



**WARRINGTON TOWNSHIP BOARD OF SUPERVISORS  
MINUTES FOR NOVEMBER 14, 2017**

**The written minutes are a summary of the November 14, 2017 Board of Supervisors meeting. For a complete dialog visit the Township's website, [www.warringtontownship.org](http://www.warringtontownship.org).**

**ATTENDANCE**

Shirley A. Yannich, Chair; Fred R. Gaines, Vice Chair; Carol T. Baker, Member; and Millie A. Seliga, Member. Staff present was Barry P. Luber, Township Manager; Terry W. Clemons, Esq., Clemons Richter and Reiss, Township Solicitor; Thomas Zarko, P.E., CKS Engineers, Township Engineer and Barbara J. Livrone, Executive Assistant to the Township Manager/Board Secretary.

**CALL TO ORDER:** Ms. Yannich called the meeting to order at 7:37 P.M. Ms. Yannich stated Supervisor Matthew Hallowell was absent.

**PLEDGE OF ALLEGIANCE**

Ms. Yannich followed the Call to Order with a pledge to the flag.

**EXECUTIVE SESSION REPORT**

Ms. Yannich stated an executive session was held on November 14, 2017 before the meeting and will give a report at the November 28, 2017 Board of Supervisors meeting.

**RECOGNITION OF PLATINUM SPONSORS FOR WARRINGTON COMMUNITY DAY**

Ms. Yannich recognized four (4) platinum sponsors for the 2017 Warrington Community Day. Ms. Baker described the gift that was being presented as a thank you to the platinum sponsors. The gifts are pens made from the 300 year old William Penn Oak Tree that was on the 10 Folly Road property and are being sold as a fundraiser by the Historic Commission and the Historical Society. The pens are encased in a wooden box inscribed with "2017 Sponsor of Warrington Community Day". The following platinum sponsors are:

- North Wales Water Authority – represented by Bob Bender, Executive Director
- Polysciences, Inc. – represented by Ron Jones, Senior Manager
- The Shops at Valley Square – not present
- Walmart, Inc. – represented by Bill Zobel, Manager, Warrington Walmart

**PUBLIC COMMENT:** No public comment.

**1. APPROVAL OF BILL LIST:**

- a. **October 25, 2017 – November 14, 2017: \$ 5,006,468.57**

Ms. Seliga questioned the debt service invoices, reimbursable invoices relating to ANG and water and sewer capital invoices. Ms. Baker questioned the new lights at Barness Park. After discussion, Ms. Baker motioned, seconded by Mr. Gaines to approve the bill list from October 25, 2017 through November 14, 2017 totaling \$5,006,468.57. By roll call vote, the motion passed 4-0.

## 2. CONSENT ITEMS:

Ms. Yannich read the consent item page and asked if any clarification was needed for the consent items as presented. (Attachment "A") Ms. Seliga questioned items E and F. Ms. Seliga motioned, seconded by Ms. Baker to approve Consent Items A through D and G and H. All were in favor and the motion passed 4-0.

- a. October 10, 2017 to Approve Minutes for Board Meeting.
- b. October 24, 2017 to Post Minutes for Budget Work Session.
- c. October 24, 2017 to Post Minutes for Board meeting.
- d. Consider approval of Ordinance to amend Chapter 13 of Code of Ordinances to create a new Part 6 titled "Pawnbrokers and Dealers in Precious Metals, Antiques and Secondhand or Used Goods".
- e. Consider approval of Ordinance to amend Streets and Sidewalks Ordinance. (advertised November 6, 2017)

Ms. Seliga questioned the time frame to make a remediation. She felt that ten days was not enough time for the property owner to take action. Mr. Clemons stated that if there is a tree that is in a position to cause injury, it needs to be removed immediately. Mr. Clemons also stated that a separate offense can occur and a district judge can impose a fine. Mr. Clemons stated ten days is the standard time frame for a property owner to correct the problem.

- f. Consider Certificate of Completion #2 for Lingo Tract/Greenbrier Preserve in the amount of \$287,899.25.

Ms. Seliga questioned the amount of the release. Mr. Zarko stated this release addresses public improvements that are satisfactorily completed. Mr. Zarko also stated the total escrow amount remaining is \$311,899.92.

Mr. Gaines motioned, seconded by Ms. Seliga to approve Consent Items E and F. All were in favor and the motion passed 4-0.

- g. Consider approval to advertise 2018 Proposed Budget.

Ms. Yannich stated the advertisement is for the November 21<sup>st</sup> Budget meeting.

