

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
Monday, January 3, 2006
7:30PM**

The 2006 Hilltown Township Board of Supervisors Reorganization Meeting began at 7:30PM and opened with the Pledge of Allegiance.

A. SELECTION OF TEMPORARY CHAIRMAN – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to appoint Supervisor Richard J. Manfredi as Temporary Chairman. There was no public comment.

B. SELECTION OF TEMPORARY SECRETARY – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to appoint Lynda Seimes as Temporary Secretary. There was no public comment.

C. CALL TO ORDER – The Hilltown Township Board of Supervisors Meeting of January 3, 2006 was called to order by Temporary Chairman Richard J. Manfredi for the purpose of reorganization at 7:32PM. Also in attendance were Supervisor Barbara A. Salvadore, Supervisor John B. McIlhinney, and Temporary Secretary, Lynda Seimes, to record and take minutes of this meeting.

D. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

E. OFFICER APPOINTMENTS: Nominations were made for the positions of Chairman, Vice-Chairman, Secretary, and Treasurer for 2006:

1. Chairman – Motion was made by Supervisor Salvadore to appoint Supervisor John B. McIlhinney as Chairman of the Board of Supervisors for 2006. Temporary Chairman Manfredi seconded the motion for discussion purposes.

Discussion:

Temporary Chairman Manfredi stated that he is more concerned with how meetings are conducted than with who conducts them. He has always believed that the Chairman has no more authority than any other Supervisor and has certain obligations and responsibilities enunciated under the Second Class Township Code to conduct a meeting fairly. If Supervisor McIlhinney is appointed as Chairman, Temporary Chairman Manfredi asked how he would conduct the meetings and if he intended to follow Roberts Rules of Order. Supervisor McIlhinney replied that he would conduct the meetings with fairness and with plenty of public input, and intends to generally follow Roberts Rules of Order. Temporary Chairman Manfredi asked what procedure would be followed with respect to how items would be placed on the agenda. Supervisor McIlhinney commented that at the present time, each Supervisor has equal standing and has the right

to request that an item be placed on the agenda. If at least two Supervisors can agree on an item, Supervisor McIlhinney noted that the item would then be placed on the agenda. Temporary Chairman Manfredi asked if the agenda item policy would be for the full Board to discuss, and Supervisor McIlhinney replied that it would.

Motion passed unanimously. There was no public comment.

2. Vice-Chairman – Motion was made by Supervisor Salvadore, and seconded by Chairman McIlhinney, to appoint Supervisor Manfredi as Vice-Chairman of the Board of Supervisors for 2006. Supervisor Manfredi abstained from the vote. Motion passed. There was no public comment.

3. Township Secretary – Motion was made by Supervisor Manfredi, seconded by Supervisor Salvadore, and carried unanimously to appoint Lynda Seimes as Township Secretary for 2006. There was no public comment.

4. Township Treasurer – Motion was made by Supervisor Manfredi, seconded by Supervisor Salvadore, and carried unanimously to appoint Lorraine Leslie as Township Treasurer for 2006. There was no public comment.

F. PROFESSIONAL SERVICE APPOINTMENTS:

1. Township Solicitor- Motion was made by Supervisor Salvadore to appoint Grabowski Associates as Township Solicitor for 2006. Supervisor Manfredi seconded the motion for discussion purposes.

