

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS  
SPECIAL MEETING  
Friday, June 2, 2006  
10:00AM**

A Special Meeting of the Hilltown Township Board of Supervisors was called to order by Chairman John B. McIlhinney at 10:07AM and opened with the Pledge of Allegiance.

Also present:               Richard J. Manfredi, Vice-Chairman  
                                  Barbara A. Salvadore, Supervisor  
                                  Lynda S. Seimes, Township Secretary

A.     PUBLIC COMMENT ON AGENDA ITEMS ONLY:

1.     Mrs. Eleanor Cobb of 2300 Rickert Road was concerned with the proposed Zoning Ordinance amendments. She believes that variances and waivers are being issued to developers on a monthly basis, and feels that changes in Zoning should be more carefully reviewed and considered. Mrs. Cobb expressed concern with the following issues – a community well in the Blooming Glen Estates Subdivision going dry due to the quarry expansion, the proposed age-qualified development on Minsi Trail with its extremely high density and lack of potable water, the narrow roads and increasing traffic, various zoning violations located within a mile of her home, and increasing development throughout the entire municipality.

Mrs. Cobb, who is an artist herself, noted that Bucks County is one of the most beautiful in the state of Pennsylvania and is the home of many artists. She referred to the view of Haycock Mountain, which is the highest in southeastern Pennsylvania that is slowly being lost due to the excessive development along Telegraph and Rickert Road. Mrs. Cobb asked the Board of Supervisors to take the resident's wants and needs into consideration during their review of the Zoning Ordinance amendments, and to remember the history of this Township, which should be preserved for generations to come.

Supervisor Manfredi explained that there would be several additional opportunities for public comment on the various proposed Ordinance amendments through Public Hearings that will be held before the Planning Commission and the Board of Supervisors. Further, Supervisor Manfredi noted that the water problem being experienced at the Blooming Glen Estates Subdivision is pre-existing and is not related to the quarry expansion.

Chairperson McIlhinney assured Mrs. Cobb that no changes could be made to Zoning unless the amendments have been advertised, the affected properties are properly posted, and Public Hearings are held before the Planning Commission and the Board of Supervisors.

B. CONSIDER GENERAL REPORTING REQUIREMENTS, BOARDS AND COMMISSIONS ISSUES, AND BOARD EXPENDITURES:

1. Board/Commission and Staff Reports - Discussion took place regarding the information that should be necessary on the newly created general reporting form to be used by the chairpersons of the various boards and commissions for Supervisor's meeting packet preparation.

It was determined that all reports – from the chairpersons of the various boards and commissions, from the Hilltown Authority, from the Chief of Police, from the Township Engineer and Township Solicitor, and from the Township Manager, who will now include the Public Works Report and the Zoning Officer's Report within his report, should be provided to the Township Secretary by noon on the Wednesday prior to a Board of Supervisors meeting to facilitate packet preparation. If the Township Secretary does not receive the requisite reports by the deadline date, the Supervisors advised that the item should be removed from that particular meeting agenda.

Supervisor Manfredi noted that copies of all Resolutions, including those for Planning Modules or for Deeds of Dedication, typically provided by Mr. Wynn and Solicitor Grabowski, should also be included in the Board packets. The Supervisors agreed.

Chairman McIlhinney suggested that the Township Manager include the reports of the various boards and the Township staff in the Manager's Report, with the individuals who prepared their reports in attendance at the meeting in the event clarification is required or questions are necessary. Discussion took place. While Supervisor Salvadore and Supervisor Manfredi agreed that the Manager's Report should include reports from those staff members who report directly to Mr. Bennington, it was their opinion that Chief Engelhart should continue to provide his own report, and that the various boards and commissions should continue to provide their own reports using a standardized reporting form. Supervisor Manfredi commented that Mr. Bennington would not actually be providing a verbal report to the Supervisors at their meeting, Rather the Manager's Report will be included in the packets and if the Board has any questions or comments, they would address those to Mr. Bennington at the meeting, if necessary. It was determined that the Manager's Report would be an agenda item, which could simply be accepted by the Board of Supervisors if no questions or comments are required.

