

Warrington



Township

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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

April 27, 2010

MEMO TO: BOARD OF SUPERVISORS
FROM: TIMOTHY J. TIEPERMAN
RE: **MANAGER'S REPORT**

- A. Town Center Ordinance: Staff is seeking feedback from Supervisors on the proposed Town Center Ordinance. As background information, the ordinance is one of four districts spanning the Easton Road/Route 611 corridor. The Gateway 1, Gateway 2 and Central Business Districts are still under development. We have fast-tracked this particular District because of active developments within this section of the corridor. The Town Center's primary goal is to modernize the list of approved uses to achieve a more consistent development standard and to promote innovative redevelopment options. It also cleans up some non-conforming parcels and provides zoning consistency. Enclosed is the draft ordinance along with the summary slides from Mr. Mrozinski's presentation. (Attachment A). We welcome your feedback so that we may finalize the draft for advertising.
- B. Quarterly Financial Report: Submitted with the Manager's Report is the quarterly budget report on all major township funds. This reflects the full 1st quarter costs on all major operating funds. Of significant note are snow/ice expenditures which show an overage of \$128,000. I am currently conducting an internal audit of the liquid fuels accounts and expect that we may be able to payback the general fund for this overage. I would like to retain some highway funds for 2010 capital projects, although they will likely be curtailed from what was originally planned. I have also asked each department head to review his/her department expenditures and substantiate any major variances or anomalies. Attached is an updated Revenue Analysis which shows a comparison of current collectibles compared to prior years at this time period. It's a good gauge to show how our revenues are tracking. (Attachment B)
- C. Tax Collection Committee Followup: In response to follow-up questions from the last meeting, attached are the March 25, 2010 Bucks County Tax Collection Committee (TCC) minutes, detailing the actions taken with respect to the TCC budget, bylaws and management committee. I've provided Mr. Casey with substantial background on Act 32 along with legislative summaries to offer an opinion on the grant resolution that was discussed on April 13. (Attachment C)

D. Capital Projects Updates: On April 22 Maple Avenue was officially opened to the public. The project was delayed a few days to complete necessary landscaping improvements. Warrants for the new stop signs have been included in the comprehensive updating of the Traffic Code. We have confirmed May 5, 2010 at Barclay School for a neighborhood meeting with impacted residents. Staff will review the scope and timeline of the Palomino Basin Retrofit Project. Staff is planning a daylong Road Tour with the township engineer to review, inventory and prioritize the capital needs throughout Warrington.

E. Document Management Update: The Township is near completing the 2nd year of a 5 year capital lease purchase with PNC Equipment Leasing, which funded the \$173,000 document management system. (Attachment D). The system's annual licensing and maintenance is around \$19,000, and is paid directly to Metasource. To date all township employees, including our IT generalist contractors from Premier, have been trained on the process of scanning and retrieving files. All incoming correspondence to the Township Manager and Development Offices are scanned as are all invoices, human resources records, and recreational registrations. Codes and Water/Sewer records are also being prepped for scanning. Some of the system's components are being integrated into the Township's GIS software. Department Heads were directed to establish access parameters for their staffs (e.g., read only, edit, entry, etc).

Phase 2 Planning

We are now actively evaluating the cost efficiencies of moving forward with a phase 2, which will involve a backfile conversion of all Township street files. The street files are the lifeblood of all Township records and are currently fragmented among various departments in separate buildings. This has resulted in much duplication and has stymied Staff's ability to realize the full potential of a truly paperless environment. We're in the process of securing estimates for this outsourcing, which we expect to be around \$85 to \$90K. We believe, however, the return on investment will be many times over.

F. BPT Mailings: Berkheimer Associates has confirmed that the mailings for the 2009 and 2010 tax bills were mailed out to all business on April 15, 2010. The due date is June 1, Be advised Berkheimer is the contracted collector for this new tax and all inquiries and appeals should be directed to its main office.