



**WARRINGTON TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING MINUTES
JANUARY 3, 2012
7:30 P.M.**

The organizational meeting of the Warrington Township Board of Supervisors was held on January 3, 2012, 7:30 p.m., at the Township Building located at 852 Easton Road, Warrington, PA 18976. The members present were as follows:

1. **ATTENDANCE:**

Gerald Anderson, Chairperson; John Paul, Vice Chairperson; Marianne Achenbach, Secretary/Treasurer; Matthew W. Hollowell, Sr. and Shirley A. Yannich, members. Staff present was Timothy J. Tieperman, Township Manager; William R. Casey, Esq., Township Solicitor; Tom Gockowski, Executive Vice President, Carroll Engineering Corporation and Barbara Livrone, Executive Assistant to the Township Manager.

2. **MOMENT OF SILENCE**

Mr. Paul asked for a moment of silence to remember those who had passed away in 2011.

3. **PLEDGE OF ALLEGIANCE**

The meeting opened with a pledge to the flag.

4. **SWEARING IN:** Bucks County Court of Common Pleas, The Honorable Judge Robert J. Mellon, presiding.

- Swearing in of Gerald B. Anderson for a six year term.
- Swearing in of Matthew W. Hollowell, Sr. for a six year term.
- Swearing in of Shirley A. Yannich to complete a two year term.
- Swearing in of Russell M. Diamond, Auditor for a six year term.

5. **ORGANIZATION OF THE BOARD OF SUPERVISORS:**

5.1. **Election of Chairperson**

It was moved by Mr. Paul, seconded by Mrs. Achenbach, to elect Gerald B. Anderson as Chairperson. This motion passed unanimously.

5.2. **Election of Vice-Chairperson**

It was moved by Mr. Anderson, seconded by Mrs. Achenbach, to elect John R. Paul as Vice-Chairperson. This motion passed unanimously.

5.3. Election of Secretary/Treasurer

It was moved by Mr. Anderson, seconded by Mr. Paul, to elect Marianne Achenbach as Secretary/Treasurer. This motion passed unanimously.

6. ANNOUNCEMENTS:

Mr. Anderson welcomed Matthew W. Hallowell, Sr. and Shirley A. Yannich, new Board members and thanked them for their being willing to serve on the Board of Supervisors.

- **Purpose of the Meeting.**

Mr. Anderson explained the purpose of this special reorganization meeting, The meeting is in accordance with Pennsylvania law which mandates the convening of a reorganization meeting the first Monday in January. Agenda topics are primarily ceremonial, involving the appointment of board and commissions, fee schedule authorization, vacancy appointments and other organizational items.

- **Announce January 4, 2012 Meeting of the Township Elected Auditors.**

Mr. Anderson announced that the Township Elected Auditors will hold a meeting on January 4, 2012, 7:30 PM to reorganize and confirm the placement of the bond.

- **Announce January 10, 2012 Meeting of the Board of Supervisors.**

Mr. Anderson announced that the next regular meeting of the Board of Supervisors would be held on January 10, 2012.

7. PUBLIC COMMENT

Mr. Joe Bonargo thanked John Paul, Gerald Anderson, and Marianne Achenbach for their service to Warrington Township during 2011 and welcomed two new Board members, Matthew W. Hallowell, Sr. and Shirley A. Yannich.

Mr. Anderson presented a plaque to John Paul for outstanding chairmanship on the Board of Supervisors. The Board took a short break to welcome family and friends. The meeting resumed at 7:50 p.m.

8. APPOINTMENTS

8.1. **Consider the appointment of Township Solicitor through December 31, 2012.**

Mr. Paul motioned, seconded by Mrs. Achenbach, to appoint William H.R. Casey as Township Solicitor through December 31, 2012. This motion passed unanimously.

8.2. **Consider the appointment of Township Engineer through December 31, 2012.**

Mr. Paul motioned, seconded by Mrs. Achenbach, to appoint Carroll Engineering Corporation as Township Engineer through December 31, 2012. This motion passed unanimously.

8.3. **Consider the appointment of Township Zoning Officer through December 31, 2012.**

Mr. Paul motioned, seconded by Mrs. Achenbach, to appoint Timothy J. Tieperman as Township Zoning Officer for Warrington Township through December 31, 2012. This motion passed unanimously.

8.4. **Consider the appointment of Township Auditing Firm through December 31, 2012.**

Mr. Paul motioned, seconded by Mr. Hollowell, to appoint Maillie, Falconiero & Company, LLP as the Township Auditing Firm through December 31, 2012. This motion passed unanimously.

