

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
September 17, 2007

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

Others Present: Gail Weniger, Township Manager
Dave Connell, P.E., Township Engineer
Mary Eberle, Esq., Township Solicitor
Tom Scott, Assistant Manager
Linda Grant, Recording Secretary

■ **CALL TO ORDER:**

The Warwick Township Board of Supervisors' September 17, 2007 public meeting, held at Warwick Township Administration Office, 1733 Township Greene, Jamison, PA., was called to order at 7:07 p.m., by Chair, Judith Algeo, who then led attendees in the pledge of allegiance.

■ **APPROVAL OF MINUTES:**

⇒ September 4, 2007 public meeting minutes (exhibit)

Motion by Mr. Thompson to approve the Board of Supervisors' public meeting minutes of September 4, 2007, as submitted.
Second to motion by Mr. Cox.

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

Motion passed unanimously.

⇒ September 8, 2007 public meeting minutes (exhibit)

Motion by Mr. Thompson to approve the Board of Supervisors' special public meeting minutes of September 8, 2007, as submitted.
Second to motion by Mr. Cox.

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 a personnel issue and open space.

■ **ANNOUNCEMENTS:** There were no announcements this evening.

■ **CITIZENS' COMMENTS:** There were no citizens' comments this evening.

■ **MANAGER'S REPORT:**

⇒ 2008 Capital Projects (exhibit)

Gail Weniger, Township Manager, presented capital projects for 2008.

○ Police -

Ms. Weniger reported the police are requesting \$6,000 less in capital projects than in 2007.

- Two new cars and a used mini van. The total cost, inclusive of equipment needed for the cars, is \$68,000.

Mr. Thompson does not object to the mini van but would like to see the mini van moved from the must have list.

Mr. Cox asked if the police replaced any cars this year. Ms. Weniger said we had replaced three, and one the previous year, noting that it is usually two or three per year.

- Body Armor Replacement

This is for four replacements and two for new hires. The body armor must be replaced every five years. \$6,000 has been budgeted.

- Operating Equipment at \$10,000 - Ballistic Helmets are the major purchase at \$6,500 and the remainder will reflect fleet repairs and fleet equipment.

- Traffic Equipment \$5,000 - standard items for traffic control

- Carpet replacement in the police department - \$5,000

Total Police Capital Projects requested is \$94,000.

○ Emergency Management -

- Dedicated Radio Frequency Antennae, \$6,000. Later consideration possibly in another budget year for radios for use by Public Works, and the Manager. It was noted that 2/3 of our radios have the capacity for another channel.

Mr. Cox asked if this would work through the County radios. Lt. Goldberg said it works using all the existing equipment, we do not need to buy any more portable radios, radios in vehicles, etc. Mr. Cox asked for clarification that this is not repeating county channels and also asked if one antennae will be enough to cover the entire Township. Lt. Goldberg said that right now the one antennae in Warminster is covering almost all of Warwick. Lt. Goldberg believes we can centrally locate the antennae.

- Generator upgrade plans/proposal, \$5,000

Lt. Goldberg said that the existing generator does not have capacity for the whole Township building and does not include Water and Sewer at all. We would like to investigate this in 2008. Lt. Goldberg noted that Tom Courduff, Water and Sewer Executive Director, seems to be interested in the project and expressed a willingness to contribute to the project. Lt. Goldberg said the cost needs to be figured and is requesting getting an appropriate firm to analyze the needs and make recommendations.

Total Emergency Management Capital Project requested is \$11,000

- o Parks and Recreation \$313,000
 - Security Cameras Community Park - \$8,000
 - Replace Playground Equipment at Hidden Pond Park - \$40,000

Ms. Weniger reports replacement is for safety concerns and includes installation. Ms. Algeo asked is we are replacing all of the playground equipment there. Mr. Sharapan said yes. Ms. Weniger noted the life of playground apparatus is approximately twelve years.

- New Signs for Parks - \$5,000

This was decided at a Board of Supervisors' meeting regarding naming the parks and installing signs.

- Moland House Trail \$250,000

Mr. Thompson asked what is included. Ms. Weniger said the original trail is from the house to the new park. The estimate CKS gave us in 2006 was \$200,000, it is two years later so we need to account for inflation, possibly to \$250,000.

Mr. Thompson asked where CKS stands with that project. Dave Connell, Township Engineer, said he believes that CKS' designer has all the information such as wetlands delineations, PennDOT information, etc., and we should be very close to being done.

Total Parks and Recreation Capital Project requested, including Moland House Trail, \$313,000.

- o Public Works - \$40,000

Ms. Weniger explained the road project list initially had included additional projects, but have been pared down due to monetary constraints.

- Public Works Complex - \$40,000

Ms. Weniger spoke of the "public works complex", noting this is year three of refurbishing the existing structure. Items to be addressed: chip and seal the blacktop, patch the shop floor, clean up and landscape the area of the pole barn, and along the front of the building. Also, remove the blacktop that is immediately in front of the building and putting landscape in there.

