



**WARRINGTON BOARD OF SUPERVISORS
ORGANIZATION MEETING
MINUTES FOR JANUARY 2, 2018**

The written minutes are a summary of the Tuesday, January 2, 2018 Board of Supervisors meeting. For a complete dialog visit the Township's website, www.warringtontownship.org.

ATTENDANCE

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

CALL TO ORDER: Mr. Luber opened the meeting at 7:00 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 2018 the first Monday was a holiday. The meeting is to reorganize and to swear in any newly elected officials.

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

- a. Swearing in of Fred R. Gaines, as Supervisor for a six year term
- b. Swearing in of Eileen Albillar, as Supervisor for a six year term
- c. Swearing in of Millie A. Seliga, as Tax Collector for a four year term
- d. Swearing in of Kimberly Carter as auditor for a six year term

2. BOARD ORGANIZATION:

- a. Election of Chair: Ms. Albillar nominated Mr. Gaines, as Chair, but Mr. Gaines declined. Mr. Gaines nominated Ms. Yannich as Chair to the Board of Supervisors. The nomination was seconded by Ms. Baker. By roll call vote, the nomination to appoint Shirley A. Yannich as Chair of the Board of Supervisors was 3-1, with Ms. Yannich abstaining.
- b. Election of Vice Chair: Ms. Baker nominated Mr. Gaines as Vice Chair. The nomination was seconded by Ms. Albillar. By roll call vote, the nomination to appoint Fred R. Gaines as Vice Chair to the Board of Supervisors was 4-0.

Ms. Yannich stated the Board held an executive session on a personnel matter last week.

3. ANNOUNCEMENTS

- a. Meeting of the Township Elected Auditors: January 3, 2018. Ms. Yannich stated the Township Elected Auditors are scheduled to meet Wednesday, January 3, 2018 at 7:30 PM at the Township

Building. The elected auditors are Michael McGeehan, Marie Standeven and newly elected auditor, Kimberly Carter.

- b. Next Regular Meeting of the Board of Supervisors: January 9, 2018. Ms. Yannich stated this meeting will start at 6:00 Pm and will conduct interviews for the vacancy held on the Board of Supervisors. The regular meeting will follow the interviews.

Ms. Yannich announced all municipalities within Pennsylvania are holding their organization meeting the evening of January 2, 2018. Boroughs hold their organization meetings every other year.

Ms. Yannich stated the Board of Supervisors meetings can be viewed by the public live streamed through the township's website.

Ms. Yannich complimented Millie A. Seliga as a former member of the Board of Supervisors and that currently the Board has four members.

4. APPROVAL OF BILL LIST:

- a. December 13, 2017 – December 29, 2017: \$ 1,687,091.91

Ms. Baker motioned, seconded by Mr. Gaines to approve the bill list from December 13 to December 29, 2017 in the amount of \$1,687,091.91. By roll call vote, the motion passed 4-0.

5. 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.

6. APPOINTMENTS IN ACCORDANCE WITH THE SUNSHINE LAW:

- a. Appointment of Township Solicitor through December 31, 2018

Mr. Gaines motioned, seconded by Ms. Baker to appoint Clemons Richter & Reiss, PC as Township Solicitor. All were in favor and the motion passed 4-0.

- b. Appointment of Township Engineer through December 31, 2018

Mr. Gaines motioned, seconded by Ms. Albillar to appoint CKS Engineers, Inc., as Township Engineer. All were in favor and the motion passed 4-0.

- c. Appointment of Township Zoning Officer through December 31, 2018

Ms. Yannich requested Mr. Luber to make a recommendation for zoning officer. Mr. Luber suggested Roy Rieder as Township Zoning Officer. Ms. Baker motioned, seconded by Mr. Gaines to appoint Roy Rieder as Township Zoning Officer. All were in favor and the motion passed 4-0.

