



**WARRINGTON BOARD OF SUPERVISORS
ORGANIZATION MEETING
MINUTES FOR JANUARY 3, 2017**

The written minutes are a summary of the Tuesday, January 3, 2017 Board of Supervisors meeting. For a complete dialog visit the Township's website, www.warringtontownship.org.

ATTENDANCE

Supervisors Shirley A. Yannich, Carol T. Baker, Fred R. Gaines, Matthew H. Hallowell, Sr., and Millie A. Seliga. Staff present was Barry P. Luber, Township Manager/Assistant Township Manager /Board Treasurer and Barbara J. Livrone, Executive Assistant to the Township Manager/Board Secretary.

CALL TO ORDER: Mr. Luber opened the meeting at 7:30 P.M.

PLEDGE OF ALLEGIANCE

Mr. Luber followed the Call to Order with a pledge to the flag.

Mr. Luber reported the Supervisors are required to convene the first Monday in January of each year, in accordance with the Second Class Township Code. However, in 2017 the first Monday was a holiday. The meeting is to reorganize and to swear in any newly elected officials.

1. BOARD ORGANIZATION:

- a. Election of Chair: Fred Gaines motioned, seconded by Ms. Baker to nominate Shirley A. Yannich as Chair of the Board of Supervisors. By roll call vote, the motion passed 4-1, with Ms. Yannich abstaining.
- b. Election of Vice Chair: Ms. Baker motioned, seconded by Ms. Seliga to nominate Fred R. Gaines as Vice Chair of the Board of Supervisors. Mr. Hallowell motioned, seconded by Ms. Yannich to nominate himself as Vice Chair of the Board of Supervisors. By roll call vote, the motion passed to nominate Fred R. Gaines as Vice Chair of the Board of Supervisors 3-2. Mr. Hallowell voted no and Mr. Gaines abstained. The motioned carried 3-2.

2. ANNOUNCEMENTS

- a. Meeting of the Township Elected Auditors: January 4, 2017.

Ms. Yannich announced the annual meeting of the Township's Elected Auditors is scheduled for Wednesday, January 4, 2017 at 7:30 PM. This meeting is in accordance with the Sunshine Law.

- b. Next Regular Meeting of the Board of Supervisors: January 10, 2017.

Ms. Yannich announced the first 2017 regular scheduled meeting of the Board of Supervisors will be held on January 10, 2017 at 7:30 PM.

Both meetings were properly advertised. (See Attachment "A")

3. **PUBLIC COMMENT:** *(The Board will hear from any interested resident or taxpayer who would like to comment on an item on this evening's agenda)*

- Mike Kelly (135 Muirfield Lane) expressed concern that the condition of the intersection at the western end of County Line Road and Limekiln Pike is dangerous. Mr. Hallowell suggested for Mr. Kelly to contact PennDOT and report the condition.

4. **APPOINTMENTS IN ACCORDANCE WITH THE SUNSHINE LAW:**

Ms. Yannich stated the following appointments will be sworn in during a public meeting except for the Treasurer and Zoning Officer. The Treasurer and Zoning Officer will be sworn in during business hours.

a. Appointment of Township Solicitor through December 31, 2017.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Terry W. Clemons, Esquire with Clemons Richter & Reiss, P.C., Attorneys at Law as Township Solicitor through December 31, 2017. By roll call vote, the motion passed 5-0.

b. Appointment of Township Engineer through December 31, 2017.

Mr. Gaines motioned, seconded by Ms. Seliga to appoint Thomas F. Zarko, PE, Executive Vice President, CKS Engineers, Inc., as Township Engineer through December 31, 2017. By roll call vote, the motion passed 5-0.

c. Appointment of Township Zoning Officer through December 31, 2017.

Ms. Baker motioned, seconded by Ms. Yannich to appoint Roy W. Rieder, PE, as Township Zoning Officer through December 31, 2017. By roll call vote, the motion passed 5-0.

d. Appointment of Township Secretary.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Barbara J. Livrone as Township Secretary. By roll call vote, the motion passed 5-0. Ms. Yannich asked Ms. Livrone if she would accept the position and Ms. Livrone stated yes.

e. Appointment of Township Treasurer.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Cassandra Williams as Township Treasurer. By roll call vote, the motion passed 5-0.

f. Appointment of Voting Delegate for 2017 PSATS Conference.