8.5 **Consider the appointment of voting delegate and 2 alternates to the Bucks County Act 32 Tax Collection Committee.**

Mr. Paul motioned, seconded by Mrs. Achenbach, to appoint Barry Luber as the primary voting member to the Bucks County Act 32 Tax Collection Committee and Tim Tieperman and Matt Hollowell as the two alternates Committee. This motion passed unanimously.

8.6. **Consider the appointment of Berkheimer Associates for the collection of the business privilege tax through December 31, 2012.**

Mr. Paul motioned, seconded by Mrs. Achenbach, to appoint Berkheimer Associates for the collection of the business privilege tax through December 31, 2012. This motion passed unanimously.

9. **NON-COMPENSATORY APPOINTMENTS:** As per the Code of Ordinances for the Township of Warrington, all members of volunteer boards and commissions whose terms expire will continue to serve until re-appointed or until a successor is appointed and qualified. [Chapter 1, Sections 202, 603, 811, 862, 872, 880, 890, and 897.]

9.1. **Appoint Chairman of the Vacancy Board – Term expired 1/2/2012.**

Mr. Hollowell motioned, seconded by Mrs. Achenbach, to appoint Mr. Frank McPoyle of 305 Eaton Court as Chairman of the Vacancy Board. This is an unexpired term. This motion passed unanimously.

9.2. **Zoning Hearing Board: Appointment of one (1) regular member to complete a five (5) year term expiring on December 31, 2016.**

Mr. Paul motioned, seconded by Mrs. Achenbach, to appoint Ms. Carol Facenda to the Zoning Hearing Board for a five (5) year term expiring on December 31, 2016. This motion passed unanimously.

9.3 The following Boards have openings that the BOS will be reviewing and making appointments in the first quarter 2012:

Mr. Anderson said that these Board positions will be advertised to fill these positions and interviews will be scheduled during the first quarter of 2012.

Building Code Appeals Board: Two (2) members. One term expires on December 31, 2012 and the second term expires December 31, 2014.

Environmental Advisory Board: One (1) alternate member to complete a five (5) year term expiring on December 31, 2015.

Historic Commission: Two (2) members. One member to complete a three-year term which expired on December 31, 2011. The second term expires on December 31, 2013.

Open Space and Land Preservation Task Force: Two (2) members. Both one-year terms expiring on December 31, 2011.

Bike and Hike Committee: Seven (7) members for a one (1) year appointment which expired on December 31, 2011.

Planning Commission: Two (2) members both to complete a four-year term expiring December 31, 2013.

Veterans Affairs Committee: Two (2) alternate members for a two-year term expiring on December 31, 2013.

Zoning Hearing Board: Appointment of one (1) alternate member to complete a three-year term expiring December 31, 2012.

10. **RESOLUTIONS AND MOTIONS:**

10.1. **Consider Resolution 2012-01 to ratify and levy the following real estate tax millage for 2012:**

Mr. Paul motioned, seconded by Mr. Hallowell, to adopt Resolution 2012-01 to ratify and levy the following real estate tax millage for 2012. This motion passed by a vote of 4-1. Mrs. Yannich abstained.

Fund Category	Mill Levy
General Fund	4.15
Debt Service Fund	3.39
Fire Protection Fund	1.25
Road Machinery Fund	0.25
Park and Recreation Fund	2.26
Ambulance Corps Fund	0.25
Total Mill Levy	11.55 Mills

The 11.55 total millage remains the same as 2011.

10.2. **Consider resolution 2012-02 to continue all Tax Ordinances/Resolutions in force during 2011 and prior years pursuant to Section 4 of the Local Tax Enabling Act and all other ordinances and resolutions adopted.**

Mr. Paul motioned, seconded by Mrs. Achenbach, to adopt Resolution 2012-02 to continue all Tax Ordinances/Resolutions in force during 2011 and prior years pursuant to Section 4 of the Local Tax Enabling Act and all other ordinances and resolutions adopted. This motion passed unanimously.

10.3. Consider resolution 2012-03 approving 2012 special fire hydrant tax levy equal to .25 mills. This tax is only on properties located within 780 feet of a fire hydrant, in accordance with Section 1802 of the Second Class Township Code. The revenues are credited to the Warrington Water and Sewer Department.

Mr. Paul motioned, seconded by Mrs. Achenbach, to adopt Resolution 2012-03 approving 2012 special fire hydrant tax levy equal to .25 mills for properties located within 780 feet of a fire hydrant, in accordance with Section 1802 of the Second Class Township Code. The revenues are credited to the Warrington Water and Sewer Department. This motion passed unanimously.

10.4. Consider resolution 2012-04 to authorize the Township Manager, at his discretion, to pay payroll and appropriate invoices to avoid unnecessary penalties. Bills paid by this procedure shall be presented at the next regular meeting for subsequent approval. Any invoices or payments over the sum of \$75,000.00 outside the normal billing cycle must be presented to the BOS Chairman, Treasurer, and CFO for live signatures. The CFO or his designee will prepare the appropriate pages for the bill list.