The Board of Supervisors directed Mrs. Seimes to prepare a standard report form to be used by the various boards, which would include the following items:

- Name of Board/Commission or Committee
- Chairperson's name
- Date of most recent board/commission or committee meeting
- Summary of the last meeting (with three bullet points)

- Discussion/action items for the Board of Supervisor's consideration (with three bullet points)

Supervisor Manfredi suggested that time slots be designated for each report so that an individual is aware of when his or her report will be presented. For instance, the Zoning Hearing Board Report could be listed on the agenda from 7:40PM to 7:45PM. Chairman McIlhinney agreed with placing a time limit on how long each reporting body should take, but was not certain how specific times such as 7:40PM to 7:45PM could be mandated, particularly if there is public comment on any of the reports. He felt that the time periods for the start and finish of each report is not as important as the amount of time that is allocated to hear each report. Lengthy discussion took place.

2. Attendance and Role of Boards/Commissions and Individual Members – Supervisor Manfredi serves on several different boards and commissions where an attendance chart is provided to each member at every meeting. He suggested that Mrs. Seimes prepare an Excel spreadsheet for every board or commission to be completed showing each member's individual attendance record. Supervisor Salvadore also suggested that a listing of reasons for absences be drafted – for instance illness, excused absence, unexcused absence, etc. Discussion took place concerning the rate of attendance that is necessary to continue serving on the various boards and commissions. Supervisor Salvadore believes the Board previously authorized Solicitor Grabowski to begin preparing an absentee policy. The Board reviewed the Ordinances and Resolutions, which list the current attendance requirements when the Planning Commission, Open Space Committee, and Park and Recreation Board were created. Supervisor Salvadore suggested that when a resident is appointed to a board or commission, they should receive a copy of the Ordinance or Resolution that clearly states the attendance requirement. Discussion took place.

Motion was made by Supervisor Manfredi, seconded by Supervisor Salvadore, and carried unanimously to authorize the Township Solicitor to amend all board and commission Ordinances and Resolutions to reflect a provision that requires members to attend at least 80% of all meetings, including regular, worksession, and special meetings, with the stipulation that any absence that would be determined to be an excused absence would be determined by the Board of Supervisors. There was no public comment.

3. Authorization for Expenditures to attend Seminars for Supervisors and Appointed Professionals – Discussion took place concerning the procedure involved with an individual Supervisor incurring expenses to attend seminars, training sessions, meetings, etc. Mrs. Seimes noted that funds have been budgeted for education and training for the Board of Supervisors. In the past, Chairman McIlhinney recalls that authorization for Supervisors or appointed professionals to attend meetings or seminars has been by motion at a public meeting. If funds have been appropriated for this purpose

In the budget, Supervisor Manfredi believes that public authorization should not be necessary. Chairman McIlhinney suggested that a certain dollar amount be designated per year for each Supervisor to attend educational meetings or seminars. It was determined that \$500.00 per Supervisor per year should be allocated in the budget for this purpose. In preparation of the 2007 Budget, Supervisor Manfredi noted that Mr. Bennington should be advised that at least \$1,500.00 should be appropriated for educational meetings or seminars, in addition to the funding appropriated for attendance at the annual PSATS convention.