- h. Consider appointment of Joan S. Klein to the Veteran Affairs Committee.

## 3. CORRESPONDENCE:

- a. Bucks County Tour of Honor

Ms. Yannich stated the Township received a thank you letter from Joseph Szafran, Chairman of the Bucks County Tour of Honor for supporting the Veterans trip that took place on October 2, 2017.

- b. Forest Ridge Board of Directors and Community

Mr. Gaines reported the community of Forest Ridge thanked Lee Greenberg, Director of Emergency Services and Lt. Ian Iberatore of Warrington Ambulance for offering valuable and lifesaving information. Mr. Gaines suggested hosting a "Senior Public Safety Night" with cooperation by

Doylestown Hospital and Emergency Services to bring safety awareness to the township's senior population.

#### 4. OLD BUSINESS:

a. Water Supply Update.

Ms. Yannich read the report from Director of the Water and Sewer Department, Christian Jones dated November 9, 2017 referencing the Costner Filtration Project; High Grove Manor Interconnection Project; County Line Road Interconnection Project and Valley Road Water Main Extension Project.

b. Consider implementing a policy that addresses requests for public awareness matters.

Ms. Yannich noted the background information to implement this policy. The Board of Supervisors, at a prior meeting, requested Mr. Lubber to draft a policy. The policy should address requests; connection to the Township; no costs incurred by the Township; public displays; proclamation; timing and any conflicts.

Ms. Seliga and Ms. Baker both stated the policy, as written, addressed all the issues.

Mr. Gaines motioned, seconded by Ms. Baker to accept the "Requests for Recognition Policy". All were in favor and the motion passed 4-0.

c. Discuss approval of bid for Tradesville Headworks.

Ms. Yannich stated the bid award is for the general, electrical and mechanical construction. This project started in 2012.

Mr. Lubber added the headworks project is taking place at the Tradesville Sewage Treatment Plant and was budgeted in 2016. A storage building was added along with numerous change orders. This project came in more than original budgeted by the prior engineering firm. Mr. Lubber stated the Palomino Sewer Rehabilitation project will be deferred until 2019 in order to pay for the extra 1.3 million for this over budgeted project.

Mr. Gaines noted a bid amount was typed incorrectly for the electrical construction in the amount of \$74,700. The correct tabulation of bid amount to PSI Pump Solutions, LLC is \$497,000.

Ms. Seliga asked Mr. Zarko to address at the next Board meeting, if any more change orders would be required.

Ms. Yannich motioned, seconded by Ms. Seliga to award the general construction bid to JEV Construction LLC of Clinton, NJ in the amount of \$2,486,500; the electrical construction bid to PSI Pumping Solutions, Inc of York Springs, PA in the amount of \$497,000 and the mechanical construction bid to Rogers Mechanical Company of Boyertown, PA in the amount of \$247,300. The total project cost represented by these bids is \$3,230,800. All were in favor and the motion passed 4-0.

d. Consider Change Order for Tennis/Basketball Project.

Mr. Zarko explained the remediation of unsuitable subsoils at the Mary Barnes Tennis and Swim Club Tennis and Basketball Court reconstruction project. Mr. Zarko recommended \$38,000 as the proposed cost to remediate the unsuitable material.

Mr. Gaines motioned, seconded by Ms. Baker to approve the \$38,000 in order to complete the project. All were in favor and the motion passed 3-1 with Ms. Seliga abstaining from the vote.

e. Consider Change to 2017 Fee Schedule.

Ms. Yannich noted that the Park and Recreation Board recommended setting a fee for the use of the Lower Nike Roller Hockey Rink.

Ms. Baker motioned, seconded by Mr. Gaines to approve the change to the 2017 Fee Schedule for the reservation at the Lower Nike Roller Hockey Rink at a fee of \$50 for 3 hours and \$65 for 3 hours for non-residents. All were in favor and the motion passed 4-0.

f. Consider Carroll Engineering Corporation invoice.

Ms. Yannich stated this invoice had been tabled at two meetings. Ms. Yannich also stated that Carroll Engineering Corporation has provided the information that the Board of Supervisors requested.

Ms. Seliga questioned if the Township would be receiving any more invoices from Carroll Engineering Corporation for this project. Mr. Lubert said there may be another invoice for a nominal amount.

Ms. Baker motioned, seconded by Mr. Gaines to approve the invoice submitted by Carroll Engineering Corporation. All were in favor and the motion passed 4-0.

5. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

a. Consider for approval new Salary Structure.