Discussion:

In September or October of 2005, Supervisor Manfredi advised that the Board of Supervisors had discussed the need for seeking proposals for professional services every three years. Supervisor Manfredi noted that this comment is relative to all professional services appointments, not one in particular, suggesting that at the very least the Board of Supervisors should solicit proposals for all professional services including banking institutions, etc. on a regular basis to insure that the Township is getting the best possible representation at the best possible price. In theory, Supervisor Salvadore agreed, however as a new Supervisor, she is very comfortable with the choice of Grabowski Associates as Township Solicitor for this year. She does believe, however, that the Board of Supervisors must act in due diligence to insure that the Township is getting the best possible service. Chairman McIlhinney believes that requests for proposals for professional services are appropriate at any time, not just because the same firm or individual has been reappointed each year. If the professional firm or individual is performing at or above what was requested of them, Chairman McIlhinney sees no reason

why that appointment should change. He reminded Supervisor Manfredi that there is no substitute for experience, particularly with respect to professional appointments with their knowledge of past history. Supervisor Manfredi believes that it is incumbent upon the Board of Supervisors to make clear to the appointed professionals the goals and wishes of this Board. Chairman McIlhinney and Supervisor Salvadore agreed. Chairman McIlhinney commented that all of the appointed professionals should be made aware of the wishes of this Board of Supervisors.

Motion passed unanimously. There was no public comment.

2. Township Engineer – Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to appoint C. Robert Wynn Associates as the Township Engineer for 2006. There was no public comment.

3. Township Certified Public Accountant- Mr. Bennington advised that the current firm of Dunlap Associates has offered two options for services. Option #1 is a one-year contract to conduct the audit at a cost of \$14,000.00 or Option #2 is a three-year contract at a cost of \$12,000.00 for the first year, a cost of \$12,750.00 for the second year, and a cost of \$13,250.00 for the third year.

Motion was made by Supervisor Manfredi to appoint Dunlap Associates as the Township Auditing Firm for 2006. There was no second to the motion.

Chairman McIlhinney suggested that the Board consider re-advertising for this position. Supervisor Manfredi noted that this is the point he was trying to make with respect to the appointment of professional services. Mr. Bennington stated that the only proposal received for auditing services was from Dunlap Associates.

Mrs. Lorraine Leslie, Township Treasurer, stated that more and more auditing firms have given up municipal auditing because they no longer feel it is profitable. She advised that Larry Gruver's firm in Colmar has given up all of their municipal accounts, as has Baum, Glick, and Clemens in Lansdale. Mrs. Leslie reminded the Board that the Township is required to file DCED reports by April 1, 2006, and therefore, time is of the essence. Mrs. Seimes advised that all professional positions were advertised in the News Herald, the Daily Intelligencer, and the Morning Call newspapers last fall. Chairman McIlhinney suggested that perhaps they should also be advertised in trade journals. Supervisor Manfredi does not believe that the Township should simply rely on print media, and suggested that professional appointments should be solicited. Mr. Bennington feels it is crucial that an appointment be made this evening in order to meet municipal deadline requirements and so that the audit process is not hampered. Chairman McIlhinney asked what is required to be done between now and April. Mrs. Leslie replied that the actual

audit must be conducted and a rather lengthy report and financial statement is required to be filed with the State. Discussion took place.

Motion was made by Supervisor Manfredi to appoint Dunlap Associates as the Township Auditor for a one-year contract as submitted by them. Motion was seconded by Supervisor Salvatore and carried unanimously. There was no public comment.

4. Township Depository – Motion was made by Supervisor Salvatore to appoint Quakertown National Bank as the Township Depository for the year 2006. Supervisor Manfredi seconded the motion for discussion purposes.

Discussion:

Supervisor Manfredi believes that the Township should solicit bids from various depositories to determine whether or not better service could be provided. Discussion took place.

Supervisor Manfredi offered an amendment to the original motion, that if the motion passes to appoint Quakertown National Bank as the Township Depository for 2006, that the Board of Supervisors meet with representatives of QNB and other banking institutions to insure that Hilltown Township is getting the best deal on their money with this ever-changing financial market. Supervisor Salvatore seconded the amended motion.

Discussion took place regarding whether or not an additional vote was required on the initial motion. Mr. Joe Marino of Redwing Road was recognized by the Chairman, stating that since Supervisor Salvatore accepted and seconded Supervisor Manfredi's amended motion, there was no need to call for a second vote.