Ms. Seliga motioned, seconded by Mr. Gaines to appoint Ms. Baker as voting delegate for the 2017 PSATS Conference. Mr. Hallowell motioned, seconded by Mr. Gaines to appoint Matt Hallowell as voting delegate for the 2017 PSATS Conference. By roll call vote, Ms. Baker was appointed to the 2017 PSATS Conference as a voting delegate, with Mr. Hallowell voting no and Ms. Baker abstaining. Therefore, the roll call vote was 3-2 and the motion passed.

7. **NON-COMPENSATORY INDIVIDUAL APPOINTMENT'S TERMS THAT EXPIRE 12.31.16 AND HAVE AGREED TO CONTINUE SERVING ANOTHER TERM:**

Ms. Yannich noted the Bike and Hike Trails Committee is governed by a new Resolution that was adopted in 2016.

- a. Bike and Hike Committee: consisting of seven (7) members for a five (5) year term.

Name of Member	Expiring Term	New Term Expires
Gerald Sapers	12.31.2016	12.31.2017
Ira Meyers	12.31.2016	12.31.2017
Vacancy	12.31.2016	12.31.2018
Sharon Kaszan	12.31.2016	12.31.2019
Aaron Mulder	12.31.2016	12.31.2019
Kay Fairs	12.31.2016	12.31.2020
Vacancy	12.31.2016	12.31.2021

Mr. Hallowell motioned, seconded by Mr. Gaines to appoint Mr. Sapers, Mr. Meyers, Ms. Kaszan, Mr. Mulder and Ms. Fairs to the Bike and Hike Trails Committee for another term. All were in favor and the motion passed unanimously.

- b. Building Code Appeals Board: consisting of five (5) members for a five (5) year term.

Name of Member	Expiring Term	New Term Expires
Thomas Gockowski	12.31.2016	12.31.2021

Mr. Gaines motioned, seconded by Ms. Baker to appoint Thomas Gockowski to the Building Code Appeals Board for another term. All were in favor and the motion passed unanimously.

- c. Communications Advisory Board: consisting of five (5) members for a three (3) year term. (No terms are expiring 12.31.16).

- d. Environmental Advisory Council: consisting of seven (7) members and eight (8) alternates for a five (5) year term.

Name of Member	Expiring Term	New Term Expires
Fred Suffian	12.31.2016	12.31.2021
Kay Fairs from Bike & Hike Trails Committee	12.31.2016	12.31.2021

Ms. Seliga motioned, seconded by Ms. Baker to appoint Mr. Suffian and Ms. Fairs representing the Bike and Hike Trails Committee for another term. All were in favor and the motion passed unanimously.

- e. Historic Commission: consisting of seven (7) members for a three (3) year term.

Name of Member	Expiring Term	New Term Expires
Vacancy	12.31.2016	12.31.2019
Vacancy	12.31.2016	12.31.2019

Ms. Yannich stated there are two vacancies and until such time as an application(s) are received to fulfill these vacancies, this item will be tabled.

- f. Open Space and Land Preservation Task Force: consisting of seven (7) members for three (3) year term.

Ms. Yannich stated the Open Space and Land Preservation Task Force is now a permanent committee as adopted by a 2016 Resolution. The Open Space will now be recognized as the “Open Space and Land Preservation Committee”.

Name of Member	Expiring Term	New Term Expires
Kathryn Newcomb (Resident)	12.31.2016	12.31.2018
James Bruce (Resident)	12.31.2016	12.31.2018
Ivy Ross (EAC Representative)	12.31.2016	12.31.2019
Ruth Schemm (Park and Rec Representative)	12.31.2016	12.31.2019
Sharon Kaszan (Bike & Hike Trails Committee)	12.31.2016	12.31.2019
Vacancy (Historic Commission)	12.31.2016	12.31.2017
Vacancy (Planning Commission)	12.31.2016	12.31.2017

Ms. Baker motioned, seconded by Mr. Hollowell to appoint Ms. Newcomb, Mr. Bruce, Ms. Ross, representing the Environmental Advisory Council, Ms. Schemm, representing the Park and Recreation Board and Ms. Kaszan representing the Bike and Hike Trails Committee for another term. All were in favor and the motion passed unanimously.