Supervisor Manfredi asked when and if each Supervisor member has the ability to contact or meet with the Township Engineer, Solicitor or Traffic Engineer. Chairman McIlhinney believes that each Supervisor has the latitude to contact any of the appointed professionals at any time. Supervisor Salvadore agreed that it is necessary to do the work of the Township. She noted that Mr. Bennington and Mrs. Seimes are also seeking direction as to when it is appropriate to contact the Township professionals. Chairman McIlhinney believes that both those employees should be permitted to do the same, as long as it is tracked and addressed on a monthly basis in the budget. Supervisor Manfredi commented that he would not want to see the Township Manager's work being done through the paid professionals. He noted that it would not be uncommon in the world of municipal management for a Manager to direct paid professionals to do something that he or she is perfectly capable of doing themselves. If the Township Manager or Secretary require advice from a paid professional to do their jobs, Chairman McIlhinney believes they should be free to do that, however if the professionals are being directed to perform specific services, it should be authorized by the Board of Supervisors. If the advice being sought is related to a specific assignment directed by the Board of Supervisors, Supervisor Manfredi would be agreeable. Supervisor Salvadore suggested that part of the Manager's Report should include a listing of Mr. Bennington's contact with Township professionals on a specific subject matter. She personally would be very comfortable with documenting her own contact with the Township professionals in order to be accountable to the public. Whether it is oral or written, Supervisor Manfredi agreed that the other Supervisor members should be notified of any individual contact with the professional staff. Discussion continued.

Motion was made by Supervisor Manfredi, and seconded by Supervisor Salvadore, that members of the Board of Supervisors can incur expense through dealings with the professional consultants hired and appointed by the Supervisors for official Township business as necessary; and to authorize the Township Manager to have contact with those same individuals as necessary provided it relates to the accomplishment of his assigned duties, and is so noted in the Manager's Report. Prior to a vote, discussion took place.

Supervisor Manfredi amended his original motion to include the Township Secretary while carrying out her assigned duties, which was seconded by Supervisor Salvadore and carried unanimously. There was no public comment.

C. CONSIDER LAND USE SUMMIT: Supervisor Manfredi is requesting authorization to hold an additional Land Use Summit. He believes that holding a public meeting on land use issues is a good idea because it can be an opportunity for those individuals that were not participants in the two previous Summits to learn what took place and for the Bucks County Planning Commission, who was the facilitator of the previous Summits, to make a report on what took place.

Supervisor Salvadore did not attend the previous Land Use Summits, however she has read the minutes of those meetings. She has since learned from Supervisor Manfredi and representatives of the Natural Lands Trust that dialogue with respect to land use is necessary. Supervisor Manfredi commented that the centerpiece of the Land Use Summit was to show the conservation design concept as an option in the RR District, and to provide an opportunity for builders, developers, and stakeholders to consider ways to accomplish that.

Chairman McIlhinney is not opposed to the idea of holding additional Land Use Summits, however it is his belief that all categories of development, including Commercial, Light and Heavy Industrial, CR-1 and 2, should be considered, not just conservation design in the RR District. Supervisor Manfredi did not disagree, noting that the reason none of the other zoning districts were discussed at the previous Summits was because the process never got that far. Chairman McIlhinney does not believe the process ever would have gotten that far, since only one final Land Use Summit was being considered to provide public participation with respect to the conservation design cluster option. Supervisor Manfredi urged Chairman McIlhinney to research past public discussions concerning the Land Use Summit, where he personally had stated that this was just the first step in the process of reviewing all types of land use. Supervisor Manfredi reminded Chairman McIlhinney that he had been invited, as a representative of an association who had an interest in land use to attend the previous Land Use Summits. He believes that there was a very good cross section of individuals participating that were active in that issue at the time. Supervisor Manfredi suggested that this matter be a topic of discussion at the upcoming Business Roundtable to encompass the Commercial and Industrial types of development, and noted that other types of land use were not meant to be excluded in the Land Use Summit.

Supervisor Manfredi had previously suggested that the next Summit be held at Penn Central Middle School in order to accommodate a greater number of participants. Supervisor Salvadore would like to review a draft of an agenda of the next Land Use Summit. Chairman McIlhinney would not be in favor of having the Bucks County

Planning Commission act as the facilitator of any future Summits. Supervisor Salvadore commented that there are many individuals who could facilitate such a meeting. If the Board can agree to schedule the Land Use Summit at Penn Central in order to bring closure to the residential land use portion, Supervisor Manfredi believes the Board can come to an agreement as to a facilitator with a land use background. Supervisor Salvadore prefers that this series of meetings be renamed Land Use Forum and that a new facilitator be named, to which Supervisor Manfredi was amenable.

