



AGENDA

WARRINGTON BOARD OF SUPERVISORS ORGANIZATION MEETING MINUTES FOR JANUARY 7, 2019

The written minutes are a summary of the January 7, 2019 Board of Supervisors meeting. For a complete dialog visit the Township's website, www.warringtontownship.org.

ATTENDANCE:

Supervisors Shirley A. Yannich, Fred R. Gaines, Carol T. Baker, Eileen Albillar, and Ruth L. Schemm. 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 called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

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

1. BOARD ORGANIZATION:

a. Election of Chair:

Ms. Albillar nominated Fred R. Gaines as Chairman of the Board of Supervisors. Mr. Gaines accepted. There were no other nominations. By roll call vote, the nomination was passed 5-0.

b. Election of Vice Chair:

Mr. Gaines asked for nominations for Vic Chair. Shirley A. Yannich nominated Ruth L. Schemm. Ms. Schemm accepted. There were no other nominations. By roll call vote, the nomination was passed 5-0.

2. ANNOUNCEMENTS

Mr. Gaines reported that in accordance with the Municipalities Planning Code and the Second Class Township Code, the Organization meeting is mandated to be held the first Monday of each year. Throughout the Commonwealth, municipalities must adhere to the reorganization process.

Mr. Gaines announced the following two meetings:

- Meeting of the Township Elected Auditors: January 8, 2019
- Next Regular Meeting of the Board of Supervisors: January 8, 2019

3. 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)*

- Dr. Connie Ace (1067 Folly Road) thanked the Board of Supervisors for their liaisons support.

4. APPOINTMENTS IN ACCORDANCE WITH THE SUNSHINE LAW:

a. Appointment of Township Solicitor through December 31, 2019

Ms. Baker motioned, seconded by Ms. Schemm to appoint Clemons Richter & Reiss, PC as Township Solicitor through December 31, 2019. By roll call vote, the motion was passed 5-0.

b. Appointment of Township Engineer through December 31, 2019

Ms. Schemm motioned, seconded by Ms. Albillar to appoint CKS Engineers, Inc., Tom Zarko, P.E., Executive Vice President of CKS Engineers, Inc. as the Township Engineer, through December 31, 2019. By roll call vote, the motion passed 5-0.

c. Appointment of Township Zoning Officer through December 31, 2019

Ms. Baker appointed Roy Rieder as zoning officer for the Township. Mr. Gaines stated nominations were not needed. Mr. Gaines stated Mr. Rieder has been appointed Zoning Officer by acclamation through December 31, 2019.

d. Appointment of Township Secretary

Ms. Yannich appointed Barbara J. Livrone as township secretary, seconded by Ms. Schemm. Mr. Gaines stated Ms. Livrone has been appointed as township secretary by acclamation through December 31, 2019.

e. Appointment of Township Treasurer

Ms. Baker appointed Cassandra Williams as township treasurer, seconded by Ms. Schemm. Mr. Gaines stated Ms. Williams has been appointed as township treasurer by acclamation through December 31, 2019.

f. Appointment of Certified Public Accountant through December 31, 2019 for a fixed fee of \$33,500.00.

Mr. Gaines appointed Zelenkofske and Axelrod, CPA by acclamation through December 31, 2019.

g. Appointment of Suburban Lighting Consultant through December 31, 2019.

Mr. Gaines appointed Ron Smith of Suburban Lighting Consultant by acclamation through December 31, 2019.

h. Appointment of Keystone Municipal Services through December 31, 2019.

Mr. Gaines appointed Keystone Municipal Services as the Township's building inspector consultant by acclamation through December 31, 2019

i. Appointment of Tim Bergere, Esquire Environmental Counsel for ANG through December 31, 2019.

Mr. Gaines motioned, seconded by Ms. Schemm to appoint Tim Bergere, Esquire for the law firm Montgomery McCracken Walker & Rhoads LLP through December 31, 2019. All were in favor.

- j. Appointment of Suburban Testing Labs through December 31, 2019.

Mr. Gaines motioned, seconded by Ms. Schemm to appoint Suburban Testing Labs through December 31, 2019. All were in favor.

- k. Appointment of Portnoff Law (Delinquent Collections) through December 31, 2019.

