



**WARRINGTON TOWNSHIP BOARD OF SUPERVISORS
MINUTES FOR SEPTEMBER 24, 2019-6:00 PM & 7:00 PM**

**The written minutes are a summary of the September 24, 2019 Board of Supervisors meeting.
For a complete dialog visit the Township's website, www.warringtontownship.org.**

ATTENDANCE

Fred R. Gaines, Chairman; Ruth L. Schemm, Vice Chair; Shirley A. Yannich, member and Eileen Albillar, Member. Not present was Carol T. Baker, member.

Staff present was Barry P. Luber, Township Manager; Terry Clemons, Esq., Clemons Richter and Reiss, Township Solicitor (7:00 PM); Thomas Zarko, P.E., CKS Engineers, Township Engineer; Barbara J. Livrone, Executive Assistant to the Township Manager/Board Secretary, and Karen Palmer, Finance Director.

CALL TO ORDER: Mr. Gaines called the meeting to order at 6:05 P.M.

PLEDGE OF ALLEGIANCE

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

BUDGET WORK SESSION:

- **Proposed 5-Year Capital Improvement Plan (CIP) (2020-2024) and Operating Budget.**

Mr. Luber stated Ms. Palmer would report on the Proposed 5-Year Capital Improvement Plan (CIP) (2020-2024) and Operating Budget.

Ms. Palmer reported on the 2020 Proposed Budget and highlighted the following budget items:

No New Tax Increase

Homestead Rebate

Sale of the Water and Sewer Systems

Addition of one new Police Officer – June 2020

Utility Proceeds Fund created to control spending of proceeds from sale of the Water and Sewer Systems.

Ms. Palmer also summarized the projected revenues and expenditures for 2020.

Refer to Attachment "A".

Mr. Luber stated any present changes from the September 24th meeting presented during the budget work session will be presented as a final version at the October 8th budget work session. The 2020 budget must be adopted by December 31, 2019.

There were no comments from the public.

At 7:05 pm, the regular meeting of the Board of Supervisors was continued by Mr. Gaines.

EXECUTIVE SESSION REPORT

Mr. Gaines stated an executive session was not held.

ANNOUNCEMENTS:

- Ms. Yannich reported that Warrington Community Day, being held on September 28, 2019 has received \$36,000 in revenue from sponsors and vendors. Ninety one vendors are participating in the event. The Bucks County 911 Command vehicle will be present. The Environmental Advisory Board has someone from the State to speak about the Spotted Lantern Fly.
- Mr. Luber further noted that training agility demonstrations from Jolie and Murphy will be held during Warrington Community Day and a new edition is a Zip Line. The proceeds from the Zip Line will be going towards Lions Pride Park.

PRESENTATION OF BAPS CHARITIES

BAPS Charities hosted a Walk Green 2019 in Warrington on June 23, 2019 that supported Warrington Cares Employee Charity. Dipesh M. Pandya presented a check in the amount of \$1315 to Warrington Cares.

PUBLIC COMMENT:

Vinobha Pannerselvam, member of the Environmental Advisory Council (EAC) expressed concerns about the temporary lighting at Upper Nike Park which could affect the migrating birds. He also suggested contacting the EAC before trucks enter and remove areas where birds nest in low brush.

Rahul Patel (2416 Diane's Way) requested a four way stop sign and speed bumps at Phillips and Diane's; Phillips and Cindy Lane and Debra and Diane's Way.

Mr. Zarko stated a traffic study would have to document that PennDOT warrants speed bumps and traffic control devices.

Mr. Gaines requested that the police department set up a speed monitor device which records the speed of the vehicle.

Mr. Luber stated the police department will start with Diane's Way to install a speed monitor and a sign will be installed.

PUBLIC HEARING: None.

1. APPROVAL OF BILL LIST:

- a. 2019 Invoices for the Period September 11, 2019 to September 24, 2019 in the amount of \$1,424,079.21.