- g. Park and Recreation Board: consisting of seven (7) members for a five (5) year term.

Name of Member	Expiring Term	New Term Expires
Ruth Schemm	12.31.2016	12.31.2021
Vacancy	12.31.2016	12.31.2021

Mr. Gaines motioned, seconded by Ms. Baker to appoint Ms. Schemm to the Park and Recreation Board for another term. All were in favor and the motion passed unanimously.

- h. Pension Board: consisting of eight (8) members for a one (1) year term.

Name of Member	Expiring Term	New Term Expires
Chairperson of Supervisors	12.31.2016	12.31.2017
Township Manager	12.31.2016	12.31.2017
Amy Organek, Non-Uniform Employee	12.31.2016	12.31.2017
Vincent Formica, Resident	12.31.2016	12.31.2017
Joseph Kirby, Resident	12.31.2016	12.31.2017
Kevin Peacock, Resident	12.31.2016	12.31.2017
Lt. Robert Meditz, Police	12.31.2016	12.31.2017
Dan Sadowski, Police (Alternate)	12.31.2016	12.31.2017

Mr. Hollowell motioned, seconded by Ms. Baker to appoint Ms. Yannich, Mr. Lubber, Ms. Organek, Mr. Formica, Mr. Kirby, Mr. Peacock, Lt. Meditz and Officer Sadowski to the Pension Board for another term. All were in favor and the motion passed unanimously.

- i. Planning Commission: consisting of seven (7) members for a four (4) year term.

Name of Member	Expiring Term	New Term Expires
T.R. Vince Evans	12.31.2016	12.31.2020
Vacancy	12.31.2016	12.31.2020

Mr. Hallowell motioned, seconded by Ms. Seliga to appoint Mr. Evans to the Planning Commission for another term. All were in favor and the motion passed unanimously.

- j. Vacancy Board: Appointment of one (1) member to fill any vacancy on the BOS when a third vote is needed on a candidate who wishes to fill a vacant position and carry out a term as a member of the BOS.

Name of Member	Expiring Term	New Term Expires
Mike Kelly	12.31.2016	12.31.2017

Ms. Baker motioned, seconded by Ms. Seliga to appoint Carol Rice to the Vacancy Board for a one year term. Ms. Yannich and Mr. Hallowell voted no. Ms. Yannich motioned, seconded by Mr. Hallowell to appoint Mike Kelly. The vote was 3-2 in favor of Carol Rice appointment to the Vacancy Board.

- k. Veterans Affairs Committee: consisting of five (5) members for a three (3) year term. (no terms are expiring 12.31.16)

- l. Zoning Hearing Board: consisting of five (5) members for a five (5) year term.

Name of Member	Expiring Term	New Term Expires
Vacancy	12.31.2016	12.31.2021

Ms. Yannich received two applications to serve on the Zoning Hearing Board. Mr. Hallowell motioned, seconded by Ms. Baker to appoint Dennis Gordon to the Zoning Hearing Board for a five year term that expires December 31, 2021. All were in favor and the motion passed 5-0. A resolution will be prepared for adoption at the January 10, 2017 Board of Supervisors meeting.

8. RESOLUTIONS AND MOTIONS:

- a. Consider adoption of Resolution 2017-R-01 to ratify and levy the following real estate tax millage for 2017:

Fund Category	2016 Mill Levy	2017 Mill Levy
General	5.90	5.90
Debt Service	4.01	4.51
Park and Recreation	2.26	2.26
Open Space	0.67	0.67
	12.84	13.34

Ms. Seliga stated the half mill increase is for the debt service. This will be approximately eighteen dollars (\$18.00) additional Township tax per resident's household.

