



**WARRINGTON TOWNSHIP BOARD OF SUPERVISORS
MINUTES FOR SEPTEMBER 13, 2011**

The regular meeting of the Warrington Township Board of Supervisors was held on September 13, 2011, 7:30 p.m., at the Township Building located at 852 Easton Road, Warrington, PA 18976, followed by the pledge of allegiance. The members present were as follows:

ATTENDANCE:

John Paul, Chairperson; Gerald Anderson, Vice Chairperson; Marianne Achenbach, Secretary; Michael W. Lamond, Jr., Assistant Secretary; and Paul Plotnick, Member. Staff Present were Timothy J. Tieperman, Township Manager; William R. Casey, Esq., Township Solicitor; Richard Wieland, P.E., Township Engineer; and Barbara Livrone, Assistant to the Director.

RECOGNITION OF BUXMONT UNITARIAN UNIVERSALIST FELLOWSHIP CHURCH 50TH YEAR ANNIVERSARY

Representative Kathy Watson presented the House Proclamation to Dan Schatz, Minister; and Judy Mitten, Board President of the Buxmont Unitarian Universalist Fellowship Church in recognition of their 50th Year Anniversary.

Board Chairman Paul presented the Township's Proclamation and Plaque Proclamation to Dan Schatz, Minister; and Judy Mitten, Board President of the Buxmont Unitarian Universalist Fellowship Church in recognition of their 50th Year Anniversary, commitment and contribution to Warrington Township.

EXECUTIVE SESSION REPORT

Mr. Casey said there was no executive session report.

APPROVAL OF BILL LIST:

1. **August 23, 2011 to September 13, 2011 - \$1,243,027.81**

Mr. Anderson motioned, seconded by Mr. Lamond, to approve the bill list from 8/23/11 to 9/13/11 totaling \$1,243,027.81. This motion passed by a roll call vote of 5-0 with Mr. Paul abstaining for payment of one invoice because of conflict of interest with his current employer.

APPROVAL OF MINUTES:

2. **July 26, 2011**

Mrs. Achenbach motioned, seconded by Mr. Lamond, to approve the July 26, 2011 Meeting Minutes. The motion passed by a vote of 4-1. Mr. Anderson abstained.

3. **August 9, 2011**

Mr. Anderson motioned, seconded by Mr. Plotnick, to approve the August 9, 2011 Meeting Minutes. The motion passed by a vote of 5-0.

MINUTES FOR POSTING:4. **August 23, 2011**

Mr. Anderson motioned, seconded by Mr. Lamond, to approve the posting of the August 23, 2011 Meeting Minutes. The motion passed by a vote of 5-0.

PUBLIC COMMENT

The following residents offer comments:

- David Fein (2020 Ballantine Lane) regarding impervious coverage issues in the Deer Valley Development and questions related to the Township's Stormwater Management Ordinance.
- Fred Gaines (2000 Beech Boulevard) regarding a hazardous roadway condition in the Forest Ridge development.
- Joe Stryjewski (502 Hanley Court) regarding status of Lamplighter Villas escrow monies being held by Wells Fargo Bank.
- Ron Klear (336 Waxwing Cedar Drive) regarding funding status of Bradford Green Pedestrian Bridge.
- Terry Suozzo (513 Grady Avenue) regarding stormwater issues at corner of Evergreen and Grady Avenues.
- Scott Edward (503 Grady Avenue) regarding stormwater issues at corner of Evergreen & Grady Avenues.

NEW BUSINESS (ACTION/DISCUSSION ITEMS):4. **Consider adoption of Resolution authorizing a deed transfer to a 501(c)(2) non-profit corporation (aka Schlechter County Line Schoolhouse Foundation).**

Mr. Casey updated the Board on the proposed resolution for the transfer of Folly Road School House to the Schlechter County Line Schoolhouse Foundation, subject to a change to the project completion clause which extends to two (2) years the time in which general repairs and reconstruction will be completed. The trigger date for this 2 year clock would begin from the date of transfer. Mr. Casey stated that the next step would be the execution of an Agreement of Sale. No agreement has yet been drafted.

Mr. Anderson motioned, seconded by Mrs. Achenbach, to adopt Resolution 2011-R-34 authorizing a deed transfer to a 501(c) (2) non-profit corporation (aka Schlechter County Line Schoolhouse Foundation) with the caveat that the two parties get together and work out the language for an Agreement of Sale. The motion passed unanimously. (See Attachment A)

5. **Consider action on a proposed stipulation agreement for Pete's Car Wash.**

At this point in the meeting, Mr. Paul excused himself from participating in any discussion associated with the above agenda item. He asked Mr. Anderson to chair this portion of the meeting, citing a conflict of interest with his current employer.

Mr. Robert Gundlach, representing Pete's Express 611, LP, reviewed the history of this application dating back to 2009. He asserted that a conditional use hearing should have occurred in late 2009 but that the CU hearing was never held. Mr. Gundlach introduced a proposed stipulation agreement to resolve this legal impasse.