Mr. Paul motioned, seconded by Mrs. Achenbach, to adopt Resolution 2012-04 to authorize the Township Manager, at his discretion, to pay payroll and appropriate invoices to avoid unnecessary penalties. Bills paid by this procedure shall be presented at the next regular meeting for subsequent approval. Any invoices or payments over the sum of \$75,000.00 outside the normal billing cycle must be presented to the BOS Chairman, Treasurer, and CFO for live signatures. The CFO or his designee will prepare the appropriate pages for the bill list. This motion passed unanimously.

10.5. Consider resolution 2012-05 setting the 2012 Bond amounts:

- Treasurer's Bond in the amount of \$1,000,000
- Manager's Bond in the amount of \$1,000,000
- Chief Financial Officer in the amount of \$1,000,000

Mr. Paul motioned, seconded by Mrs. Achenbach, to adopt Resolution 2012-05 setting the 2012 Treasurer's Bond, Manager's Bond, and Chief Financial Officer's Bond in the amount of \$1,000,000 per person. This motion passed unanimously.

10.6. Motion to approve the following depositories for Warrington Funds during 2012:

Mr. Anderson motioned, seconded by Mr. Paul, to approve the following depositories for Warrington Township funds during 2012 as listed below. This motion passed unanimously.

- Citizens Bank
- TD Bank
- Beneficial Bank
- Susquehanna Bank (formerly Abington Bank)
- Pennsylvania Local Government Investment Trust (PLGIT)
- Other financial institution deemed appropriate

10.7. Consider resolution 2012-06 establishing the 2012 Township Fee Schedule:

Mr. Paul motioned, seconded by Mrs. Achenbach, to adopt Resolution 2012-06 establishing the 2012 Township Fee Schedule. This motion passed unanimously.

The Board directed the Township Manager to prepare the 2012 Township Fee Schedule for the Board's review and submit to them the week of January 9, 2012.

10.8. Consider motion establishing 2012 Regular Meeting Schedule.

Mr. Paul motioned, seconded by Mrs. Yannich, to establish the 2012 Regular Meeting Schedule as proposed in the agenda packet, which states the Board of Supervisors meetings are held the 2nd & 4th Tuesdays of each month and meetings are posted on the township's website. Meetings are subject to change due to holidays and special meetings may be deemed necessary, which will be posted on the website. This motion passed unanimously.

10.9. Consider motion establishing 2012 Holiday Schedule.

Mr. Paul motioned, seconded by Mr. Hallowell, to establish the 2012 Holiday Schedule. This motion passed unanimously.

10.10. Consider motion to adopt the 2012 IRS Mileage Reimbursement Rate.

Mr. Paul motioned, seconded by Mr. Hallowell, to adopt the 2012 Mileage Reimbursement Rate of 55.5 cents per mile as established by the IRS. This motion passed unanimously.

11. SUPERVISORS' COMMENTS.

Shirley Yannich's Goals and Legacy

Mrs. Yannich wanted to thank the voters, her family, friends, neighbors, Warrington Republican people, and Doug Skinner, a former township supervisor and her campaign manager for all their support while in pursuit of being a Township Supervisor. She referenced her goals. In 2004 a company was hired to put together a Corridor Study. That study may or may not have been implemented. In 2006 the Board of Supervisors adopted and amended a Comprehensive Plan. She said in that Comprehensive Plan it talks about the Corridor. In 2010 the Township Planning Commission wrote up a draft resolution to prepare an amendment to an ordinance and present it to the Board of Supervisors. She is hoping that the Supervisors can move this process along by instilling in the Planning Commission the ability to further their work. The sooner they are able to complete their work they can then get their recommendations back before this Board. Her legacy is to leave this office in two years by bringing local government to the youth. At the end of this month she will be meeting with teenagers that are members of a high school government club. She is going to teach them about zoning districts.

Thanks from Matt Hallowell

Mr. Hallowell thanked everyone who supported him in his pursuit to be a Township Supervisor.

John Paul's Comments

Mr. Paul commented that the Township Budget is a major priority and that the Board will face the challenge to make adjustments and cuts as deemed necessary in the pursuit of a balanced budget.

Township Solicitor's Comments

Mr. Casey thanked the Board for their confidence in appointing him as solicitor.

Gerry Anderson's Comments

Mr. Anderson requested the Board members to prioritize their strategic goals for 2012 and present them at the January 10, 2012 meeting.

12. **ADJOURNMENT**

There being no further business, Mr. Paul motioned, seconded by Mrs. Achenbach, to adjourn the meeting at 8:10 p.m. This motion passed unanimously.

Edited and Reviewed By:



Timothy J. Tieperman, Township Manager