



**MINUTES
WARRINGTON TOWNSHIP
BOARD OF SUPERVISORS
TUESDAY, JANUARY 17, 2023 – 7:00 PM**

The written minutes are a summary of the January 17, 2023 Board of Supervisors meeting. For a complete dialog visit the Township’s website, 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

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

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

There were a total of 8 people who attended both in person and via Zoom. The meeting is also “streamed” on the Warrington Township TV channel, so other interested parties are always welcome to watch the meeting using this option.

Ms. Albillar explained that this meeting would be a work session to make Board meetings more efficient and effective. These are recommendations based upon feedback from all Board members. The Board will be working toward a consensus this evening on each section of future agendas, listed below as a template.

1. CALL TO ORDER

Ms. Albillar called the meeting to order at 7:07 P.M.

2. PLEDGE OF ALLEGIANCE

3. EXECUTIVE SESSION – don’t think it needs to be stated if there is NO Executive Session

This will either read “None” or it will be reported that there was an Executive Session.

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. Respondents are asked to keep their comments to 3 minutes.)*

- **Items on agenda 3 minutes – each speaker can speak only once on a subject. Up to 3 minutes**
- **Items not on agenda – 3 minutes – each speaker can speak only once. Up to 3 minutes**
- **30-minute total for agenda items**
- **30-minute total for non-agenda items**
- **After all comments have been made, Chair will ask fellow Board members if anyone wants to respond to any of the questions or comments**

If a resident agrees with a previous person, can simply say, "I agree with the previous statement."

The Chair will ask for a show of hands for who agrees with the statement presented.

The Board does not need to comment on all Public Comment; can assign to a Supervisor or Township Manager to follow up.

Exception: if there are many people present for one issue, and a staff member can provide some insight, will do so on the spot.

5. PRESENTATION:

- **Eliminate – Committee annual reports (they should be emailed to BOS and posted on the website – send to the Board Secretary for distribution)**
- **Limit each proclamations/"feel good" items to 3(?) minutes**
- **Limit all other presentations to 10 minutes (exceptions can be made by Chair, ie: annual audit, Police Awards ceremony)**

The Board might invite a member of a committee or board to speak on a specific topic of interest regarding their Annual Report.

Annual Audit – 10 minutes

Police Awards and other Awards – will aim for a Spring (May) ceremony and make it recurring; consider starting that meeting at 6:00pm to expedite; or make that agenda lighter. Also would consider starting 15 minutes early to provide light refreshments and visiting with the new Officers.

6. NEW BUSINESS:

- a. Discussion items to be limited to 30 minutes (continue to next meeting if going longer)**
- b. SALDO approvals – Inform applicant that a presentation is not necessary (because application was fully vetted at Planning Commission). Use time for BOS to ask questions.**
- c. Items to vote on – limit to 10 minutes**

d. Items that require action that night – as much time as is needed

- Board will do its homework on all items and ask questions of staff prior to the meeting, if possible.
- Chair can table any item that is taking too long.
- SALDO and land development should be heard.
- Mr. Jones will work on applicant's summary for land development.
- Work sessions will be considered if complex issues; would be held at 6:00pm on the same day as the regularly scheduled Board meetings.
- Action: Mr. Lubber will look into additional cost for production company to cover extra hours for meetings over the course of the year.

7. OLD BUSINESS:

a. Items that were previously vetted at prior board meeting that are to be voted on – limit to 5 minutes

b. Items that require action that night – as much time as is needed

- Board will use terminology “so moved” and not need to repeat the Motion on the floor.

8. SUPERVISOR COMMENTS:

a. 5 minutes per supervisor limit

b. Topics should be limited to announcements, reports on Departments, Committees, non-profits, community events, updates on township projects, state or federal legislation

c. Restricted topics:

- **Township Policies**
- **Politically controversial items**
- **Items that would be best served if the whole Board had the background information in advance**
- Any agenda item the Board would like added to the agenda, please email Ms. Fielding and/or Mr. Lubber – please provide eight days prior to the next Board meeting.
- Whenever presenting a New Business item, present research as backup for all Supervisors to read and digest
- “Point of Information” would be clearer than “Point of Order” if not enough information is provided on any item on the agenda; “Point of Order” is only for something that is breaking a rule.

9. MANAGER'S REPORT:

- a. Zoning Hearing Board Update – 3-minute time limit**
- b. Manager’s comments limited to 5 minutes**

No discussion.

10. ENGINEER’S REPORT:

- a. Limit to 5 minutes, or invited, as needed**

11. SOLICITOR’S REPORT:

- a. Limit to 5 minutes, or invited, as needed**
- Both item 10 and 11 – Engineer and Solicitor – the Board will invite on an as needed basis to Board meetings.
- Motions will be made clearer for the Agenda preparation and Ms. Fielding will work with CKS

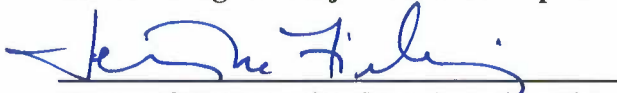
12. CONSENT ITEMS:

- a. Bill List – good as is**
- b. Minutes – good as is**
- c. Adoption of ordinances/resolutions that have been vetted during at least two previous Board meetings**
- d. Awarding of contracts**
- e. Other items will be given a sentence of “explanation” other than just Consider Approval of item**

No discussion

ADJOURNMENT

The meeting was adjourned at 8:15pm.



Respectfully submitted by Jeannine Fielding, Board Secretary