Mr. Anderson recommended that the Board schedule an executive session for Tuesday, September 20, 2011 at 6 p.m. to give all Board members sufficient time to familiarize themselves with all the Township files associated with this application and to enable the Solicitor to review in detail the proposed stipulation agreement and the corresponding legal issue before the Board officially acts. He asked Mr. Tieperman to forward copies of the development file to each Supervisor prior to convening the executive session.

Mr. Paul noted that because of a conflict of interest, he will not attend the September 20, 2011 executive session.

6. Consider amendment to Township Zoning Map to amend the zoning ordinance to rezone thirty-four (34) parcels in the Neshaminy Gardens located between Bradford Avenue, Grady Avenue, Street Road and Tohickon Lane from R2 Medium Density Residential to R2-1 Residential Infill.

Mr. Tieperman stated that this proposed Ordinance was reviewed favorably by the Warrington Township Planning Commission as part of an ongoing process to bring more consistency to the zoning in this neighborhood. This Ordinance was not in response to any petition filed on behalf of any particular individual or business.

The following residents, who live in the proposed rezoning area, expressed concerns over the potential impact that such a rezoning might have on existing drainage problems in the neighborhood:

- Patrick Kelly (543 Bradford Avenue)
- Jennifer Cottrell (2369 Tohickon Lane)
- Shane La Rosa (540 Center Street)
- Brian George (2381 Tohickon Lane)

Given these drainage issues, Mr. Anderson motioned, seconded by Mrs. Achenbach, to table the proposed Township Zoning Map amendment until such time that the Township has made application for a Community Development Block Grant and received a favorable response. The Township will then revisit this issue. The motion passed unanimously.

PUBLIC HEARING --- Postponed

7. Continue to discuss and consider a conditional use application by Penrose Walk (formerly Sunrise Court Associates, LP) to allow the property to be developed with a two family semi-detached dwelling cluster development. This is a conditional use requirement under Section 803 (a) of the Warrington Township Zoning Ordinance (Chapter 27) as amended.

This hearing was postponed at the request of both parties, to be scheduled a future date to be determined.

8. Receive public comments for qualified projects to be considered by the 2012 Community Development Block Grant Program.

Mr. Anderson motioned, seconded by Mrs. Achenbach to authorize the Township Manager and Solicitor to prepare a project narrative for the 2012 Community Development Block Grant Program that will focus on improving stormwater management activities at Neshaminy Gardens. The motion passed unanimously.

9. MANAGER'S REPORT:

Mr. Tieperman highlighted the following bulleted items in his report:

a. Consent Item: Bid Award Recommendation – Plumbing and Fire Protection for Township Building.

Mr. Anderson motioned, seconded by Mr. Plotnick, to award the above bid to Perkasiie-based Chris Wolff Plumbing in the amount of \$16,000. The motion passed unanimously. (See Attachment B)

b. Consent Item: Bid Award Recommendation – Pre-Engineered Steel Building Shell.

Mr. Anderson motioned, seconded by Mrs. Achenbach, to award the above bid to Boyertown-based Hollenbach for the DPW Building and Salt/Brine Building in the amount of \$564,124. The motion passed unanimously.(See Attachment C)

c. Consent Item: Utility Audit Reconsideration and Recommendations.

Mr. Anderson motioned, seconded by Mrs. Achenbach, to award the above bid to Commercial Utility Consultants (CUC) of West Chester to perform a utility audit for Warrington Township. The motion passed unanimously. (See Attachment D)

d. Consent Item: Proposed Debt Management Policy (for action consideration at 9/27/11 regular meeting).

Mr. Anderson motioned, seconded by Mrs. Achenbach, to support the CFO's recommendation to establish a Debt Management Policy for official action at the Board's September 27, 2011 Meeting. The motion passed unanimously. Related to the issue of Township indebtedness, Mr. Anderson requested that the CFO analyze the Township's last bond issue and report back to the Board his findings a future meeting. (See Attachment E)

e. Consent Item: Finance Software and Computer Upgrade Recommendations.

Mr. Anderson motioned, seconded by Mrs. Achenbach, to approve Staff's recommendation to move forward with a comprehensive finance software and computer upgrade project at a cost not to exceed \$190,000 as outlined in the Township Manager's September 7,2011 memorandum. Said project authorizes a professional services agreement with the Norristown- based Freedom's Software to begin the implementation of a new finance software program. (See Attachment F)

f. **Consent Item: 2011 Fee Schedule Amendments (Water/Sewer and Facility Rental).**

Mr. Plotnick motioned, seconded by Mrs. Achenbach, to approve the 2011 Fee Schedule Amendments (Water/Sewer and Facility Rental). The motion passed by a vote of 4-1. Mr. Anderson voted no. (See Attachment G)

g. **Consent Item: Appointment of Boards and Commissions.**

Mr. Anderson motioned, seconded by Mr. Lamond, to approve the appointment of Joan Dal Farra to the Communications Advisory Board. The motion passed unanimously.