Motion was made by Supervisor Manfredi, seconded by Supervisor Salvadore, and carried unanimously to authorize the scheduling of a Land Use Forum to be held at Penn Central Middle School with a date to be determined, and with the appointment of new facilitator agreed upon by the Board of Supervisors. There was no public comment.

D. DEEP RUN SIGNAGE – Supervisor Salvadore advised that signage recognizing the Deep Run Little League Thunderhawks has been a topic of discussion for a number of years. At the recent Deep Run Little League opening day ceremonies, she and Chairman McIlhinney spoke with members of the Deep Run board, who suggested that signage be placed at the entrance to the Deep Run facility on Callowhill Road.

Supervisor Manfredi explained that several years ago when Deep Run first won the championship, he had suggested erecting a 4 ft. by 8 ft. sign near the County Line Road/Rt. 113 intersection, which is the entrance to the Township from Montgomery County, and another perhaps at the Rt. 113/Rt. 313 intersection, which is the entrance to the Township from the east. The language suggested at that time was “Hilltown Township – Home of the Deep Run Little League Champions.” It is Supervisor Salvadore’s personal opinion that an additional sign should be located at the Deep Run site on Callowhill Road to recognize the children who participated in that Little League Championship. Further, she does not believe that particular sign should reference Hilltown Township. Rather than erecting a sign at the County Line Road/Rt. 113 intersection, Chairman McIlhinney suggested that a better location might be at the First Service Bank location at Rt. 113 and Bethlehem Pike, where the fence along the Rt. 113 frontage is proposed to be removed. Supervisors Salvadore and Manfredi agreed. Supervisor Manfredi suggested that since signage is currently proposed for the CVS property at Rt. 113/Rt. 313, perhaps Wawa, which is located across the street from CVS, would be willing to host the third Deep Run sign. Discussion took place regarding the PennDot permits that are required to post the signs in the right-of-way.

The Board directed Mr. Bennington to contact representatives of Deep Run to determine the exact language they would prefer to be placed on the sign that will be erected at their location on Callowhill Road.

Mrs. Seimes does not recall if this expenditure was budgeted for in 2006. Supervisor Salvadore believes that it was, however if it was not, Supervisor Manfredi stated that the Board could make a supplemental appropriation.

E. CONSIDER ADOPTING TOWNSHIP POLICIES MANUAL AND ORGANIZATIONAL STRUCTURE:

1. Human Resources Manual – Supervisor Salvadore has taken the liberty of preparing a first draft of the Human Resources Manual, which is a compilation of various manuals for several other area municipalities. While it is the Township Manager's responsibility, Supervisor Salvadore agreed to assist Mr. Bennington with this endeavor since she has some expertise in this field. Supervisor Salvadore believes that she and Mr. Bennington can collaborate on the final draft and should be able to provide it to the Board for review within 30 days.

2. Confirmed Appointments – It is Supervisor Manfredi's opinion that the agenda should be prepared by the Township Secretary as the Board prescribes it to be prepared. He does not believe that individuals with a Confirmed Appointment should consider that spot on the agenda as a pulpit for oration on subjects of personal interest, rather it should be a forum to discuss Township business only. At a recent meeting, Chairman McIlhinney noted that an individual used the Confirmed Appointment to promote one of his businesses, which under Supervisor Manfredi's scenario would not be considered "Township business." Supervisor Salvadore believes that it was Township business. Supervisor Manfredi commented that the subject could be considered economic development, however he understands the Chairman's point. Supervisor Salvadore too feels it is a valid point, however she is the one who had asked the individual to attend that evening in order to explain the agricultural co-op process, which uses land in a responsible way that is different from the way it has been used before. The reason Supervisor Salvadore supported this individual's request to be a Confirmed Appointment was to let the community know that Hilltown Township is not just about development. Chairman McIlhinney viewed it as the promotion of a private agricultural business. It is Supervisor Manfredi's interpretation that a Confirmed Appointment should be about a specific issue related to Township business that the Board must make a decision on.

