

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL REORGANIZATION MEETING  
MONDAY, JANUARY 6, 2020**

The Hilltown Township Board of Supervisors Reorganization Meeting of January 6, 2020 was called to order by Supervisor John McIlhinney at 7:00 PM and opened with the Pledge of Allegiance. Also in attendance were Supervisor James Groff, Supervisor Caleb Torrice, Township Solicitor Steve Harris, Township Manager Lorraine Leslie, Chief of Police Christopher Engelhart, and Finance Director Marianne Egan. Supervisor McIlhinney asked for a moment of silence for the recent passing of former Representative Mike Fitzpatrick.

2. SELECTION OF TEMPORARY CHAIRMAN: Motion was made by Supervisor Groff and seconded by Supervisor McIlhinney to appoint Supervisor McIlhinney as Temporary Chairman. The motion passed 2-1 with Supervisor Torrice having the opposing vote. There was no public comment.

3. SELECTION OF TEMPORARY SECRETARY: Motion was made by Temporary Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to appoint Township Manager, Lorraine Leslie as Temporary Secretary. There was no public comment.

4. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

5. OFFICER APPOINTMENTS:

a) Chairman – Motion was made by Supervisor Groff and seconded by Supervisor McIlhinney to appoint Supervisor McIlhinney as Chairman of the Board of Supervisors for 2020. The motion passed 2-1 with Supervisor Torrice having the opposing vote. There was no public comment.

b) Vice-Chairman – Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to appoint Supervisor Groff as Vice-Chairman of the Board of Supervisors for 2020. There was no public comment.

6. PERSONNEL APPOINTMENTS: Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to appoint Lorraine Leslie as Township Manager/Treasurer/Secretary/Open Records Officer. Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to appoint Christopher Engelhart as Chief of Police/Open Records Officer. Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to appoint Thomas Hess as Director of Public Works. Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried

unanimously to appoint Marianne Egan as Finance Director. Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to appoint David Taylor as Code Enforcement Officer/Zoning Officer. Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to appoint Lisa Faust as Zoning Hearing Board Secretary. Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to appoint Lisa Faust as Assistant Open Records Officer. There was no public comment.

7. PROFESSIONAL SERVICE APPOINTMENTS: Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to appoint Harris & Harris as Township Solicitor. Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to appoint C. Robert Wynn Associates as Township Engineer and Floodplain Administrator. Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to appoint Dunlap SLK as the Township Certified Public Accountant. Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to appoint QNB as the Township Depository. Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to appoint Heinrich & Klein Associates, Inc. as Township Traffic Engineer. There was no public comment.

8. BOARD APPOINTMENTS:

a) Planning Commission – Motion was made by Supervisor Torrice, seconded by Supervisor Groff and carried unanimously to reappoint Jon Apple to a 4-year term on the Planning Commission ending 12/31/23. There was no public comment.

b) Zoning Hearing Board – Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to appoint Steve Yates to a 3-year term on the Zoning Hearing Board ending 12/31/22. Supervisor Groff stated Joe Kirschner is not seeking re-appointment. There was no additional public comment.

c) Water and Sewer Authority – Motion was made by Chairman McIlhinney and seconded by Supervisor Torrice to reappoint John Rankin to another 5-year term on the Water and Sewer Authority ending 12/31/24. Motion passed 2-0-1 with Supervisor Groff abstaining from the vote. There was no public comment.

Page 3  
Board of Supervisors  
January 6, 2020

d) Vacancy Board – Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to reappoint John Wietecha to another 1-year term on the Vacancy Board ending 12/31/20. There was no public comment.

e) Emergency Management Coordinator – Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to reappoint Ray Fegley to another 1-year term as the Emergency Management Coordinator ending 12/31/20. There was no public comment.

f) Deputy Emergency Management Coordinator – Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to reappoint Thomas Loudon to another 1-year term as the Deputy Emergency Management Coordinator ending 12/31/20. There was no public comment.

g) Emergency Management Agricultural Officer – Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to reappoint John Wietecha to another 1-year term as the Emergency Management Agricultural Officer ending 12/31/20. There was no public comment.

h) UCC Board of Appeals – Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to reappoint Mark Funk to another 5-year term on the UCC Board of Appeals ending 12/31/24. There was no public comment.

Items #9 through #16 (listed below) was made by one motion: Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to recommend items #9 through #16. There was no public comment.