Mr. Anderson motioned, seconded by Mr. Lamond to approve the appointment of Curt Wise to the Communications Advisory Board as an alternate member. The motion passed by a vote of 4-1. Mrs. Achenbach abstained.

10. **ENGINEER'S REPORT:**

a. **Comments on Tropical Storm Lee**

Mr. Wieland reported that the United States Geographical Service (USGS) has a gauging station on Valley Road. This station showed rainfall totals at 8,000 to 9,000 cubic feet per second (cfs). To put this in perspective, a 100-year storm is just 5,500 cfs, which explains the flooding severity throughout Warrington.

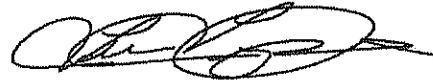
SUPERVISORS' COMMENTS:

- Mr. Plotnick inquired about the status of a number of proposed intersection improvements that have not occurred. Mr. Anderson requested that the Solicitor prepare a status report on these proposed intersection improvements for the Board.
- Mr. Lamond complimented the Township staff for the great job they did during the recent storms.
- Mr. Anderson reported that PennDOT installed fiber optics from Easton Road in Doylestown to Bristol Road in Warrington to signalize these traffic lights.
- Mr. Paul was informed that Doylestown Township wanted to place street grindings from their field to Warrington Township's parking lot. Due to the heavy traffic from the football and soccer practice at King Park's parking lot, Mr. Paul denied the request.

ADJOURNMENT

Mr. Lamond motioned, seconded by Mr. Plotnick, to adjourn the meeting at 10:33 p.m. The motion passed unanimously.

Edited and Reviewed By:



Timothy J. Tieperman, Township Manager

ATTACHMENT A



RESOLUTION 2011-R- 34

TRANSFER OF FOLLY ROAD SCHOOL HOUSE

WHEREAS, Warrington Township, owns a parcel of ground located on the northeast corner of Folly Road and County Line Road on which a former school house is located; and

WHEREAS, the property also contains a "William Penn Oak" tree of historic nature; and

WHEREAS, the premises are in need of substantial repair; and

WHEREAS, certain private individuals have formed a non-profit corporation formed for the preservation of this historic site called *Schlechter County Line School House Foundation*; and

WHEREAS, the foundation has requested that title to the premises be transferred to it in exchange for their repair and reconstruction of the premises for use as a historic site; and

WHEREAS, the Second Class Township Code allows the Board of Supervisors to make such a conveyance for these purposes in accordance with Section 1503((C)17) of the Act of 1933, May 1, P.L. 103, No. 69; and

WHEREAS, the Warrington Township Historical Commission has indicated its approval of the concept,

NOW, THEREFORE, be it, and it is hereby RESOLVED that the Board of Supervisors of Warrington Township, Bucks County, Pennsylvania, hereby agrees to transfer ownership of said premises to *Schlechter County Line School House Foundation* on the following conditions:

1. After completion of repair and reconstruction within two (2) years from date of transfer, the foundation will make the premises available, at a nominal fee to be approved by the Board of Supervisors from time to time, for tours by civic groups, boy scouts, girl scouts, individuals and governmental agencies;


2. the foundation agrees to maintain and preserve the William Penn Oak" tree on the premises, and the Township reserves the right to obtain acorns and, in the event of the death of the tree, access to the wood of the tree and authority to determine the final destination of the stump of the tree;
3. The execution and approval of an Agreement of Sale between the parties.

In the event the foundation fails to preserve and make the premises available as a historic site, title shall revert to Warrington Township.


RESOLVED this 13th day of September, 2011.

BOARD OF SUPERVISORS OF WARRINGTON TOWNSHIP


ATTEST:



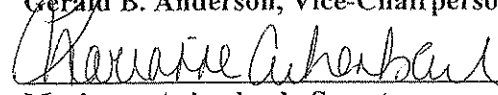
Timothy J. Tieperman
Township Manager



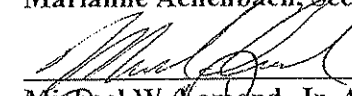
John R. Paul, Chairperson



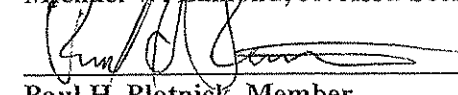
Gerald B. Anderson, Vice-Chairperson



Marianne Achenbach, Secretary



Michael W. Lamond, Jr. Asst. Secretary



Paul H. Plotnick, Member

ATTACHMENT B

Warrington



Township

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

BOARD OF SUPERVISORS
JOHN R. PAUL, Chairperson
GERALD B. ANDERSON, Vice Chairperson
MARIANNE ACHENBACH, Secretary
MICHAEL W. LAMOND, JR. Asst Secretary
PAUL H. PLOTNICK, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 12, 2011

