

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
August 3, 2009

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

Others Present: Gail Weniger, Township Manager
Dave Connell, Township Engineer
Mary Eberle, Township Solicitor
Linda Grant, Recording Secretary

■ **CALL TO ORDER:**

The Warwick Township Board of Supervisors' June 1, 2009 public meeting, held at Warwick Township Administration Office, 1733 Township Greene, Jamison, PA., was called to order at 7:05 p.m., by Chair, Judith Algeo who then led attendees in the pledge of allegiance.

■ **APPROVAL OF MINUTES:**

⇒ July 6, 2009 Board of Supervisors' public meeting minutes. (exhibit)

Motion by Mr. Cox to approve Board of Supervisors' public meeting minutes for July 6, 2009, as submitted.

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

■ **EXECUTIVE SESSION:**

Chair Algeo reported that the Board of Supervisors' had met in executive session prior to this evening's meeting to discuss matters of litigation.

■ **ANNOUNCEMENTS:**

Ms. Algeo announced that the Township Administrative Offices will be closed for the Labor Day Holiday on Monday, September 7, 2009, the next Board of Supervisors' public meeting will be held on Tuesday, September 8.

■ **CITIZENS' COMMENTS:**

⇒ John Gamble, Parks and Recreation Board, recommended that the Board of Supervisors consider appointing Bill D'Alessandro to the Parks and Recreation Board to replace Joe Gable who has just submitted his resignation.

Ms. Algeo thanked Mr. Gamble for his recommendation and explained that since the Board just received the resignation letter from Mr. Gable, they have not had time to discuss the matter.

■ **MANAGER'S REPORT:**

⇒ WFC – Request To Do Point of Collection Fundraising (exhibit)

During this discussion, Phil Ramos, Warwick Fire Company, said that this request had been made one or two years ago and was denied. Mr. Ramos said that he had seen Central Bucks High School Students were on the corner for fundraising so the Fire Company is again asking to be able to do collection on the road.

Ms. Weniger noted this has been discussed with the Police and also notes there are insurance issues with this request. Ms. Weniger suggests that the fire company should consider fundraising at the Warwick Day event and possibly be present at the Hazardous Household Waste pickup site, after being sanctioned by the Board of Supervisors.

Chief Costello said that his officers had seen the students collecting but when they were seen by the Warwick Police Officers, the students were on the grass, away from the road. Had they been on the road, they would have been stopped.

Ms. Algeo stated that the Board of Supervisors cannot condone an unsafe activity and Ms. Algeo notes that the law is clear on prohibiting this activity. Ms. Algeo encourages alternative fundraising activities and suggested that the Fire Company could stand in front of Genaurdi's where many of the local residents are customers.

Mr. Cox agrees that collecting in front of Genaurdi's would be a good opportunity, as well as Warwick Day.

Mr. Thompson agrees, but also notes he has no objection to the Fire Company collecting on the shoulder of the road in front of the fire house.

⇒ Police Job Descriptions - Consider Adoption (exhibit)

Ms. Weniger noted that this matter is tabled to allow time for further discussion

⇒ Resolution N^o. 2009-16 – Amendment to Harvest Grant Resolution - (exhibit)

Ms. Weniger explained that this is an amendment to the Harvest Grant Resolution that was recently approved, noting that we are going to partner with the Warwick Water and Sewer Authority. This grant is due August 14.

Motion by Mr. Cox to approve Resolution N^o. 2009-16 for the Harvest Grant, as amended.

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

⇒ Resolution N^o. 2009-19 (Purchase Card) P-Card (exhibit)

⇒ Work Policy N^o. 2005-02 (exhibit)

Ms. Weniger explained that this purchase card, obtained through PLIGIT, will take the place of credit cards and noted that individuals who are issued a P-card will have limits and expenditures will be listed so that there will be a record of who is using the card and for what. Each person using the P-Card will be required to sign a form for the liability. In addition, there is an extensive work policy dictating how the card is to be used. Ms. Weniger also presented Work Policy 2005-02, which has been revised to address procedures for the P-Card.

Discussion ensued regarding who would have a card and the need for multiple cards. The major provisions of the work policy governing the use and providing checks and balances were also reviewed and discussed.

Motion by Mr. Cox to approve Resolution N^o. 2009-19 (P-Card), as presented.

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

Motion by Mr. Cox to approve revised Work Policy N^o. 2005-02 (purchasing), as presented.

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

⇒ Resolution N^o. 2009-21 – Electronic Records Retention (exhibit)

Ms. Weniger presented a resolution to address electronic records retention, such as electronic mail, which abides by the Municipal Records Retention Schedule. Ms. Weniger highlighted the various requirements for what is to be saved and what may be deleted. Ms. Weniger also stated that employees will be responsible annually to electronically file their documents and emails to the appropriate file.

Motion by Mr. Cox to approve Resolution N^o. 2009-21 (Electronic Records Retention), as presented.

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

⇒ Work Policy N°. 2009-01 – Electronic Records Retention (exhibit)

Ms. Weniger presented a work policy to address the electronic records retention procedures.

**Motion by Mr. Cox to approve Work Policy N°. 2009-01 (Electronic Records Retention), as presented.
Second to motion by Mr. Thompson.**

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

Motion passed unanimously.

⇒ 2395 York Road - Wild Ginger - Sign (exhibit)

**Motion by Mr. Cox to approve the Wild Ginger sign for 2395 York Road, as presented.
Second to motion by Mr. Thompson.**

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

Motion passed unanimously.

