



## WARRINGTON BOARD OF SUPERVISORS MINUTES FOR MARCH 22, 2016

### ATTENDANCE

Shirley A. Yannich, Chair; Carol T. Baker, Vice Chair; Matthew H. Hallowell, Sr., Member; Millie A. Seliga, Member and Fred R. Gaines, Member. Staff present was Barry P. Luber, Interim Township Manager/Assistant Township Manager/CFO/Board Treasurer; Terry W. Clemons, Esq., Township Solicitor, Thomas Zarko, P.E., CKS Engineers, Township Engineer and Barbara Livrone, Executive Assistant to the Township Manager/Board Secretary.

**CALL TO ORDER:** Ms. Yannich opened the meeting at 7:30 P.M.

### **PLEDGE OF ALLEGIANCE**

Ms. Yannich followed the Call to Order with a pledge to the flag.

**EXECUTIVE SESSION REPORT:** Ms. Yannich stated the Board will conduct a search for a permanent township manager.

**SPECIAL RECOGNITION WARRINGTON COMMUNITY DAY – TD BANK:** Mr. Hallowell presented a plaque to Michael Kushner, Manager of Warrington TD Bank. Mr. Hallowell thanked Mr. Kushner and TD Bank for being a Gold sponsor of the Township's 2015 Warrington Community Day event.

### **SPECIAL RECOGNITION OF CENTRAL BUCKS HIGH SCHOOL SOUTH STUDENTS BRENDON PARKER (SENIOR) AND JOSEPH GANNON (JUNIOR).**

Ms. Yannich introduced Officer Robert Bell and asked him to present the two high school students from Central Bucks South. These students' demonstrated actions that went above and beyond public service by assisting someone having a medical emergency. Ms. Seliga read Resolution 2016-R-20, Citation of Commendation acknowledging Senior Brendon Parker and Junior Joseph Gannon. Principal Matt Gale read the letter from the mother who wanted these students recognized. Additionally, Mr. Parker and Mr. Gannon were nominees for the February Boomerang Award at Central Bucks High School South.

### **PRESENTATION BY BUCKS COUNTY PLANNING COMMISSION FOR COMPREHENSIVE PLAN UPDATE.**

Ms. Yannich explained the first comprehensive plan was in 1954. The last update was ten years ago. Ms. Yannich introduced Lynn Bush, Executive Director of the Bucks County Planning Commission (BCPC) to present the County's proposal to update the township's plan. Ms. Bush introduced staff employees Dave Zipf and Maureen Wheatley. She said the County will prepare a plan consistent with the Municipalities Planning Code (MPC). The plan will reflect the goals and vision for the Township and create a plan that is strategic and implementable. The time frame for the completion of the plan will be approximately one year. Mr. Gaines stated a survey for residents to complete to help with the developing of the plan is printed in the Spring Link. Ms. Yannich explained the total cost breakdown submitted by the BCPC will not exceed \$30,611.00. Ms. Yannich noted the proposal will be posted on the township's website. Ms. Baker stated the Township does not have the expertise to prepare the plan and was in favor of contracting with the BCPC to complete the work. Mr. Hallowell expressed concern with this cost not being in the budget and requested to table the proposal. Mr. Gaines stated that the township is mandated by the MPC to update the comprehensive plan every ten years. Mr. Gaines motioned, seconded by Ms. Seliga to accept the proposal from the BCPC to prepare the Comprehensive

Plan Update for Warrington Township. By roll call vote, the motion passed 4 to 1, with Mr. Hallowell voting no.

**APPROVAL OF BILL LIST:**

**1. March 8, 2016 – March 22, 2016: \$794,190.38**

Ms. Seliga motioned, seconded by Ms. Baker to approve the bill list from March 8, 2016 through March 22, 2016 totaling \$794,190.38. By roll call vote, the motion passed 5-0.

**APPROVAL OF MINUTES:**

**2. February 23, 2016**

Ms. Yannich asked if there were any corrections to the minutes. With no corrections to the February 23, 2016 minutes, the minutes stand as approved. Ms. Yannich noted that all supervisors were present at the February 23, 2016 meeting and Ms. Baker viewed the meeting via Skype.