MEMO TO: BOARD OF SUPERVISORS
ATTN: TIMOTHY J. TIEPERMAN

FROM: ROY W. RIEDER 

RE: TOWNSHIP BUILDING LOWER LEVEL RENOVATION :
PLUMBING AND FIRE PROTECTION

Facts:

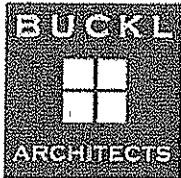
Warrington Township received two bids on August 31 for plumbing and fire protection associated with the lower level building renovation. All required documentation accompanied the bids. The two firms and their bid amounts are listed below:

Chris Wolff Plumbing, Perkasio, PA	\$16,000.00
Guy M. Cooper, Inc, Willow Grove, PA	\$17,500.00

Recommendation:

We recommend that the contract for plumbing and fire protection be awarded to Chris Wolff Plumbing for \$16,000, being the lowest responsive bidder conforming to all bid specifications.

Enclosure(s)



BUCKL ARCHITECTS, INC
4001 Freemansburg Avenue, Easton, PA 18045
BUCKLARCHITECTS.COM
Tel: 610.258.6657
Fax: 610.258.1305

Warrington Township Municipal Building Lower Level Renovation and HVAC Building Upgrade

Bid Recommendation Letter For the Re-Bid Plumbing and Fire Protection

September 8, 2011

Warrington Township
852 Easton Road
Warrington, PA 18976
Attn: Timothy J. Tieperman, Township Manager

RE: Warrington Township Municipal Building Lower Level Renovation and HVAC Building HVAC Upgrade

Dear Mr. Tieperman,

We have evaluated the Re-Bid Documents for the Plumbing and Fire Protection received on August 31, 2011 for the Warrington Township Municipal Building Lower Level Renovation and HVAC Building Upgrade.

I have listed the two bidders below and they are as follows:

Plumbing & Fire Protection Construction:

Two bids were received for this prime as shown below listed lowest to highest; (* Asterisk to note any discrepancies).

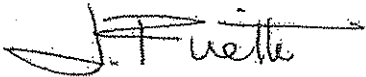
<u>Name of Bidder</u>	<u>Amount of Bid</u>	<u>Notes:</u>
Chris Wolff Plumbing, Inc Perkasie, PA	\$16,000.00	<u>Recommended</u>
Guy M. Cooper Inc. Willow Grove, PA	\$17,500.00	

The low bid with all required bid submission forms was submitted by **Chris Wolff Plumbing, Inc.** in the amount of **\$16,000.00**. Our evaluation of the experience, reputation, and financial condition of **Chris Wolff Plumbing, Inc.** indicates that they are capable of completing the work required. Therefore, we recommend the award of a contract for construction of the Warrington Township Municipal Building Lower Level Renovation and HVAC Building Upgrade **Chris Wolff Plumbing, Inc.** in the amount of **\$16,000.00**.

Should you have any questions, please feel free to contact me directly.

Sincerely,

BUCKL ARCHITECTS



Joseph A. Firetto
Project Manager

CC: C. Odom – Buckl Architects
Roy Rieder – Warrington Township
File

ATTACHMENT C

Warrington



Township

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BOARD OF SUPERVISORS
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MARIANNE ACHENBACH, Secretary
MICHAEL W. LAMOND, JR. Asst Secretary
PAUL H. PLOTNICK, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 12, 2011

MEMO TO: BOARD OF SUPERVISORS
ATTN: TIMOTHY J. TIEPERMAN

FROM: ROY W. RIEDER, *RWR*

RE: DPW BUILDING SHELL AWARD

Facts:

1. Warrington Township received two bids to provide the pre-engineered DPW building shell and Salt/brine building. The two bidders were Magnum Construction and Hollenbach Construction. The base bid was to include a 24-gauge standing seam metal roof for each building. Alternates 1 and 2 were costs to provide the less expensive 24-gauge screw-down roof. The base bid for Magnum was \$518,400 and \$564,124 for Hollenbach as shown below:

Magnum DPW building	\$462,000.00
Salt/brine building	<u>56,400.00</u>
Base bid	\$518,400.00
Alternate 1 (add)	\$15,800.00
Alternate 2 (add)	\$2,420.00
Hollenbach DPW building	\$486,394.00
Salt/brine building	<u>\$77,730.00</u>
Base bid	\$564,124.00
Alternate 1 (deduct)	\$7,834.00
Alternate 2 (deduct)	\$2,352.00

2. When the architect saw that Magnum showed Alternates 1 and 2 to be additions rather than deductions, he contacted Magnum to ask about their bid. Magnum told the architect that their base bid included a screw-down roof and that Alternate 1 and 2 were price increases to provide colored roof panels. Magnum told the architect in writing, that they would provide standing seam roofs if they were paid the amounts shown in Alternates 1 and 2. The cost for both buildings would then be a total of \$536,400 as opposed to their bid of \$518,400 for the two building shells.