- d. Appointment of Township Secretary

Mr. Gaines motioned, seconded by Ms. Baker to appoint Barbara J. Livrone as Township Secretary. Ms. Livrone accepted the appointment. All were in favor and the motion passed 4-0.

e. Appointment of Township Treasurer

Ms. Yannich requested Mr. Luber to make a recommendation for Township Treasurer. Mr. Luber suggested Finance Director, Cassandra Williams. Mr. Gaines motioned, seconded by Ms. Baker to appoint Cassandra Williams as Township Treasurer. All were in favor and the motion passed 4-0.

f. Appointment of Certified Public Accountant through December 31, 2018 for a fixed fee of \$38,800.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Maillie, LLP as the township's certified public accountant through December 31, 2018 for a fixed fee of \$38,800. All were in favor and the motion passed 4-0.

Public Comment:

Millie Seliga (934 Longwood Court) asked if this was the same price as year. Mr. Luber said it includes a single audit and the two audits combined are the same price as last year.

g. Appointment of Lighting Consultant through December 31, 2018.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Suburban Lighting Consultant (Ron Smith) as the township's lighting consultant through December 31, 2018. All were in favor and the motion passed 4-0.

h. Appointment of Keystone Municipal Services through December 31, 2018.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Keystone Municipal Services as the township's code inspectors through December 31, 2018. All were in favor and the motion passed 4-0.

i. Appointment of Environmental Counsel for ANG through December 31, 2018.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Tim Bergere, Esquire as the township's environmental counsel for ANG through December 31, 2018. All were in favor and the motion passed 4-0.

j. Appointment of Suburban Testing Labs through December 31, 2018.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Suburban Testing Lab as the township's water testing lab company through December 31, 2018. All were in favor and the motion passed 4-0.

Public Comment:

Seth Gansman (903 Bentley Court) asked if this was a new water lab and not the prior collection lab.

k. Appointment of Portnoff Law (W/S Delinquent Collections) through December 31, 2018.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Portnoff Law as the township's water and sewer collection company through December 31, 2018. All were in favor and the motion passed 4-0.

l. Appointment of Natural Lands through December 31, 2018.

Mr. Gaines motioned, seconded by Ms. Baker to appoint Natural Lands through December 31, 2018. All were in favor and the motion passed 4-0.

m. Appointment of Solicitor to Building Code Appeals Board.

Ms. Yannich referred to Mr. Clemons email dated December 22, 2017 referring to the appointment of a solicitor for the BCAB. Ms. Albillar motioned, seconded by Ms. Yannich to appoint William H.R. Casey as solicitor to the BCAB.

Public Comment:

Jim Furlong (807 Neshaminy Avenue) noted that Mr. Casey has been the solicitor representing the BCAB during the Neshaminy Valley court case.

Mr. Gaines motioned, seconded by Ms. Baker to table the appointment of a solicitor to the Building Code Appeals Board to seek advice of legal counsel and ask Mr. Casey if he wishes to continue as solicitor on the Neshaminy Valley court case. All were in favor and the motion passed 4-0.

n. Appointment of Voting Delegate for 2018 PSATS Conference.

Ms. Yannich explained the background of the PSATS Conference and that a voting delegate is required at each conference. Mr. Gaines motioned, seconded by Ms. Albillar to appoint Ms. Baker to represent Warrington Township as a voting delegate to the 2018 PSATS Conference. All were in favor and the motion passed 4-0.

o. Authorize attendance to 2018 PSATS Conference.

Ms. Yannich stated another requirement of the PSATS conference is to authorize attendance at the organization meeting. Mr. Gaines motioned, seconded by Ms. Baker to authorize five supervisors, township manager, township secretary and township treasurer to attend the 2018 PSATS Conference. All were in favor and the motion passed 4-0.