**MINUTES FOR POSTING:**

**3. March 8, 2016**

Ms. Yannich noted all supervisors were in attendance. Without any corrections, the March 8, 2016 minutes will be posted as received. Ms. Yannich stated at this meeting, Board liaisons were appointed to all township departments and to all boards and committees. She thought there was a need for a separate liaison for the Fire Company and Ambulance Corps but both are part of the EMS and Ms. Baker is the appointed liaison for EMS.

**PUBLIC COMMENT** (*The Board will hear from any interested resident or taxpayer who would like to comment on an item not on this evening's agenda. Respondents are asked to keep their comments to 3 minutes.*)

Mark Barto (2488 Park Road) agreed with Mr. Hallowell to table the proposal of the BCPC. Ms. Yannich commented by stating the Board of Supervisors will be proactive in making sure the Ordinances are in compliance with the Comprehensive Plan.

Charles Rueger (1279 School Lane) expressed concern about the site distance at the corner of Bristol Road and School Lane. The shrubs and bushes at 1370 School Lane prevent the driver from seeing traffic on Bristol Road.

The Public Works Department can clear the area if the shrubs and bushes are in the public right-of-way.

Mike Starner, representing the Communications Advisory Board, suggested the Planning Commission survey should be made available on-line through the township's website. Ms. Yannich stated the Board is holding a joint meeting with the Planning Commission on April 7, 2016 and will discuss this issue further.

Mike McMenemy (140 Billingsley Drive) said if the survey is made available to the public on-line, there isn't a way to filter out the people who are not Township residents.

**PUBLIC HEARING:** None

**DECISIONS:****4. Consider by Resolution approval of acquisition of Open Space.**

Ms. Yannich announced the Township is purchasing 6.4 acres from the DiPrato's, located at Stump Road. This parcel is surrounded by Township owned property on three sides and will provide linkage to the Township's trail system. An appraisal was completed and Mr. Clemons stated the value of this property was established at \$125,000. This property is in compliance with the requirements of the County of Bucks Municipal Open Space Program. Bucks County is contributing \$93,750 toward the purchase price and Warrington Township is contributing \$31,250.

Ms. Seliga motioned, seconded by Mr. Gaines to accept the Resolution acquiring Open Space. By roll call vote, the motion was unanimously passed 5-0.

**OLD BUSINESS:****5. Discussion of Willow Knoll (formerly Warrington Mews) parking issues.**

Ms. Yannich reported Willow Knoll is a residential community built around 1980 consisting of townhouses and flats. There is an easement in the front of the Lisa Drive properties owned by the Township. A meeting was scheduled with some of residents and it was agreed upon to initiate a pilot program starting with Lisa Drive to deal with the parking issues. Mr. Clemons suggested that the residents get together and agree to convey the interest back to the township; form a homeowners association and establish a parking plan.

**6. Discussion of Park Road Closure.**

Mrs. Yannich stated Mr. Zarko has prepared a report which evaluated the potential traffic impacts with the proposed Loop Road that is being constructed in conjunction with the High Grove Manor development.

Mr. Zarko presented five options to address the Park Road interconnection with the Loop Road. Both benefits and impacts were reported.

Mrs. Yannich said this topic will be discussed at the next Planning Commission meeting. Mrs. Yannich asked for comments.

Jeff Bigelow (2470 Park Road) presented a power point showing the history and the reason for closure on November 30, 2015 which was due to safety of the residents.

Al Pastore (2434 Park Road) had some questions for the engineer.

John VanLuvanee, attorney for John Spognardi (1214 Easton Road) requested the reopening of Park Road and cited Section 2308 of Township Code.

Craig Busik (2539 Park Road) questioned the definition of "closed" road. He said it can be accessed for emergency personnel.

Ed Harrity (2705 Harvard Drive) requested the Board to look at other alternatives including the calming of traffic.

Kevin Reilly (2455 Park Road) stated there is a parking problem at the Spognardi building.