3. Hollenbach correctly bid a standing seam roof and included deducts for the less expensive screw-down roof.

Recommendation:

1. In view of the fact that Magnum did not bid on the building as specified in the bid documents, we recommend that the bid be awarded to Hollenbach for the base bid of \$564,124, being the lowest qualified bidder conforming to all bid specifications.

ebid exchange report
 Solicitation: Warrington Twp. Bucks County Re-Roof - New Pre-Fabricated Public Works Facility Building Shell
 Generated: 9/08/2011 10:13 AM Eastern

Number	External Ref. Number	Description	Type	Unit of Measure	Quantity	Unit Price	Extended Bid	Comment
1		24 Gauge Park color roof panel for the DPW Facility, in comment field, please indicate if this is an ADD or DEDUCT to the Base Bid	BASE	Lump sum	1.0000	\$462,000.0000	\$462,000.00	
2		24 Gauge Park color roof panel for the DPW Facility, in comment field, please indicate if this is an ADD or DEDUCT to the Base Bid	ADD	Lump sum	1.0000	\$15,580.0000	\$15,580.00	ADD
3		24 Gauge Park color roof panel for the DPW Facility, in comment field, please indicate if this is an ADD or DEDUCT to the Base Bid	BASE	Lump sum	1.0000	\$55,400.0000	\$55,400.00	ADD
4		24 Gauge Park color roof panel for the DPW Facility, in comment field, please indicate if this is an ADD or DEDUCT to the Base Bid	ADD	Lump sum	1.0000	\$7,420.0000	\$7,420.00	

Magnum

CONFIDENTIAL

BASIS BID ROOF
 24 GA PBR PANEL
 9 GAL VOLUME ROOF-
 (SCREW'D ON)

IF ALTERNATES ARE EXCEPT'D
 BIDDER WILL PROVIDE

STAND'S SEAM-PAINT'D ROOF
 W/INSUL'D R.B.

INCLUDE'S ALTERNATES

\$ 586,400.00

BASE: 567,124.00

ebidexchange Expert
Solicitation: Washington Two Bucks County 16-80 - New Pre-Fabricated Public Works Facility Building Shell
9/8/2011 3:52:43 PM

Item Number	External Ref. Number	Description	Type	Unit of Measure	Quantity	Unit Price	Amount
1		Base Bid for DRY BARRING SHEET.	BASE	Sq. Yards	1,000.00	\$465,394.00	\$465,394.00
2	Alternate 21	24 Gauge PBR color roof panels for the DRY FACILITY.	ADD	Lump sum	1.0000	\$7,834.00	\$7,834.00
3		24 Gauge PBR color roof panels for the DRY FACILITY.	ADD	Lump sum	1.0000	\$77,730.00	\$77,730.00
4	Alternate 22	24 Gauge PBR color roof panels for the SALT / BRINE FACILITY.	ADD	Lump sum	1.0000	\$2,337.00	\$2,337.00

Hollenbach

w/ DEDUCT = \$553,938.00

↳ CONFIRM'D.

*. BASE BID FOR ROOF.
24 GA. STAIN'D & SEAM' W/TK. ROOF (COLOR)
w/ R38 INSULATED (PER SPEC.)

ALTERNATES.

C-10,186.7

Magnum Inc

General Contractors

650 Catherine St.
Warminster PA 18974
215-957-7886 Fax 215 957-7889

September 8, 2011

Buckl Architects
4001 Freemansburg Avenue
Easton, PA 18045

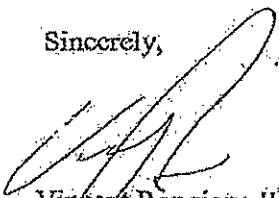
Attn: Mr. Joe Firetto

RE: Warrington Township Re-Bid for the New Prefabricated Public Works Facility Building
Shell

Dear Mr. Firetto

If awarded the above captioned project and both alternates 1 & 2 for the combined sum of \$536,400.00, Magnum Inc. will provide a Siliconized Polyester 24 Gauge Standing Seam Roof at no additional cost in place of the specified 24 Gauge PBR Colored Roof Panels in Alternate 1 and 2.

Sincerely,



Vincent Rongione III
President

ATTACHMENT D

Warrington



Township


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BOARD OF SUPERVISORS
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MICHAEL W. LAMOND, JR. Asst. Secretary
PAUL H. PLOTNICK, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

August 30, 2011

MEMO TO: BOARD OF SUPERVISORS
ATTN: TIMOTHY J. TIEPERMAN, TOWNSHIP MANAGER

FROM: BARRY P. LUBER, CHIEF FINANCIAL OFFICER 

RE: UTILITY AUDIT – CONTRACT SELECTION PROCESS

Below is a summary of the process used to compare utility audit firms to determine which firms has the necessary qualifications and could best perform the work involved to afford the township the best opportunity in securing refunds and generating future savings on electric, gas, internet and telephone bills.