Lengthy discussion took place as to what criteria should be established for a Confirmed Appointment on a meeting agenda. The Board considered limiting the number of Confirmed Appointments on each meeting agenda, and/or limiting the time period for discussion of each Confirmed Appointment to 20 minutes.

Supervisor Salvadore suggested that an "Announcement" section be added to the agenda, which would provide a forum to disseminate information for community groups like the

Civic Association, the Scouts, Deep run, etc. Supervisor Manfredi commented that there could be problems determining what is considered a "community group" and what is not. Supervisor Salvadore believes that this agenda item may, in some cases, eliminate certain requests for a Confirmed Appointment.

Motion was made by Supervisor Manfredi, seconded by Supervisor Salvadore, and carried unanimously to establish criteria for a "Confirmed Appointment" to be placed on the Board of Supervisor's agenda, which would include a presentation to the Supervisors while seeking guidance, feedback, direction, or a decision from the Board of Supervisors on specific Township business, unless the issue at hand could be handled administratively. There was no public comment.

3. Driver and Vehicle Safety – Supervisor Manfredi recalls that the previous Board considered a recommendation by the Township's insurance carrier to adopt a Driver and Vehicle Safety Manual and Fleet Safety Program, though at the time, his fellow Supervisors did not feel it was necessary. He provided Supervisors McIlhinney and Salvadore with copies of the information for consideration. Supervisor Manfredi believes it would be prudent to reconsider adopting the Driver and Vehicle Safety Manual and Fleet Safety Program.

4. Organizational Structure Chart – Supervisor Salvadore presented the latest copy of the Organizational Structure Chart for the Board's final review. Discussion took place.

F. CONSIDER ESTABLISHING MEETING AGENDA RULES -

1. Agenda Items – Chairman McIlhinney suggested that "Public Comment" and "Supervisor's Comments" currently found in that order at the end of the meeting, be flipped so that "Supervisor's Comments" come before "Public Comment." Supervisors Salvadore and Manfredi were agreeable.

It was determined that the Township Manager should meet with the Board of Supervisors at 6:30PM prior to their meeting on the second Monday of each month to review any administrative issues that may be before the Board that evening or to review any items on the Manager's Report that may require further discussion or direction. It was also determined that the Board of Supervisors would meet with the Township Manager for 30 minutes prior to the meeting on the fourth Monday of every month for the same purpose, and would also meet with the Township Engineer and Township Solicitor prior to that meeting, if necessary.

It was Supervisor Salvadore's opinion that each Supervisor should be designated as the liaison to one of the three major boards or commissions – the Planning Commission, the

Open Space Committee, and the Park and Recreation Board. After lengthy discussion, the Board of Supervisors determined that the Township Manager should act as the liaison for the Planning Commission by attending their Worksession meetings each month. Mr. Bennington would no longer be required to attend the Open Space Committee meetings or the Park and Recreation Board meetings.

2. Consolidation of Items for Approval on Agenda - Supervisor Manfredi explained that there are those agenda items that are routinely approved by the Board of Supervisors such as Minutes, Treasurer's Report, Bills List, Sewage Maintenance Agreements, Resolutions, etc., which could be approved through one single motion. Discussion took place. It was determined that consent approvals for the Minutes, Treasurer's Report, and Bills List would be done in this manner for the time being, along with any Resolutions under the Engineer's Report or Solicitor's Report that could be grouped together for approval.