Ms. Schemm motioned, seconded by Ms. Albillar to approve the 2019 invoices paid for the period September 11, 2019 to September 24, 2019 in the amount of \$1,424,079.21. All were in favor 4-0.

2. CONSENT ITEMS:

Mr. Gaines asked if any clarification was needed for the consent items as presented.

Ms. Schemm motioned, seconded by Ms. Albillar to approve Consent Items A through E. All were in favor and the motion passed 4-0. (Attachment "B")

- a. August 27, 2019 to Approve Minutes for Board of Supervisors meeting.
- b. September 10, 2019 to Post Minutes for Board of Supervisors meeting.
- c. Consider approval of agreement with Law Enforcement Accreditation Services, LLC.

Terry Clemons, Esquire said the approval should be subject to a provision that the indemnification does not apply.

- d. Consider approval of 2019-2020 Bucks County Consortium Rock Salt Bids.
- e. Consider appointment of Craig Wilkerson as an alternate member to the Environmental Advisory Council.

3. CORRESPONDENCE:

- a. Open Space and Land Preservation Committee.

Mr. Luber read the three motions from the Open Space and Land Preservation Committee (OSLPC) made at their September 11th meeting. Mr. Schemm questioned the Stump Road Preserve as an official name requested by the OPLPC and asked for more clarification for both Mill Creek and Stump Roads Preserve.

Ms. Schemm motioned, seconded by Ms. Yannich to update the Warrington Township trail map. All were in favor and the motion passed 4-0.

Ms. Schemm motioned, seconded by Ms. Albillar to appoint Sharon Kaszan, as an associate member (resident at-large) to the Open Space and Land Preservation Committee. The motion passed 4-0.

4. OLD BUSINESS:

- a. **Announce continuance of Conditional Use Hearing for Joseph & Rosemarie Cardamone for property located at the intersection of Stump and Pickertown Roads, TMP # 50-004-071; 50-004-071-001 and 50-004-071-002 to Tuesday, November 12, 2019.**

Mr. Gaines opened the conditional hearing at 7:25 PM and stated the hearing is being continued to November 26, 2019 and all interested parties will be notified.

Ms. Schemm motioned, seconded by Ms. Yannich to continue the Conditional Use Hearing for Joseph and Rosemarie Cardamone for property located at the intersection of Stump and Pickertown Roads, TMP # 50-004-071; 50-004-071-001 and 50-004-071-002 to Tuesday, November 26, 2019. All were in favor and the motion passed 4-0.

- b. **Consider approval of Resolution for Preliminary/Final Subdivision and Land Development Plan for Reserve at Emerson Farm, Street Road, Lower State Road and Pickertown Road, TMP # 50-004-138; 50-004-139; 50-004-140 and 50-004-141.**

Terry Clemons summarized the Resolution noting that sixty five (65) acres will be deeded to open space.

Ms. Albillar questioned a four way stop sign and pedestrian signal at Conrad Drive and Buttercup Blvd.

Mr. Zarko stated that PennDOT will not approve both. Mr. Zarko said the police department has recommended a four way stop sign.

Mr. McBride stated the developer will pay for a four way stop sign.

Ms. Yannich motioned, seconded by Ms. Schemm to approve the Resolution for Preliminary/Final Subdivision and Land Development Plan for Reserve at Emerson Farm, Street Road, Lower State Road and Pickertown Road, TMP # 50-004-138; 50-004-139; 50-004-140 and 50-004-141 with conditions listed in the Resolution and note the declaration of covenants declarations and the open space deeded to the Township as suggested by the Solicitor. By roll call vote, the motion passed 4-0. Mr. Gaines stated that Ms. Baker was absent.

5. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

a. Discussion of FY 2020 Goals.

Mr. Luber presented the 2020 goals by Staff.

Ms. Yannich reported that Senate Bill 689 will increase the supervisors compensation based on population. This will be effective for newly elected supervisors.

Ms. Yannich noted that State Representative Todd Polinchock sends out newsletters. Mr. Luber stated that the township produces quarterly newsletters which are mailed and sent out electronically. Any updates are posted to the township website.

