



**BOARD OF SUPERVISORS  
WARRINGTON TOWNSHIP  
MINUTES FOR Special meeting - Board Retreat, September 28, 2022**

The written minutes are a summary of Board of Supervisors meeting. For a complete video visit the Township's website, [www.warringtontownship.org](http://www.warringtontownship.org).

This meeting was held hybrid both in person at the Township building and via Zoom link. The recorded meeting can be viewed the day after through the Township's website, [www.warringtontownship.org](http://www.warringtontownship.org)

Supervisors: Chair Fred R. Gaines; Vice Chair Eileen Albillar; Ruth Schemm, Member; Michael Diorka, Member; Vanessa Maurer, Member

Staff present: Barry P. Luber, Township Manager; Christian Jones, Assistant Township Manager; Jen Fielding, Executive Assistant to Township Manager/Board Secretary

**CALL TO ORDER:** Mr. Gaines called the meeting to order at 10:00AM

There were a total of 10 people who attended both in person and via Zoom.

10:00 AM Coffee and light refreshments

10:10 AM – Start of Morning Session:

**Morning Session:**

- I. **Introduction of Consultants – Larry Comunale (*via Zoom*) and Steve Wiesner from Wiesner Consulting LLC**
  
- II. **Presentation on the framework of the Second-Class Township Code and the Council-Manager form of government**
  - 2<sup>nd</sup> class Township Code – use this as your reference for many things
  - Most of rural part of our state is Council-Manager form of govt – takes the politics out of running the staff
  - Manager implement policy and also provide advice
  - “Counting to 3” important in this business
  - Outlining roles for Board, Manager, Department Heads and employees
  - Disagree helpful

- Manager has authority to hire/fire/discipline with Board giving final “go” if termination required
- Board represents ALL the public and not just those in the room
- Individual members do NOT have authority individually – including the CHAIR
- Manager to provide responses to all Board members for the good of the Board – careful not to deliberate on email – VERY careful
- Board asking for documents – how go about providing it? Time-consuming/ where is the line? Can’t say –

**III. Review the various lists of currently stated goals and priorities found in the Township’s Comprehensive Plan, Open Space Plan, 2022 Budget and 2021 Annual report**

**Fiscal responsibility**

- ✓ Some capital reserves to fill gap; fill deficit; multi-year approach
- ✓ Can already use the personnel presentation from last night
- ✓ 2024 may have to use some
- ✓ Use of consultants to do capital projects – yes, community room or police station – Engineer does cost estimate – want to use “best management processes”
- ✓ Concerns: not start a project BEFORE we have funding established for it; and the Timeline

**Lack of Trust/Transparency –**

- ✓ Communications – use the Board portal – (Board Effect or Boardable) to have the department heads upload their OWN information weekly and the BOS will be able to access it as they want – could be photos or narrative.
- ✓ Liaisons – utilize them better
- ✓ Goal of this to each board – the department head will gather info to provide to the entire Board – gives them extra support, etc.
- ✓ Ops Report – stop doing it this way and use Board portal – see above

**Population Growth –**

- ✓ Goals – make sure being discussed
- ✓ All committees and board chairs – be sure to update at your reorg meeting share your goals and your mission statements [reminder that all chairs wanted to meet once/year so that THEY can all understand each other’s goals/communication]
- ✓ Speeding – people are not obeying anything – so, bigger than just our police? Maybe get Del Valley Planning Commission involved?

## Leadership –

- ✓ Employee Evaluation Process – keep
- ✓ Seminars/workshops – not just attending, but networking/sharing ideas, etc.
- ✓ Dept meetings – quarterly now
- ✓ HR – better communication/between Police and Leslie – no trust – need to work on this
  - Barry has to redirect any personnel to Leslie – Barry will no longer handle it first
- ✓ Communicating with consultants – Solicitor and Engineer – a process
- ✓ Could have this type of session annually – don't need the consultants

### IV. Facilitate a discussion among the Board and Manager to identify any new issues facing the Township

- Communications Advisory Board discuss website redesign – 2023 goal; other Board members feed ideas
- Christian work on enhancing software for Code violations
- Long to term goal – trail from Horsham to Doylestown
- New meeting – sidewalks – going back to developers to have them now add sidewalks

**Lunch Break: 12:00 Noon – 12:30 PM**

### Afternoon Session

#### **A. Based on the morning discussion, seek to prioritize the issues identified and develop a new priority list that the Board will use to direct the efforts of the administration**

- Board meetings – Robert's Rule of Order
  - LINK article about Robert's Rules of Order – Jen will write article for LINK
  - Police Awards – done at a different meeting
  - Presentations – often take 1 hour each – consider how to handle/maybe twice a year
  - Work sessions – FIRST meeting
  - Pass items session – SECOND meeting
  - Just say “so moved” – don't have to say the Motion again
  - Meeting mgt tips – from them to us
  - DCED training – on government – TO DO

#### **B. Based on these new priorities, review the Township's Mission Statement to ensure that it still meets the Board's vision and determine if any enhancements are necessary**

***UPDATED: “We, the Supervisors of Warrington Township, are elected to serve and be accountable to the Warrington community by preserving and enhancing***

*the quality of life. We promote and protect the health, safety, and welfare of the residents of Warrington Township, in an inclusive, transparent and fiscally responsible manner.”*

Ms. Maurer made a Motion to adopt the new Mission Statement; Ms. Schemm seconded. All in favor, the Motion passed 5-0.

**C. Closing remarks**

**ADJOURNMENT**

The meeting was adjourned at 2:32pm.

Respectfully Submitted

  
Jeannine Fielding, Board Secretary