

HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING
WEDNESDAY, OCTOBER 26, 2016
5:00 PM

The advertised Special Meeting of the Hilltown Township Board of Supervisors was called to order by Chairman John B. McIlhinney at 5:05 PM and opened with the Pledge of Allegiance. Also in attendance were Vice-Chairman Kenneth Bennington, Supervisor James Groff, Township Manager Donald D. Delamater, Chief of Police Christopher Engelhart, Township Solicitor Stephen Harris, Township Engineer C. Robert Wynn, and Township Treasurer Lorraine Leslie.

2. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

3. PRESENTATION FROM CATALYST/HILLTOWN OUTDOOR: Mr. Rob DeGoria, Vice President of Development for Catalyst Outdoor, was present to continue a conversation that relates to a proposed monument installation located at Montgomeryville Cycle Center on Route 309. The design would be unique to Hilltown Township and will provide a constant communication platform for community information such as: public safety, weather alerts, road closings, local fundraising, sporting events, holiday, and school functions. Local and regional non-profits would be able to use this display at no cost. One hundred percent of the design, engineering, and approvals are incurred by Catalyst. One hundred percent of the maintenance and operation in perpetuity is incurred by Catalyst. One hundred percent of the insurance in the amount of five million dollars in public and three million dollars in property is incurred by Catalyst. The design is a vertical installation concept but the screen is curved. This will be the first suburban installation of a vertical curved display in the country. There is air space for ventilation and additional landscaping. "Hilltown" is displayed vertically along the sign. The LED width is 16' x 30' which is 552 square feet. The height of the overall structure is 42' and 39' on the back side. The overall length in the landscaping is 87' across and the depth is 18'. Everything fits nice within the property lines without changing any parking area for the business. The running hours are on at 6:30 am and off at 11:30 pm. There will be some sort of illumination at night with no ad content but possibly have the Township seal lit up. LED coloring can be added to match the content of the screen. Chairman McIlhinney asked if Montgomeryville Cycle Center will advertise on the sign. Mr. DeGoria stated they will advertise the business but also will have on premise signage and confirmed "Hilltown" is fixed letters along the side of the sign and are attached by small, steel rods. Mr. DeGoria stated the ads revolve every 15 seconds. In case of an emergency, the ads will get shut down and the whole screen will contain whatever information pertains to the emergency. Thaddeus Bartkowski stated there are national programs, such as amber alerts, that they subscribe to. If there is an

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amber alert within a certain geographical radius of one of their signs, it shuts down the entire sign and the amber alert takes over for a period of two hours where the only ad that appears is the amber alert. For the next eight hours, it rotates in the cycle of other messaging. From a municipal standpoint, if there is a message that the municipality would like to see on the display, there is a phone number and email address to their department and they are immediately responsive to the request; typically less than 15 minutes. Supervisor Bennington asked what checks and balances are in place in case someone calls in that is not authorized. Mr. Bartkowski stated only a few people will be authorized to call and no hoax calls will get through his team. It was discussed to possibly have the non-profit organizations first call the Township for authorization for the ad. The land use zoning council discussed the pending zoning application consisting of a traditional monopole billboard installation with a variance for the dwell time and minimum set back. The current design has been incorporated which has resulted in additional variance relief that will need to be requested from the zoning hearing board along with changing some of the prior zoning hearing relief requested. All of the relief is dimensional in nature and is not a use variance. The ordinance permits a 300 square foot sign face area per sign face. This total sign is 552 square feet not including the "Hilltown" message sign so dimensional relief will need to be requested. The 15 second dwell time as opposed to the 25 second dwell time will need to be requested. The overall height of the structure is approximately 42 feet where the ordinance requires 35 feet. Additional relief will be requested in regards to the ultimate right-of-way. They ask for the Board to consider the amendment of the zoning hearing board application that is pending before the zoning hearing board and look to the Township to support the application. Solicitor Harris stated he will look over everything to make sure all relief that is needed is requested and get back to them. It was noted the application is not scheduled at this time. Chairman Mellhinney noted he does not like the script of the "Hilltown" portion of the sign, but try to include the word "Twp", and possibly cycle in the Hilltown Township seal so it is permanent. It was noted the seal could possibly also be on the bottom of the sign and lit up. It was noted they will work on the details of the sign and work with Solicitor Harris to put together an amendment of the application.