Rodney Moyer (1246 School Lane) stated the numbers presented on the power point were taken from an independent source. Mr. Moyer stated two parking spaces side by side are wider than Park Road and School Lane.

Mike Corso (2686 Fawn Lane) stated Park Road should be widened.

Mark Bartow (2488 Park Road) said too many cars were driven through their residential development.

Frank Peranteau (1356 School Lane) was hired by the township as a police officer and agrees with the closure. Residents and business owners need to obey the speed limit. The emergency personnel have pre-empters which opens the gate for emergency access.

Katie Oxman (1256 School Lane) asked if traffic studies for all new developments are available for the public. Ms. Oxman is concerned if Park Road and School Lane are widened, it will encourage speeders.

Mike McMenemy (140 Billingsley Drive) expressed his concern about widening Park Road.

Richard McLaughlin (2766 Pickertown Road) is in favor of reopening Park Road.

Dave Schilling (2412 Greensward North) is in favor of reopening Park Road

Mark Zinkand (2657 Fawn Lane) stated traffic as increased on Elbow Lane as a result of the Park Road closure.

Rose Busik (2539 Park Road) questioned the intersection of Bristol Road. Ms. Yannich asked the township engineer to investigate the PennDOT improvements for Route 611 and Bristol Road.

Mrs. Yannich stated the Park Road discussion began at 8:35 PM and will end at 9:30 PM so that the Board can continue with the rest of the meetings' agenda items.

**7. Consider approval to move forward with Johnson Controls investment grade audit for the LED Streetlight Project.**

Ms. Baker and Ms. Seliga engaged in working with Johnson Controls to present a project cost and savings report. Some revisions were made to the report. Mr. Paul Napoli, Johnson Controls discussed the energy savings summary. Ms. Yannich said financing is created through the Commonwealth Treasury (PennSEF).

Ms. Seliga motioned, seconded by Ms. Baker to move forward with the investment grade audit for the LED Streetlight Project. By roll call vote, the motion passed unanimously 5-0.

**NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

**8. Consider approval of Warrington Springs Permanent Traffic Signal and Sidewalk Easement Agreement.**

Mr. Zarko reported a permanent traffic signal and sidewalk easement agreement was being presented for consideration for the Warrington Springs development. This agreement is between KVK Development Group and Warrington Township.

A motion was made by Mr. Hallowell, seconded by Mr. Gaines to approve the three Deeds of Dedication for the 2105 Bristol Road Minor Subdivision. The motion was unanimously passed 5-0.

**9. Consider approval to advertise an amendment to the Historic Commission Ordinance.**

Mrs. Yannich reported that the current Ordinance requires a quorum consisting of four members and action may only be taken by an affirmative vote of a majority of a quorum of the Commission. The amendment

to this Ordinance will allow for the Historic Commission to determine the quorum by the number of members and action may only be taken by affirmative vote of a majority of the quorum.

Ms. Baker motioned, seconded by Ms. Seliga to approve the advertisement to amend the Historic Commission Ordinance. The motion was unanimously passed 5-0.

#### 10. MANAGER'S REPORT:

##### a. Consider authorization to update 2016 Fee Schedule for Water and Sewer Department

Mr. Luber reported the Water and Sewer Department requested an increase in the lien fees for filing and satisfying a lien.

Ms. Seliga motioned, seconded by Mr. Gaines to approve the lien fee increase for the Water and Sewer Department within the 2016 Fee Schedule. The motion was unanimously passed 5-0.

##### b. Consider approval of Barness Park Improvements – Change Order No. 2.

Mr. Luber reported as work commenced on the parking lot expansion, it was noticed that on one of the fields there is a slope in the outfield which could possibly become a dangerous situation. Grading needs to be completed and the net cost for this change order is \$3,795.60. Also, the original bid document contained wiring for the baseball field but was omitted from the contract. The price for this work is \$20,497.00. Warrington Baseball has committed to pay fifty percent of the lighting.

Mike Kelly (135 Muirfield Lane) questioned the expenditure of the open space funds to pay for the Barness Park improvements. Mr. Luber explained projects are being deferred so that the open space fund can be paid back. The cost is approximately \$600,000.