Mr. Gaines approved the appointment of Portnoff Law to collect the water and sewer delinquent accounts. Mr. Lubber added that all delinquent accounts within the Township (i.e., Willow Knoll trash fees, curb assessment fees) will be collected by Portnoff Law. All were in agreement to add all delinquent accounts to be collected by Portnoff Law.

- l. Appointment of Natural Lands Trust through December 31, 2019.

Mr. Gaines motioned, seconded by Ms. Schemm to appoint Natural Lands Trust as the consultant for the Millcreek Preserve and sixty six acres of the Millcreek property, in addition to be the consultants for all land preservation through December 31, 2019. All were in favor.

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

Ms. Baker nominated Jordan Yeager of Curtin and Heefner as solicitor for the Building Code Appeals Board through December 31, 2019. By roll call vote, the nomination was passed 5-0.

- n. Appointment of Curtin and Heefner for Bond Counsel through December 31, 2019.

Mr. Gaines appointed Curtin and Heefner for Bond Counsel by acclamation through December 31, 2019.

- o. Appointment of Concord Public Finance for Finance Consultants through December 31, 2019.

Mr. Gaines appointed Concord Public Finance by acclamation through December 31, 2019.

- p. Appointment of Voting Delegate for 2019 PSATS Conference.

Mr. Gaines appointed Ms. Baker to be voting delegate to the 2019 PSATS Conference.

- q. Authorize attendance to 2019 PSATS Conference.

Mr. Gaines stated the Board of Supervisors will attend the 2019 PSATS Conference. Mr. Gaines stated members of staff will be allocated by Mr. Lubber.

5. NON-COMPENSATORY INDIVIDUAL APPOINTMENT'S TERMS THAT EXPIRED 12.31.18 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
Scott Vogin	12.31.2018	12.31.2023
Vacancy (Replace Gerald Sapers)	12.31.2018	12.31.2023
Vacancy (Replace Ira Meyers)	12.31.2018	12.31.2020
Vacancy (Replace Bernadette Marron)	12.31.2018	12.31.2020

- b. **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
Adele Weremeychik	12.31.2018	12.31.2023
Alternate Eric Bonilla	12.31.2018	12.31.2023
Vacancy	12.31.2018	12.31.2023
Alternate Vacancy (Replace Eric Thompson)	12.31.2018	12.31.2023

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

Name of Member	Expiring Term	New Term Expires
Stu Cohen	12.31.2018	12.31.2021
David Sharp	12.31.2018	12.31.2021
Vacancy	12.31.2018	12.31.2021

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

Name of Member	Expiring Term	New Term Expires
Kathy Newcomb	12.31.2018	12.31.2020
T.R. Vince Evans	12.31.2018	12.31.2020
Vacancy	12.31.2018	12.31.2020

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

Name of Member	Expiring Term	New Term Expires
Robert McNulty	12.31.2018	12.31.2023

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

Name of Member	Expiring Term	New Term Expires
Chairperson of Supervisors	12.31.2018	12.31.2019
Member of Supervisors	12.31.2018	12.31.2019
Township Manager	12.31.2018	12.31.2019
Amy Organek, Non-Uniform Employee	12.31.2018	12.31.2019
Vincent Formica, Resident	12.31.2018	12.31.2019
Joseph Kirby, Resident	12.31.2018	12.31.2019
Kevin Peacock, Resident	12.31.2018	12.31.2019
John Blanchard, Police	12.31.2018	12.31.2020
Dan Sadowski, Police (Alternate)	12.31.2018	12.31.2020

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

Name of Member	Expiring Term	New Term Expires
Fred R. Gaines (Alternate)	12.31.2018	12.31.2022

Mr. Gaines removed himself as alternate to the Planning Commission.

- 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	12.31.2018	12.31.2019

Ms. Schemm motioned, seconded by Ms. Albillar to appoint Carol Rice as Chair of the Vacancy Board. All were in favor.

- i. Veterans Affairs Committee: consisting of five (5) members for a three (3) year term.

Name of Member	Expiring Term	New Term Expires
Andrew Bracy	12.31.2018	12.31.2021

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

Name of Member	Expiring Term	New Term Expires
Janice DeVito (by Resolution)	12.31.2018	12.31.2023
Vacancy (Replace Thomas Watkins)	12.31.2022	12.31.2022

Ms. Yannich stated a zoning hearing board member must be appointed by Resolution. Ms. Yannich appointed Janice Devito to continue another term on the Zoning Hearing Board, seconded by Ms. Baker. All were in favor.

