

**WARMINSTER TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF THE PUBLIC MEETING
Monday, January 3, 2011**

REORGANIZATION MEETING

MEMBERS PRESENT: Gail E. Johnson, Chairman
Frank Feinberg, Vice-Chairman
Leo I. Quinn III
Thomas E. Panzer, Esq.
Ellen S. Jarvis

STAFF PRESENT: Robert V. Tate, Township Manager, Treasurer, Secretary
Michael Savona, Township Solicitor
Craig Kennard, Township Engineer

1. **Call to Order:** The Public Meeting of the Warminster Township Board of Supervisors, duly advertised in public notices, was held at the Township Building, 401 Gibson Avenue, Warminster, PA. The meeting was called to order at 7:00 P.M. by Gail E. Johnson, Chairman.
2. **Pledge of Allegiance:** Led by Mrs. Jarvis, was followed by a moment of silence for our men and women in uniform around the world. Mr. Feinberg requested a brief moment of silence for Sam Horn, a long time resident of Warminster, who passed away recently.
3. Mr. Tate read the names and handed out certificates for the residents whose terms have expired in recognition of their service on Boards and Committees. (List attached)
4. **Recognition for Boards and Committees:**

Mr. Johnson announced the Election of Chairperson to the Board of Supervisors.
Mr. Johnson nominated Mrs. Jarvis as Chairperson of the Board; 2nd Mr. Feinberg. **Vote 3-2**
Mr. Johnson turned the gavel over the newly elected Mrs. Jarvis.
Mrs. Jarvis continued by conducting the elections of Vice-Chairperson, Secretary/Treasurer, and Assistant Secretary:
Mrs. Jarvis nominated Mr. Feinberg as Vice-Chairman of the Board, 2nd Mr. Johnson **Vote 5-0**
Mr. Feinberg nominated Mr. Johnson as Secretary/Treasurer, 2nd Mrs. Jarvis **Vote 5-0**
Mr. Feinberg nominated Mr. Tate as Assistant Secretary of the Board, 2nd Mr. Johnson **Vote 5-0**
5. **Township Appointments:**

Mr. Quinn nominated Michael Savona of Friedman Schuman as Township Solicitor for 2011, 2nd Mr. Feinberg **Vote 5-0**
Mr. Quinn nominated Gilmore Associates as Township Consulting Engineer for 2011, 2nd Mr. Feinberg **Vote 5-0**

Mr. Panzer made a motion to table the nomination of Remington, Vernick & Beach, as Conflict and Special Project Engineers for 2011. Motion was tabled. **Vote 5-0**

Mr. Feinberg nominated David Truelove of Curtin-Heefner as Labor Attorney for 2011,

2nd Mr. Johnson (Mr. Panzer, Mr. Quinn voted no). Vote 3-2
 Mr. Johnson nominated Kathy Belisario as Recording Secretary for 2011, 2nd Mrs. Jarvis Vote 5-0
 Mr. Quinn nominated Major & Maestro for Accounting Services for 2011, 2nd Mr. Panzer Vote 5-0
 Mr. Feinberg nominated Larsen Allen for Auditing Services for 2011, 2nd Mr. Johnson Vote 4-1
 (Mr. Panzer voted no).
 Mr. Johnson motioned to contract with Keystone Municipal Inspections for Zoning Services.
 He nominated Rich O'Brien as Zoning Officer for 2011, 2nd Mr. Feinberg Vote 5-0
 Mr. Johnson nominated Daniel Laurich as Building Code Official and Emergency
 Management Coordinator for 2011, 2nd Mr. Feinberg Vote 5-0

6. Township Depositories:

Mr. Johnson entertained a motion to name the following banks as Township Depositories in 2011 in order to get the best possible interest rates, Bucks County Bank, First National Bank of Newtown, Citizens Bank, National Penn Bank, Fulton Bank, and any other financial institutions to obtain the best possible rates.
 At Mr. Quinn's request and with information provided by Mr. Savona, Mr. Johnson amended the motion and excluded the phrase regarding any other financial institutions as follows:

Mr. Johnson entertained a motion to name the following banks as Township Depositories in 2011 in order to get the best possible interest rates: Bucks County Bank, First National Bank of Newtown, Citizens Bank, National Penn Bank, and Fulton Bank, 2nd Mr. Panzer Vote 5-0