7. NON-COMPENSATORY INDIVIDUAL APPOINTMENT'S TERMS THAT EXPIRED 12.31.17 AND HAVE AGREED TO CONTINUE SERVING ANOTHER TERM:

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

| Name of Member | Expiring Term | New Term Expires |
|-----------------------|----------------------|-------------------------|
| Gerald Sapers | 12.31.2017 | 12.31.2018 |
| Ira Meyers | 12.31.2017 | 12.31.2018 |
| Vacancy | 12.31.2020 | 12.31.2020 |

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

| Name of Member | Expiring Term | New Term Expires |
|-----------------------|----------------------|-------------------------|
| Joseph Lavalle | 12.31.2017 | 12.31.2022 |

- c. Communications Advisory Board: consisting of five (5) members for a three (3) year term.

| Name of Member | Expiring Term | New Term Expires |
|-----------------|---------------|------------------|
| Steven Filipe | 12.31.2017 | 12.31.2020 |
| Michael Starner | 12.31.2017 | 12.31.2020 |
| James Calore | 12.31.2017 | 12.31.2020 |
| Thomas Whelans | 12.31.2017 | 12.31.2020 |
| Curt Wise | 12.31.2017 | 12.31.2020 |

- 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 |
|----------------------|---------------|------------------|
| Nicholas Weremeychik | 12.31.2017 | 12.31.2022 |
| Vacancy | 12.31.2017 | 12.31.2022 |
| Alternate Vacancy | 12.31.2017 | 12.31.2022 |
| Alternate Vacancy | 12.31.2017 | 12.31.2022 |

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

| Name of Member | Expiring Term | New Term Expires |
|--------------------------------|---------------|------------------|
| Dr. Connie Ace | 12.31.2017 | 12.31.2020 |
| Shu-I Tu | 12.31.2017 | 12.31.2020 |
| Vacancy (Replace Harry Lukens) | 12.31.2017 | 12.31.2019 |
| Vacancy | 12.31.2017 | 12.31.2020 |

- f. Open Space and Land Preservation Committee: consisting of seven (7) members for three (3) year term. (No terms are expiring 12.31.17)

- g. Park and Recreation Board: consisting of seven (7) members for a five (5) year term. (No terms are expiring 12.31.17)

- 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 | 12.31.2017 | 12.31.2018 |
| Township Manager | 12.31.2017 | 12.31.2018 |
| Amy Organek, Non-Uniform Employee | 12.31.2017 | 12.31.2018 |
| Vincent Formica, Resident | 12.31.2017 | 12.31.2018 |
| Joseph Kirby, Resident | 12.31.2017 | 12.31.2018 |
| Kevin Peacock, Resident | 12.31.2017 | 12.31.2018 |
| Lt. Robert Meditz, Police | 12.31.2018 | |
| Dan Sadowski, Police (Alternate) | 12.31.2018 | |

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

| Name of Member | Expiring Term | New Term Expires |
|-------------------|---------------|------------------|
| Richard Rycharski | 12.31.2017 | 12.31.2021 |
| Ted Cicci | 12.31.2017 | 12.31.2021 |

| | | |
|----------------------------|------------|------------|
| Vacancy (Replace Ben Redd) | 12.31.2017 | 12.31.2021 |
|----------------------------|------------|------------|

- 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 |
|----------------|---------------|------------------|
| Carol Rice | 12.31.2017 | 12.31.2018 |

Ms. Yannich explained that the function of the Vacancy Board Chair is to break a tie if a vote is 2-2 when appointing a supervisor. Mr. Gaines motioned, seconded by Ms. Baker to reappoint Carol Rice as a member of the Vacancy Board. By roll call vote, the motion passed 4-0.