Ms. Yannich motioned, seconded by Ms. Baker to accept appointments for A through G and I. By roll call vote, the appointments were approved 5-0.

8. RESOLUTIONS AND MOTIONS:

- a. Consider adoption of Resolution 2019-R-01 to ratify and levy the following real estate tax millage for 2019:

Fund Category	2018 Mill Levy	2019 Mill Levy
General	5.60	6.43
Debt Service	4.51	5.51
Park and Recreation	2.26	2.26
Volunteer Fire Co	1.25	1.25
Open Space	0.67	0.67
	14.29	16.12

- b. Consider adoption of Resolution 2019-R-02 to continue all Tax Ordinances/Resolutions in force during 2019 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 2019-R-03 approving 2019 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.
- d. Consider adoption of Resolution 2019-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 2019-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 2019:
 - i. Fulton Bank
 - ii. TD Bank
 - iii. Huntingdon Valley Bank
 - iv. BB&T
 - v. Pennsylvania Local Government Investment Trust (PLGIT)
- g. Consider adoption of Resolution 2019-R-06 establishing Township Fee Schedule.
- h. Consider adoption of Motion establishing 2019 Regular Meeting Schedule.
- i. Consider adoption of Motion establishing 2019 Holiday Schedule for Township Building.

DATE	HOLIDAY
Tuesday, January 1, 2019	New Year’s Day
Monday, January 21, 2019	Martin Luther King
Monday, February 18, 2019	Presidents’ Day
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Thursday, November 28, 2019	Thanksgiving
Friday, November 29, 2019	Day After Thanksgiving
Tuesday, December 24, 2019	Christmas Eve
Wednesday, December 25, 2019	Christmas Day

- j. Consider adoption of Motion to adopt the 2019 IRS mileage reimbursement rate of \$ 0.58 per mile.
- k. Consider adoption of Resolution 2019-R-07 establishing 2019 Interest Rate for Liens and Agreements.
- l. Consider increasing Township Secretary Compensation from \$350 to \$450 per month.

Ms. Schemm motioned, seconded by Ms. Baker to approve Resolutions and Motions A through C and E through L. All were in favor.

Ms. Schemm inquired about Item D – Resolution 2019-R-04 and asked for clarification. Mr. Luber explained the process for invoices. Ms. Schemm stated a large expenditure should not be made without the Board of Supervisors awareness, for example contacting the Board liaison for the department.

Ms. Schemm motioned, seconded by Ms. Yannich to approve Item D – Resolution 2019-R-04. All were in favor.

9. SUPERVISORS COMMENTS

Mr. Gaines asked for the supervisors to choose a department and board/committee to serve as their liaison for 2019. (See Attachment “A”)

Mr. Gaines reported that he was resigning as alternate to the Planning Commission effective immediately and requested Ms. Yannich to be appointed as the alternate to the Planning Commission. Ms. Yannich requested to ask the Chair of the Planning Commission if her position was acceptable to the Planning Commission.

Ms. Schemm stated that a member of the Board of Supervisor’s presence at each of the various boards and committees has been well received.

Ms. Yannich thanked the Board for their support and confidence over the years. Ms. Yannich congratulated Mr. Gaines as Chair of the Board of Supervisors.

10. ADJOURNMENT

Ms. Yannich motioned, seconded by Ms. Albillar to adjourn the meeting at 8:10 PM.

Respectfully submitted by:



Barbara J. Livyone

Attachment "A"

Liaison Department Positions for 2019

Year	Adm/Fin/HR	Emergency/Fire & Emt	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

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

Liaison Committee Positions for 2019

Year	Bike/Hike 3 rd Wed 7:00	Communi 6X year 7:30	Environs 1 st Wed 7:30	Historic 2 nd Mon 7:00	Open Sp 2 nd Wed 7:30	Parks/Rec 4 th Thur 7:30	Pension Quarterly 7:00	Planning 1 st & 3 rd Thur 7:00	Veterans 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

Liaison Township Positions for 2019

Year	Warring Cares	Warring Day	Spec Equ	Police Ad Hoc	ZO Ad Hoc	Swim Steering*
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

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