7. Treasurer's Bond to be set by Board of Supervisors. Limit to \$2,000,000.00.

Mr. Johnson made a motion to set the Treasurer's Bond by the Board of Supervisors limit at \$2,000,000.00, 2nd Mr. Feinberg Vote 5-0

8. Determination of Township Holidays for 2011, motion by Mr. Johnson, 2nd Mr. Feinberg Vote 5-0

New Year's Day, Friday, December 31, 2010 (observed)
 President's Day, Monday February 21
 Spring Holiday, Friday, April 22
 Memorial Day, Monday, May 30
 Independence Day, Monday, July 4
 Labor Day, Monday, September 5
 Veteran's Day, Friday, November 11
 Thanksgiving Day, Thursday, November 24
 Day after Thanksgiving Day, Friday, November 25
 Christmas Day, Monday, December 26 (observed)

9. Mr. Quinn made a motion to establish the regular monthly meetings of the Board of Supervisors, 2nd Mr. Johnson (List is attached) Vote 5-0

10. Appointments of Supervisor Liaison:

Mr. Quinn: Parks and Recreation, Tri centennial Commission, Ambulance Corp.
 Mrs. Jarvis: Communication Advisory Committee, Senior and Health Advisory Committee, Tri centennial, Emergency Management Council, Police Department
 Mr. Johnson: Library Board, Finance and Budget Advisory Board, Environmental Advisory Council, Golf Course Committee
 Mr. Panzer: Traffic Safety Committee, Police Department

Mr. Feinberg: Planning Commission, Zoning Hearing Board, Economic Development Commission, Emergency Management Council

Mr. Panzer made a motion to leave the liaisons in place as they were for 2010, 2nd Mr. Quinn **Vote 5-0**

Standing Commissions and Boards:

Vacancy Board (one year term)

Mr. Feinberg made a motion to appoint Barbara Patrick to a full one year term, expiring on January 2, 2012, 2nd Mr. Panzer **Vote 5-0**

Communication Advisory Committee

Mrs. Jarvis made a motion to appoint Joan Greenberg to a full three year term expiring on December 31, 2013, 2nd Mr. Feinberg **Vote 5-0**

Mrs. Jarvis made a motion to appoint Albert Wiesner to a full three year term expiring on December 31, 2013, 2nd Mr. Johnson **Vote 5-0**

Mrs. Jarvis made a motion to appoint Donald Carlson to a full three year term expiring on December 31, 2013, 2nd Mr. Feinberg **Vote 5-0**

Construction Board of Appeals (five year term)

Mr. Quinn made a motion to appoint Abe Kern to a full five year term expiring on December 31, 2015 2nd Mr. Feinberg **Vote 5-0**

Economic Development Committee (three year term)

Mr. Panzer made a motion to appoint Len Grumm, Mike Hartline, and Joseph Warner to full three year terms expiring December 31, 2013 2nd Mr. Quinn **Vote 5-0**

Environmental Advisory Council (three year term)

Mr. Johnson made a motion to appoint Larry Menkes to a full three year term expiring on December 31, 2013 2nd Mr. Panzer **Vote 5-0**

Mr. Johnson made a motion to appoint Ed Reardon to a full three year term expiring on December 31, 2013 2nd Mrs. Jarvis **Vote 5-0**

Finance and Budget Advisory Board

Mr. Panzer made a motion to appoint Stan Allen, Paul Luff, and Bob Vegetabile to three year terms expiring on December 31, 2013 2nd Mrs. Jarvis **Vote 5-0**

Golf Committee

Mrs. Jarvis made a motion to appoint Dominic Visco as a Citizen Advisor to a one year term, expiring on December 31, 2011, 2nd Mr. Feinberg **Vote 5-0**

Mr. Quinn made a motion to appoint Fred Gold as a Citizen Advisor to a one year term, expiring on December 31, 2011 2nd Mr. Johnson **Vote 5-0**

Library Board

Mr. Panzer made a motion to appoint Susan Schultz and Nancy O'Hara to three year terms Expiring on December 31, 2013 2nd Mr. Johnson **Vote 5-0**

Municipal Authority Board (five year term)

Mr. Feinberg made a motion to appoint Jim Brickman to the Municipal Authority Board for a five year term, 2nd Mrs. Jarvis (Mr. Panzer and Mr. Quinn voted no) Vote 3-2

