

**WARWICK TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING JANUARY 3, 2022**

1. Call to order
2. Acting Chairman and Secretary
3. Nomination of Chairman
4. Nomination of Vice-Chairman
5. Nomination for Vacancy Board member
6. Re-appoint Secretary-Treasurer-Administrator
7. B B & T, Victory, Meridian and First Resource banks are the Township's Banking Institution for general, state, open space, relief funds, and escrow accounts.
8. Set Treasurer's Bond in the amount of \$3,000,000.00 with the Travelers Casualty & Surety Co.
9. Re-Appoint Kraft Code Services as Zoning Officer.
10. Appoint Kraft Code Services as the Township Building Inspector, zoning officer, and Engineer on one lot development as needed.
11. Appoint Road Master, Assistant Road Master, Full Time with Benefits. . Part-time road workers/maintenance workers/snow plowers will be called in as needed with no benefits.
12. Request the Auditors to set a rate for Supervisors to work on the roads. Auditor's re-organization meeting January 4, 2022, 7:00 p.m.
13. We have no Tax Collector – No Township Tax collected no compensation.
14. Appoint Kraft Engineering as the Township Engineers.
15. Appoint Theurkauf Design & Planning as Planning Consultants.
16. Appoint Castle Valley Consultants as Sewage Consultants...
17. Appoint – Andy Donaldson as Planning Commission members 4 year term – January 1, 2022 – December 31, 2025 ,

18. Planning Commission re-organization meeting, January 4 2021, 6:30 p.m. at the Township Building.
19. Re-Appoint Zoning Hearing Board Member Thomas Porter to a three year term, January 1, 2022 to December 31, 2024. RE-Appoint John Kolle as Alternate Zoning Hearing Board Member from January 1, 2022 to December 31, 2022.
20. Re-Appoint Historical Commission member Karl Snyder to a five year term – January 1, 2022 – December 31, 2026.
21. Re-Appoint HARB Board – Lou Schneider, architect, Chris DeWalt Real estate Agent; Kraft Code, Joe Boulanger , building inspector/zoning officer, and the entire Historical Commission.
22. Re-appoint Siana Law, LLP, Michael Crotty, and Esquire as Township Solicitor at prevailing rate.
23. Mr. Dave Sarge as Emergency Management Coordinator.
24. Nominate Voting Delegate to State Convention.
25. Nominate Primary, First Alternate, Second Alternate Voting Delegate to State Act 32 Tax Collection Committee.
- 27..The Liaison/Members to the Warwick-Nantmeal Sewer Authority are Eileen Cameron till December 2022 and Craig Kologie till December 2023.
28. Appoint Liaison to the Elverson EMS.
29. Appoint Liaison to the Twin Valley Fire Company.
30. Adopt Emergency Services.
31. Regular Meeting of the Board of Supervisors 1st Tuesday of each month at 7:00 p.m., at the Township Building except for holidays or elections, then the regular meeting and any other meetings will be advertised by law in the Pottstown Mercury.
32. Motion to adjourn the Organization Meeting.

**WARWICK TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING MINUTES
JANUARY 3, 2022**

Vice-Chair Cameron called the Organizational Meeting of the Board of Supervisors to order, 12:00 p.m., at the Township Municipal Building, Mrs. Cameron, Mr. Sydlosky and Solicitor Crotty were present.

Solicitor Crotty stated Mrs. Cameron would acting as Chairperson and Mrs. Grimley as acting Secretary until appointments were made.

Mr. Sydlosky made a motion to nominate Mrs. Cameron as Chairperson, 2nd Mrs. Cameron, 2 ayes.

Mrs. Cameron made a motion to nominate Mr. Sydlosky as Vice-Chairman, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to nominate Mr. Andrew Donaldson as Vacancy Board Member, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to re-appoint Mrs. Grimley as Secretary, Treasurer and Administrator, 2nd Mr. Sydlosky, 2 ayes

Mrs. Cameron made a motion to have Truist, Victory, Meridian and First Resource Banks and the Township's Banking Institution for General, State, Open Space, Relief, American Rescue Funds and Escrow Funds, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to set the Treasurer's Bond in the amount of \$3,000,000.00 with Travelers Casualty & Surety Company, 2nd Mr. Sydlosky 2 ayes.

Mrs. Cameron made a motion to re-appoint Kraft Code Services as Zoning Officer, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to re-appoint Kraft Code Services as the Township Building Zoning Officer and Engineer on lot development as needed, 2nd Mr. Sydlosky, 2 ayes.

Supervisors discussed Road Master no action taken at this time.