G. CONSIDER JACK FOX AWARD – Supervisor Manfredi advised that this award was designed to recognize an individual who truly served the community, above and beyond the normal call of duty, with a certain number of years of service on Township boards or commissions, or if that individual has done something extraordinary for the community in some other way. Supervisor Salvadore asked if it is mandatory to present this award every year, and Chairman McIlhinney does not believe it is. Supervisor Manfredi commented that he proposed this award with the idea that a deserving individual would be recognized with the Jack Fox Community Service Award on an annual basis, and he has no intention of discontinuing this award. Chairman McIlhinney noted that the Township should only present the award if there is an individual that is truly deserving of it. He asked what specific criteria had been established. Supervisor Manfredi replied that the original criteria included the individual having served on a Township board or commission, and/or service to the community (10+ years). He noted that to keep the award non-political, the Board of Supervisors at that time decided that the award would be presented just after the primary election. Discussion took place regarding the specific qualifying factors that would make an individual eligible for the award. It was also noted that the cost of the award should be a budgeted expense. If a Township award is to be presented each year, Supervisor Salvadore felt that the specific criteria should be included in a written policy. The Supervisors decided that the criteria should be as follows:

- 10 or more years of community service (with priority given to serving on a Township board or commission)
- Service above self
- Extraordinary service to the community in the prior year

**\*Chairman McIlhinney recessed the special meeting of the Hilltown Township Board of Supervisors at 1:15PM. The meeting was reconvened at 1:24PM.**

H. JOINT BOARD AND COMMISSION MEETINGS – Supervisor Salvadore felt it would be a good idea to hold joint meetings with the various Boards and Commissions. Supervisor Manfredi believes that joint meetings should be held on an as-needed basis. He suggested that an annual informal meeting be held to recognize and express appreciation for the various volunteer boards and commissions, with perhaps a guest speaker in attendance. However, after inquiring with PSATS, they stated it was frowned upon to spend municipal funds for an appreciation dinner. Supervisor Manfredi does not know if it would be productive to hold regular joint meetings with the boards and commissions, and Chairman McIlhinney agreed. Supervisor Salvadore believes that some of the boards and commissions have recently expressed interest in a joint meeting with the Board of Supervisors. Supervisor Manfredi suggested that a joint meeting could be held prior to the Supervisors meeting on the second Monday of the month. He would be amenable to meeting with a board or commission only if there is a specific issue they wanted or needed to address.

Discussion took place concerning the revisions that are necessary to the Resolutions and/or Ordinances that created and indicated the purpose and requirements of the various boards and commissions, including the Open Space Committee, Park and Recreation Board, Fire Prevention Bureau, and Planning Commission. The Board will provide their recommended revisions and comments with respect to the Resolutions and/or Ordinances to Solicitor Grabowski for possible adoption in the near future.

I. CONSIDER RECREATION PLANNING AND SPECIAL EVENTS – Supervisor Manfredi attended a PSATS seminar regarding multi-municipal cooperation for parks and recreation dealing with the advantages of regional parks, and provided information to the Board for review. He believes the Township's Park and Recreation Board should be more active by sponsoring more recreational and cultural activities such as a community day, jazz festival, and other activities for children and children alike. Supervisor Salvadore presented information on Doylestown Township's recreational program, which provides for a great deal of varied activities. Supervisor Manfredi suggested that the Board consider the position of a Park and Recreation Coordinator during consideration of the 2007 Budget.

J. CONSIDER BUDGET ADMINISTRATION ISSUES – Supervisor Manfredi commented that if specific line items were approved in the 2006 budget, department heads should not be required to request authorization to spend those funds. Chairman McIlhinney disagreed, and stated that just because there is an approved budget item does not mean that the money should be spent. Supervisor Salvadore referred to her not-for-

profit experience, which indicates that the budget is nothing more than a spending plan, and believes that expenditures above a certain amount would require Board approval.