Parks, Recreation and Conservation Board

Mrs. Jarvis made a motion to appoint Claudia Eisenmann Quinn for a five year term expiring December 31, 2015 2nd Mr. Panzer Vote 5-0

Mrs. Jarvis made a motion to appoint Charlie Morgan, Mark McKee, and Greg Hucklebridge as Citizen Advisors for one year terms expiring December 31, 2011 2nd Mr. Panzer Vote 5-0

Planning Commission

Mr. Quinn made a motion to appoint Wayne McCulloch and Jerry De Rosa to full five year terms expiring December 31, 2015 2nd Mr. Panzer Vote 5-0

Mrs. Jarvis made a motion to appoint Richard Ludwig to the Planning Commission for a two year term expiring on December 31, 2012 2nd Mr. Feinberg Vote 5-0

Mrs. Jarvis made a motion to appoint Abe Kern as a Citizen Advisor for a one year term expiring December 31, 2011 2nd Mr. Quinn Vote 5-0

Mrs. Jarvis made a motion to appoint Donald Carlson as a Citizen Advisor for a one year term expiring December 31, 2011 2nd Mr. Feinberg Vote 5-0

Seniors and Health Advisory Committee

Mrs. Jarvis made a motion to appoint Irene Dudley and Katie Farrell to full five year terms expiring on December 31, 2015 Vote 5-0

Mrs. Jarvis made a motion to appoint Wendy Walters as Citizen Advisor for a one year term expiring December 31, 2011 2nd Mr. Johnson Vote 5-0

Mrs. Jarvis made a motion to appoint Rose Gold to represent the Ben Wilson Senior Center as Citizen Advisor for a one year term expiring December 31, 2011 2nd Mr. Quinn Vote 5-0

Traffic Safety Committee

Mr. Panzer made a motion to table the appointments to the Traffic Safety Committee until further information is available and the committee reformulates itself, 2nd Mr. Johnson Vote 5-0

Zoning Hearing Board

Mr. Panzer made a motion to appoint Scott De Rosa to a five year term expiring on December 31, 2015, 2nd Mr. Quinn Vote 5-0

Mr. Panzer requested that the Boards and Commissions establish mission statements at their first meeting if they do not have one, and for the Boards and Commissions that do have mission statements to revisit and update them. Mr. Quinn then requested that the mission statements be posted on the website so that the residents can be aware of what is involved in working on a committee or board. Mrs. Jarvis added that presentations with information on what is being accomplished and worked on by each of the committees should be scheduled throughout the year.

11. Old Business

A. Consider Approval of Memorandum of Agreement for AFSCME Local 2289 (WTEO)

Mr. Johnson made a motion 2nd Mr. Feinberg, to accept the Memorandum of Agreement for AFSCME Local 2289 (WTE0) Vote to approve 3-2 (Mr. Quinn and Mr. Panzer voted no).

Mr. Tate added that the agreement would be forwarded to WTEO for their signature after the Board's approval tonight.

B. Affirmation/Signing of Meeting Policy

Mrs. Jarvis stated this policy sets the tone and decorum for the Township meetings and is done annually to show that the Supervisors are in agreement to work cooperatively and with mutual respect.

Mr. Quinn made a motion 2nd Mr. Feinberg, to approve the Affirmation of Meeting Policy. Vote to approve 5-0.

12. New Business

Mrs. Jarvis requested that the PSATS Annual Education and Trade Show Convention on April 17th through 20th be put on the agenda. The hotel lottery deadline is January 21st. She asked that the Supervisors advise Mr. Tate if they are attending. Mr. Tate was appointed the delegate again this year and it was agreed that the Township would pay for Mr. Tate to attend.

13. Supervisor's Comments

Mr. Quinn:

- The 300th Anniversary kickoff is Saturday, January 15th from 7 to 10 PM at the VE German Club on Davisville Road. The tickets are available on the website, at the WREC, or by calling VE. The tickets at \$30 include butlered hors d'oeuvres, beer and wine open bar and entertainment. A comedian and DJ will be present.
- The above information and much more can be found in the WREC bulletin which was just mailed to the residents. Artists interested in volunteering to help make signs for Safety Town can contact the WREC (Mrs. Quinn) or the Rotary. In addition, Safety Town is full but there is a waiting list.
- He wished everyone a Happy New Year and mentioned the great time he had at the Mummer's Parade.