- k. Veterans Affairs Committee: consisting of five (5) members for a three (3) year term. (no terms are expiring 12.31.17)
- l. Zoning Hearing Board: consisting of five (5) members for a five (5) year term.

| Name of Member | Expiring Term | New Term Expires |
|-----------------------------|---------------|------------------|
| Vacancy (Replace Bill Bell) | 12.31.2017 | 12.31.2022 |

Ms. Yannich stated the Zoning Hearing Board currently has an alternate on the board, Tom Watkins. Mr. Watkins may want to become a full member. Ms. Yannich suggested that this appointment be added to the January 9, 2018 Board of Supervisors meeting. Ms. Yannich also suggested advertising an opening for an alternate if approved at the January 9, 2018 meeting. Mr. Gaines motioned, seconded by Ms. Baker to appoint Tom Watkins as a full member to the Zoning Hearing Board. All were in favor and the motion passed 4-0.

Ms. Albillar motioned, seconded by Mr. Gaines to approve all the non-compensatory individual appointment's terms that expired 12.31.17 and have agreed to continue serving another term. The vacancy and zoning hearing boards were approved separately. All were in favor and the motion passed 4-0.

8. RESOLUTIONS AND MOTIONS:

- a. Consider adoption of Resolution 2018-R-01 to ratify and levy the following real estate tax millage for 2018:

| Fund Category | 2017 Mill Levy | 2018 Mill Levy |
|---------------------|----------------|----------------|
| General | 5.90 | 5.60 |
| Debt Service | 4.51 | 4.51 |
| Park and Recreation | 2.26 | 2.26 |
| Volunteer Fire Co | | 1.25 |
| Open Space | 0.67 | 0.67 |
| | 13.34 | 14.29 |

Mr. Gaines motioned, seconded by Ms. Baker to adopt Resolution 2018-R-01 to ratify and levy the tax millage for 2018. All were in favor and the motion passed 4-0.

- b. Consider adoption of Resolution 2018-R-02 to continue all Tax Ordinances/Resolutions in force during 2018 and prior years pursuant to Section 4 of the Local Tax Enabling Act and all other ordinances and resolutions adopted.

Ms. Baker motioned, seconded by Mr. Gaines to adopt Resolution 2018-R-02 to continue all Tax Ordinances/Resolutions in force during 2018 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 motion passed 4-0.

- c. Consider adoption of Resolution 2018-R-03 approving 2018 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.

Mr. Gaines motioned, seconded by Ms. Albillar to adopt Resolution 2018-R-03 approving 2018 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 4-0.

- d. Consider adoption of Resolution 2018-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. Luber explained this resolution is to pay bills in between bill list cycles. Mr. Gaines motioned, seconded by Ms. Baker to adopt Resolution 2018-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 4-0.

- e. Consider adoption of Resolution 2018-R-05 setting the 2018 Bond amounts:
 - i. Manager's Bond in the amount of: \$1,000,000
 - ii. Chief Financial Officer in the amount of: \$1,000,000

Ms. Albillar motioned, seconded by Ms. Baker to adopt Resolution 2018-R-05 setting 2018 bond amounts. All were in favor and the motion passed 4-0.

- f. Consider motion to approve the following depositories for Warrington Funds during 2018:
 - i. Fulton Bank
 - ii. TD Bank
 - iii. Huntingdon Valley Bank
 - iv. BB&T
 - v. Pennsylvania Local Government Investment Trust (PLGIT)

Ms. Yannich read each bank that the township has accounts with and questioned TD Bank. Mr. Luber stated the township has two bond accounts with TD Bank who are now located in Warminster. Ms. Baker motioned, seconded by Mr. Gaines to approve the depositories for Warrington Funds during 2018, reading each bank. All were in favor and the motion passed 4-0.

- g. Consider adoption of Resolution 2018-R-06 establishing Township Fee Schedule.

Ms. Yannich stated the Fee Schedule for 2018 should be posted to the website so that the residents can check the township's fees. Mr. Gaines motioned, seconded by Ms. Baker to adopt Resolution 2018-R-06 establishing the Township's Fee Schedule. All were in favor and the motion passed 4-0.

- h. Consider adoption of Motion establishing 2018 Regular Meeting Schedule.