The amended motion passed unanimously. There was no further public comment.

5. Township Traffic Engineer – Motion was made by Supervisor Salvatore, seconded by Supervisor Manfredi, and carried unanimously to appoint Heinrich and Klein as Township Traffic Engineer for 2006. There was no public comment.

G. BOARD APPOINTMENTS:

1. Planning Commission (One 5-year term ending 12/31/10 and one unexpired term ending 12/31/08) – Motion was made by Supervisor Salvatore, and seconded by Chairman McIlhinney to appoint Joe Marino to a five-year term on the Planning Commission. Supervisor Manfredi was opposed. Motion passed. There was no public comment.

Motion was made by Supervisor Salvatore, seconded by Supervisor Manfredi, and carried unanimously to appoint Ken Beer to the unexpired term ending 12/31/08 on the Planning Commission. There was no public comment.

2. Zoning Hearing Board (One 3-year term to expire on 12/31/08) - Motion was made by Supervisor Manfredi, seconded by Supervisor Salvatore, and carried unanimously to reappoint John Snyder to another three-year term on the Zoning Hearing Board. There was no public comment.

3. Park and Recreation Board (Two 5-year terms ending 12/31/10) - Motion was made by Supervisor Salvatore, seconded by Supervisor Manfredi, and carried unanimously to reappoint Jon Apple to another five-year term on the Park and Recreation Board. There was no public comment.

Motion was made by Supervisor Manfredi, seconded by Supervisor Salvatore, and carried unanimously to reappoint Dan Kell to another five-year term on the Park and Recreation Board. There was no public comment.

4. Open Space Committee (Two 5-year terms ending 12/31/10) - Supervisor Salvatore recused herself from voting on these appointments.

Motion was made by Supervisor Manfredi, and seconded by Chairman McIlhinney to reappoint Charles Moyer to another five-year term on the Open Space Committee. Supervisor Salvatore abstained from the vote. Motion passed. There was no public comment.

Motion was made by Supervisor Manfredi, and seconded by Chairman McIlhinney to appoint Joseph Salvatore to a five-year term on the Open Space Committee. Supervisor Salvatore abstained from the vote. Motion passed. There was no public comment.

5. Water and Sewer Authority (One 5-year term ending 12/31/10) - Motion was made by Supervisor Salvatore, seconded by Supervisor Manfredi, and carried unanimously to appoint Rocky Wright to another five-year term on the Water and Sewer Authority. There was no public comment.

6. Vacancy Board (One 1-year term ending 12/31/06) - Motion was made by Supervisor Salvatore, seconded by Supervisor Manfredi, and carried unanimously to reappoint John Bender to another one-year term on the Vacancy Board. There was no public comment.

7. Emergency Management Coordinator (One 1-year term ending 12/31/06) - Motion was made by Supervisor Manfredi to reappoint William Devlin to another one-

year term as the Emergency Management Coordinator. There was no second to the motion.

Motion was made by Supervisor Salvadore, and seconded by Chairman McIlhinney to appoint Ray Fegley to a one-year term as the Emergency Management Coordinator. Supervisor Manfredi was opposed. Motion passed. There was no public comment.

8. Assistant Emergency Management Coordinator (One 1-year term ending 12/31/06) – Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to reappoint Robert Grunmeier, Jr. to another one-year term as the Assistant Emergency Management Coordinator. There was no public comment.

9. Agricultural Officer/Emergency Management (One 1-year term ending 12/31/06) – Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to appoint John Wietecha as the Agricultural Officer for Emergency Management for a one-year term. There was no public comment.

H. RECOMMENDATION OF TREASURER'S BOND LIMIT – \$2 Million Dollars – Motion was made by Supervisor Manfredi, seconded by Supervisor Salvadore, and carried unanimously to approve the Treasurer's Bond Limit of \$2 million dollars for 2006. There was no public comment.