Total Public Works Complex Capital Project - \$40,000

- Road Projects - \$281,575

Ms. Weniger listed the road projects, as follows:

Brook Lane Inlet Reconstruction - \$7,500
Stony Road (Turkey Trot to Bentley) - \$80,000
Stover Street – Russet Drive various issues - \$104,075.00
Fairway Drive, Sandtrap Road, Club House Circle - \$30,000
Sycamore Drive (Industrial park entrance) - \$60,000

Total Contracted Road Projects - \$281,575

- Public Works Software - \$5,000

Ms. Weniger explained that the Land Logic program will be used for tracking work performed, mapping and record keeping and the price includes training. This program will be GIS/PS compatible.

Total Public Works Software Capital Projects - \$5,000

- In house Projects – Basin naturalization - \$16,000

Ms. Weniger notes we are in year three of this project and there are five basins on the list, North Daisy, East Rockspray & Meetinghouse, Valley View, Greenleaf and Bentley. The funds for this project are from the Basin Reserve Fund.

Total Basin Naturalization Project Capital Projects - \$16,000

- Contract with Architect - \$10,000

Ms. Weniger spoke of contracting with an architect to see what the Board wants to do with the Public Works facilities.

Mr. Thompson was opposed to the Public Works software program. Ms. Algeo supports moving forward with getting documentation computerized. Mr. Cox would like to see more about the program. There was concern regarding whether we have the ability to input information and who would keep up with it.

Ms. Weniger notes the software relationship with GIS is a component, being able to know which lights were maintained, where drainage systems are located, in addition to allowing for the planning and management of projects.

Tom Scott spoke about the program, noting that will track what is being done each day, and the idea of the GPS is about a year away. This program will manage equipment, materials and vendors that we are using.

Jim Kopchak explained that the program will also track man hours, costs, model numbers, what was done, etc. and we will be able to produce reports to be used to keep a history of projects. The program will eventually map where items are located.

The Board was in agreement that an architect would not be part of the capital projects plan. Mr. Cox expressed his support to enclosing the facility. The evaluation for a solution will be done in-house.

- o Road Machinery - \$57,300
- Dump Truck and Large Brine Tank - \$55,000

Ms. Weniger said a dump truck and a large brine tank will be requested next year, and noted the price does not include a plow, which would be an additional \$5,000. The current truck is rusted out and a new truck would be aluminum. The tank would be larger than the current tank. There was some discussion as to where the brine tank is stored, whether the tank can be removed, etc. Public works flushes the brine tank in summer to use it for watering where needed.

- Trailer for lazar mowers - \$2,300

Ms. Weniger explained this 16 foot trailer will enable one trip instead of two for moving mowers.

Total Road Machinery Capital Projects - \$57,300

- o Administrative, Finance and Planning - \$21,960
- Finance - \$5,000

Ms. Weniger is requesting funding for a finance model for use in our long range planning and budgeting. She notes it would allow her to have access to this information and make projections on longer term costs of projects and expenditures by providing data. There is no on-going maintenance cost.

GIS PROJECT

- GIS Project software - \$9,900
- hardware - \$1,800
- GIS membership - \$3,000
- Training - \$3,500
- Layers for 2008 - \$3,600
- DVRPC (Aerial) - \$160

Ms. Weniger noted that GIS was presented earlier this year before Mr. Cox was a Board member. The program would utilize the County GIS that has already been developed but not yet released to the municipalities. The purchase of the GIS software, County layers, and membership would come after an agreement between the County and the Bucks County GIS consortium takes place. This additional layers customized for Warwick may be added in-house at a later time. Since training is expensive through the State Contract vendors, we are looking into Temple University for training which Ms. Weniger, Mr. Scott, and Ms. Harding will attend for 2008. Regardless of whether the county GIS program becomes a reality for 2008, the training would begin.

Administrative, Finance and Planning Capital Projects - \$21,960

Ms. Weniger noted that the Fire Marshal's car was not noted and reported that we did not spend the \$20,000 allocated for 2007 and would roll the funds into 2008.

Total Fire Marshal Capital Projects - \$20,000

- o Township Projects
- Signalization intersection with battery backup at Deer Run and Route 263 - \$100,000
- Update of Ordinances Project - \$30,000

Ms. Weniger noted the larger share of this project will be in 2008.

Total Township Projects Capital Projects - \$130,000

Ms. Weniger also noted the 275th anniversary celebration has not been included in this information, but we need to include an additional amount for the celebration if it is to be larger than the current Warwick Day.

⇒ Ball Field Renovations Bid Award (exhibit)

Ms. Weniger reported that the Township received seven bids coming in at a range from \$20,100 to \$105,000. Dan Sharapan, Parks and Recreation Director, is recommending the J. Margerison Landscaping, Inc. at \$20,100 for the cost of the project. It was noted that \$20,000 had been budgeted for this item.

Motion by Mr. Thompson to award the Ball Field Renovations Bid to the low bidder, J. Margerison Landscaping, Inc. at a cost of \$20,100.
Second to motion by Mr. Cox.