Ms. Yannich noted there is one meeting in April. It is April 17, 2018. Ms. Yannich also noted two scheduled meetings in December (11th and 18th) are needed because the budget must be adopted by the end of the year.

Mr. Gaines motioned, seconded by Ms. Albillar to adopt the 2018 regular meeting schedule.

- i. Consider adoption of Motion establishing 2018 Holiday Schedule for Township Building.

| DATE | HOLIDAY |
|-----------------------------|------------------------------|
| Monday, January 1, 2018 | New Year's Day |
| Monday, January 15, 2018 | Martin Luther King/Unity Day |
| Monday, February 19, 2018 | Presidents' Day |
| Monday, May 28, 2018 | Memorial Day |
| Wednesday, July 4, 2018 | Independence Day |
| Monday, September 3, 2018 | Labor Day |
| Thursday, November 22, 2018 | Thanksgiving |
| Friday, November 23, 2018 | Day After Thanksgiving |
| Monday, December 24, 2018 | Christmas Eve |
| Tuesday, December 25, 2018 | Christmas Day |

Ms. Yannich noted that the employees receive ten paid holidays and two paid floating holidays.

Public Comment:

Kayma Sherman Knuckles (102 Lyric Way) questioned Unity Day with Martin Luther King.

Jim Furlong (807 Neshaminy Avenue) stated Unity Day was discussed and agreed upon in Harrisburg.

Ms. Baker motioned, seconded by Ms. Albillar to the 2018 Holiday Schedule for the Township Building. All were in favor and the motion passed 4-0.

- j. Consider adoption of Motion to adopt the 2018 IRS mileage reimbursement rate of \$ 0.545 per mile.

Mr. Gaines motioned, seconded by Ms. Baker to adopt the 2018 IRS mileage reimbursement rate of \$0.545 per mile. All were in favor and the motion passed 4-0.

- k. Consider adoption of Resolution 2018-R-07 establishing 2018 Interest Rate for Liens and Agreements.

Ms. Yannich read the resolution to establish the 2018 interest rate for liens and agreements. Mr. Gaines motioned, seconded by Ms. Baker to adopt Resolution 2018-R-07 establishing 2018 Interest Rate for Liens and Agreements, at a rate of no more than 10%. All were in favor and the motion passed 4-0.

- I. Consider adoption of Resolution extending current Manager's Employment Agreement.

Ms. Yannich requested to wait to extend the current township manager's employment agreement until there is a five member Board. Ms. Baker motioned, seconded by Ms. Albillar to adopt the resolution extending the current manager's employment agreement when there is a full five member board with the addition made by Mr. Gaines that the agreement is retroactive to January 1, 2018. All were in favor and the motion passed 4-0.

SUPERVISORS COMMENTS

Mr. Gaines stated this is the first time a majority of democratic voters elected the Board of Supervisors into office. Mr. Gaines noted that the Democratic Board voted a Republican as Chair of the Board of Supervisors.

Ms. Baker stated that she appreciates local government and the people who support and guide her to make decisions which are beneficial to the township.

Ms. Albillar stated that it is an honor and privilege to represent the residents of the township and looks forward to working with township staff.

Ms. Yannich stated the Comprehensive Plan Update will be presented to the public at the January 9th meeting and hopes that it will be adopted. The Comprehensive Plan is the basis to write Ordinances.

Ms. Yannich noted that seven residents have made application for the Board of Supervisors vacancy. The meeting on January 9th will begin at 6:00 PM to interview the candidates in public.

Ms. Yannich noted that the Open Space Plan will be forwarded to the Open Space Committee and Environmental Advisory Council. After their review, the Board of Supervisors will be presented with the plan for adoption.

ADJOURNMENT

Ms. Albillar motioned, seconded by Ms. Yannich to adjourn the meeting at 8:15 PM.

Respectfully submitted,



Barbara J. Livrone, Board Secretary