

WARWICK TOWNSHIP
Board of Supervisors' Five Year Plan Meeting Minutes
June 30, 2008

Members Present: Judith A. Algeo, Esq., Chair
Edward P. Thompson, Vice Chairman
John Cox, Member

Others Present: Gail Weniger, Township Manager
Tom Scott, Assistant Manager
Chief Joseph Costello
Lt. Mark Goldberg
Dan Sharapan, Dir. Of Parks and Rec.
Jim Kopchak, Dir. of Public Works
Lorenzo Cuoici, Gen. Super./Road master

■ **CALL TO ORDER:**

The Warwick Township Board of Supervisors' June 30 2008 public meeting, held at Warwick Township Administration Office, 1733 Township Greene, Jamison, PA., was called to order 6:32 p.m.

■ **WORKSHOP ITEMS:**

⇒ Banking Agreement with Commerce Bank (exhibit)

Ms. Weniger, Township Manager, noted that the terms of the current banking agreement expires today. The proposal before the Board this evening reflects a significant decrease from the current interest rate of 4%. Ms. Weniger recommends remaining with the fixed interest rate, which would be 2.5% until December 31, 2008.

Motion by Mr. Thompson to accept the recommended fixed rate proposal presented on the Commerce Bank June 16, 2008 correspondence.
Second to motion by Mr. Cox.

Chair Algeo invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

⇒ Discussion of Draft Five Year Plan

Ms. Weniger gave an overview of the Five year plan stating that the purpose was to get Board direction regarding the level of service and commitment to plan for each area for the next five years.

Planning and Zoning items were reviewed noting that there was no increase anticipated in staff but emphasis was on maintaining a professional level staff. Ms. Weniger noted that the fire marshal position may be one that needs succession planning if there is an indication of vacancy since certifications are required for the position. GIS (Geographical Information Systems), which had been reviewed and discussed at multiple public meeting was presented as an ongoing request. Discussion ensued regarding the County GIS and the necessity to take part in a cooperative with the County rather than do a parallel effort. Mr. Thompson noted that the

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licenses and fees to start our own GIS program would be something that he would not support. Mr. Scott, Assistant Manger reviewed where we are with obtaining layers and training. He noted that there would be ongoing training but hoped that the County project would be easy to use. Ms. Weniger noted that the Townships still need to ask the County to move forward with the dedicated server so we can piggyback on the County GIS. Mr. Cox and Ms. Algeo noted that they support moving forward with this project.

Administration needs included increased technology and support needs, physical maintenance needs for the administration building, and probably a new phone system will need to be purchased before the end of five years. There were no additional requests for staffing.

The Finance Department will be facing the planned retirement of the department head. Ms. Weniger noted that hiring the replacement at least three months ahead of the retirement is warranted.

Public Works Road Projects were presented next with the details being explained by Jim Kopchak, Director of Public Works. Ms. Weniger noted that the new Road master, Lorenzo Cuoici had just begun his job today and she would like to have him review the list and rate the Township roads going forward. The presentation noted that the entire road budget for 2009 will be used to repairs to Stout and Sycamore streets in the Industrial Park Area. The cost of doing road projects was discussed in light of the current oil prices. It was generally agreed that this will be an area that needs careful attention. Mr. Kopchak next presented the equipment list for the next five years. There was discussion regarding rental of the Jack hammer and finding alternative ways to build a supplementary salt storage area. Plans for a front end loader and bobcat were discussed and Mr. Thompson and Mr. Cox commented on the question of whether these items were needed, and specifically whether a bobcat was needed if you already had a front end loader.

Mr. Cox asked whether we could look at open space areas for naturalization to reduce mowing. Ms. Algeo suggested farming as well.

Bridge Repairs were discussed, specifically the mix of using in-house and contracted labor due to the strict DEP regulations which greatly impacts the performance of some of the work.

The Park and Recreation Five year plan, which included a new truck, new playground equipment, update of Community park equipment, new lazar mower, and Jamison Hunt and community park basketball resurfacing. The condition of the Jamison Hunt tennis courts and play equipment was discussed and it was recommended that these items be switched on the timeline so the tennis courts are done before the new play equipment.

Dan Sharapan, Director of Parks and Recreation spoke of the future Moland Park and he recommended putting a maintenance building on the site and noted that it will likely require another maintenance employee.

The Park and Recreation Capital project and operational end of year figures were discussed. Ms. Weniger brought to the Board's attention the trend of increase in operational costs and the need to consider changing the allocation of tax dollars from the current 0.75 mills going to each fund. Ms. Weniger noted that currently there is fee in lieu of coming in with permits as part of the agreements of the Estates of Dark Hollow and the Warwick Lea developments. Those funds are keeping the operational expenses in the black but are a temporary solution.

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The Police department requests began with Ms. Weniger's support to promote another Sergeant and Corporal per the police department request. Ms. Weniger noted that the supervisory structure in place in the police department works well. Lt. Goldberg presented the Board with a copy of his table of organization, noting that the promotions do not require new hires.

Next, Lt. Goldberg explained the request for hardware and software upgrades that are the large item in this presentation. Lt. Goldberg presented information on the CODY system of police record management, which has a beginning cost of \$35,000 to put into the office. He noted the compatibility with others using CODY and the availability of tech support as the highlights. Lt. Goldberg also included future funding for mobile CODY, known as COBRA, although he noted that the officers would have to learn the CODY program in house before considering this application. Chair Algeo, confirmed that the cost of the CODY initiative is \$70,000 in the next two years and brings the total IT requests to almost \$100,000 for the police.

Mr. Thompson, upon reviewing the request for handgun replacement, asked Chief Costello why they need to be replaced. Chief gave the pertinent details of use and exterior factors, such as weather for being primary reasons for doing this replacement.

Fleet equipment and replacement needs for the police department were reviewed as a general topic. Ms. Weniger asked Lt. Goldberg if the police could utilize smaller vehicles where possible to decrease the fuel costs. Lt. Goldberg shared some of the issues of space in the police vehicles and the adaptation to accommodate all of the necessary enhancements and gear.

Lt. Goldberg presented information on two special requests, a mini-van and motorcycle. After discussion, the board members did not support these projects.

Working space and storage space issues were discussed with brainstorming of possible solutions taking place. The cost involved in each solution was discussed as well. The board requested a tour of all facilities to further evaluate what the needs are and how they might approach a permanent solution.

The Moland House contract which extends for five more years was mentioned as a topic that will have to be decided within the next few years. It was noted that the Township currently pays for insurance, provides the exterior maintenance, and does the maintenance on the eight arch bridge which the Warwick Township Historical Society bought from the County. In addition, the WTHS has asked for and received matching grant money from the township for a total of \$120,000 over six years.

The Ambulance Service provision was tabled until another time so that the data can be evaluated and a recommendation can be made by the committee.

■ **ADJOURNMENT:**

The June 30, 2008, Warwick Township Board of Supervisors' Reorganization meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Gail V. Weniger,
Township Manager/Secretary

These minutes were approved at the
Board of Supervisors' meeting held: **July 7, 2008**