

**WARWICK TOWNSHIP**  
Board of Supervisors' Public Meeting Minutes  
**SEPTEMBER 4, 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 4, 2007 public meeting, held at Warwick Township Administration Office, 1733 Township Greene, Jamison, PA., was called to order at 7:00 p.m., by Chair, Judith Algeo, who then led attendees in the pledge of allegiance.

■ **APPROVAL OF MINUTES:**

⇒ August 6, 2007 public meeting minutes (exhibit)

**Motion by Mr. Thompson to approve the public meeting minutes of August 6, 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.**

⇒ August 21, 2007 special public meeting minutes (exhibit)

**Motion by Mr. Thompson to approve the special public meeting minutes of August 21, 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 matters of litigation and open space. The Board will meet after the meeting to discuss a personnel matter.

■ **ANNOUNCEMENTS:**

There were no announcements.

■ **CITIZENS' COMMENTS:**

There were no citizens' comments.

■ **MANAGER'S REPORT:**

⇒ Labor Attorney Hire – Recommend William Flannery, Post & Schell (exhibit)

Ms. Weniger reported that Warwick's current labor attorney, Tim O'Reilly will be retiring, and the recommendation for a new labor attorney is William Flannery, Post & Schell.

**Motion by Mr. Thompson to hire William Flannery, Post & Schell as Warwick Township Labor Attorney, as recommended by the Township Manager.  
Second to motion by Mr. Cox.**

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

**Motion passed unanimously**

⇒ PBA Collective Bargaining Agreement, Consider Adoption (exhibit)

Ms. Wenger presented the PBA Collective Bargaining Agreement for the years 2008, 2009, 2010, 2011 and 2012.

Mr. Thompson asked for clarification of the side letter regarding twelve hour shifts. Ms. Weniger noted the Township's attorney added that because if the police want 12 hour shifts, the Township will want something back.

**Motion by Mr. Thompson to approve the PBA Collective Bargaining Agreement between Warwick Township and Warwick Township Police Benevolent Association for the calendar years 2008, 2009, 2010, 2011 and 2012.  
Second to motion by Mr. Cox.**

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

**Motion passed unanimously.**

⇒ Credit Card Refund – Adoption of Standard Operating Procedure (exhibit)

Ms. Weniger explained that this matter is part of this year's budget, which was approved last year. This SOP has been reviewed by Bee Bergvall and they have said the procedures would be acceptable.

Mr. Thompson asked if these were electronic transfers. Ms. Weniger said yes. Mr. Thompson stated that he would prefer that the Township Manager approve all transfers.

Mr. Cox asked if we could create a form for the written request requirement. Ms. Weniger said yes and noted that we could also put a form on the website so residents could download it, fill it in and submit it for their refund.

**Motion by Mr. Thompson to adopt the Credit Card Refund Standard Operating Procedure as presented by the Township Manager, noting a change that the Township Manager will sign off on all transactions.  
Second to motion by Mr. Cox.**

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

**Motion passed.**

(E. Thompson, J. Cox – in favor; J. Algeo – opposed)

Ms. Algeo noted she opposes the change because Bee Bergvall had already approved the SOP and didn't feel the additions were necessary.

⇒ Bill Payments – August 20, 2007 (exhibit)

General Fund	
Check N <sup>o</sup> : 14229 through 14277	\$ 82,689.69
Park & Recreation	
Check N <sup>o</sup> : 4182 through 4214	\$ 18,886.21
Open Space Fund	
Check N <sup>o</sup> : 341 -342	\$ 334.32
Highway Aid Fund	
Check N <sup>o</sup> : 2530	\$ <u>270,000.00</u>
Total -	\$ <u>371,910.22</u>

**Motion by Mr. Thompson to approve Bill Payments for August 20, 2007, as presented, 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.**

⇒ Bill Payments – September 4, 2007

General Fund		
Check N <sup>o</sup> : 14278 through 14320	\$	89,095.44
Park & Recreation		
Check N <sup>o</sup> : 4215 through 4234	\$	9,527.20
Capital Projects Fund		
Check N <sup>o</sup> : 988 through 989	\$	<u>7,818.97</u>
Total -	\$	<u>106,441.61</u>

**Motion by Mr. Thompson to approve Bill Payments for September 4, 2007, as presented, 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.**

⇒ Treasurer's Report - June 2007 (exhibit)

General Fund	\$	4,061,405
Firehouse and Equipment		867,578
Road Machinery Fund		171,243
General Obligation / Sinking Fund		673,847
Open Space Fund		1,798
Capital Projects Fund		1,270,060
Highway Aid Fund		270,653
Park and Recreation		588,649
Capital Reserve		<u>606,338</u>
Total	\$	<u>8,511,571</u>

Mr. Thompson asked for clarification of the Morrison public improvements escrow fund. Dave Connell, Township Engineer, noted that Morrison is a 6 or 7 lot subdivision that joins Nestlewood and exits onto Guinea Lane.

