



**WARRINGTON BOARD OF SUPERVISORS  
MINUTES FOR ORGANIZATION MEETING**

**JANUARY 6, 2020 – 7:00 P.M.**

**The written minutes are a summary of the January 6, 2020 Board of Supervisors meeting. Due to technical difficulty, the meeting was not recorded live and posted to the township website.**

**ATTENDANCE:**

Supervisors Fred R. Gaines, Ruth L. Schemm (after being sworn in), Carol T. Baker, Eileen Albillar and Mark E. Lomax (after being sworn in). Staff present was Barry P. Lubber, Township Manager and Barbara J. Livrone, Executive Assistant to the Township Manager/Board Secretary.

**CALL TO ORDER:** Mr. Lubber called the meeting to order at 7:02 PM. Mr. Lubber stated the Organization meeting is scheduled the first Monday of the New Year, in accordance with the Second Class Township Code.

**PLEDGE OF ALLEGIANCE:** Mr. Lubber followed the Call to Order with a Pledge of Allegiance.

**1. SWEARING IN:** *(District Judge Jean Seaman officiating. Certificate of Elections for these elected officials are on file with the Township) (See Attachments)*

- a. Swearing in of Ruth L. Schemm, as Supervisor for a six year term.
- b. Swearing in of Mark E. Lomax, as Supervisor for a two year term.
- c. Swearing in of Seth P. Gansman, as Auditor for a six year term.
- d. Swearing in of Philip Mironov, as Auditor for a four year term.

*(See Photo Attachments)*

**2. BOARD ORGANIZATION:**

**a. Election of Chair**

Ms. Baker motioned to nominate Fred R. Gaines as Chair of the Board of Supervisors. Mr. Gaines accepted. There were no other nominations. By roll call vote, the motion passed 5-0.

**b. Election of Vice Chair**

Ms. Albillar motioned to nominate Ruth L. Schemm as Vice Chair of the Board of Supervisors. Ms. Schemm accepted. There were no other nominations. By roll call vote, the motion passed 5-0.

**3. ANNOUNCEMENTS**

Mr. Gaines announced the following two meeting dates beginning at 7:00 PM:

- a. Meeting of the Township Elected Auditors: January 7, 2020

b. Next Regular Meeting of the Board of Supervisors: January 14, 2020

4. **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)*

There was no public comment.

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

a. Appointment of Township Solicitor through December 31, 2020.

Ms. Schemm motioned, seconded by Ms. Albillar to appoint Clemons Richter & Reiss, PC as Township Solicitor through December 31, 2020. All were in favor and the motion passed 5-0.

b. Appointment of "Back-up Solicitor" when a conflict of interest arises through December 31, 2020.

Ms. Schemm motioned, seconded by Ms. Albillar to appoint Mark L. Freed, Esquire representing the firm of Curtin and Heefner, LLP, through December 31, 2020. All were in favor and the motion passed 5-0.

c. Appointment of Township Engineer through December 31, 2020.

Ms. Baker motioned, seconded by Ms. Schemm to appoint CKS Engineers, Inc., as the Township Engineer through December 31, 2020. All were in favor and the motion passed 5-0.

d. Appointment of Township Zoning Officer through December 31, 2020.

Ms. Baker motioned, seconded by Ms. Albillar to appoint Roy Rieder as Township Zoning Officer through December 31, 2020. All were in favor and the motion passed 5-0.

e. Appointment of Township Deputy Zoning Officer (Christian Jones) through December 31, 2020.

Ms. Schemm motioned, seconded by Ms. Baker to appoint Christian Jones as Township Deputy Zoning Officer through December 31, 2020. All were in favor and the motion passed 5-0.

f. Appointment of Township Secretary.

Ms. Albillar motioned, seconded by Ms. Schemm to appoint Barbara J. Livrone as Township Secretary. All were in favor and the motion passed 5-0.

g. Appointment of Township Treasurer.

Mr. Gaines motioned, seconded by Mr. Lomax to appoint Karen Palmer as Township Treasurer. All were in favor and the motion passed 5-0.

h. Appointment of Certified Public Accountant through December 31, 2020 for a fixed fee of \$33,500.00.