I. NO EMPLOYEE CONTRIBUTIONS TO PENSION FUND – Motion was made by Supervisor Salvadore to **adopt Resolution #2006-1, resolving that Hilltown Township will not require any pension contributions from the Hilltown Police for the year 2006.** Supervisor Manfredi seconded the motion for discussion purposes.

Discussion:

Supervisor Manfredi does not recall that the Board reviewed the MMO for the Police Pension. Mrs. Leslie advised that the Board reviewed and approved the MMO at a public meeting in September of 2005.

Original motion passed unanimously. There was no public comment.

Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2006-2, resolving that Hilltown Township will not require any pension contributions from the Hilltown Non-Uniform Employees for the year 2006.** There was no public comment.

J. BOARD OF SUPERVISOR'S MEETING DATES FOR 2006 – Motion was made by Supervisor Salvadore and seconded by Supervisor Manfredi to **adopt Resolution #2006-3, accepting the Supervisor's meeting dates for the year 2006, with meetings to be held on the second and fourth Monday of each month, subject to change.**

Discussion:

Supervisor Manfredi noted that consideration should be given to canceling the meeting scheduled for April 24, 2006, since most of the Board and several Township staff members will be attending the PSATS convention in Hershey at that time. It was determined that the April 24, 2006 meeting date will be cancelled and advertised as such at a later date.

Motion passed unanimously. There was no public comment.

K. PLANNING COMMISSION MEETING DATES FOR 2006 – Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2006-4, accepting the Planning Commission meeting dates for the year 2006, with meetings to be held on the first Monday (Worksession) and third Monday (regular) of each month; with the exception of the Worksession originally scheduled for January 2nd, which was changed to January 5, 2006 due to the New Year's holiday and with the exception of the Worksession originally scheduled for July 3rd, which was changed to July 6, 2006 due to the Independence Day holiday; and with the exception of the Worksession originally scheduled for September 4th, which has been changed to September 7, 2006 due to the Labor Day holiday.** There was no public comment.

L. ADOPTION OF NON-UNIFORM HOLIDAYS FOR 2006 – Motion was made by Supervisor Salvadore to **adopt Resolution #2006-5, establishing the following Non-Uniform Holidays for 2006:**

Monday, January 2	New Year's Day
Friday, April 14	Good Friday
Tuesday, May 16	Primary Election Day
Friday, May 26	Friday before Memorial Day
Monday, May 29	Memorial Day
Monday, July 3	Floating Holiday
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Tuesday, November 7	Election Day
Thursday, November 23	Thanksgiving Day

Friday, November 24 **Day After Thanksgiving**
Monday, December 25 **Christmas**

Supervisor Manfredi seconded the motion for discussion purposes.

Discussion:

Supervisor Manfredi does not understand why Martin Luther King Day is not considered a holiday for the Non-Uniform employees. Mr. Bennington explained that many years ago, in an effort to save the Township overtime pay, the Public Works Department agreed to forgo the Martin Luther King Day holiday, when they were often called in to plow and cinder, in exchange for the Friday before Memorial Day. Mrs. Seimes reminded the Board that these holidays are also established in the Non-Uniform Contract, which will expire at the end of 2006 when a new contract will be negotiated.

Chairman McIlhinney seconded the motion. Supervisor Manfredi was opposed. Motion passed. There was no public comment.

M. ADOPTION OF FEE SCHEDULE FOR 2006 – Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2006-6, establishing a fee schedule for building, zoning, and miscellaneous items for the year 2006.** There was no public comment.

N. ADOPTION OF TAX RATES FOR 2006 – Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2006-7, establishing tax rates for the calendar year 2006.** There was no public comment.

O. DISPOSITION OF RECORDS – Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2006-8, authorizing the disposition of all financial records for the year 1998, excluding quarterly payroll records, and all pension records.** There was no public comment.