Mr. Panzer:

- McDonald Elementary School Region 2 plan will be before the Planning Commission on January 19th. Residents can attend, view the plans and give their opinions.
- There are rumors concerning travel for employees to undergo training in another state despite the Board's request to keep travel to a minimum. He requested Mr. Tate provide details.
- He enjoyed the meeting and has been discussing the state of the Township with Mr. Quinn and where we are going. The financial crisis is not over and employee morale is low especially among the police officers.
- Top down Communication is ineffective and long term planning is nonexistent with short term budget tracking ineffective.
- Storm water problems continue to plague the Township. Money continues to be budgeted but solutions have not been implemented. There was a \$640,000 budget for storm water with only \$50,000 spent.
- The Township Manager has not been evaluated after over three years. He asked that the Supervisors to look at an evaluation form which he distributed. The manager should be aware of where the Board stands on issues and his performance. He asked that Mr. Tate complete the self evaluation form which contains goals and objectives.
- Health care costs will continue to plague the Township because the existing collective bargaining agreements have been extended. The adjustments which have been made do not take into account the mounting health care costs.
- Taxes were raised five mills.

- An employee satisfaction survey would help address the employee morale problem. Feedback is needed from the employees on how to deliver Township services better. It could start anonymously but after a while employees can take ownership of their ideas. They should be comfortable with that without fear of reprisal. This is a good time to build positively.
- We need better communication from the Department Heads through the Township Manager. He feels the Department Heads should meet with Mr. Tate on a regularly scheduled basis and provide updates on their departments including what value their department has brought to Warminster Township, and what do the individual departments need to achieve their goals and objectives. The Department Heads should report what they are working on and their accomplishments to the residents at public meetings.
- Mr. Tate should report to the Board on a monthly basis and in more detail on a quarterly basis on where we stand financially and on the budget.
- The Chief of Police should attend the meetings and report on the valuable things the department as a whole and individually has done on a quarterly or monthly basis. Our residents should be informed.
- We need an emphasis on planning. The \$3.4 Million deficit was a failure to plan. The budget is a living, breathing document which should be managed by Mr. Tate and the professionals we appointed tonight. Our outside accountant should appear at regularly scheduled meetings with good, solid information on where we stand. The budget is the one year plan, the three and five year plan projections will give us an idea on what might happen five years from now.
- A comprehensive plan is needed on the golf course. This has been discussed and we are hoping to see something in the first quarter. The Township has lost money through a failure to plan and a failure to execute a plan.
- Street Road traffic has been discussed all year. Public Works was going forward and then everything stopped. We need to fix it. The Township paid a lot of money for a closed loop system which only worked for a short period of time.
- Warminster Township Government Administration is suffering from a lack of leadership and direction. The Township is operating in a crisis mode. We have to plan for the future.

Mr. Panzer looks forward to discussing these topics and others over the next several months. He and Mr. Quinn have discussed some positive ways to make changes in the Township. They would like to have these concepts looked at by the Board and addressed in the next few months in an effort to help get the Township back on track.

Mr. Feinberg agreed with a lot of what Mr. Panzer said with respect to planning.

- An issue which was a monumental task over the past few years was redoing the ordinances and the zoning map. We believe that has led the Township to an upsurge in building and people wanting to come into the Township.
- He also agrees with the storm water problem Mr. Panzer cited. There was well over \$1,000,000 in cash accounts for storm water in 2008. The fund was there but nothing was being done. In 2009 a study was implemented to find out what our storm water issues were so that we could start ranking and addressing them. A lot of evaluation, planning and engineering has been done but we have not “put the shovel in the ground.” The tremendous storm water problems were built up in the ‘50’s and ‘60’s before storm water control was implemented in the 1980’s. That’s a monumental thing to overcome. We are making progress with Gilmore leading the way.
- The budget issues are many faceted and complicated.
- In 2008 he spoke with Mr. Tate about planning ahead and also regarding goals and objectives for the Township Manager and each department. Some township employees did not want to have goals and objectives because it has not been done in the past. He continued that long range planning is impossible

without goals and objectives. At the end of 2009 plans were being put together regarding goals and objectives but were never implemented in 2010. We definitely have to work on that now.

- He stated that 2011 was going to be unpredictable on whether it's going to be a good year or not, but looking forward he feels the economy will recover. Housing is a big part of recovery and it doesn't look like there will be a recovery in that area in 2011.
- Costco and Wawa will help the township with revenues and jobs.