Ms. Schemm motioned, seconded by Ms. Baker to appoint Zelenkofske Axelrod LLC as the Township's Certified Public Accountant through December 31, 2020 for a fixed fee of \$33,500.00. All were in favor and the motion passed 5-0.

- i.** Appointment of Suburban Lighting Consultant through December 31, 2020.

Ms. Albillar motioned, seconded by Ms. Schemm to appoint Ron Smith, Suburban Lighting Consultant through December 31, 2020. All were in favor and the motion passed 5-0.

- j.** Appointment of Keystone Municipal Services through December 31, 2020 and approve Professional Services Agreement.

Mr. Gaines motioned, seconded by Ms. Schemm to appoint Keystone Municipal Services, as the Township's building inspector consultants and approve their Professional Services Agreement through December 31, 2020. All were in favor and the motion passed 5-0.

- k.** Appointment of Portnoff Law (W/S Delinquent Collections) through December 31, 2020.

Ms. Baker motioned, seconded by Ms. Albillar to appoint Portnoff Law to collect delinquent accounts through December 31, 2020. All were in favor and the motion passed 5-0.

- l.** Appointment of Natural Lands Trust through December 31, 2020.

Ms. Schemm motioned, seconded by Ms. Baker to appoint Natural Lands Trust as the consultants for land preservation within the township through December 31, 2020. All were in favor and the motion passed 5-0.

- m.** Appointment of Solicitor to Building Code Appeals Board.

Ms. Albillar motioned, seconded by Ms. Schemm to table the appointment of a solicitor to the Building Code Appeals Board. All were in favor and the motion passed 5-0.

- n.** Appointment of Curtin and Heefner for Bond Counsel through December 31, 2020.

Ms. Baker motioned, seconded by Ms. Albillar to appoint Curtin and Heefner, LLP, as Bond Counsel through December 31, 2020. All were in favor and the motion passed 5-0.

- o.** Appointment of Concord Public Finance for Finance Consultants through December 31, 2020.

Ms. Albillar motioned, seconded by Ms. Baker to appoint Concord Public Finance for finance consultants through December 31, 2020. All were in favor and the motion passed 5-0.

- p.** Appointment of Voting Delegate for 2020 PSATS Conference.

Ms. Schemm motioned, seconded by Ms. Albillar to appoint Ms. Baker as voting delegate for the 2020 PSATS Conference. All were in favor and the motion passed 5-0.

- q.** Authorize attendance to 2020 PSATS Conference.

The Board of Supervisors will attend the 2020 PSATS Conference. Mr. Luber will allocate staff members to attend.

**6. NON-COMPENSATORY INDIVIDUAL APPOINTMENT'S TERMS THAT EXPIRED 12.31.19 AND HAVE AGREED TO CONTINUE SERVING ANOTHER TERM.**

Ms. Schemm motioned, seconded by Ms. Baker to approve the appointments of the non-compensatory individual terms that expired December 31, 2019 and the appointments have agreed to continue to serve another term. All were in favor and the motion passed 5-0.

- a. **Bike and Hike Committee**: consisting of seven (7) members; alternating terms.

Name of Member	Expiring Term	New Term Expires
Vacancy (Replace Aaron Mulder)	12.31.2019	12.31.2024
Vacancy (Replace Sharon Kaszan)	12.31.2019	12.31.2024

- b. **Buildings Code Appeals Board**: consisting of six (6) members; five (5) year term.

Name of Member	Expiring Term	New Term Expires
William J. Coyle	12.31.2019	12.31.2024

- c. **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
Todd Baratz	12.31.2019	12.31.2024

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

Name of Member	Expiring Term	New Term Expires
William Sparke	12.31.2019	12.31.2022
Vacancy (Replace Mark Lomax)	12.31.2021	12.31.2021

- e. **Open Space and Land Preservation Committee**: consisting of seven (7) members; alternating three (3) year terms.