Supervisor Manfredi advised that the Police Department is currently operating with one less officer than normal, and that Chief Engelhart previously justified the need for the hiring of an additional officer. Further, there is no impending fiscal crisis that would preclude the hiring of that officer. Supervisor Salvadore has not yet heard compelling justification for the hiring of an additional police officer. Chairman McIlhinney agreed. With the Police Department being understaffed by two officers, Supervisor Manfredi is not certain how it can function at an acceptable level of service. Supervisor Salvadore explained that during an Executive Session following a regular Board meeting, Chief Engelhart had agreed to delay the hiring of an additional officer until June. Supervisor Manfredi does not recall being involved in any conversation or dialogue with the other two Supervisors directing Chief Engelhart not to hire the additional police officer. Supervisor Salvadore noted that Supervisor Manfredi had left immediately following that Supervisors meeting, and was not present in Executive Session when this issue was discussed. Just because he left the meeting prior to the Executive Session, Supervisor Manfredi did not feel the remaining Supervisors had the right to make that decision. According to the spreadsheet provided by Chief Engelhart, Supervisor Salvadore advised that police overtime has remained steady, with investigation costs fluctuating. Lengthy discussion took place.

Supervisor Manfredi commented that he and Supervisor Salvadore were both members of the Board of Supervisors when the 2006 Budget was adopted. Further, he stated that Chairman McIlhinney was offered every opportunity to be a part of the 2006 Budget process. Chairman McIlhinney advised that this current Board of Supervisors must decide if and when the funds in the 2006 Budget should be spent. Supervisor Manfredi stated that the Board of Supervisors assigns the administration of the adopted budget to the Township Manager, unless the Board as a whole wishes to intervene to change the adopted spending plan. Chairman McIlhinney disagreed, as did Supervisor Salvadore. Discussion continued.

Motion was made by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously to recess this meeting at 3:15PM in order to enter into Executive Session to discuss personnel, and then to reconvene this meeting on Friday, June 10, 2006. There was no public comment.

K. CONSIDER ZONING ORDINANCE ENFORCEMENT – Supervisor Manfredi stated that past Boards have been of the opinion that zoning enforcement should only come from written complaints. If the Zoning Officer recognizes a zoning violation throughout the course of carrying out his duties, it is Supervisor Manfredi's opinion that the Zoning Ordinance must be enforced, with or without a written Zoning Complaint

Form. Supervisor Salvadore and Chairman McIlhinney agreed. That being the case, Supervisor Manfredi stated it must be communicated to the Manager and the Zoning Officer, because they are currently operating under the premise that unless a written complaint is received, no action will be taken. Chairman McIlhinney advised that written complaint forms only apply to citizens, and that the Supervisors could direct the Zoning Officer to investigate their verbal complaints. If a citizen wants to file a Zoning Complaint against their neighbor, a written complaint form must be submitted. The Board agreed to direct the Township Manager and the Zoning Officer as to this policy.

Discussion took place concerning possible revisions to the existing Zoning Complaint Form. The Board decided that the Zoning Complaint Form should be revised as follows:

- Form to be in triplicate (with copy for the complainant, copy for the file, and copy for the Zoning Officer)
- Form should include a line for Township employee signature
- Form should include a section to document the action taken by the Township.

While on the topic of zoning enforcement, Chairman McIlhinney recently spoke to Mr. Lupinacci, the Zoning Officer, who during conversation mentioned that he interprets swimming pools as impervious surface. Chairman McIlhinney noted that prior Zoning Officers did not count swimming pools as impervious surface. Discussion took place. Supervisor Manfredi can understand why Mr. Lupinacci would make that judgment since a swimming pool is a surface that water does not penetrate, however he agreed with Chairman McIlhinney that pools should not be counted as impervious surface. Supervisor Manfredi reminded the Board, however, that it is up to the Zoning Officer to make his interpretation of the Zoning Ordinance. Discussion took place.