Mr. Hallowell motioned, seconded by Ms. Baker to approve Change Order No. 2 in the amount of \$3,795.60 for the parking lot and grading work and \$20,497 for wiring from the PECO power source to the base of the field lights. The motion passed unanimously 5-0.

##### c. Consider approval of Parks and Recreation expenditures.

Mr. Luber stated Change Order No. 3 for the Barness Park improvements provides for additional conduit and pull boxes to accommodate future lighting of the softball field. The total amount of this change order is \$5,678.00.

Ms. Seliga motioned, seconded by Ms. Baker to approved Change Order No. 3 for the softball field. The motion passed unanimously 5-0.

Mr. Luber presented requests for equipment and services for the various parks within the township that are budgeted expenditures.

Ed Sablich, President of Warrington Warwick Softball stated the field lights are being maintained by Softball and the electricity is paid for by Softball. He said these improvements are a benefit for the future of Girls' softball. Mr. Sablich also requested funding for a path that is currently not safe for the elderly and young children to walk on. The 50x12 path will cost approximately \$28,000 to install. Mr. Luber said this will be added to the capital budget for 2017.

Mr. Gaines suggested for the Athletic Associations to notify the township at the beginning of the budget cycle requested items not already budgeted for 2017.

John McConnell (206 Trellis Drive) suggested for the township to repave the parking lot at the Upper Nike Park. Mr. Luber said this will be considered for 2017.

Mike Kelly (135 Muirfield Lane) questioned if any LED lights were going to be installed at Barness Park.

Mr. Luber asked for a motion to approve the additional services that are already budgeted for 2016. Mr. Gaines motioned, seconded by Ms. Baker to approve the additional service for Parks and Recreation. By roll call vote, the motion was unanimously passed 5-0.

d. **Consider approval of Stone and Material Bid.**

Mr. Luber stated through the 2016/2017 Bucks County Consortium Highway Material Joint Bid, the recommended bidders to be awarded the bid are Eureka Stone Quarry and Haines and Kibblehouse, Inc. Mr. Clemons recommended for future bids to include a cost per mile.

Ms. Seliga motioned, seconded by Mr. Hollowell to approve the recommended bidders, Eureka Stone Quarry and Haines and Kibblehouse for the stone and material bid. The motion was unanimously passed 5-0.

e. **Consider approval of Sign and Materials and Posts Bid.**

Mr. Luber stated through the 2016/2017 Bucks County Consortium Sign Material and Post Bids, the recommended bidders to be awarded are Garden State Highway Products, Inc. and Chemung Supply.

Ms. Seliga motioned, seconded by Mr. Hollowell to approve the recommended bidders, Garden State Highway Products, Inc. and Chemung Supply. The motion was unanimously passed 5-0.

f. **Consider Resolution for Towing Companies Rates and Procedures.**

Mr. Luber explained the basis for setting rates and procedures for towing companies that provide a service for Warrington Township. The Board of Supervisors set the rates as per the Towing Ordinance. Mr. Luber and Chief Friel spoke to the three towing companies to explain the new rates and procedures. The rates will be posted to the township's website.

Mr. Hollowell motioned, seconded by Ms. Baker to approve the rates and procedures for the towing companies. The motioned was passed 4-1 with Ms. Seliga abstaining.

g. **Consider approval of allocation of funds for recognizing outstanding employees.**

Mr. Luber presented a way to recognize employees that go "above and beyond" their job duties and to continue to promote employee morale and reinforce teamwork. An Employee Recognition Program is being proposed. A committee would decide on the criteria and select a winner or winners. Mr. Luber requested the Board to allocate \$1,000 to reward the winner or winners of the Employee Recognition Program.

Ms. Seliga motioned, seconded by Mr. Gaines to allocate \$1,000 for the Employee Recognition Program. By roll call vote, the motioned passed 4-1 with Mr. Hollowell voting no.

h. **Discussion of Bond Counsel for Upcoming Financing.**

Mr. Luber stated he has started the process necessary to issue debt to fund Capital Projects for 2016 and 2017. Three law firms that specialize in Public Finance were solicited. Mr. Luber presented three firms that were recommended by other Bucks County municipalities. After discussion, Mr. Hollowell tabled the selection for further review. This was seconded by Mr. Gaines. All were in favor to table the bond counsel selection.