I selected two firms to speak with. Commercial Utility Consultants (CUC), which I recently hired to perform a utility audit in Caln Township, and Utility Refund Corporation (URC), which is represented by (independent contractor) Trish Grove, a township resident. I had no previous knowledge of this firm, or Trish Grove, but Trish had contacted the township in the past to explore the opportunity to perform a utility audit for the township.

I asked both firms to provide me with information about their companies. URC, which has been in business since 1997, represents itself as the largest utility refund company is headquartered in Dublin, Ohio and has three other offices around the country, the closest one being in New York City. CUC, which has been in business since 1975, has only one office, located in West Chester, PA. The contact at CUC is Martin Brown, Vice President of the firm, and he would actually be handing most of the work. Trish Grove is an independent contractor, who would have URC actually perform the work, and she would be the middleman.

I then asked both firms to provide me with a list of both other Pennsylvania Municipal clients and other Pennsylvania clients. It is extremely important for the selected firm to be knowledgeable with Pennsylvania Public Utility Commission tariffs and regulations, as this will be the key item that will determine if the township is being overcharged, or could be taking advantage of a different, lower cost rate structure. CUC had worked for many townships, Cities, and counties in the state, URC could not provide me with any Pennsylvania municipal clients, but did send me a letter of reference from a town in Ohio.

Both firms work on a contingency basis of 50%. They both will receive 50% of any refund checks and 50% of future savings.

Attached is a spreadsheet comparison of the two firms.

Summary

While it is desirable to give township residents and businesses the opportunity to work for the township, I don't believe it would be prudent to do so this in this case. Commercial Utility Consultants clearly has much more experience in working with PA PUC tariffs and regulations and also with the different rate structures that are only provided to municipalities, authorities, etc. such as for street lighting, traffic signals, and pump stations.

Therefore I recommend the hiring of Commercial Utility Consultants to perform a utility audit for Warrington Township.

Utility Audit Firm Comparison

Commercial Utility Consultants - West Chester PA	Utility Refund Corporation - Dublin OH
Pennsylvania Municipal Clients* Bucks County City of Philadelphia City of Pittsburgh Cain Township Lackawana County Bristol Township Clinton County,	Pennsylvania Municipal Clients* None provided
PA Other Clients* Connelly Container Crown Cork & Seal Keystone Helicopters H.J. Heinz Co.	PA Other Clients* Salvation Army of Philadelphia
* The contractor awarded this contract must be familiar with tariffs of the Pennsylvania Public Utility Commission and the different rates that are available to a small number of customers for items such as street lights, traffic signals, pump station, etc. This I believe is the most critical element in deciding on which firm to award the contract to.	
Business Inception 1975	Business Inception 1997
Local Representation Marty Brown, our contact person is a principal in the firm	Local Representation Trish Grove (a township resident) is an independent contractor
Price Contingency basis 50% fee for refunds obtained 50% fee for future savings for 2 years	Price Contingency basis 50% fee for refunds obtained 50% fee for future savings for 3 years

ATTACHMENT E

Warrington



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PAUL H. PLOTNICK, Member

TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 6, 2011,

MEMO TO: BOARD OF SUPERVISORS
ATTN: TIMOTHY J. TIEPERMAN, TOWNSHIP MANAGER

FROM: BARRY P. LUBER, CHIEF FINANCIAL OFFICER *BPL*

RE: WARRINGTON TOWNSHIP DEBT MANAGEMENT POLICY

For your consideration at the upcoming Board of Supervisor's meeting, I am enclosed a proposed Debt Management Policy for the Board's use in helping it decide when to issue debt and how the debt should be structured. A major benefit of having a strong debt policy relates directly to the Township's credit rating. An adopted policy, properly followed, may help enhance our bond ratings with the bond rating agencies, which could mean lower interest rates on any debt issued.

Although the policy covers many criteria for how and when to issue debt, the primary emphasis of the policy is to indicate that debt financing will only be used for capital improvement projects and major equipment purchases and not for operational expenditures. This is important because daily expenditures should not be financed with long term debt, but with current revenue sources. If long-term debt were used to finance current operations, this could have long-term negative effects as to the township's ability to pass a balanced budget without obligating future boards to spend money on assets which the township no longer has or benefits from.

A second important component of the policy indicates that the township will attempt to match the useful life of the asset or project completed with the term of the debt financing and that the repayment schedule will be level debt service payments to minimize the significant changes from year to year in overall debt repayments.

This policy was reviewed by Public Financial Management, Inc., the township's bond advisor on the last debt issue and comments made were incorporated into this policy.