Name of Member	Expiring Term	New Term Expires
Kathy Newcomb	12.31.2019	12.31.2022
Ivy Ross	12.31.2019	12.31.2022
Vacancy (Replace Mark Lomax)	12.31.2021	12.31.2021

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

Name of Member	Expiring Term	New Term Expires
Vacancy (Replace Ted Piotrowicz)	12.31.2020	12.31.2020

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

Name of Member	Expiring Term	New Term Expires
Chairperson of Supervisors	12.31.2019	12.31.2020
Member of Supervisors	12.31.2019	12.31.2020
Township Manager	12.31.2019	12.31.2020
Finance Director	12.31.2019	12.31.2020
Amy Organek, Non-Uniform Employee	12.31.2019	12.31.2020
Joseph Kirby, Resident	12.31.2019	12.31.2020

Vacancy (Replace Vincent Formica, Resident)	12.31.2019	12.31.2020
Vacancy (Replace Kevin Peacock, Resident)	12.31.2019	12.31.2020
Dan Sadowski , Police (Primary)	12.31.2020	12.31.2020
Kenneth Hawthorn, Police (Alternate)	12.31.2020	12.31.2020

- h. **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
Carol Rice	12.31.2019	12.31.2020

- i. **Veterans Affairs Committee:** consisting of seven (7) members. Three members serve for a three (3) year term and four members serve for a two (2) year term.

Name of Member	Expiring Term	New Term Expires
Vacancy (Replace Andrew Bracy)	12.31.2019	12.31.2021
Vacancy (Replace David Houpt)	12.31.2019	12.31.2021
Oliver Groman	12.31.2019	12.31.2022
Peter Scott	12.31.2019	12.31.2022
Chris Patton	12.31.2019	12.31.2021
Chris Roth	12.31.2019	12.31.2021
Vincent Valinotti	Appointed by BOS 7.9.19	12.31.2022

## 7. RESOLUTIONS AND MOTIONS:

- a. Consider adoption of Resolution 2020-R-01 to ratify and levy the following real estate tax millage for 2020:

Fund Category	2019 Mill Levy	2020 Mill Levy
General	6.43	<b>6.43</b>
Debt Service	5.51	<b>6.18</b>
Park and Recreation	2.26	<b>2.26</b>
Volunteer Fire Co	1.25	<b>1.25</b>
Open Space	0.67	<b>0</b>
	16.12	<b>16.12</b>

Mr. Gaines reported there is not a tax millage increase for 2020.

Ms. Baker motioned, seconded by Ms. Albillar to adopt the Resolution and township tax millage of 16.12 for 2020. All were in favor and the motion passed 5-0.

- b. Consider adoption of Resolution 2020-R-02 to continue all Tax Ordinances/Resolutions in force during 2020 and prior years pursuant to Section 4 of the Local Tax Enabling Act and all other ordinances and resolutions adopted.
- c. Consider adoption of Resolution 2020-R-03 approving 2020 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 Warrington Township.
- d. Consider adoption of Resolution 2020-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 invoice or payment that exceeds \$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.

- e. Consider adoption of Resolution 2020-R-05 setting the 2019 Bond amounts:
  - i. Manager’s Bond in the amount of: \$1,000,000
  - ii. Finance Director in the amount of: \$1,000,000
  - iii. Assistant Finance Director in the amount of: \$1,000,000
  - iv. Township Secretary in the amount of \$1,000,000.
  
- f. Consider motion to approve the following depositories for Warrington Funds during 2020:
  - i. Fulton Bank
  - ii. TD Bank
  - iii. Huntingdon Valley Bank
  - iv. BB&T
  - v. Pennsylvania Local Government Investment Trust (PLGIT)
  - vi. Uninvest
  - vii. Santander
  
- g. Consider adoption of Resolution 2020-R-06 establishing Township Fee Schedule *(Copy Attached)*
  
- h. Consider adoption of Motion establishing 2020 Regular Meeting Schedule: *(Copy Attached)*
  
- i. Consider adoption of Motion establishing 2020 Holiday Schedule for Township Building.

DATE	HOLIDAY
Wednesday, January 1, 2020	New Year’s Day
Monday, January 20, 2020	Martin Luther King
Monday, February 17, 2020	Presidents’ Day
Monday, May 25, 2020	Memorial Day
Friday, July 3, 2020	Observance of Independence Day (7/4)
Monday, September 7, 2020	Labor Day
Thursday, November 26, 2020	Thanksgiving
Friday, November 27, 2020	Day After Thanksgiving
Thursday, December 24, 2020	Christmas Eve
Friday, December 25, 2020	Christmas Day

- j. Consider adoption of Motion to adopt the 2020 IRS mileage reimbursement rate of \$ 0.575 per mile *(Copy attached)*
  
- k. Consider adoption of Resolution 2020-R-07 establishing 2020 Interest Rate for Liens and Agreements.
  