**11. ENGINEER'S REPORT:****a. General Update**

Mr. Zarko presented an updated version of the Subdivision and Land Development, Public Improvement Projects and General Engineering Activities Status Report.

Mr. Zarko reported he spoke to the developer abutting Willow Knoll to clean up the trash in the basin and install fencing at the Willow Knoll basin.

Mr. Zarko followed up on a request by a resident at a prior meeting regarding children falling into the Neshaminy Creek. Mr. Zarko researched the ownership of the parcel and the creek is owned by a Shopping Center.

**12. SOLICITOR'S REPORT:**

Mr. Clemons stated at the last meeting, residents from Highland Road commented on two different names for their road. Some residents have Highland Road as their address and some residents have Highland Avenue as their address. Mr. Clemons is going to prepare a Resolution naming Highland Road as the official street name. This Resolution will be presented at the April 12, 2016 meeting for consideration. Ms. Yannich suggested when the minutes are approved, to mail them to the three residents who inquired about the two different street names.

**13. ESCROW AND MAINTENANCE BOND RELEASES:****a. Release of Escrow for Phillips Road/Street Road Traffic Signal.**

Mr. Clemons stated the township is holding in escrow the sum of \$100,413.23 which was contributed by KTMT Warrington Springs, L.P. for the installation of a traffic signal. The Township agrees to release the signal funds to the Developer for a portion of the costs to be incurred by Developer in connection with the installation of the traffic signal with excess costs to install the traffic signal to be paid by Developer.

Mr. Gaines motioned, seconded by Ms. Seliga to release the escrow in the amount of \$100,413.23 to the Developer, KTMT Warrington Springs, L.P. The motion passed unanimously 5-0.

**b. Release of Escrow for High Grove Manor #1**

Mr. Zarko explained the release of escrow for High Grove Manor. Mr. Hallowell motioned, seconded by Mr. Gaines to approve the release of escrow # 1 for High Grove Manor in the amount of \$470,686.00. The motion passed unanimously 5-0.

**14. EXTENSION REQUESTS:** None

**DEDICATION REQUESTS:** None

**SUPERVISOR COMMENTS:****a. VAC Memorial Day preparations (May 28)**

Ms. Yannich stated the Veteran Affairs Committee Memorial Day is taking place on Saturday, May 28 at Igoe Porter Wellings Memorial Field. Even though there is only one active member and a possible new member to the Committee, the Board of Supervisors has agreed to hold this event even if a third member is not appointed. Ms. Yannich complimented Park and Recreation Coordinator Jeanine Winslow on the organization and preparation for the event.

b. **April 26, 2016 Board of Supervisors Meeting**

Ms. Yannich stated District 1 votes at the township building and April 26, 2016 is General Primary Election Day. Since this date is a regular scheduled meeting for the Board of Supervisors, the meeting will be cancelled. Mr. Hallowell motioned, seconded by Ms. Seliga to cancel the April 26, 2016 Board of Supervisors meeting. The motion passed unanimously 5-0.

Ms. Yannich directed Mrs. Livrone to advertise the meeting cancellation.

c. **Other Comments:**

Ms. Seliga reported that she spoke to the Chief of Police regarding the people lined up on 611 to enter Pete's Car Wash. As a result, an employee from Pete's Car Wash will place cones to prevent the entrance from backing up with cars.

Ms. Seliga also noted that there is no factual evidence to support someone falling into the Neshaminy Creek. She read a letter written by Police Chief Friel.

Mr. Gaines announced that on April 30<sup>th</sup>, the Environmental Advisory Council is hosting a community clean up service day. One of the areas targeted will be the Willow Knoll development.

**ADJOURNMENT**

There being no further business Ms. Baker motioned, seconded by Ms. Yannich, to adjourn the meeting at 11:01 p.m. The motion passed unanimously 5-0.

Respectfully Submitted By:



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Barbara J. Livrone, Township Secretary