⇒ Millbrook Society – Request Funding (exhibit)

Ms. Weniger presented a request for \$400 from the Millbrook Society for funding, noting that the request is for less this year than last year.

Ms. Algeo noted that the Board will need to discuss the office space issue.

**Motion by Mr. Cox to approve a donation of \$400 to the Millbrook society to offset costs for work on at the Moland House.
Second to motion by Mr. Thompson.**

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

Motion passed unanimously.

⇒ Bill Payments July 20, 2009 (exhibit)

General Fund		
Check N°: 16745 through 16800	\$	136,227.34
Park & Recreation		
Check N°: 5127 through 5151	\$	12,029.18
Capital Projects Fund		
Check N°: 1128	\$	1,497.00
Highway Aid Fund		
Check N°: 2542	\$	851.40

Fire House & Equipment Fund Check N ^o 228	\$ <u>30,868.53</u>
Total -	\$ <u>181,473.45</u>

**Motion by Mr. Cox to approve the July 20, 2009 Bill Payments, subject to audit.
Second to motion by Mr. Thompson.**

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

Motion passed unanimously.

⇒ Bill Payments August 3, 2009 (exhibit)

General Fund Check N ^o 16801 through 16830	\$ 40,038.90
Park & Recreation Check N ^o 5152 through 5180	\$ 32,494.31
Park & Recreation Capital Projects Fund Check N ^o 1012	\$ 540.00
Highway Aid Fund Check N ^o 2543	\$ 838.65
Firehouse & Equipment Fund Check N ^o 229	\$ <u>1,016.00</u>
Total -	\$ <u>74,927.86</u>

**Motion by Mr. Cox to approve the August 3, 2009 Bill Payments, subject to audit.
Second to motion by Mr. Thompson.**

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

Motion passed unanimously.

⇒ Treasurer's Report – June 2009 (exhibit)

General Fund	\$ 4,625,552
Firehouse and Equipment	1,252,375
Road Machinery Fund	201,941
General Obligation / Sinking Fund	814,971
Open Space Fund	122,296
Capital Projects Fund	65,045
Highway Aid Fund	377,248
Parks and Recreation	689,223
Parks and Recreation Capital Fund	1,462,850
Capital Reserve	<u>591,815</u>

Total \$ 10,203,316

**Motion by Mr. Cox to accept the June 2009 Treasurer's Report, as prepared by Rose Christie, Finance Director, subject to audit.
Second to motion by Mr. Thompson.**

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

Motion passed unanimously.

■ **SOLICITOR REPORT:**

⇒ Orleans Agreement (exhibit)

Mary Eberle, Township Solicitor, presented the Orleans Agreement for Board approval. Ms. Eberle explained that the letter of credit for traffic improvements is expiring. This agreement as already been signed by Orleans and is being present to the Board of Supervisors to execute the agreement. The agreement provides the township with \$40,000 to be used towards the installation of the traffic signal at York and Deer Run Drive.

**Motion by Mr. Cox to approve the Orleans Agreement, as presented by the Township Solicitor.
Second to motion by Mr. Thompson.**

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

Motion passed unanimously.

■ **ENGINEER REPORT:** There was no Engineer's Report this evening.

■ **OLD BUSINESS:**

Ms. Weniger asked the Board of Supervisors to sign letters to Senator Tomlinson, State Representatives O'Neill and Petri to support PSATS resolutions:

09-24 RESOLVED, That PSATS seek legislation to amend the Sterling Act (Act 45 of 1932) to authorize municipalities and school districts that levy the earned income tax to collect and retain earned income taxes from municipal residents who work in Philadelphia, AND FURTHER, to require Philadelphia to provide offsetting credits for income taxes paid to an individual's home municipality. BUCKS COUNTY

REASONS FOR RESOLUTION: Philadelphia is not required to return earned income tax revenue to an individual's host municipality. As such, municipalities are currently losing significant earned income tax revenue from residents that work in Philadelphia, but live in an outlying municipality. Instead, fairness should be restored to the system by requiring Philadelphia to return the host municipality's portion.

09-28 RESOLVED, That PSATS seek consideration of township requests for funding from the portion of the 2009 federal economic stimulus package designated for Pennsylvania. BUCKS COUNTY

**Motion by Mr. Cox to approve letters to support PSTS Resolutions, as presented by the Township Manager.
Second to motion by Mr. Thompson.**

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

Motion passed unanimously.

■ **NEW BUSINESS:**

⇒ Ms. Weniger reported that the Township has received a letter of resignation from Joe Gable and then presented a certificate of appreciation for Joe Gable for his service to Warwick Township as a member of the Parks and Recreation Board.

Motion by Mr. Cox to accept resignation of Joe Gable from the Parks and Recreation Board.

Second to motion by Mr. Thompson.

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

Motion passed unanimously.

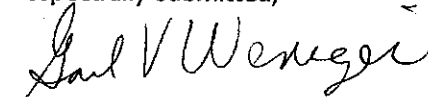
⇒ Bill D'Alessandro, 1631 Deer Run Drive, would like to volunteer for the Parks and Recreation Board position left vacant by Mr. Gable's resignation.

■ **PUBLIC COMMENT:** There was no public comment this evening.

■ **ADJOURNMENT:**

The August 3, 2009, Warwick Township Board of Supervisors' public meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Gail V. Weniger,
Township Manager/Secretary

These minutes were approved at the
Board of Supervisors' meeting held: **September 8, 2009**

Warwick Township Board of Supervisors
Warwick Township, PA

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