Ms. Baker motioned, seconded by Ms. Yannich to adopt Resolution 2017-R-01 to ratify and levy the 2017 real estate tax millage rate of 13.34. By roll call vote, the Resolution was passed 3-2 with Mr. Hallowell and Mr. Gaines voting no.

- b. Consider adoption of Resolution 2017-R-02 to continue all Tax Ordinances/Resolutions in force during 2017 and prior years pursuant to Section 4 of the Local Tax Enabling Act and all other ordinances and resolutions adopted.

Ms. Seliga motioned, seconded by Ms. Baker to adopt Resolution 2017-R-02 to continue all Tax Ordinances/Resolutions in force during 2017 and prior years pursuant to Section 4 of the Local Tax Enabling Act and all other ordinances and resolutions adopted. All were in favor and the motioned passed unanimously.

- c. Consider adoption of Resolution 2017-R-03 approving 2017 special fire hydrant assessment equal to .25 mills. This assessment is only on properties located within 780 feet of a fire hydrant, in accordance with Section 1802 of the Second Class Township Code. The revenues are credited to the Warrington Water and Sewer Department.

Mrs. Seliga motioned, seconded by Ms. Baker, to adopt Resolution 2017-R-03 approving 2017 special fire hydrant assessment equal to .25 mills. This assessment is only on properties located within 780 feet of a fire hydrant, in accordance with Section 1802 of the Second Class Township Code. The revenues are credited to the Warrington Water and Sewer Department. All were in favor and the motion passed unanimously.

- d. Consider adoption of Resolution 2017-R-04 to authorize the Township Manager, at his discretion, to pay payroll and appropriate invoices to avoid unnecessary penalties, late fees, or interest. Bills paid by this procedure shall be presented at the next regular meeting for subsequent approval. Any invoices or payments that exceed \$75,000 must be presented to the Board of Supervisors Chair, Treasurer or Finance Director for signatures. The Finance Director or his/her designee shall prepare the appropriate signatures page(s) for the bill list for approval at the next regular Board of Supervisors meeting.

Mr. Hallowell motioned, seconded by Ms. Baker to adopt Resolution 2017-R-04 to authorize the Township Manager, at his discretion, to pay payroll and appropriate invoices to avoid unnecessary penalties, late fees, or interest. Bills paid by this procedure shall be presented at the next regular meeting for subsequent approval. Any invoices or payments that exceed \$75,000 must be presented to the Board of Supervisors Chair, Treasurer or Finance Director for signatures. The Finance Director or his/her designee shall prepare the appropriate signatures page(s) for the bill list for approval at the next regular Board of Supervisors meeting. All were in favor and the motion passed unanimously.

- e. Consider adoption of Resolution 2017-R-05 setting the 2017 Bond amounts:

- i. Manager's Bond in the amount of: \$1,000,000
- ii. Chief Financial Officer in the amount of: \$1,000,000

Mr. Gaines motioned, seconded by Ms. Seliga to adopt Resolution 2017-R-05 establishing the 2017 bond amounts for the manager and finance director each in the amount of \$1,000,000. All were in favor and the motion passed unanimously.

Ms. Seliga inquired about the bond amount for each of the Board of Supervisors.

- f. Consider motion to approve the following depositories for Warrington Funds during 2017:

- i. Fulton Bank
- ii. TD Bank
- iii. Huntingdon Valley Bank
- iv. BB&T
- v. Pennsylvania Local Government Investment Trust (PLGIT)

Ms. Baker motioned, seconded by Mr. Hallowell to approve Fulton Bank, TD Bank, Huntingdon Valley Bank, BB&T and PLGIT to be Warrington Township's approved depositories for 2017. All were in favor and the motion passed unanimously.

- g. Consider adoption of Resolution 2017-R-06 establishing Township Fee Schedule.

Ms. Yannich requested to table the Fee Schedule upon further review. Mr. Hallowell motioned, seconded by Mr. Gaines to table Resolution 2017-R-06 establishing the Township's Fee Schedule. All were in favor and the motion passed unanimously.