Mr. Feinberg closed by saying he looks forward to working with the other Supervisors in the coming months and is glad that Mr. Panzer and Mr. Quinn are thinking and planning. He hopes to work with them enthusiastically for the sake of the Township.

Mr. Johnson:

- Thanked everyone for helping him out while he was chairman. He stated it was a difficult year but we got through it, especially the budget issues we have been through.
- He agreed that Mr. Panzer made some excellent points in that the Township has never had a long range plan or process in place. The Township also has never had a procedure for reviewing the manager and that needs to be addressed. He said he was the liaison to the Finance and Budget Committee as well as the EAC and both of those committees came up with some excellent ideas for long range planning that could help us gain more control over our expenditures in the future. He feels he was not timely in transmitting them to the Board because we were trying to keep the Township from being mortgaged off and going under.
- The Golf Committee has received some proposals which will help us out long term. Mr. Panzer raised some good points, but we have not been able to get them in place mostly because they were never in place in the past. The financial controls were mentioned and we do have a new accounting system in place which will help us get a better idea on where our budgets are.
- We have a budget in place and we have made conservative efforts for 2011 so that we can make it through the year. Everyone on the Board is very concerned about keeping the Township on track and doing the best thing for Warminster.
- He wants to support the employees and would like to point out a criticism that has been leveled at Mr. Tate who has been working with less staff at his disposal in the current and prior years. He has Patti but no assistant manager and has said he is trying to survive without that because of budgetary constraints.

Mr. Johnson appreciates the hard work and long hours Mr. Tate has put in to try to get us through and thanked the Board for their help and support during the past year.

Mrs. Jarvis began by saying that after 300 years it's about time a woman gets the last word. Finally, after 300 years a woman has broken through the glass ceiling and is the chairperson of this board. There have been four other women who have served the Township as Supervisors but none have served as chairperson until now. She stated she is glad to be in the center seat and thanked everyone for their vote of confidence. She continued that she looks forward to an excellent year. Unlike some others on this board she is optimistic about the Township and sees how much Warminster has improved over the past few years. We face a financial condition that no one could have predicted regardless of how little planning has been done. We could not have anticipated the type of contributions we needed to make to the pension program. Even some of the best predictors in the nation could not have foreseen that we would be in essentially what some have called the Second Great Depression. Mrs. Jarvis sees great things ahead for Warminster pointing out an email she received from a colleague who said all five supervisors are doing a great job in terms of the number of businesses coming into Warminster.

- Costco should be breaking ground in 2011 leading the way with a minimum of 300 jobs in Warminster Township. CVS is building throughout the township also bringing in jobs and tax revenue. We are anticipating the developments of Wawa coming into the Township on Street Road.
- Whispering Pines and the Station at Bucks are residential developments with features that make them unique to the area.
- Mr. Johnson has ably led us in the past year in requesting proposals for the golf course.
- We have worked hard in the past year on the codification of our ordinances so that they can be online and searchable.
- Our zoning processes have been streamlined with further work to be done in the L&I Office which will help us to be more responsible in real estate development in the future.
- Vertical Screen will open its world headquarters in March bringing in thousands of jobs in our Township. The environmentally responsible building will be a landmark which will show that company's commitment to Warminster Township.
- We are looking to rectify the Street Road Industrial Complex issues which have been plaguing us for several years.
- 263 Marketplace is a thriving community of vendors.
- We are looking forward to having brand new schools in the district which will encourage new families to move to the Township.

Mrs. Jarvis sees bright things for the Township and is looking forward to the role of Chairperson. She visualizes 300 years of greatness and remarkable growth with civic responsibility to its history. She continued that we should all take pride and celebrate how far we've come and also how far we have to go. She is very proud and said failure is not an option for this administration and is willing to bet that by the end of this year we will have a minimum of \$250,000 surplus, no deficit in our budget, with no tax increase. She thanked the residents who came out this evening and for their trust in her to lead us into 2011.

14. Agenda for January 13th

- Approval of Minutes for December 16th and 28th
- Storm Water Update
- Escrow Release for the Learning Center
- Board to consider Resolution 2011-01 for Tax Revenue Anticipation Note
- Street Road Industrial Complex Agreements
- Request Archbishop Wood and William Tennent athlete and team congratulations

15. Adjournment:

Mr. Quinn motioned to adjourn the meeting at 8:45 PM.

Respectfully submitted,

Gail E. Johnson
Secretary