



**WARRINGTON BOARD OF SUPERVISORS
MINUTES FOR JULY 14, 2015**

ATTENDANCE

Gerald B. Anderson, Chairperson; John R. Paul, Vice Chairperson; Marianne Achenbach, Secretary/Treasurer; Matt W. Hallowell, Member; Shirley Yannich, Member; Staff present was Timothy J. Tieperman, Township Manager; William H.R. Casey, Esq., Township Solicitor; Thomas A. Gockowski, Township Engineer; Barry P. Luber, Chief Financial Officer; Barbara Livrone, Executive Assistant to the Township Manager and Christian R. Jones, Water and Sewer Services Coordinator.

PLEDGE OF ALLEGIANCE

Chairperson Anderson opened the meeting and asked for a moment of silence, followed by a pledge to the flag led by a few Boy Scouts.

SPECIAL RECOGNITION PRESENTATION – PREMIER TECHNOLOGY AND MAX CONSULTING INC.

Mr. Paul presented two awards to Bob Matlock of Premier Technology and Max Consulting Inc. to recognize both organizations' sponsorship of the 2014 Warrington Community Day.

EXECUTIVE SESSION REPORT:

Mr. Anderson indicated that the Board held an Executive Session to discuss personnel issues which would be discussed later on in the evening.

APPROVAL OF BILL LIST:

1. June 23, 2015 – July 14, 2015: \$ 1,022,142.80

Mrs. Achenbach motioned with a note that the invoice amount was larger than usual due to an additional week between Board of Supervisors meetings. The motion was seconded by Mr. Paul, to approve the bill list from June 23, 2015 through July 14, 2015 totaling \$ 1,022,142.80. By roll call vote, the motion passed unanimously 5-0.

APPROVAL OF MINUTES:

2. May 26, 2015

Mr. Anderson moved to table the approval of the May 26, 2015 minutes. Mr. Paul seconded the motion. The motion passed unanimously 5-0.

MINUTES FOR POSTING:

3. June 9, 2015

4. June 23, 2015

Mr. Paul moved to post both the June 9 and 23, 2015 minutes. Mr. Hallowell seconded the motion. The motion passed unanimously 5-0.

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.*)

The following individuals spoke under public comment:

- Bernard Lyman (100 Evodia Circle). He wanted to know if there was any input/progress on the Park Road, School Lane measures addressing traffic from the June 23rd meeting.
 - Mr. Anderson indicated that the Township had yet to reach out to the owner of the property concerning the cul-de-sac option and follow up with the Township Solicitor.
 - Mr. Lyman asked whether or not the Board was still open to suggestions and Mr. Anderson indicated that the Board would be.
- Mike Kelly (135 Muirfield Lane). He wanted to address building and zoning in the Township. He brought up the Warrington Concerned Citizens Facebook page and asked Mr. Anderson to comment on a post that had been recently made.
 - Mr. Anderson addressed Open Space, Zoning, curative amendments, and the Affirmative Action to Further Fair Housing.
- Sara Peranteau (1356 School Lane). She respectfully reminded the Board that the Citizens of School Lane and Park Road are concerned about the future of their street and would like an update on the timeline of something being done to address said concerns.
 - Mr. Anderson discussed possibly closing the road before installing the cul-de-sac to explore options prior to doing anything permanent.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS (ACTION/DISCUSSION ITEMS):

5. Consider Adoption of Resolution Approving Planning Module for Bhakta Assistant Living Facility

Mr. Anderson indicated that the project was a court settlement from a previous Board that erred. They have asked to reduce their height from four stories to one story and there would be a slight increase in the building footprint. They will have to come in front of the Board again if they want to make a change to their plan. The changes in the plan will have to go back to the court for review. Mr. Paul made a motion to approve the Resolution for the Planning Module for the Bhakta Assisted Living Facility, Mr. Hallowell seconded the motion and it passed unanimously 5-0.

6. Consider Bid Award for Neshaminy Gardens Drainage Improvement Project—Phase 2A

Only one bid was received and it was significantly more than the Engineer's estimate. Tom Gockowski asked the Board to reject the bid and rebid the project. Mr. Anderson asked Mr. Gockowski to find out from the attendees at the pre-bid meeting why they did not bid on the project. Mr. Paul made a motion to reject the bid for the Neshaminy Gardens Drainage Improvement Phase 2A Project and instruct the Township Manager and Solicitor to rebid the project, Mrs. Achenbach seconded the motion and it passed unanimously 5-0.