Mr. Lubert stated that the Human Resources Manager, Leslie Frescatore prepared the salary structure. Ms. Yannich complimented Ms. Frescatore on the thoroughness of her report and asked Ms. Frescatore to present it to the supervisors.

Ms. Frescatore said the Township needs to be competitive with the market and post guidelines for new hires. Background information was given along with salary examples.

Ms. Seliga motioned, seconded by Mr. Gaines to approve the new salary structure with modifications to include performance reviews; cost of living increase and up to \$2.00 per hour for new hires consisting of 3 to 5 year phase of raises. All were in favor and the motion passed 4-0.

b. Consider authorization to advertise hearing on Comprehensive Plan (January 9, 2018).

Ms. Yannich stated at the Planning Commission meeting, they recommended approval to adopt the Comprehensive Plan to the Board of Supervisors. The Comprehensive Plan needs to be advertised. The Bucks County Planning Commission sent out letters to adjoining municipalities to review the Comprehensive Plan for Warrington Township. The municipalities have 45 days to review the plan and send back comments.

Ms. Yannich requested that the names of the current Board of Supervisors and current Planning Commission members remain on the front page (i.e., Matt Hollowell and Millie Seliga). Ms. Yannich will make this recommendation to the Bucks County Planning Commission.

c. Review proposal of rental office space at 3400 Pickertown Road for Tax Collector.

Mr. Lubert stated he is finalizing the details to rent space to ATG Learning Academy. He stated the new tax collector has expressed an interest to rent the bottom floor of 3400 Pickertown Road which will consist of 450 square feet. The rental fee would be \$550 per month including utilities for a four year term. Mr. Lubert said the office area is fully handicapped accessible.

Mr. Gaines asked if there are lights in the parking lot. Mr. Lubert said there is a light at the gas pumps but will install more if needed.

Ms. Yannich noted that the new tax collector has to establish an address before taking office.

Ms. Baker motioned, seconded by Mr. Gaines to rent the lower space at 3400 Pickertown Road at \$550 per month beginning January 15, 2018 and ending January 14, 2022 and authorizes the solicitor to prepare a lease for the new tax collector. By roll call vote, the motion passed 3-1 with Ms. Seliga recusing herself from the vote.

## 6. **MANAGER'S REPORT:**

Mr. Lubert stated the Township received on November 14, 2017, the signed cooperative agreement by the ANG for \$7.6 million. Mr. Gaines noted that the Township has to wait for Congress to appropriate the funds.

Mr. Lubert stated he received a report from SEPTA regarding the bus routes along Route 611. Outdoor advertising companies will be contacted along with obtaining easements from property owners to install the bus shelters along Route 611. Mr. Gaines reported that TMA Bucks will pay for the installation of the bus shelters.

Ms. Seliga questioned the annual savings from the LED investment grade.

## 7. **ENGINEER'S REPORT:**

### a. **General Update:**

Mr. Zarko stated the Road Improvement Program has been completed and he is preparing the punch list. Mr. Zarko also stated that the final paving for Meridian at Valley Square is underway and should be completed the week of November 20<sup>th</sup>.

### b. **Eastern Service Area Hydraulic Gradient:**

This area is serviced by North Wales Water Authority and a schematic diagram was submitted to both Supervisors Hallowell and Gaines. After approval by the Board of Supervisors, this diagram will be placed on the township's website for educational information.

Mr. Gaines questioned the traffic counts on Park Road and the status of Anderson Way. Mr. Zarko said Anderson Way will not be opened until the spring of 2018 and needs to be dedicated to the Township. No traffic counts will be taken on Park before the opening of Anderson Way. Ms. Yannich requested a traffic count be taken before the opening of Anderson Way.

## 8. **SOLICITOR'S REPORT:**

Mr. Clemons stated there are two matter scheduled on November 27<sup>th</sup> with the Zoning Hearing Board. He gave background information and recommendations relating to both hearings.

### a. **Warrington Township Zoning Hearing Board # 17-22 Patel (1001 Zachs View Circle)**

### b. **Warrington Township Zoning Hearing Board # 17-23 Pompa (3492 Pond View Drive)**

Mr. Gaines motioned, seconded by Ms. Yannich to authorize the solicitor to send a letter to the Zoning Hearing Board solicitor to oppose granting a variance on behalf of the Board of Supervisors for Pompa (3492 Pond View Drive). All were in favor and the motion passed 3-1 with Ms. Seliga abstaining from the vote.

c. **Authorization to prepare Resolution declaring Warrington Ridge in default and requesting the release of funds from the Board.**

Mr. Clemons reported the developer for Warrington Ridge is in default of public improvements and paying costs relating to the close out of this project. \$3500 was received November 14<sup>th</sup> and the balance of \$13,143.39 is promised to be paid by the end of next week (November 24<sup>th</sup>).