- h. Consider adoption of Motion establishing 2017 Regular Meeting Schedule: *(See Attachment "B")*

The Board of Supervisors agreed to hold one meeting during the month of April. The scheduled Board of Supervisors meeting will be Tuesday, April 18, 2017. Ms. Baker motioned, seconded by Ms. Seliga to adopt the 2017 Regular Meeting Schedule. All were in favor and the motion passed unanimously.

- i. Consider adoption of Motion establishing 2017 Holiday Schedule for Township Building.

DATE	HOLIDAY
Monday, January 2, 2017	New Year's Day
Monday, January 16, 2017	Martin Luther King/Unity Day
Monday, February 20, 2017	Presidents' Day
Monday, May 29, 2017	Memorial Day
Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Thursday, November 23, 2017	Thanksgiving
Friday, November 24, 2017	Day After Thanksgiving
Monday, December 25, 2017	Christmas Day
Tuesday, December 26, 2017	Christmas Eve (Sunday)

Ms. Yannich read each holiday and noted that staff receives ten (10) paid holidays per year plus two (2) paid floating holidays.

Ms. Seliga motioned, seconded by Ms. Baker to adopt the 2017 Holiday Schedule for the Township Building. All were in favor and the motion passed unanimously.

- j. Consider adoption of Motion to adopt the 2017 IRS mileage reimbursement rate of \$ 0.535 per mile.

Ms. Seliga motioned, seconded by Mr. Gaines to adopt the 2017 IRS mileage reimbursement rate of \$0.535 per mile. All were in favor and the motion passed unanimously.

- k. Consider adoption of Resolution 2017-R-07 establishing 2017 Interest Rate for Liens and Agreements.

Mr. Hallowell motioned, seconded by Ms. Baker to adopt Resolution 2017-R-07 establishing the 2017 Interest Rate for Liens and Agreements. All were in favor and the motion passed unanimously.

9. SUPERVISORS COMMENTS

- Ms. Baker reported that she is not Board liaison to the EMS for 2017. Ms. Baker complimented the EMS personnel for their dedication and expressed her gratitude towards the department.
- Ms. Seliga was the Police Department's liaison and expressed her admiration towards the department and to the Police Chief.
- Mr. Gaines expressed his thanks to the Police Department for administrating the drug, Narcon to six people who have overdosed on drugs thus saving their lives. The Township is sponsoring a training program and encouraged the residents to attend.
- Mr. Gaines also complimented the Bike and Hike Trails Committee, Environmental Advisory Council and Open Space and Land Preservation Committee for providing countless volunteer hours that benefit the Township.
- Mr. Hallowell thanked the public works department for all of their hard work in completing projects so that the Township does not have to outsource.
- Ms. Yannich reassigned the following Board members as liaisons to the Township's departments:
 - Administration Shirley Yannich
 - Codes and Emergency Services Fred Gaines
 - Police Carol Baker
 - Public Works Millie Seliga and Matt Hallowell
 - Water & Sewer Matt Hallowell and Fred Gaines

Ms. Yannich stated she received a comment from a resident complimenting Supervisor Hallowell for his assistance with the water and sewer public safety issue.

Ms. Yannich stated at the January 10, 2017 Board of Supervisors meeting, the supervisors will be assigned as liaisons to each individual board/committee/commission.

Ms. Yannich created an Annual Report for 2016 and described the report which is intended to keep the public informed of its Elected Officials, Township Professionals, Board of Supervisors meetings, Work Sessions, Department and Committee Liaisons; Land Development and Subdivision applications; Presentations to the Board of Supervisors; Resolutions and Ordinances; Achievements and Greatest Achievement. Ms. Yannich asked the other members to review the report before it is posted to the website. Under Pennsylvania statute, other Boards/Committees/Commissions need to present an Annual Report.

Ms. Yannich announced *Warrington Township's Greatest Achievement in 2016*:

Warrington Township was notified on December 15, 2016 that the Pennsylvania Department of Conservation of Natural Resources awarded Warrington Township a \$1,011,650 grant towards the anticipated purchase of 66 acres of land on Pickertown Road to be used as open space in the western portion of the Township.