7. Review Proposed Changes to Township Personnel Policy

Mr. Paul made a motion to approve the changes to the Township Personnel Policy as noted in the Township Manager's July 10th memorandum, Mr. Hallowell seconded the motion and it passed unanimously 5-0. (Attachment A)

8. Consider Approval of the Following Change Orders**a. CO #1—Carriage Way Sewer Project**

Mr. Gockowski indicated that this change order is to address unforeseen underground conditions. The total change order is \$20,111.48 and recommended the change order be approved. Ms. Yannich asked whether or not this work would lead to repairs at an intersection of Bridle Lane where the road is in disrepair. Mr. Gockowski indicated that the Township will dovetail sewer work with the road paving program. Mr. Paul made a motion to approve the change order for the Carriage Way Sewer Project, Ms. Yannich seconded the motion and it passed unanimously 5-0.

b. CO #2—Penn Valley Pump

Mr. Gockowski indicated this is the second change order. The proposed change order is for \$528.00 which includes the final variations in the quantities of work constructed. Mr. Paul made a motion to approve Change Order # 2 for Penn Valley Pump, Ms. Yannich seconded the motion and it passed unanimously 5-0.

9. MANAGER'S REPORT:**a. Water/Sewer Department—Transition Recommendation (Fred Achenbach Retirement)**

Mr. Anderson indicated that this was really a personnel matter concerning the transition for the Water and Sewer Department to replace Fred Achenbach. Mrs. Achenbach made a motion to appoint Mr. Christian Jones in an acting role during this time frame. Mr. Anderson agreed and indicated that compensation would have to be discussed for the interim as a personnel matter. He asked Mr. Tieperman to prepare a recommendation to the Board so they could take action on it. Ms. Yannich seconded Mrs. Achenbach's motion and it passed unanimously 5-0.

b. Resolution to Name New W/S Contact to DEP

Mr. Anderson made a motion to approve the Resolution authorizing the acting director of the water and sewer department to execute the necessary reports and certifications for government regulatory agencies. Mr. Paul seconded the motion and it passed unanimously 5-0.

c. Authorize Legal Advertisement—2015 Road Paving Program

Mr. Paul made a motion to authorize the legal advertising of the 2015 Road Paving Program which will consist of approximately 13,390 square yards of 1-1/2" milling and approximately 20,285 square yards of resurfacing. Mr. Hallowell seconded the motion and it passed unanimously 5-0.

d. Authorize Swim Team Agreement (PRB & Staff Recommendation)

Mr. Tieperman reported the Park and Recreation Board and Township Staff have been working together for the last two years to create an agreement between the Township and the Warrington Swim Team. This agreement will delineate the responsibilities of the Swim Club and the Township. The Township Manager or his designate will provide Township oversight as indicated in the agreement. Mr. Paul made a motion to approve the Swim Club Agreement with Warrington Township, Mr. Hallowell seconded the motion and it passed unanimously 5-0.

e. Twin Oaks Day Camp Recommendation (PRB & Staff Recommendation)

Mr. Tieperman reported the Park and Recreation Board and Township Staff recommended the closure of the Twin Oaks Day Camp in 2016 due to a decline in enrollees, projected revenues and expenditures. Mr. Paul echoed the recommendation and added that the property should be studied for

another public use. Mrs. Achenbach asked whether or not the Township has spoken with other camps in the area to coordinate this type of transition. Mr. Paul indicated other camps in the area are also seeing a downturn and believes this action will help them fill their membership and staffing. Mr. Anderson expressed he has a sentimental attachment to the camp and would like to see how it goes for another year. Mrs. Ruth Schemm representing the Park and Recreation Board echoed the recommendation stating that the Park and Recreation Board has withheld this recommendation for years now and has ideas on what to do with the land. Mr. Paul indicated the pool is the major issue and substantial work needs to be done on it if the camp continues next year. Mr. Anderson asked that the cost of abandoning the pool be looked into. Mr. Paul will gather more information to discuss at the next meeting. Mr. Paul made a motion to table the item, Mr. Hallowell seconded the motion and it passed unanimously 5-0.

f. Trail Study Committee Approval (DCNR Grant Requirement)

Mr. Tieperman indicated that Staff recommends the Bike and Hike Committee act as the Trail Study Committee in addition to members from other Boards and Committees. The committee will meet on an as-needed basis to fulfill the requirements of the grant. Mr. Paul made a motion to approve the Trail Study Committee as recommended by the Township Manager, Ms. Yannich seconded the motion and it was approved 4-0 (Mr. Hallowell was away from the dais at the time).

g. Authorize PENNDOT Maintenance Agreement (County Line Road Improvement Project)

Mr. Paul made a motion to authorize the PennDOT Landscape and Sidewalk Maintenance Agreements for the County Line Improvement Project, Mrs. Achenbach seconded the motion and it passed unanimously 5-0.