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

Motion passed unanimously.

⇒ Minimum Municipal Obligation (MMO) (exhibits)

- Uniformed MMO – Resolution N^o. 2007-27
- Non-Uniformed MMO - Resolution N^o. 2007-28

Ms. Weniger explained that this is Minimum Municipal Obligation for pension fund. The police (uniformed) obligation for this year being \$307,545. The MMO for Non-Uniformed pension plan is \$155,230.

Motion by Mr. Thompson to approve Resolution N^o. 2007-27, for Uniformed Employees Pension Plan for 2008; and Resolution N^o. 2007-28, Non-Uniformed Employees Pension Plan for 2008.
Second to motion by Mr. Cox.

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

Motion passed unanimously.

⇒ Bill Payments -- September 17, 2007

General Fund		
Check 14321 - 14367	\$	123,023.76
Parks & Recreation		
Check N ^o : 4235 through 4244	\$	7,786.43
Capital Projects Fund		
Check N ^o : 990 through 991	\$	2,756.25
Open Space Fund		
Check N ^o : 343	\$	<u>297.00</u>
Total -	\$	<u>133,863.44</u>

Motion by Mr. Thompson to approve Bill Payments for September 17, 2007, subject to audit.

Second to motion by Mr. Cox

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

Motion passed unanimously.

■ **ASSISTANT MANAGER'S REPORT:**

⇒ Parking Revision for Building 800 @ Warwick Office Park (exhibit)

Bill Messick, applicant engineer displayed the revised plan, explaining the requested revisions of eleven additional parking spots.

There was discussion as to whether there is anything lost regarding "civic use". Mr. Messick notes the "civic use" (memorial park for Mrs. Henry) is not impacted by these revisions. The parking takes away 2,000 sq feet of grass. Mr. Connell believes the impact of the change from the grass area to impervious is not a problem.

Mr. Thompson asked what was removed between the two buildings. Mr. Messick said it was a two story connector that included an elevator.

Ms. Algeo suggested that applicant offer the Township some trees to offset the grass we are losing. Applicant will put in a tree or two, subject to the Engineer's approval. Mr. Connell stated he will assure an amenity.

The Board was in consensus to accept this revision to building 800 at Warwick Office Park.

■ **SOLICITOR'S REPORT:**

Mary Eberle, Township Solicitor, said she had no report this evening.

■ **ENGINEER'S REPORT:**

⇒ Zimmer-Luginbuhl (Heritage-Glenwood Estates), Escrow Release N^o. 1 (exhibit)

**Motion by Mr. Thompson to approve Zimmer-Luginbuhl (Heritage-Glenwood Estates), Escrow Release N^o. 1, in the amount \$21,710.00 (leaving a balance of \$71,637.10), as presented by the Township Engineer.
Second to motion by Mr. Cox.**

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

Motion passed unanimously.

⇒ Hahn Tract, Phase II (Woodfield Phase 5) – Authorization to Create Punch List (exhibit)

**Motion by Mr. Thompson to authorize the Township Engineer to Create a Punch List for Hahn Tract, Phase II (Woodfield Phase 5).
Second to motion by Mr. Cox.**

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

Motion passed unanimously.

⇒ Ridings of Warwick, Escrow Release N^o. 3 (revised) (exhibit)

Dave Connell, Township Engineer, reported that we are releasing a certain amount of escrow while simultaneously increasing the escrow based on the MPC ability to do when a project gets old.

**Motion by Mr. Thompson to approve Ridings of Warwick, Escrow Release N^o. 3, in the amount of \$154,848.76 (leaving a balance of \$756,058.93).
Second to motion by Mr. Cox.**

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

Motion passed unanimously.

■ **OLD BUSINESS:**

➤ Mr. Thompson asked if Ms. Weniger reminded Public Works about the trees at Eight Arch Bridge.

Ms. Weniger said they received a quote today to remove the trees.

➤ Ms. Weniger noted that PennDOT will be coming to the next meeting to discuss Route 263 project and the basins. Ms. Weniger asked if we should advertise this meeting. Ms. Algeo said we should do things the usual way but keep a light agenda.

Mr. Thompson believes we should notify the businesses since they are most impacted. Mr. Cox said we can probably do that through the business association.

■ **NEW BUSINESS:**

- Mr. Thompson said he was impressed with the Stout Drive report.

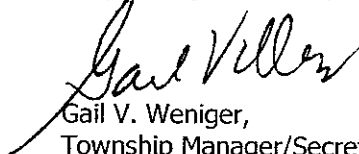
■ **PUBLIC COMMENT:**

- There was no public comment.

■ **ADJOURNMENT:**

The September 17, 2007, Warwick Township Board of Supervisors' public meeting was adjourned at 8:35 p.m.

Respectfully submitted,


Gail V. Weniger,
Township Manager/Secretary

These minutes were approved at the
Board of Supervisors' meeting held: **October 1, 2007**

11/15/07 10:00 AM

11/15/07 10:00 AM

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