Mrs. Cameron made a motion all Part-Time road workers/maintenance workers/snow plowers will be called in as needed with no benefits, 2nd Mr. Sydlosky, 2 ayes

Supervisors will request a rate set for Supervisors to work on the roads. Auditors will organize, January 4, 2022, 7:00 p.m.

There is no Tax Collector for Warwick.

Mrs. Cameron made a motion to appoint Kraft Engineering as Township Engineers, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to appoint Theurkauf Design and Planning as planning consultants, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to appoint Castle Valley Consultants as sewage consultants, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to appoint Todd Verrecchia to the Planning Commission for a four year term from January 1, 2022 to December 31, 2025, 2nd Mr. Sydlosky, 2 ayes.

Planning Commission will organize, January 3, 2022 at 6:30 p.m. at the Township Building.

Mrs. Cameron made a motion to appoint Zoning Hearing Board Member Thomas Porter to the Zoning Hearing Board for a term of January 1, 2022 to December 31, 2024 and John Kolle to alternate position of one year January 1, 2022 to December 31, 2022, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to re-appoint Mr. Karl Snyder to the Historical Commission to a five year term, January 1, 2022 to December 31, 2026, 2nd Mr. Sydlosky, 2 ayes.

Historical Commission organization meeting will be held on January 17, 2022, 7:00 p.m.

Mrs. Cameron made a motion to appoint Lou Schneider, Architect; Chris DeWalt, Real Estate Agent; Kraft Code, Joe Boulanger, building inspector/zoning officer, and the entire Historical Commission to the HARB, 2nd Mr. Sydlosky, and 2 ayes.

Mrs. Cameron made a motion to re-appoint Siana Law, LLP, Mr. Michael Crotty, Esquire as Township Solicitor at prevailing rate, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to appoint Mr. David Sarge as Emergency Management Coordinator, 2nd Mr. Sydlosky, 2 ayes.

Mr. Sydlosky made a motion to appoint Mrs. Cameron as Voting Delegate to the State Convention, 2nd Mrs. Cameron, 2 ayes.

Mrs. Cameron made a motion to appoint Mr. Sydlosky as First Alternate, Mrs. Cameron as Second Alternate to the State Act 32 Tax Collection Committee, 2nd Mr. Sydlosky, 2 ayes.

Mr. Sydlosky made a motion to appoint Mrs. Cameron until December 31, 2022 and Craig Kologie until December 31, 2023 to the Warwick-Nantmeal Sewer authority, 2nd Mrs. Cameron, 2 ayes.

Mrs. Cameron made a motion that Mr. Sydlosky will act as the Elverson EMS Liaison, 2nd Mr. Sydlosky, 2 ayes.

Mr. Sydlosky made a motion that Mrs. Cameron will act as the Twin Valley Fire Department liaison, 2nd Mrs. Cameron, 2 ayes.

Emergency Services will be discussed at the Board of Supervisors meeting at a later date.

Mrs. Cameron made a motion at the regular monthly meetings of the Board of Supervisors will be held on the 1st Tuesday of each month at 7:00 p.m. at the Township Building except for holidays or elections, then the regular meeting and any other meetings will be advertised by law in the Pottstown Mercury, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to approve the Official Holidays list excluding June Fourteenth, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to approve the list of payroll hourly and salary rates for 2022 as presented, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to adjourn the meeting at 12:18 p.m., 2nd Mr. Sydlosky, 2 ayes.

Respectfully submitted,

Joan P Grimley, Secretary

**WARWICK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2022
AGENDA**

Call meeting to order – 7:00 p.m.

1. Minutes December 7, 2021 , December 31, 2021 Special Meeting, December 17 2021 Executive Session
2. Treasurer's Report

PUBLIC HEARING

CITIZENS REQUEST OR COMMENTS

REPORTS

3. Zoning Officer -
4. Road Master –
5. Planning Commission – Act 167 Comments
6. Historical Commission – No Meeting December 20, 2021 no quorum.
7. Zoning Hearing Board – Newnam postponed 1/31/2022.

PLAN REVIEWS

8. St. Peters/Black Granite Village – Phase I approved – Final approved w/conditions
9. St. Peters Train Station Land Development – Approved w/condition
10. Iron Ridge – Waiting for DEP approval
11. 545 Rock Run Road – Extended until 12/31/2022 – No revised plans submitted
12. Winters – Extended until 2/28/2022 – No revised plans submitted
13. Warwick Knoll Stormwater letter – no response

NEW BUSINESS

14. Service Electric Franchise
15. Personnel appointment
16. Jason Swinehart Resignation letter.

OLD BUSINESS

CORRESPONDENCE

17. Elverson/Honey Brook EMS
18. PA State Police
19. Ridge Fire Company
20. Ridge Fire Police
21. TVFD –
22. Tower Direct

Pay Bills - Docsvault Contract 2022 – Dell Service Contract

ADJOURNMENT

WARWICK TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2022
MINUTES

Chairperson Cameron called the Regular Meeting of the Board of Supervisors to order, 7:00 p.m. at the Township Municipal Building. Mrs. Cameron, Mr. Sydlosky and Solicitor Crotty were present. Also present was Zoning Officer, Mr. Boulanger.