10. CHAIRMAN'S REPORT:

a. Rescheduling of Warrington Day

Mr. Anderson stated that Warrington Community Day has been rescheduled for October 3, 2015 with a rain date of October 4, 2015. He discussed the upcoming Papal visit and the measure the County is taking to prepare. He continued to address certain measures being taken by both Philadelphia and surrounding Counties/Municipalities.

b. July 21, 2015 Public Information Meeting

Mr. Anderson indicated the upcoming public meeting is a hearing, not just an informational meeting. The meeting will be at the CB South High School and the Board encourages people to come out and participate as parties of record. The hearing will be structured and end at 10:30PM.

c. Hidden Court Basin

Mr. Anderson indicated he spoke with the Bucks County Conservation District concerning recommendations and requirements of the Tree Vitalize Grant. He continued by stating that a decision would need to be made tonight.

- Regina McLaughlin (1553 Hidden Court). She stated that the trees have taken root and there has been a significant growth of weeds inside the deer cages. Many people purchased their homes at this development because of the view. Additionally there is an infestation of beetles and the maintenance is a constant issue which a part-time volunteer board cannot consistently address.

- Mr. Paul asked Mrs. McLaughlin what she wanted done to resolve the issue and Mrs. McLaughlin indicated she wanted everything removed. Mr. Paul suggested removing the trees and relocating them to another basin that does not have people living next to them.
- Ms. Yannich expressed her concern that the EAC volunteers may become demoralized and discontinue their services which will ultimately cost taxpayers more money. She also indicated that the basin naturalization is a best management practice and does not want to jeopardize future acquisitions of grants in Warrington Township.
- Mr. Paul expressed his desire to have all sides come to a mutually acceptable agreement.
- Fred Suffian (Chairman of the EAC). He indicated that the EAC plans on naturalizing all basins within the Townships as it is a best management practice. Water and air quality improves when basins are naturalized. He continued by agreeing that the basin needs to be regularly maintained and that the EAC had just been there to maintain the basin that day.
 - Mr. Anderson questioned whether or not the stakes and deer cages were necessary. He did not have to perform these practices when he planted trees and created basins in other projects for the County. He said a compromise might be to remove the stakes.
 - Mr. Suffian indicated some plant species were not damaged by deer and those plants may not need deer protection. Mr. Anderson asked him what he would do were he in the Board's position. Mr. Suffian suggested removing tubes and deer cages closer to people's houses.
- Ruth Schemm (Parks and Rec and Open Space). She wondered whether or not it would be beneficial to have a landscape architect project what the basin would look like in two to three years. She voiced her understanding with regards to homeowner concerns and the current state of the basin, but spoke of the beauty and benefits that come from the final product after having time to establish.
- Nick Weremeychik (EAC). He suggested removing the wooden stakes and replacing them with metal stakes. When the EAC performs maintenance, they can remove the stakes, cages and put them back after completion of maintenance.
 - Mr. Anderson indicated that he likes the idea of removing the stakes.
- Barbara Brown (EAC). She addressed a rumor that the EAC had been disrespectful to Township residents. She believes the residents of Hidden Court have been disrespectful towards the EAC. She asserted the EAC has a goal of making Warrington Township a better place. She asked the Board read the email she sent them.
- Mike Kelly (Midfield Lane). He suggested changing the current stakes and tubes out with green tubes and stakes.
- Mr. Anderson asked the EAC and homeowners to come together and propose some solutions. He also suggested holding a meeting where the EAC could make a presentation to address what they are trying to accomplish.
 - Ivy Ross (EAC). She said the Morning Walk basin is now into its third growing season and the trees are beautifully doing their job. She provided photos for the Board and audience to view. She also indicated that there has been a negative attitude towards the EAC from homeowners at Hidden Court which makes it difficult to go out and maintain the basin.

Mr. Anderson closed the subject reminding Mr. Suffian that the Board would like to explore options for a compromise to address the stakes by removing them to meet the requirements of the grant and to increase the maintenance of the basin.

c. Appointment of Interim Township Manager

Mr. Anderson discussed the impending departure of current Township Manager Tim Tieperman. Mr. Paul recommended appointing an Interim Manager and putting off the search until after the elections so that any applicants can be comfortable with Board stability. Mr. Paul recommended appointing James J. Miller, Chief of Police, as the Interim Township Manager. Mr. Anderson made a motion to appoint James J. Miller as Interim Township Manager while continuing in his capacity as Chief of Police, Mr. Paul seconded the motion and it passed unanimously 5-0.

11. ENGINEER'S REPORT:

a. Easton Road Adaptive Signal Update

Mr. Gockowski indicated that an attempt to turn the lights on was not successful due to IP problems and issues with the pedestrian push buttons not being connected. The system is to go live tomorrow, but there will be adjustments within the next two weeks or so.

b. M&M Storage Update (Malcolm's)

Mr. Gockowski indicated revised plans were submitted to address comments that were part of Township conditional approval. The Township received a copy of a letter from DEP indicating that they found a small unregulated heating oil tank on the property that had leaked. He continued by stating that everything is progressing and the cleanup should not take very long.