Motion was made by Supervisor Manfredi, seconded by Supervisor Salvadore, and carried unanimously to authorize the Township Solicitor to provide the Board with a written opinion as to whether or not swimming pools can be interpreted as impervious surface. There was no public comment.

Discussion took place as to the requirement for various boards and commissions to attend educational training classes. Supervisor Manfredi reminded the Board that the individuals who serve on these committees are volunteers with work and family commitments of their own. He suggested that facilitators could be brought to the Township, perhaps in conjunction with neighboring municipalities, to hold training classes for the various boards and commissions here in the municipal building.

L. CONSIDER AUTHORIZING REQUESTS FOR PROPOSALS FOR PROFESSIONAL SERVICES AND DESIGNATED DEPOSITORIES – Supervisor

Manfredi believes the Township should seek RFP's for all professional services and depositories. Mrs. Seimes noted that RFP's for all professional services, except depositories, were solicited late last year, and were available for review in the Township Manager's office. Chairman McIlhinney and Supervisor Salvadore confirmed that they reviewed all of those RFP's.

Discussion took place concerning the position of auditor. Supervisor Manfredi noted that firms who conduct municipal audits are fewer than those who conduct private auditing services.

Supervisor Salvadore was adamant about contracting with a different auditing firm next year. Supervisor Manfredi commented that he has always found the current auditor to be extremely capable. Chairman McIlhinney has also made inquiries about the current auditing firm, and did not receive any negative comments whatsoever. Supervisor Salvadore wished to make it clear that her opinion on this matter has nothing to do with Mrs. Leslie, the Township Treasurer. She noted that she would advise the Board of her concerns in Executive Session.

The Board authorized advertisement of all board and commission vacancies in August or September, and authorized the advertisement of RFP's for all professional services, including depositories, in August.

M. CONSIDER ESTABLISHMENT OF YEAR-END RESERVE – The Board was unanimous that they would like to establish a year-end reserve, with 10% as the goal. Supervisor Manfredi suggested that this 10% goal for a year-end reserve be the number one topic of discussion with Mr. Bennington when beginning the 2007 Budget process.

N. CONSIDER NEW TECHNOLOGIES NEEDED – With the potential of a new hire in the Code Enforcement position who is very familiar with advanced technology, Supervisor Salvadore believes the Township must move forward with upgrading its computer systems. Supervisor Manfredi agreed that this should also be a 2007 Budget priority. He cited several areas for improvement including a new email system, a calendaring system, and possibly code enforcement software.

O. OTHER – Several months ago, Chairman McIlhinney noted that the Board discussed the possibility of lowering the stage in the meeting room, and had directed Mr. Bennington to obtain several price quotes to accomplish that. Supervisor Manfredi suggested that the Board ask several local contractors if they would be interested in completing the project as a community service, or if they would be willing to complete the project at a lower price with an acknowledgement plaque posted in the meeting room. Chairman McIlhinney recalls that Mr. Bennington was also looking into the possibility of

the Township purchasing the materials, with the labor being contracted out. Discussion took place.

P. PUBLIC COMMENT: No one from the public was in attendance at this time.

Q. SUPERVISOR'S COMMENTS: None.

R. PRESS CONFERENCE: No members of the press were in attendance at this time.

S. ADJOURNMENT: Upon motion by Supervisor Salvadore, seconded by Supervisor Manfredi, and carried unanimously, the advertised Special Meeting of June 2, 2006 of the Hilltown Township Board of Supervisors was recessed at 3:25PM in order to enter into Executive Session to discuss personnel with Chief Engelhart, to consider Performance Evaluation and Criteria of Township Manager and Township Secretary; and for discussion of Real Estate Acquisition. This meeting will reconvene on Friday, June 9, 2006 at 10:00AM to continue with the posted agenda items that had not yet been accomplished at this meeting.

Respectfully submitted,

Lynda Seimes  
Township Secretary

(\*These minutes were transcribed from tape recordings and should not be considered official until voted upon and approved by the Board of Supervisors at a public meeting).