Mrs. Cameron made a motion to accept and affirm all actions taken at this meeting as stated in the minutes of the regular meeting on December 4, 2021, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to accept and affirm all actions taken as stated in the minutes of the Special meeting of December 31, 2021, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to accept the Treasurer's report for the General, State and Open Space funds as submitted, 2nd Mr. Sydlosky, 2 ayes.

CITIZENS REQUEST OR COMMENTS

Mr. Beam questioned why the Township did not have a real estate tax? Board explained we operated off of the earned income Tax

REPORTS

ZONING OFFICER - Mr. Boulanger reported on zoning violations: 147 Sunrise Drive violation is closed; 2649 Rama properties and NOV was issued; 2649 Ridge Road being reviewed by the Township Engineer; 2658 possible violation of junk cars; 2448 N. Hill Camp Road a letter will be sent property is still in violation; 2560 N. Hill Camp in violation a letter will be sent. The Zoning Officer issued 5 building permits.

ROAD MASTER - Solicitor Crotty stated the Road Crew cleared limb and trees on Laurel, Hill, Warwick, James Mill, Northside and North Hill Camp Roads. Catch basins and drainage pipes were cleared of all debris. Stop signs were replaced on James Mill and Chrisman Drive. All vehicles and equipment were maintained. All roads were checked weekly, dirt Mt. Pleasant and dirt Trythall were graded and pot holes filled on Green Lane. Generator was serviced. Leaf

blowing was done on Warwick Chase, Rock Run, Buck Run, Piersol, Bethesda, Northside, Grays Lane & Laurel Roads. Salt was received and mixture of anti skid added.

PLANNING COMMISSION - At the December 15th meeting of the Commission no plans were reviewed. The Commission reviewed Act 167 with planner Ed Theurkauf and submitted their comment to the Board for review.

The Board reviewed and discussed with Solicitor Crotty and will submit comments to the Chester County Planning Commission for the Act 247 review of the draft model Stormwater Ordinance by January 7th.

HISTORICAL COMMISSION - No meeting was held, no quorum.

ZONING HEARING BOARD - The Newnam hearing was postponed till January 31, 2022.

PLAN REVIEWS

ST. PETERS/BLACK GRANITE VILLAGE – PHASE I Approved, Final approved with conditions. Conditions not met, no one was present.

ST. PETERS TRAIN STATION LAND DEVELOPMENT – Approved with conditions, conditions not met. No one was present.

IRON RIDGE – Waiting for DEP approval. No one was present.

545 ROCK RUN ROAD – Extended until December 31, 2022. No revised plans were submitted. No one was present.

WINTERS – Extension received until 2/28/2022. No revised plans submitted. No one was present.

WARWICK KNOLL - Stormwater letter sent, no response.

NEW BUSINESS –

Service Electric - Solicitor Crotty is waiting for a response. Franchise expires April 2022.

Personnel appointments - Mrs. Cameron made a motion to hire Colleen Lignore as office clerk, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to move Mr. Terry Brown from a part-time employee to a full-time employee as Road Crew, with a 90 day probation period, 2nd Mr. Sydlosky, 2 ayes.

Mr. Swinehart submitted a letter of resignation stated he is moving out of the Township.

Mr. Sydlosky made a motion to accept Jason Swinehart's letter of resignation, 2nd Mrs. Cameron, 2 ayes.

OLD BUSINESS – NONE

CORRESPONDENCE

Elverson/Honey Brook EMS – No report

Pennsylvania State Police reported 36 calls to Warwick in December 2021.

Ridge Fire Company reported on call to Warwick in December 2021 and 14 call for 2021.

Ridge Fire Police reported one call to Warwick in December 2021 totaling 3 calls to Warwick in 2021.

TVFD reported 51 calls to Warwick Township in 2021.

Tower Direct sent an email to notify the Township that Medic 93 will have no decrease in services to our community.

Mrs. Cameron made a motion to accept the proposal from Docsvault for 2022 in the amount of \$300.00, 2nd Mr. Sydlosky, 2 ayes.

Dell service contract was discussed, no action taken.