12. SOLICITOR'S REPORT:

Mr. Casey announced the Zoning Hearing Board meeting for Victory Gardens is scheduled for July 15, 2015 at 10:00AM in the Township building.

13. ESCROW AND MAINTENANCE BOND RELEASES:

a. Warrington Glen Phase III—Escrow Release #2: \$12,642.25

Mr. Anderson made a motion to approve the Warrington Glen Phase III Escrow Release #2 for \$12,642.25, Mr. Paul seconded the motion and it passed 5-0.

b. Valley Gate Site Development—Escrow Release #19: \$430,516.97

Mr. Anderson made a motion to approve the Valley Gate Site Development Escrow Release #19 for \$430,516.97, Mr. Paul seconded the motion and it passed unanimously 5-0.

c. Penn Valley Pump Escrow Release #1: \$69,968.15

Mr. Anderson made a motion to approve the Penn Valley Pump Escrow Release #1 for \$69,968.15. Mr. Paul seconded the motion and it passed unanimously 5-0.

14. EXTENSION REQUESTS: None

DEDICATION REQUESTS: None

SUPERVISOR COMMENTS:

- Ms. Yannich addressed the Affirmative Action to Further Fair Housing and confirmed Mr. Anderson's earlier statements. She also addressed an upcoming amendment to the Pennsylvania Municipal Planning

Code concerning the inclusion of Planning Commission alternate members.

- Mr. Paul provided an update on the Barnes Park parking lot and lighting plan. The lighting consultant has yet to submit his recommendations and Mr. Paul asked Mr. Tieperman to get things prepared for the next meeting of the Board.

ADJOURNMENT

There being no further business, Mr. Paul motioned, seconded by Mrs. Achenbach, to adjourn the meeting at 9:50 p.m. The motion passed unanimously 5-0.

Respectfully Submitted By:



Timothy J. Tieperman, Township Manager

Warrington



Township

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

BOARD OF SUPERVISORS
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 MATTHEW W. HALLOWELL, SR., Member
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TOWNSHIP MANAGER
 TIMOTHY J. TIEPERMAN

July 10, 2015

MEMO TO: BOARD OF SUPERVISORS
 FROM: TIMOTHY J. TIEPERMAN, TOWNSHIP MANAGER
 RE: UPDATED EMPLOYEE HANDBOOK

Background

The Township's current Employee Handbook's last major overhaul was in 2009. Since that time, employment laws regarding employment and benefits have changed, the dynamics of the Township's workforce has changed, and in general, it is good to review and refresh an Employee Handbook every few years. The attached red-lined handbook has many changes contained in it. Some are mere housekeeping corrections to fix wording, other changes make the document gender neutral, make it in the first person, or correct minor flaws. Others changes are either more substantial changes or new additions to the document. Below is a brief list of the more significant changes to the document. Those sections that are **boldfaced** represent a new or expanded benefit to employees.

Employee Handbook Section and Title	Description
401 Work Schedules	Changes made to include the addition of paid Firefighters
404 Comp. Time	New Section – to allow eligible employees (as defined by the Fair Labor Standards Act) to earn Comp. time in lieu of overtime
405 Dress Code	New Section - Wording was put in place to formalize what should be common sense
406 General Safety Rules	New Section- Implemented at the suggestion of our Risk Assessment Coordinator (DVWCT), this section formalizes what should be common sense safety practices
602 Paid Time Off (PTO)	New Section – this will allow employees who have been employed by the Township for at least five years to sell back up to five PTO days at the end

	<p>of a calendar year (similar to the Police).</p> <p>Part-time employees who are regularly scheduled for more than 20 hours of work per weeks will now be eligible for 50% of PTO earned by a fulltime employee.</p>
603 Bereavement Leave	<p>Current policy allows three days off for death of an "immediate" family member. Policy will allow employees to be granted one day for non-immediate family members, as defined. Also expands definition of immediate family to include "life partner"</p>
604 Holidays	<p>New wording to include provisions for paid Firefighters</p>
609 Educational Reimbursements	<p>Added provision that employee must reimburse the township for the amount of this benefit (on a pro-rated basis) if the employee is no longer employed by the township within three years of receiving this benefit</p>
611 Duplicate Health Insurance Waiver	<p>Implements the BOS adopted change to the health care benefit buyout provision</p>
616 Section 457 Deferred Compensation Plan	<p>New Benefit – Will allow employees (in the Defined Benefit Pension Plan) to save for their retirement faster by providing a 2% salary match of employee contributions</p>
618 Clothing and Shoe Allowance	<p>Past practice of providing township labeled shirts/jackets/sweatshirts differed from department to department and no formal policy has been in the handbook</p>

Recommendation

Staff recommends adopting the Employee Handbook and distributing an electronic or hard copy to all affected employees on a timely basis.