WARRINGTON TOWNSHIP POLICY #2 DEBT MANAGEMENT POLICY

DEBT

The Township's Debt Management Policy statement sets forth guidelines for the financing of capital expenditures of the Township. It is the objective of the policy that (1) the Township obtains financing only when absolutely necessary, (2) the process for identifying the timing and the amount of debt financing be as efficient and open as possible, and (3) the most favorable interest rates and other related costs be obtained.

Debt financing is permitted to be issued or incurred under Commonwealth of Pennsylvania laws and shall only be used to purchase capital assets that will not be acquired from current resources. The payout schedule of any debt the Township issues shall not exceed the useful life of the asset or project; this allows for a close match between those who benefit from the asset and those who pay for it.

To enhance creditworthiness and prudent financial management, the Township is committed to capital project planning, intergovernmental cooperation and coordination, and long term financial planning. Evidence of this commitment to capital planning will be demonstrated through the adoption and periodic review of the Capital Reserve Funds (Water and Sewer, Fire, Park and Recreation and Capital Reserve Fund) and a cash flow analysis of these funds.

The Township Board of Supervisors reserves the right to amend this policy or waive any of its guidelines in order to address fiscal requirements and/or market conditions.

1. Use of Debt Financing

- a. Debt financing will not be used for any recurring purpose such as current operations or maintenance expenditures.
- b. The Township will invest bond or loan proceeds in investment instruments in accordance with the Second Class Township Code, designed to match the expected cash flow needs of the capital projects. Adherence to the requirements on arbitrage shall be followed including the federal spend down requirements.
- c. The Township will use debt financing only for one-time capital improvement projects and major equipment purchases under the following circumstances:
 - i. The project's useful life, or the projected useful life of the equipment, will be no less than ten years and, in aggregate, be equal to or exceed the term of the financing;
 - ii. There is anticipated to be revenue sufficient to service the debt, whether from anticipated annual revenue from the General Fund, Water and Sewer Fund, or other approved sources.

2. Structure and Term of Debt Financing

- a. Debt will be issued and structured to match projected capital cash flow needs, minimize the impact upon future budgetary revenue needs, and maintain a relatively rapid payment of principal.
- b. The Township will utilize borrowing terms of 20 years or less.
- c. General Obligation bonds will be the typical mode of long term debt financing, but bank loan or bond pool financing will be considered.
- d. Competitive sales of bonds will be generally preferred, depending upon market conditions.
- e. Bond issues will be structured to generally seek level debt service schedules so as to minimize significant changes from year to year in overall debt repayments.
- f. The typical structure of bonds will result in level or declining principal and interest (combined) payments over the term of the debt. There shall be no "balloon" payments due at the end of the term for long term debt.
- g. The Township will not use or issue interest rate derivatives or swap instruments.
- h. Principal payments will typically commence the calendar/fiscal year following the issuance of the bonds.
- i. The Township will be mindful of the potential benefits (from lower interest rates) of issuing "bank-qualified" bonds, and will pursue such benefits when practical.
- j. The Township will typically seek fixed rate financings, especially in times of stable credit markets, however, from time to time, variable rate financing will be considered.
- k. Call provisions will typically be included in new money bond issues. The call provisions will range between 5 year and 10 years.
- l. The Township will be mindful of its non-electoral debt limitations established by State law and endeavor to operate well within such limits at all times.
- m. The Township will seek to refund/refinance (current and/or advanced) its prior bond issues if favorable market conditions exist. A goal of achieving overall net present value savings of at least 3% will be a guiding benchmark.
- n. The sizing of any debt borrowing of the Township will be made after taking into consideration the probable timing and sizing of future borrowings so as to properly plan for future estimated capital cash flow needs.

3. Credit Ratings

- a. The Township recognizes the significant value of its bond credit ratings and will endeavor to protect this credit rating in all of its debt, budgetary and financial management undertakings.
- b. The Township will take all practical precautions to avoid any financial decision which will negatively impact its credit rating on existing or future debt issues.
- c. The Township will generally employ the external services of an independent financial advisor and bond counsel to assist in the preparation of any debt offerings
- d. The Township Manager and Chief Financial Officer (with the assistance of the Financial Advisor) shall be responsible for maintaining relationships with the rating agencies that assign ratings to the Township's debt. This effort will include representing the Township in meetings with and presentations to the rating agencies in conjunction with the Township's existing debt management program and any new debt issuance. The Township Manager and/or the Chief Financial Officer shall report to the Board of Supervisors on a monthly basis any communications with rating agencies that may affect the Township's credit rating.
- e. The Township will disclose all material facts relating to the Township in its Official Statements accompanying debt issuances, taking into account the guidance on disclosure recommended by the Government Accounting Standards Board (GASB), the National Federation of Municipal Analysts, and Generally Accepted Accounting Principles (GAAP).

4. Communication regarding Debt Management

- a. Good communication with bond credit rating agencies shall be maintained, and a policy of full and timely disclosure on every financial report and bond prospectus shall be followed.
- b. Forecasts of future debt issuance plans will be disclosed in all Official Statements and Township budgets.