**Motion by Mr. Thompson to accept the June 2007 Treasurer's Report, prepared by Rose Christie, Finance Director, 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.**

⇒ Treasurer's Report - July 2007 (exhibit)

General Fund	\$	4,013,618
Firehouse and Equipment		891,841
Road Machinery Fund		176,071
General Obligation / Sinking Fund		726,682
Open Space Fund		980
Capital Projects Fund		1,282,830
Highway Aid Fund		271,573
Park and Recreation		589,924
Capital Reserve		<u>608,335</u>
Total	\$	<u>8,561,854</u>

**Motion by Mr. Thompson to accept the July 2007 Treasurer's Report, prepared by Rose Christie, Finance Director, 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:**

⇒ Time Clocks – Request for Funding (exhibit)

Tom Scott presented this matter, explaining that what is now currently done using pencil and paper will be more efficiently done with ATR Systems Time Management system consisting of time clocks and software. Mr. Scott further explained that there will be two devices, one located at the Guinea Lane building and one in the Administrative building. This system will track hours worked and paid time off benefits which will be calculated as the year progresses. If this system works well, the police officers will be included. Mr. Scott noted an initial cost of \$5,000, the cost for two devices and there will also be another cost for the swipe badges and the rack. We are looking to make this purchase in 2007.

Mr. Thompson asked about an annual software support fee. Mr. Scott said there is an annual fee of \$395 for unlimited contact with the vendor and \$350 warranty per year for the devices. Mr. Thompson suggested that there be a charge for replacement of cards after a certain number of cards.

Mr. Cox asked if we are currently doing payroll online or via telephone. Mr. Scott said it is currently done.

**Motion by Mr. Thompson to approve the purchase of an Apollo Time Clock Terminal as presented by Tom Scott at a cost of \$5,000, plus the annual \$395 software support coverage, plus the annual extended warranty/maintenance coverage of \$300, plus the cost of swipe cards and the rack.  
Second to motion by Mr. Cox.**

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

**Motion passed unanimously.**

■ **SOLICITOR'S REPORT:**

⇒ Public Hearing Reenactment of Zoning Ordinance – Ordinance N<sup>o</sup>. 2007-03 – (exhibit)

Mary Eberle, Township Solicitor, reported that this ordinance has been legally advertised and has been reviewed by the Bucks County Planning Commission and the Warwick Township Planning Commission and is before the Board to consider adoption.

Chair Algeo invited comment or discussion. There being none, Ms. Algeo called for a motion.

**Motion by Mr. Thompson to approve Ordinance N<sup>o</sup>. 2007-03, Reenacting the Warwick Township Zoning Ordinance and Map, originally enacted and ordained on May 29, 1979, amended in its entirety on June 2, 1997, amended in part subsequent to June 2, 1997, as codified on February 1, 2006, as presented by the Township Solicitor. Second to motion by Mr. Cox.**

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

**Motion passed unanimously.**

⇒ Public Hearing Reenactment of Subdivision and Land Development Ordinance – Ordinance N<sup>o</sup>. 2007-04 – (exhibit)

Mary Eberle, Township Solicitor, reported that this ordinance has been legally advertised and has been reviewed by the Bucks County Planning Commission and the Warwick Township Planning Commission and is before the Board to consider adoption.

Chair Algeo invited comment or discussion. There being none, Ms. Algeo called for a motion.

**Motion by Mr. Thompson to approve Ordinance N<sup>o</sup>. 2007-04, Reenacting the Warwick Township Subdivision and Land Development Ordinance (SALDO), originally ordained January 28, 1985, amended in its entirety May 24, 1993, with subsequent amendments as codified on February 1, 2006, as presented by the Township Solicitor. Second to motion by Mr. Cox.**

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

**Motion passed unanimously.**

⇒ Gayman Conservation Easement Agreement of Sale (exhibit)

**Motion by Mr. Thompson to approve the conservation easement on tmp 51-003-117, purchasing the Gayman development rights for the amount of \$200,000, as presented by the Township Solicitor.**

**Second to motion by Mr. Cox.**

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

**Motion passed unanimously.**

- ⇒ Authorize expenditure of funds at settlement for Gayman Conservation Easement Resolution N<sup>o</sup>. 2007-26 (exhibit)

**Motion by Mr. Thompson to approve Resolution N<sup>o</sup>. 2007-26, authorizing the expenditure of \$200,000 toward the purchase of a conservation easement to prevent future development of the property tmp 51-003-117, as presented by the Township Solicitor.**

**Second to motion by Mr. Cox.**

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

**Motion passed unanimously.**

■ **ENGINEER'S REPORT:**

Gail Weniger, Township Manager, noted that the item listed under the Engineer's Report is not an escrow release, only a tabulation and the matter does not need to be on the agenda this evening.

Dave Connell, Township Engineer, notes he has no report this evening.

■ **OLD BUSINESS:**

There was no old business to discuss.

■ **NEW BUSINESS:**

Ms. Weniger reminded that the Board of Supervisors will be meeting with the Water and Sewer Authority at 8:00 a.m., on Friday, September 7, 2007.

Ms. Weniger also announced that there will be a public meeting with the Board of Supervisors on site at Guinea Lane, Saturday, September 8, 8:00 a.m. Ms. Weniger notes this meeting has been advertised in the newspaper. The meeting is for the purpose of looking at Guinea Lane and some Township properties for the purpose of long term planning.

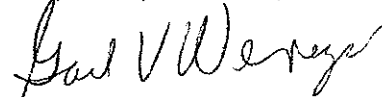
■ **PUBLIC COMMENT:**

- There was no public comment.

■ **ADJOURNMENT:**

The September 4, 2007, Warwick Township Board of Supervisors' public meeting was adjourned at 7:30 p.m.

Respectfully submitted,



Gail V. Weniger,  
Township Manager/Secretary

These minutes were approved at the  
Board of Supervisors' meeting held: **September 17, 2007**