Mrs. Cameron made a motion to distribute Open Space funds for the Brown/Shire easements and cost in the amount of \$81,050.00, 2nd Mr. Sydlosky, 2 ayes.

Resolutions;

Mrs. Cameron made a motion to adopt 2022-1F a Resolution of Warwick Township amending Fees for Zoning, Building and Miscellaneous Permits, 2nd Mr. Sydlosky, 2 ayes.

Mrs. Cameron made motion to adopt Resolution 2022-2, a Resolution for Emergency Services, 2nd Mrs. Sydlosky, 2 ayes.

Mrs. Cameron made a motion to adopt Resolution 2022-3, a Resolution to adopt Tax Collection Committee Delegates Appointment, 2nd Mr. Sydlosky, 2 ayes.

Supervisors reviewed the 2022 TVFD contract, no action taken.

Mrs. Cameron made a motion to appoint Mr. Mathew Beam as Township Vacancy Board Member for 2022, 2nd Mr. Sydlosky, 2 ayes.

Mr. Sydlosky made a motion to pay the bills, 2nd Mrs. Cameron, 2 ayes.

Mr. Sydlosky made a motion to adjourn the meeting at 8:04 p.m., 2nd Mr. Cameron, 2 ayes.

Respectfully submitted,

Joan P. Grimley, Secretary

**Warwick Township Open Space
Balance Sheet
As of January 4, 2022**

	Jan 4, 22
ASSETS	
Current Assets	
Checking/Savings	
Open Space	1,130,808.12
Total Checking/Savings	1,130,808.12
Total Current Assets	1,130,808.12
TOTAL ASSETS	1,130,808.12
LIABILITIES & EQUITY	
Equity	
3900 · Retained Earnings	1,130,808.12
Total Equity	1,130,808.12
TOTAL LIABILITIES & EQUITY	1,130,808.12

**Warwick Township General Fund
Balance Sheet
As of January 4, 2022**

	Jan 4, 22
ASSETS	
Current Assets	
Checking/Savings	
100 · Checking	1,643,941.46
105 · Payroll Account	2,000.00
109.01 · CD Meridian	225,664.43
110 · CD First Resource	248,258.28
110.1 · First Resource Bank	71.59
110.2 · First Resource MM/Cedars	281,109.97
111 · Victory CD	211,611.86
112 · Victory ARP	133,327.17
Total Checking/Savings	2,745,984.76
Total Current Assets	2,745,984.76
TOTAL ASSETS	2,745,984.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-2.00
Total Accounts Payable	-2.00
Other Current Liabilities	
210 · Payroll Liabilities	
220 · Unemployment Payable	14.60
225 · Employee Unemployment Tax	-0.04
Total 210 · Payroll Liabilities	14.56
230 · 2002 Payroll Taxes	-11.37
Total Other Current Liabilities	3.19
Total Current Liabilities	1.19
Total Liabilities	1.19
Equity	
270 · Opening Bal Equity	165,863.22
3900 · Retained Earnings	2,602,524.67
Net Income	-22,404.32
Total Equity	2,745,983.57
TOTAL LIABILITIES & EQUITY	2,745,984.76

Warwick Township General Fund Expenses by Vendor Summary

January 1 - 4, 2022

	Jan 1 - 4, 22
American Rock Salt Company LLC	1,555.09
Cardmember Service	2,376.08
Carl Wingard, Inc.	1,350.93
Castle Valley Consultants, Inc.	460.00
CCATO	250.00
DocsVault	300.00
Edwards Business Systems	72.42
Elverson Post Office	116.00
Elverson Supply	129.81
Gawthrop Greenwood, PC	412.50
Joan Grimley	50.00
Kraft Code Services	8,300.50
Met-Ed	187.99
Mr. Charles Billetta	159.99
PA Municipalities Pension Trust	1,431.00
PSATS	1,378.00
Ready Refresh	35.96
Siana Law, LLP	1,128.03
Theurkauf Design & Planning	718.25
Thomas Kein Plumbing & Heating	81.00
Unruh Turner Burke & Frees	57.00
W. B. Mason	119.75
Windstream	308.02
Wrigley's Office Supply	1,426.00
	22,404.32
TOTAL	22,404.32

Warwick Township State Fund Balance Sheet As of January 4, 2022

	Jan 4, 22
ASSETS	
Current Assets	
Checking/Savings	
100 · State Fund Checking	131,247.73
Total Checking/Savings	131,247.73
Total Current Assets	131,247.73
TOTAL ASSETS	131,247.73
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	43,759.00
3900 · Retained Earnings	87,488.73
Total Equity	131,247.73
TOTAL LIABILITIES & EQUITY	131,247.73