Ms. Yannich requested to keep an inventory of qualified contractors.

Ms. Schemm suggested for each Board member to review a section of the budget and obtain more detailed information.

b. Discussion regarding HB 349 (relating to Uniform Construction Code).

Mr. Clemons reported that House Bill 349 would add an administrative burden and cost on an annual basis to the township.

6. MANAGER'S REPORT:

a. Discussion of Performance Evaluation

Ms. Frescatore, Human Resources Director, reported on Performance Evaluations. The Performance Evaluation is to enhance employees overall job performance. The program and its standards will be implemented in 2020. All new employees will be evaluated at the end of their probation period and then on an annual basis.

Ms. Albillar suggested that each employee evaluation themselves and submit their evaluation to their supervisor.

Ms. Albillar motioned, seconded by Ms. Yannich to accept the Performance Evaluation as presented. All were in favor and the motion passed 4-0.

b. Consider Change Order for Fencing around Basin

Mr. Luber introduced a change order from Land-Tech Enterprises, Inc., to install a fence at the gabion wall. Two prices were presented by Land-Tech. One price was for a post and rail estate fence and the second price was for a split rail fence.

Ms. Schemm motioned, seconded by Ms. Yannich to accept the pricing for a 4' split-rail fence with a mesh wire for the new police station. All were in favor except for Mr. Gaines who voted no. The motion passed 3-1.

c. Consider authorizing the defeasance of the 2014 bonds relating to water/sewer systems and authorize the escrow agreement and all other necessary action related thereto.

Mr. Luber presented the Escrow Agreement between Warrington Township and the Bank of New York Mellon Trust Company, N.A. as escrow agent providing payment and principal and interest on Warrington Township General Obligation Bonds Series of 2014.

Mr. Luber stated this document was reviewed by bond counsel.

Ms. Yannich motioned, seconded by Ms. Albillar to authorize the defeasance of the 2014 bonds relating to water and sewer systems and the authorization of the township manager to execute the escrow agreement in a form approved by bond counsel and to take other necessary action to provide for the defeasance of the 2014 bonds as they relate to the water and sewer systems.

All were in favor and the motion passed 4-0.

7. DEDICATION REQUEST: None.

8. ENGINEER'S REPORT:

a. General Update:

Mr. Zarko gave an update to on Lions Pride Park noting that construction has begun.

9. SOLICITOR'S REPORT: None.

SUPERVISOR COMMENTS:

Ms. Schemm stated negotiations for the police contract are continuing.

Ms. Albillar reported that Fire Prevention week will be starting at the schools and our Fire Department will be giving students lessons on fire prevention.

ADJOURNMENT

There being no further business, Ms. Albillar motioned, seconded by Ms. Schemm to adjourn the meeting at 8:35 PM.

Respectfully Submitted By:


Barbara J. Livrone, Board Secretary

Attachment "A"



Warrington Township 2020 Proposed Budget



Highlights

- No new tax Increase
- Homestead Rebate
- Sale of the Water & Sewer Systems
- Addition of one new Police Officer June 2020
- Utility Proceeds Fund created to control spending of proceeds from sale of the Water & Sewer Systems



Revenue - General Fund

Summary

2019 revenue - projected \$14.1 million

2020 revenue- proposed \$14.3 million

Net change - \$170,000 higher

Decreases from 2019 projected to 2020 proposed budget:

- Loss of revenue from Water & Sewer fund -\$156,000
- Loss of Cell Tower revenue -\$310,000
- Homestead Rebate - \$210,000
- Park & Recreation Assessment - \$23,000
- Public Safety Permits - \$316,000



Revenue - General Fund

Increases:

- Increase in Real Estate Transfer taxes \$215,000
- Earned Income Tax - \$249,000
- One Time transfer from Sale of Water & Sewer Systems \$618,000