- l. Consider Board of Supervisors Liaisons to various volunteer boards/committees/councils; Township departments and Township committees. (See Attachment)
  
- m. Consider adoption of Resolution extending current Manager’s Employment Agreement.

Mr. Lomax motioned, seconded by Ms. Schemm to approve Resolutions and Motions agenda items B through M. All were in favor and the motion passed 5-0.

## 8. SUPERVISORS COMMENTS:

Ms. Baker welcomed Mr. Lomax as supervisor to Warrington Township and looks forward to serving the residents.

Ms. Albillar thanked the township manager, employees and Board of Supervisors for all of their hard work and accomplishments in 2019. Ms. Albillar thanked former supervisor, Shirley Yannich.

Ms. Schemm welcomed Mr. Lomax as supervisor to Warrington Township. Ms. Schemm thanked the township manager and staff.

Mr. Gaines thanked the supervisors for his appointment as Chair. Mr. Gaines requested intergrading the goals for both the Township and Board of Supervisors for 2020.

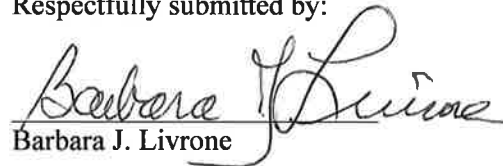
Mr. Lomax thanked the staff, advisory boards and also Shirley Yannich for setting a foundation for the Township.

Mr. Luber thanked the Board of Supervisors for their continued confidence and will proceed to move the Township forward.

## 9. ADJOURNMENT

Mr. Lomax motioned, seconded by Ms. Albillar to adjourn the meeting at 7:28 PM.

Respectfully submitted by:

  
Barbara J. Livrone

**Elected Supervisor Ruth L. Schemm**

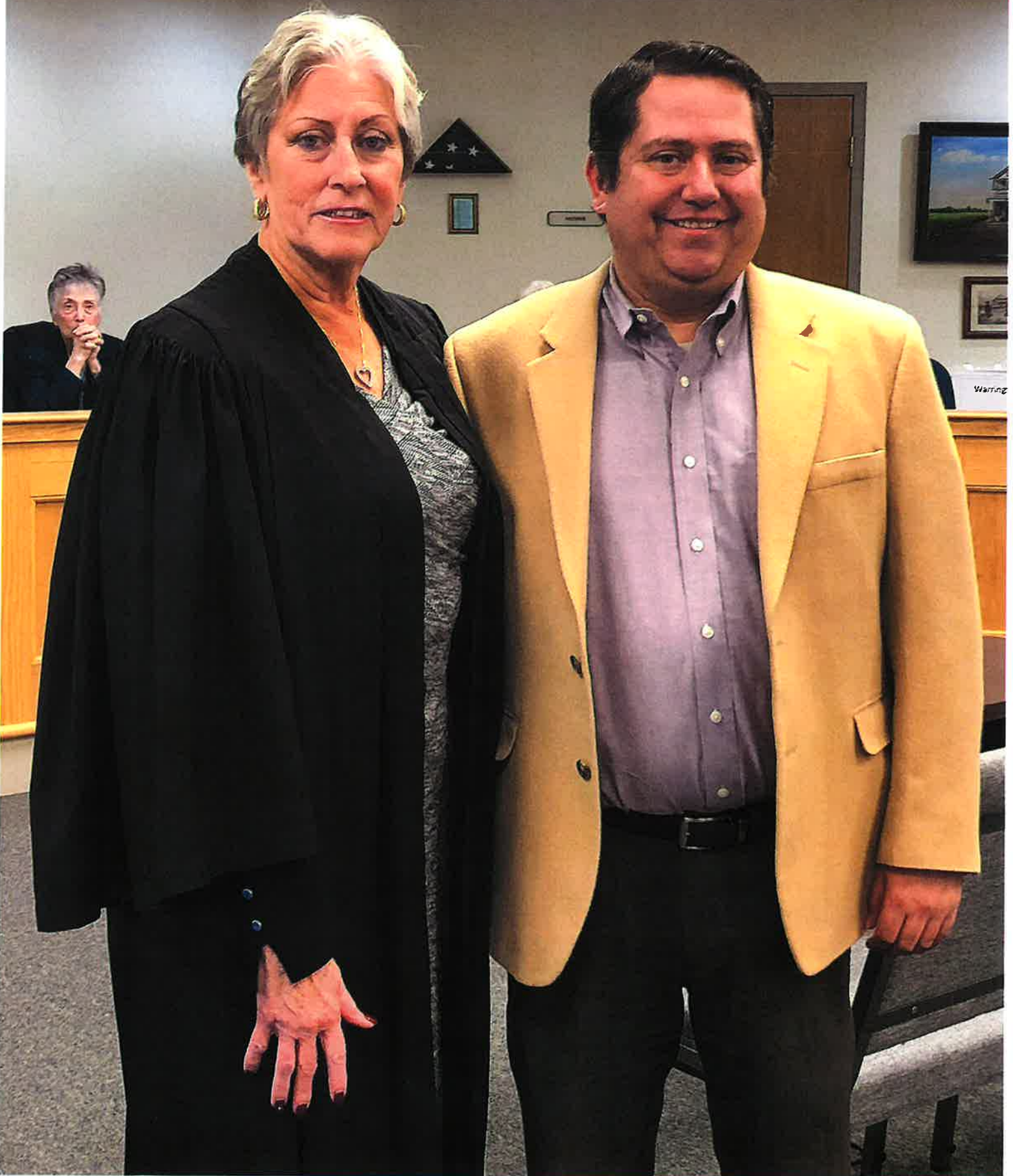




Elected Supervisor Mark E. Lomax



Elected Auditor Seth Gansman



Elected Auditor Philip Mironov



### Liaison Department Positions for 2020

Year	Adm/Fin/HR	EmergSvs&Fire	Public Works	Police *	Water/Sewer
2016	Shirley	Carol	Matt	Millie	Fred
2017	Shirley	Fred	Millie	Carol	Matt
2018	Shirley	Ruth	Eileen	Fred	Carol
2019	Fred	Eileen	Carol	Shirley	Ruth/Fred
<b>2020</b>	<b>Chair</b>	<b>Mark</b>	<b>Carol</b>	<b>Eileen</b>	<b>N/A</b>

\*2019 - Fred/Ruth-Police Depart. Contract Negotiations Committee

### Liaison Committee Positions for 2020

Year	Bike/Hike	Communi	EAC	Historic	Open Sp	Parks/Rec	Pension	Planning	Veterans
	3 <sup>rd</sup> Wed 7:00	6X year 7:30	1 <sup>st</sup> Wed 7:30	2 <sup>nd</sup> Mon 7:00	2 <sup>nd</sup> Wed 7:30	4 <sup>th</sup> Thur 7:30	Quarterly 7:00	1 <sup>st</sup> & 3 <sup>rd</sup> Thur 7:00	Last Mon 5:00
2016	Fred	Shirley	Fred	Millie	Carol	Matt	Shirley	Fred	Shirley
2017	Fred	Millie	Fred	Fred	Carol	Matt	Millie	Carol	Millie
2018	Eileen	Fred	Fred	Carol	Ruth	Carol	Shirley & Eileen	Fred	Fred
2019	Shirley	Eileen	Carol	Eileen	Ruth	Ruth	Fred/Eileen	Shirley	Shirley
<b>2020</b>			<b>Fred/Ruth</b>	<b>Mark</b>	<b>Ruth</b>	<b>Ruth</b>	<b>Chair/Eileen</b>	<b>Chair/Eileen</b>	<b>Carol</b>

### Liaison Township Positions for 2020

Year	Warr Cares	Warring Day	Spec Equest.	Police Ad Hoc	ZO Ad Hoc	SwimSteering*
2016	Shirley	Carol	Matt	Fred	Fred/Carol	
2017	Shirley	Carol	Matt	Fred	Fred/Carol	
2018	Shirley	Ruth	Ruth	Fred	Fred/Carol	
2019	Fred	Shirley	Carol	Fred	Fred/Carol	Carol
<b>2020</b>	<b>Chair</b>	<b>Fred</b>				<b>Carol</b>

\*The Swimming Steering Committee was established on January 8, 2019.

1.6.2020