hold their regular scheduled meeting at the August 17th Middletown Grange Fair. One item of discussion will be the approval of Bucks County entering into a maintenance contract for Bradford Dam. The County will apply for all permits and take all appropriate precautions.

ADJOURNMENT

Mr. Paul motioned, seconded by Mrs. Achenbach, to adjourn the meeting at 8:32 p.m. The motion passed unanimously.

Respectfully Submitted By:



Timothy J. Tieperman, Township Manager

Warrington



Township

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BOARD OF SUPERVISORS
GERALD B. ANDERSON, Chairperson
JOHN R. PAUL, Vice Chairperson
MARIANNE ACHENBACH, Secretary-Treasurer
MATTHEW W. HALLOWELL, SR., Member
SHIRLEY A. YANNICH, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

July 2, 2013

MEMO TO: BOARD OF SUPERVISORS

FROM:  TIMOTHY J. TIEPERMAN

RE: STATUS OF DOCUMENT MANAGEMENT PROGRAM

All of you are well aware that over the past few years we have had a white elephant in the Township building. It's our document management system. The good news is that the Township made its final payment on the \$200,000 system this month. We now own the system outright. The challenge now is to make an objective assessment over the program's future viability. Do we euthanize the white elephant or do we try and tame it?

Slowly and methodically we have been working with Premier Technologies (Mike Cowan) to do the latter, for the simple reason that abandoning the project and starting anew would be equally if not more expensive than the investments made thus far.

Mike and I have identified four (4) major problems that have prevented the program from achieving its full potential:

1. Document Organizational Issues: The document management consultant that was retained by the prior Board did not perform a sufficient document workflow analysis. This involves classifying documents and developing index tags to ensure the documents' easy retrieval.
2. Inadequate Training: The early training staff received was not sufficient. Metasource personnel demonstrated the scanning procedures. But without good workflow mapping and document tags, the limited training Staff received was incomplete. In addition, Staff designated as administrators for the document management solution, and personnel employed by the document management solution provider, were no longer employed by the Township and provider soon after its implementation. The mechanics were not in place to ensure a smooth transition to a paperless environment.
3. Quality Control Issues: There were quality control issues with the street files that the document management solution provider officials scanned off-site. Codes personnel have had difficulty accessing certain documents because they were improperly tagged by the

provider to certain parcel identifiers that have since changed. Some files were coded to the wrong parcel number.

4. Old Workflow Habits: The inadequate training, incomplete workflow/document mapping and quality control problems all contributed to a system that is chronically underutilized given its powerful potential. Employees have now reverted back to their old work habits of copying unnecessary documents and maintaining redundant files.

Righting the Ship

To avoid incurring any additional consulting fees, Mike Cowan (our IT Consultant) and I have taken a more direct and hands-on role to try and right the system. It will not be a quick and easy process but should help us salvage the system rather than abandoning it. Mike and his associates have worked with the system enough that they have a limited working knowledge of its functionality and are able to work with my office to help complete the document tagging and indexing for all non-street file documents such as legal and contract files. The following are some steps that we have taken and plan to implement:

- 1) We have diagnosed and identified the issue of missing street file documents due to the mismanaged installation and have already begun to rectify. This process will take some time to complete and is being performed as time allows by Warrington personnel.
- 2) The document management solution is actually a product of a highly respected fortune 500 company, but was implemented by a local reseller and service provider. Warrington should seek a new vendor that can cost effectively service and maintain the document management solution software and perform necessary updates and fixes to the product (Applications require periodic maintenance to continue to work properly with other hardware and software changes that may occur). Not to do so could put at risk the data, and functionality of that product rendering it useless and wasting money and resources.
- 3) Utilize the document management solution to its fullest capabilities. The solution not only enables a “green imitative” for Warrington, but has capabilities for reducing time and manpower spent performing tasks which would increase the overall ROI for the solution.