9. TREASURER'S BOND LIMIT – Treasurer's Bond limit of \$2.5 million dollars for 2020.

10. ADOPT EMPLOYEE CONTRIBUTION TO POLICE PENSION FUND: RESOLUTION #2020-001

11. ADOPT NO EMPLOYEE CONTRIBUTION TO NON-UNIFORM PENSION FUND: RESOLUTION #2020-002

Page 4  
Board of Supervisors  
January 6, 2020

12. ADOPT 2020 BOARD OF SUPERVISORS MEETING DATES: RESOLUTION #2020-003
13. ADOPT 2020 PLANNING COMMISSION MEETING DATES: RESOLUTION #2020-004
14. ADOPT 2020 NON-UNIFORM EMPLOYEE HOLIDAYS: RESOLUTION #2020-005
15. ADOPT 2020 BUILDING, ZONING, MISCELLANEOUS FEE SCHEDULE: RESOLUTION #2020-006
16. ADOPT RESOLUTION #2020-007 – DISPOSITION OF RECORDS
17. ADOPT RESOLUTION #2020-008 – ESTABLISHING TAX RATES FOR CALENDAR YEAR 2020: Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to adopt Resolution #2020-008 for Establishing Tax Rates for Calendar Year 2020. There was no public comment.
18. ADOPT RESOLUTION #2020-009 – APPOINTING REPRESENTATIVES TO BUCKS COUNTY TAX COLLECTION COMMITTEE (TCC) FOR FISCAL YEAR 2020 PRIMARY VOTING DELEGATE: LORRAINE LESLIE, TOWNSHIP MANAGER/TREASURER AND ALTERNATE VOTING DELEGATE: MARIANNE EGAN, FINANCE DIRECTOR: Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to adopt Resolution #2020-009 appointing Lorraine Leslie Primary Voting Delegate to the Bucks County Tax Collection Committee (TCC) for Fiscal Year 2020. There was no public comment. Motion was made by Chairman McIlhinney, seconded by Supervisor Torrice and carried unanimously to adopt Resolution #2020-009 appointing Marianne Egan Alternate Voting Delegate to the Bucks County Tax Collection Committee (TCC) for Fiscal Year 2020. There was no public comment.
19. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATES' ATTENDANCE AT ANNUAL PSATS CONVENTION (May 2020) – Motion was made by Chairman McIlhinney, seconded by Supervisor Groff and carried unanimously to designate Lorraine Leslie as the Voting Delegate and to attend the Annual PSATS Convention in May of 2020 along with Public Works Director, Thomas Hess, and Supervisor Torrice. There was no public comment.

Page 5  
Board of Supervisors  
January 6, 2020

20. ANNOUNCEMENTS: Chairman McIlhinney announced there were no Executive Sessions.

21. PUBLIC COMMENT: None.

22. CONSENT AGENDA:

- a) Minutes of the December 16, 2019 Supervisor's Meeting
- b) Bills List: January 7, 2020

Motion was made by Supervisor Groff, seconded by Supervisor Torrice, and carried unanimously to accept and approve items a) and b) on the Consent Agenda as written. There was no public comment.

23. NEW BUSINESS: Township Solicitor Steve Harris stated Pearl Buck International would like to convert the offices into an event/banquet room and submitted an application to Dave Taylor, Building Code Official, who determined because of the change of use into an event space, sprinklers would be required. Pearl Buck International filed an application to the UCC Appeal Board. Solicitor Harris continued to state everyone interpreted the appeal request for them to be excused from having sprinklers at all. Clarification was received in terms of a letter from former County Commissioner Rob Loughery, that what they were really seeking was a modification to put in a system that would work for 10 minutes on the theory that was enough time to get everyone out of the room and preserve life. Clarification was sought as to what they were seeking which was putting in two 400-gallon tanks for a total of 800 gallons which would be sprinkler sufficient for ten minutes and that is what they are proposing. Solicitor Harris stated the hearing is the next night. He recently received an email from the attorney for Pearl Buck International clarifying the modified system as he stated. Solicitor Harris stated he needs to know whether or not the Board would like him to go to the hearing to participate and to take a position either for the application, against the application, or no position at all. Chairman McIlhinney stated the letter the Township received stated 320 people could be occupying the room and asked if the 800 gallons of water is supposed to satisfy the fire code requirements. Solicitor Harris stated they are not claiming that it is going to meet the fire code requirements. They admit it will not meet the fire code requirements. They are saying it is going to provide 10 minutes of coverage and they believe 10 minutes is adequate for the fire company to get there, and, therefore, that is all they need to do. Chairman McIlhinney asked if the letter covered any of the fire exits and/or fire doors/walls. Solicitor Harris