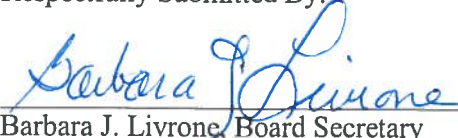
Mr. Luber stated that Warrington Township is the only municipality in the State to receive a grant over one million dollars.

Mr. Luber announced a Narcon training program to be held at Warrington Township on February 7, 2017 @ 7:30 PM. The training program is sponsored by a partnership with the Bucks County Drug and Alcohol Commission, Inc., Warrington Township Police Department and Council of Southeast PA, Inc.

10. ADJOURNMENT

There being no further business, Mr. Hallowell motioned, seconded by Mr. Gaines, to adjourn the meeting at 8:38 PM. All were in favor and the motion passed unanimously.

Respectfully Submitted By:



Barbara J. Livrone, Board Secretary

Attachment "A"

NOTICE OF MEETINGS WARRINGTON TOWNSHIP

The Warrington Township Board of Supervisors will hold its organizational meeting and conduct other business on Tuesday, January 3, 2017 at 7:30 PM at the Township Building located at 852 Easton Road, Warrington, PA.

The regular 2017 meeting schedule for the Board of Supervisors will be on the second and fourth Tuesday of every month thereafter subject to holiday adjustments as needed. The Warrington Township Board of Auditors will hold its organizational meeting for the year 2017 on Wednesday, January 4, 2017 at 7:30 PM in the Township Building located at 852 Easton Road, Warrington, PA.

Barry P. Luber
Township Manager

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Warrington



Township

852 EASTON ROAD, WARRINGTON, PA 18976
215-343-9350 ■ FAX 215-343-5944
www.warringtontownship.org

BOARD OF SUPERVISORS
SHIRLEY YANNICH, Chairperson
CAROL T. BAKER, Vice Chairperson
MATTHEW W. HALLOWELL, SR., Member
MILLE A. SELIGA, Member

TOWNSHIP MANAGER
BARRY P. LUBER

JANUARY 4, 2017

TO: STAFF
FROM: BARRY LUBER, TOWNSHIP MANAGER
RE: 2017 BOARDS AND COMMISSIONS SCHEDULE

The following is the official meeting schedule for Boards and Commissions of Warrington Township for the year 2017. All meetings will be held at the Township Building at 852 Easton Road, Warrington, PA 7:30 p.m. in the township meeting room unless otherwise specified. All meetings are open to the public.

Board of Supervisors

Tuesday, January 3
Tuesday, January 10
Tuesday, January 24
Tuesday, February 14
Tuesday, February 28
Tuesday, March 14
Tuesday, March 28
Tuesday, April 18
Tuesday, May 9
Tuesday, May 23
Tuesday, June 13
Tuesday, June 27
Tuesday, July 11
Tuesday, July 25
Tuesday, August 8
Tuesday, August 22
Tuesday, September 12
Tuesday, September 26
Tuesday, October 10
Tuesday, October 24
Tuesday, November 14
Tuesday, November 28
Tuesday, December 12
Tuesday, December 19

Bike and Hike Trail Committee

The third Wednesday of every month at 7:30 PM.

Building Code Appeals Board

On an as needed basis as determined by the Chairman.

Communications Advisory Board

Fourth Monday of January, March, May, September and November starting at 7:30 PM.

Environmental Advisory Board

The first Wednesday of every month at 7:30 PM.

Historic Commission

The second Monday of every month at 7:00 PM.

Open Space & Land Preservation Committee

The second Wednesday of every month at 7:30 PM.

Park and Recreation Board

The fourth Thursday of every month at 7:30 PM. The November meeting will be Nov. 16, 2017.

Pension Advisory Board

Quarterly to be scheduled based on member availability.

Planning Commission

The first Thursday of every month at 7:00 PM with an optional workshop on the third Thursday of each month starting at 7:00 PM.

Veterans Affairs Committee

Last Monday of every month at 5:00 p.m.

Zoning Hearing Board

The fourth Monday of every month at 7:00 p.m.