Warrington Township

2020 General Fund Proposed Revenues

Taxes, Licenses, Fines, Rent, & Grants	\$ Amounts
Real Property Taxes	\$3,176,000
Real Estate Transfer Taxes	1,000,000
Earned Income Taxes	5,144,000
Local Services Taxes	510,000
Cable Television Fees	604,000
State Police, County, Court, & Local Fines	267,000
Interest	35,000
Rents & Cell Towers Fees	125,000
State and Local Grants	668,000
Charges for Services	168,000

Warrington Township

2020 General Fund Proposed Revenues

Fees for Services and Inter-fund Transfers	\$ Amounts
Public Safety Permits	1,120,000
Trash Collection - Willow Knoll	163,000
Recreation Program Fees	297,000
Park & Rec Assessments	180,000
Regal Cinema Impact Fees	100,000
Transfer from Utility Proceeds Fund	618,000
Other	132,000
Total Proposed Revenue	\$14,307,000



Expenditures

2019 expenditures - projected \$15.3 million.

2020 expenditures - proposed \$14.2 million.

Net change - \$.7 million

- One time transfer to 19 Bond Fund –New Police Station 2019 -\$1.5 million
- Moved highway related items to Highway Fund -\$85,000

Salary & benefit expense increase is \$500,000

- Full time impact of Parks & Rec Director \$130,000
- 2 new full time Police Officers \$121,000
- Admin support (2 part time) \$42,000
- 3% increase in salaries
- 6% increase in health benefits



General Fund

2020 General Government Expenditures

Category/Dept.	2020 Budget
Governing Body	\$46,000
Twp. Manager's Office	361,000
Finance	439,000
Tax Collection	86,000
Legal Services	155,000
Gov't. Administration	383,000
Township Engineer	105,000
Township Facilities	106,000
Property/Casualty Ins.	202,000
Pensions	1,281,000
Inter-fund Transfers	185,000

General Fund

Public Safety, Public Works, Sanitation, Culture & Recreation Expenditures

Category/Dept.	2020 Budget
Police Services	\$6,157,000
Emergency Services	1,178,000
Codes & Planning	873,000
Solid Waste Collection	\$167,000
Environmental Advisory Council	21,000
Public Works	1,367,000
Recreation & Civic Celebrations	74,000
Park & Rec - Active	404,000
Park & Rec - Passive	359,000
Swim Club Operations	221,000
Debt Service	64,000
Other	3,000
Total Expenditures	\$14,237,000



Utility Proceeds Fund

- Total Water System Proceeds \$17,400,000
- Total Sewer System Proceeds \$16,500,000
- Total Funds moved from Water & Sewer \$4,200,000
- 5-Year Interest Earnings \$1,500,000
- Total Sale Proceeds **\$39,610,000**



Use of Proceeds

- Pay Debt Obligation \$14,300,000
- Transition Staffing Needs \$350,000
- 5-Year Pension Purchase for Employees \$150,000
- 5-Year Health Insurance for Emp. \$120,000



Use of Proceeds (Cont'd)

• Reserve for Loss of Cell Tower Revenue	\$1,500,000
• Rate Stabilization Fund	3,000,000
• Retained for Capital Improvement Projects	18,067,000



Utilities Proceeds Fund

Projects to be funded 2020

- Storm Drainage Improvement Warrington Village \$175,000
- Naturalize Basins \$63,000
- Folly Road Culvert Replacement \$550,000
- Stream Channel Stabilization \$350,000
- Interfund Transfers \$985,000

Volunteer Fire Company Fund

2020 Revenue & Expenses	\$ Amount
Revenue:	
Real Estate Taxes	<u>\$455,000</u>
Total Revenue	\$455,000
Expenses:	
Workers' Compensation	\$42,000
Incentive Program	80,000
Operations & Fire Relief Equipment	225,000
Capital Purchase - Machinery & Equipment	100,000
Audit Fees, Tax Collector, & Group Benefits	<u>8,000</u>
Total Expenses	\$455,000