Page 6

Board of Supervisors

January 6, 2020

stated the letter does not provide any of that kind of detail. There is a plan that shows where the sprinkler system will be constructed but there is not any detail regarding fire walls or exits. He continued to state Dave Taylor does not feel, at this point, there is enough information regarding the construction of the fire wall to understand whether it is a fire wall that meets the requirements of the code. Chairman McIlhinney clarified it is the applicant's responsibility to make sure the Township receives all of the information. Solicitor Harris stated he believes as part of the presentation at the hearing, they will deal with not only the fire wall, but why they believe the modified fire suppression is adequate. Chairman McIlhinney reiterated former Commissioner Rob Loughery does not purport to be an expert and Solicitor Harris agreed the letter was what was being proposed. Supervisor Torrice stated he met with the people at Pearl Buck. He stated he believes their job as Supervisors is to help business grow and expand. They explained they want the modified system and they believe it is legit and doable for several reasons: they have three fire exits that are approximately 48 to 80 feet, they can seat 280 and not 320, they do plan on putting in a fire wall at the end of the room which will break off the gift shop/offices area and it will be floor to ceiling, it will be part of a glass that retracts under an alarm system, and no open flame in the space. Supervisor Torrice continued to state they received a letter from Advanced Sprinkler Technology in regard to the modified system and, in his opinion, they are probably the expert on the system. Pearl Buck International reached out to the Chief of the Fire Company and he assured them they can get anywhere in the area in 7 minutes and more like 5 minutes because it is 1.7 miles from them. They have a certificate from their security monitoring company that shows that they have a system in place that will detect a fire alarm as well as a burglar alarm. Supervisor Torrice stated the room is lined with windows and they are big enough to crawl/walk out of them and realizes they do not qualify as emergency exits by any means, but they are quite large. They also have full approval from their insurance company, and he does not know if it is the Supervisor's place to say they cannot use the building. Dave Taylor, Building Code Official, stated he has had various discussions about the project, he circulated a memo as a general discussion last week, and the fire wall never came up as he recalls. He has seen the letter from Advanced Sprinkler before, spoke to the person who signed the letter, and his impression from that conversation was that it was a draft letter. Supervisor Groff asked Mr. Taylor, is the modified sprinkler system they are speaking of based on the fire wall being in place. Mr. Taylor stated the current proposal they are proposing to the UCC Board is to put a fire wall in between the proposed banquet room and the rest of the building. If it meets certain criteria, it will be looked at as two separate buildings so then the sprinklers would be in that area. The sprinklers are being mandated through the occupancy of the room and not due to the size of the building or due to the construction of the building. Mr. Taylor continued to state the Building Code actually assigns an occupancy calculation through a number of factors. He pulled the original plans and the occupancy of the room is 367 based on the

Page 7

Board of Supervisors

January 6, 2020

building code. Chairman McIlhinney stated if they are not willing to comply with the code and all of the requirements of the code just to save a few dollars, and somebody dies because the fire company cannot get there, guess who is on the hook. Supervisor Groff clarified Mr. Taylor is doing what he is doing based on the Building Code which is what they have done for everybody else in Hilltown Township with the respect to sprinklers. Mr. Taylor stated the Building Code assumes there are movable chairs and tables. Mr. Taylor stated the Building Code states the system has to be designed per NFPA13 which is a whole other code and the system that they are proposing will not meet NFPA13. Supervisor Groff questioned what kind of documentation is required when developers install sprinklers in townhomes and single-family homes. Mr. Taylor stated the plans are signed and sealed by a sprinkler contractor and there are different classifications of sprinkler systems. Solicitor Harris stated how do we prevent damage to people and to property. If the insurance company thinks that everything is peachy, that is an indication that somebody has looked at this and decided this is a safe system, but it doesn't answer Dave's question. Dave stated what is required and Pearl Buck International stated they can provide an alternate that is going to protect people and property and they are asking for the UCC Appeal Board for their review of the proposal and listen to testimony. Chairman McIlhinney stated they should send Steve there to make sure all of the facts that were spoken of tonight, including the fact that they can go up to 360 people, and only 10 minutes worth of water, should be brought to light just in case it isn't brought to light. Supervisor Groff stated he thinks Steve should go also but if the UCC Appeals Board says there are okay with what is being proposed, then they go from there. They have a duty to make sure that everything within the Building Code is discussed and brought out on the table. The UCC Appeals Board are professionals and he will respect their decision, but he does think the other items do need to be discussed and brought out on the table. Supervisor Torrice stated he agrees, and by looking at the system that they have proposed, by no means is he suggesting that he doesn't care about the residents and the people that are at the party, but he does care about looking at other alternatives in order to make this happen for this business that is part of their community. He does not want to give them more obstacles if they are not necessary. Supervisor Torrice stated whether Steve is there or not, the UCC Board will make their decision. The UCC Board are professionals and he does not believe Steve should go to the hearing. Chairman McIlhinney stated the Township has done their due diligence to protect the residents. Supervisor Groff stated he appreciated Caleb for doing the work and bringing up the items and taking the time to do it. Supervisor Torrice stated it was a pleasure going out there and talking to them. Motion was made by Supervisor Groff and seconded by Chairman McIlhinney to send Solicitor Harris to the Pearl Buck International UCC Appeals Board hearing on Tuesday, January 7, 2020. The motion passed. There was no public comment.