5. The Township will comply with all ongoing "Continuing Disclosure" requirements.

Warrington



Township

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BOARD OF SUPERVISORS
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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

September 7, 2011

MEMO TO: BOARD OF SUPERVISORS

FROM:  TIMOTHY J. TIEPERMAN

RE: FINANCE SOFTWARE AND COMPUTER UPGRADE RECOMMENDATIONS

Staff is seeking the Board's consent to move forward with a comprehensive financial software and computer upgrade project. We have delayed moving forward with this project, pending a final decision on the financial software platform. This project entails four (4) components:

- A. New Finance Software
- B. Computer Hardware Upgrades
- C. Boardroom EOC Upgrades
- D. Virtualization Project

New Finance Software: After reviewing several financial software packages, conducting reference checks and receiving in-house demonstrations, we are recommending procuring Freedom Systems Financial Software. Freedom has over 200 Pennsylvania clients and offers a competitive COSTAR-priced product that will enable the Township to improve and centralize its method of financial reporting. The software is programmed in Microsoft Access and offers a full Windows environment in which to record and process all financial transactions. Its functionality extends to all areas of government, including utility billing and permit tracking. It will allow for Period 13 accounting and will not require the installation of any proprietary hardware. Our current Auditor, Maillie Falconiero, has worked with, and endorses this software as one that provides the necessary controls and audit trails for good accounting practices.

Computer Hardware Upgrades: In conjunction with this upgrade, we would like to begin replacing aging desktop computers throughout the Township. Our goal is to complete this in thirds over the next 3-4 years to stagger future replacement schedules. Our current systems are over 5 years old and the system warranties will be expiring soon. The plan would be to equip the new desktop units with Microsoft Office 2010 Professional software, which will include the Access database software on which the Freedoms System will operate

Boardroom Media and EOC Upgrades: The Township currently has no facility that is fully equipped to house a functioning EOC center. During a prior upgrade project, we commissioned our IT professional to extend fiber optic wiring to the Board room to prepare it to serve as a future EOC Center. What the Boardroom requires now is a fully integrated projector and Smart Board and two (2) video screens to project critical images during an emergency. During non-emergencies, these video enhancements will allow for more professional presentations for public meetings.

Virtualization Project: The fourth component to this project is what's referred to as virtualization. For some time, our IT professionals have been encouraging us to consider "virtualizing" our existing network of servers to save energy and streamline costs. The virtualization process entails compressing and reducing our servers into fewer more efficient and more powerful units to power the Township's network. A full virtualization project will result in a projected savings of \$100,000 over the next five years. Our IT contractor will avail himself to explain this process further if the Board has any additional questions.

Recommendation

The total cost of this project for all four phases, outlined above, will be around \pm \$190,000 before the realized savings of virtualization. The projected savings from the virtualization project should cover most of the upgrade costs, exclusive of the finance software itself. Similar to our last IT upgrade, we are recommending financing this project through a 5 year lease purchase from TD Bank, which will run congruently with 5 year extended warranties.

To ensure a smooth transition for a January 1, 2011 implementation of the new software, we need to move before the end of September to begin the transition process.

ATTACHMENT G

RESOLUTION NO. 11-R- 32

FEE SCHEDULE AMENDMENT

WHEREAS, on or about March 8, 2011, the Board of Supervisors of Warrington Township last amended the Warrington Township Fee Schedule; and

WHEREAS, it is necessary to amend the the Fee Schedule again in two areas;

NOW, THEREFORE BE IT, AND IT IS HEREBY RESOLVED that the the Board of Supervisors hereby amends the Warrington Township Fee Schedule as follows:


1. Amend Section XXVI Facility Use Fees to add a new category for all types, entitled "Board Room Rental Fee" in the amount of "\$50.00"
2. Amend Section XX All Districts to add a new category, *Section Q*, to read as follows:
"Q. North Wales Water Authority Capacity Fee-- \$6.87 per gallon"

All other provisions of the Warrington Township fee schedule shall remain in full force and effect.

RESOLVED this 13th day of September, 2011.

BOARD OF SUPERVISORS OF WARRINGTON TOWNSHIP


ATTEST:



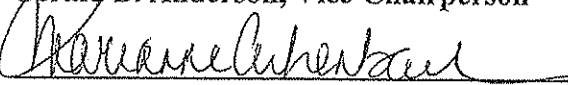
Timothy J. Tieperman
Township Manager



John R. Paul, Chairperson



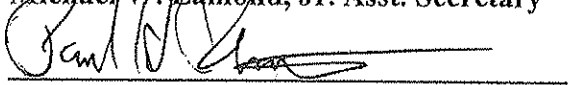
Gerald B. Anderson, Vice-Chairperson



Marianne Achenbach, Secretary



Michael W. Lamond, Jr. Asst. Secretary



Paul H. Plotnick, Member