CAPITAL PROJECT FUND - 2016 BOND FUND

2020 Proposed Projects	Amount of Project
Township Building Renovations	133,000



Open Space Fund

2020 Proposed Projects

Lion's Pride Park	\$1,343,000
10 Folly Road Renovations	125,000
202 to Bradford Dam Trail	700,000
Millcreek Preserve Master Plan	<u>50,000</u>
Total Proposed Spending	\$2,218,000



Capital Improvement Fund

2020 Proposed Projects	Amount of Project
Video Cameras - Parks	\$25,000
Swim Club Improvements	61,000
Transfer to Open Space Fund (Repayment)	100,000



CAPITAL PROJECT FUND - 2019 BOND FUND

- Revenue:

• Interest	\$ 120,000
• State RCAP Grant	<u>1,000,000</u>
Total Revenue	\$1,120,000

Expenditures:

• Police Building	\$ 8,400,000
• MS4 System Map	25,000
• Pickertown Roof Replacement	10,000



Capital Projects 2019 Bond Fund

• Road Paving Program	\$1,100,000
• Crosswalk Folly & Bradley Rds.	100,000
• Palomino Basin Retrofit	150,000
• Scarlet Oak Drive Drainage	<u>45,000</u>
• Total Expenditures	\$9,830,000



Debt Service Fund

2020 Debt Service Payments	\$ Amount
2019 Bond Principal & Interest	\$411,000
2016 Capital Projects Bank Loan	378,000
2014 Capital Projects Bond Issue	159,000
2014 Open Space Bond Issue	121,000
2013 Open Space Bond Issue	61,000
2013 Refinance Bond Issue	527,000
2012 Capital Projects Bond Issue	658,000
Trustee Fees	3,000
Tax Collector	<u>25,000</u>
Total	\$2,343,000



Highway Aid Fund (Liquid Fuels)

Revenue

2020 State Allocation	<u>\$740,000</u>
Total Revenue	\$740,000

2020 Proposed Expenditures

Salt	\$100,000
Snow Plowing	250,000
Debt Service on 2012 Road Bonds	253,000
Public Works Truck	48,000
Road repair and maintenance	<u>86,000</u>
Total Expenditures	\$737,000

Internal Services Fund

2020 Proposed Purchases	\$ Amount
Police - Patrol Vehicles (3)	\$141,000
Police Radio Lease	56,000
Police - In Car Camera Replacement	14,000
Street Sweeper Lease	39,000
Hook Truck Lease	74,000
Public Works Replacement Vehicles	<u>258,000</u>
Total Expenditures	\$582,000

**Warrington Township
2020 Proposed Budget
Any Questions?**



Attachment "B"

Consent Agenda – September 24, 2019

Attached to the agenda and on the Township's website is a supplement to the agenda which contains a heading and brief description for each item listed under the Consent agenda. As in the past, any Board member can ask to remove an item from consent and have it discussed independently.

- a. **August 27, 2019 to Approve Minutes for Board of Supervisors meeting.**
- b. **September 10, 2019 to Post Minutes for Board of Supervisors meeting.**
- c. **Consider approval of agreement with Law Enforcement Accreditation Services, LLC.**

Chief Dan Friel is recommending for the Warrington Township Police Department to obtain its Accreditation status by the Pennsylvania Law Enforcement Accreditation Commission (PLEAC). This is also strongly recommended by our insurance carrier (DVIT). This accreditation is a good way to operate a police department.

- d. **Consider approval of the 2019-2020 Bucks County Consortium Rock Salt Bids.**

Bucks County Consortium opened and analyzed five (5) bids for the 2019-2020 Rock Salt Bids. Morton Salt, Inc. was the lowest bidder with a delivery price per ton @ \$48.50.

- e. **Consider appointment of Craig Wilkerson as an alternate member to the Environmental Advisory Council.**

The Environmental Advisory Council is recommending Warrington resident Craig Wilkerson to become an alternate volunteer to the council.

I would now ask for a motion to approve items **A through E** on the Consent agenda.