Mr. Gaines motioned, seconded by Ms. Baker to authorize the solicitor to prepare a Resolution declaring the developer for Warrington Ridge in default if full payment is not made by the November 28, 2017 Board of Supervisors meeting. All were in favor and the motion passed 4-0.

9. **EXTENSION REQUESTS:** None.

10. **DEDICATION REQUESTS:** None.

**SUPERVISOR COMMENTS:**

Ms. Seliga was impressed with the Public Works fencing project at the Palomino streambed.

Ms. Yannich received an email from a resident complimenting the Public Works Department for handling their issue with a field visit and making a phone call to PECO who solved the problem.

Ms. Baker reported on an accumulation of police vehicles at the Township building last week. Warrington Township Police were called in to assist the Montgomery County District Attorney's office on a critical incident that developed in Montgomery County and expanded into Warrington Township.

Ms. Baker stated the Environmental Advisory Council is assisting the Township to purchase property at the Lower State and Pickertown Road intersection and negotiate with the owners.

Ms. Yannich congratulated Fred Gaines and Eileen Albillar as elected supervisors for a six year term. Ms. Yannich also congratulated Ms. Seliga for being elected as Tax Collector.

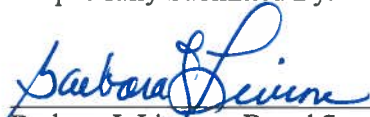
Ms. Seliga thanked the Board of Supervisors for their support and for the residents who voted for her to become Tax Collector for the Township. Ms. Seliga said she will serve the residents.

Mr. Gaines announced that Warrington Cares Employee Charity is holding a fundraiser at Soprano's on this date and that Soprano's is open until 10:00 PM. 15% of the proceeds will go back to the WCEC.

**ADJOURNMENT**

There being no further business, Ms. Seliga motioned, seconded by Ms. Yannich to adjourn the meeting at 8:58 PM.

Respectfully Submitted By:

  
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Barbara J. Livfone, Board Secretary

## ATTACHMENT "A"

### Consent Agenda – November 14, 2017

Attached to the agenda and on the Township's website is a supplement to the agenda which contains a heading and brief description for each item listed under the Consent agenda. As in the past, any Board member can ask to remove an item from consent and have it discussed independently.

- a. October 10, 2017 to Approve Minutes for Board meeting.
- b. October 24, 2017 to Post Minutes for Budget Work Session.
- c. October 24, 2017 to Post Minutes for Board meeting.
- d. Consider approval of Ordinance to amend Chapter 13 of Code of Ordinances to create a new Part 6 titled "Pawnbrokers and Dealers in Precious Metals, Antiques and Secondhand or Used Goods". (*advertised November 6, 2017*)

The purpose is to allow for an electronic inventory which tracks items pawned throughout various store across the country. The precious metals ordinance allows the Warrington Township Police Department to streamline the process by which Precious Metals dealers in Warrington operate. State Law requires photographs of items themselves and also a Government identification issued to the seller. All of these photos can be immediately uploaded to a secure database granting real time access to potential stolen items. Currently, records are received from our businesses are manually entered into our information management system, but do not include photographs of either the person pawning the item or the item itself. We are left to the general description entered onto the sales slip by the vendor to search for an item. This is time consuming and labor intensive.

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- e. Consider approval of Ordinance to amend Streets and Sidewalks Ordinance. (*advertised November 6, 2017*)

This ordinance will require property owners to remove dead or diseased trees as well as trees interfering with sidewalks and obstructing motorist's vision at intersections. It also gives the township the authority to remove any trees within the right-of-way.

- f. Consider Certificate of Completion # 2 for Lingo Tract/Greenbrier Preserve in the amount of \$287,899.25.

This is for a reduction of financial security being held for site improvements. These improvements have been completed to the satisfaction of the Township Engineer.

- g. Consider approval to advertise 2018 Proposed Budget.

As required by the Second Class Township Code, this is to authorize the availability of the 2018 Proposed Budget, to be available for public inspection on November 21, 2017.

h. Consider appointment of Joan Klein to Veteran Affairs Committee.

This appointment was recommended by the Veterans Affairs Committee

I would now ask for a motion to approve items **A through H** on the Consent agenda.