Page 8  
Board of Supervisors  
January 6, 2020

Township Manager, Lorraine Leslie, stated Mr. Taylor and herself met with a representative of Britton Industries on December 17, 2019 asking them if they would be interested in taking over Hilltown Township's yard waste recycling program. They have indicated in writing that they are interested. They are proposing that they would be open the 1<sup>st</sup> and 3<sup>rd</sup> Saturday each month from 7:00 AM to 1:00 PM. They will have someone there to check to make sure that people are bringing in the right material. It will be free to Hilltown residents and not free to contractors who have taken material off of Hilltown resident's property. The Township will provide Britton Industries with Hilltown Township addresses because there are 13 different post offices in the Township. Solicitor Harris stated an agreement is needed to make sure everyone is on the same page. A written agreement will be on a future agenda and the public will have an opportunity for public comment.

24. SUPERVISORS COMMENTS: Supervisor Groff welcomed Supervisor Torrice to the Board. Supervisor Groff brought Chief Engelhart to the podium to thank him for a job well done in regard to the incident at Hilltown Pike and Route 152. He continued to state he was proud to be a Hilltown resident by the way Chief Engelhart handled himself on TV and was extremely proud the way the tactical team handled themselves. Chief Engelhart stated it was a major team effort with 19 Police Departments involved in the incident and he appreciates the Board's praise. Chairman McIlhinney congratulated Chief Engelhart on a job well done and welcomed Supervisor Torrice to the Board. Supervisor Torrice stated he is looking forward to working with everybody. He continued to state the people at the Township are amazing; Officers, Road Crew, and the people at the back and he is looking forward to moving onward and upward.

25. PUBLIC COMMENT: Robert Murray, 131 Chestnut Lane, representing Coventry Meadows Homeowner's Association, commented how do they get things done in regard to the replacement trees in the common areas, and several other items. Chairman McIlhinney stated the Township Engineer, C. Robert Wynn, has a punch list of items that still need to be accomplished and the Township has not accepted dedication of the subdivision yet and to contact Mr. Wynn.

Bill Keyte, 559 Delaware Drive, asked the status of 932 Church Road, which has been delinquent for over 10 years and asked what the Township policy was on homes that are falling down. He continued to state the Police have been there because kids have been breaking in the house. Ms. Leslie stated she has heard that people have tried to buy the property, but the owner does not want to sell. Chairman McIlhinney stated Hilltown Township does not have a property maintenance ordinance. Solicitor Harris stated unless the house is so deteriorated that it is getting ready to fall



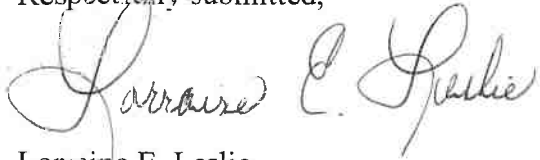
Page 9  
Board of Supervisors  
January 6, 2020

down, basically there is nothing the Township can do unless it is in a condition in which the Township can condemn it. Just because it is sitting there empty does not give the Township the right to condemn it.

26. PRESS CONFERENCE: None.

27. ADJOURNMENT: Upon motion by Supervisor Groff, seconded by Supervisor Torrice and carried unanimously, the January 6, 2020 Hilltown Township Annual Re-Organization Meeting was adjourned at 7:53 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lorraine E. Leslie". The signature is written in dark ink and is positioned above the printed name.

Lorraine E. Leslie  
Township Manager/Treasurer

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