P. DESIGNATE VOTING DELEGATE AND VERIFY ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2006) – Motion was made by Supervisor Manfredi, seconded by Supervisor Salvadore, and carried unanimously to authorize the attendance of all three Supervisors, the Township Manager, the Director of Public Works, the Township Secretary, and the Township Treasurer, for up to four nights attendance at the PSATS Convention in April; and to designate Township Manager, Kenneth B. Bennington, as the voting delegate. There was no public comment.

Q. NEW BUSINESS:

1. Earlier in the meeting, Supervisor Manfredi commented that the Board talked briefly about the policy for placing an item on the agenda, which he wished to further clarify. The way he understands it is that any Supervisor can get an item placed on an agenda for consideration, and that the practice of polling the Supervisors for a majority vote is no longer valid. Chairman McIlhinney disagreed, and noted that if any two Supervisors agree, an item can be placed on an agenda. If that is the case, Supervisor Manfredi wished to note his objection to the practice of polling Supervisors for a majority vote for any purpose, especially for putting items on an agenda.

2. There are three 2006 Fire Protection Agreements – one from Telford Fire Company, one from Dublin Fire Company, and one from Hilltown Fire Company – for the Board's signature following this meeting.

R. MYLARS FOR SIGNATURE:

- 1) Ashland Meadows (aka: Myers Tract)
- 2) Miller Tract Subdivision

S. PUBLIC COMMENT: None.

T. SUPERVISOR'S COMMENTS:

1. Supervisor Salvadore thanked all of the candidates for various board and commission vacancies that participated in the public interviews, and encouraged continued participation with and for the Township.

2. Supervisor Manfredi believes that the Board of Supervisors should refrain from discussing items that are not clearly listed on an agenda. He feels it would be in the public's best interest if the Board only discusses posted agenda items to provide for public participation. Supervisor Salvadore stated that the appropriate issues should be listed on the agenda so that both the Board of Supervisors and the general public is informed of what will be discussed at each meeting. Chairman McIlhinney agreed that this is an issue the Board of Supervisors should discuss and establish a policy for.

Mr. Joe Marino of Redwing Road commented that it is his opinion that if an item is not on an agenda, while the Board can discuss the issue, they cannot take action on it.

3. Supervisor Manfredi asked who is scheduled to attend the January 17th meeting with DEP relative to the Act 537 Plan revisions that are necessary to be in compliance with the Township's Sewage Facilities Plan. Mr. Bennington replied that Mr. Wynn, Solicitor Grabowski and himself would be attending the meeting. Supervisor

Manfredi asked why Solicitor Grabowski is attending. Mr. Bennington recalls that the Board of Supervisors, in an Executive Session, directed Solicitor Grabowski to respond to the litigation issues involved with PWTA, which is part of the original DEP request. Supervisor Manfredi asked what position Solicitor Grabowski intends to represent to DEP on the Township's behalf. Chairman McIlhinney does not know, however he intends to attend that meeting as well. It was Chairman McIlhinney's understanding that Solicitor Grabowski was directed by the previous Board, in Executive Session, to respond to DEP's correspondence regarding pending litigation. Supervisor Manfredi is not aware of the Board taking any official position on the issues that Solicitor Grabowski intends to represent to DEP on January 17, 2006, and therefore wondered what the purpose of that meeting was. Discussion took place.

Supervisor Salvadore suggested that the Board of Supervisors meet with Solicitor Grabowski in an information gathering session prior to the January 17th meeting with DEP to confirm the Township's position. Chairman McIlhinney and Supervisor Manfredi were agreeable.

U. PRESS CONFERENCE: A conference was held to answer questions of those reporters present.

V. ADJOURNMENT – Upon motion by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously, the January 3, 2006 Hilltown Township Board of Supervisor's Reorganization Meeting was adjourned at 8:17PM.

Respectfully submitted,

Lynda Seimes

Township Secretary

(*These minutes are not considered official or approved until voted upon by the Board of Supervisors at a public meeting).