Mr. Wally Rosenthal stated he would recommend the script not be elaborate. He questioned how the sign would impact the planned bypass from the turnpike at Bergey Road and Route 309. He also questioned why the sign has to stop advertising at 11:30 pm. There are not any homes in the area that would be bothered by the sign in the evening and it would not be detrimental to anybody. He also suggested protecting the sign with bollards in case a car gets out of control. He thinks the sign is fabulous and beautiful.

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4. YEAR 2017 PROPOSED BUDGET – Discussion/Questions/Comments: The narrative prepared by Ms. Leslie was discussed with the following items noted:

General Fund:

The General Fund Budget is calculated using an assessment of 7.30 mills and a total property assessment as of July of 2016. There should be an adjusted number available by the time of adoption of the 2017 budget.

Delaware Valley Medical, Prescription and Dental Insurance are calculated using an increase of 3% for the Medical Insurance and 7% for the Prescription Coverage. Amounts contributed by employees towards this coverage is calculated and included. Supervisor Bennington stated he is very surprised medical insurance is only going up 3% and prescription coverage is only going up 7%.

Police and Public Works Salaries are calculated at 3% as indicated in their current contracts. It was noted the Police and Public Works contracts are up December 31st of next year.

For Administrative Salaries, 3% was used for the purpose of preparing the budget which is in line with the contractual amounts for the Police and Public Works employees.

01-408-313 Engineering includes an additional \$75,000.00 for preparation of revised mapping, pollution reduction plans, TMDL plan and NOI required to be submitted to DEP by 9/16/17. Chairman McIlhinney stated the unfunded mandates from DEP happen far too often where things are determined other than the Board. Mr. Delamater stated these are mandates passed down from the EPA to DEP who then passes it down to the municipalities. The NOI report needs to be submitted next year and, in order to do that, a five year plan needs to be in place as to how the reduction of sediment is going to occur, etc. It is a very in depth project for the Township Engineer and there is not any money to help the Township out. If it is not done, the Township will be fined so it will cost money either way.

As done in the past, the revenues have been budgeted on the low to moderate side. The expenditures are all budgeted on the moderate to high side.

The budget also includes (01-438-245) \$150,000.00 for additional paving projects. Ms. Leslie noted this list is in addition to the Liquid Fuels list and noted a little extra money will be coming

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in for Liquid Fuels next year. Tom's hopeful list is as follows:

- Central Avenue below Home Depot to the Telford Line
- Hillcrest from the end of the development to the Perkasio Line
- Fairhill Road – Entire Length
- Broad Street from Hilltown Pike to Conlin Way

Fire Fund:

The Fire Fund continues using .75 mills and uses the same assessment as does the General Fund. The Fund covers Hilltown Fire Company's insurance and Fire Hydrant rentals and retains \$4,000.00 for the beginning of 2018. The remainder of the funds is distributed to the seven fire companies using the 50% area and 50% assessment formula.

Park and Recreation Fund:

The Park and Recreation Fund continues at 2/10 of a mill. It uses the same assessment rate as the General Fund. The Fund covers the basic operating costs of the existing parks and expenses incurred in housing the Easter Egg Hunt and the Fall Fest. The revenues indicated are from the rental park facilities and advertising revenue from the signs at the baseball field.

Street Light Fund:

The Street Light Fund calls for no assessment in the year 2017 as the current fund balance is more than enough to cover the cost of the utilities for 2017. We will continue to review current rates and make sure all developments that should be included are. There is a small amount budgeted to cover Bob's costs in reviewing this information and updating the current street light map. Supervisor Bennington questioned what will happen when the Township re-implements the street light fund assessment. Ms. Leslie noted 2017 will probably be the last year and it will be implemented in 2018.

Capital Projects:

The Capital Projects budget includes \$35,000 for repaving the parking lot on the side of the Township Building once the recycling dumpsters are removed. It also includes repaving the back driveway of the Township Building. \$101,500.00 is included for purchasing the following items by the Police Department:

Dodge Charger or Ford Employer (2)	\$78,000.00
In-Car Video System	6,000.00

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Vascar Plus IIIc (2)	3,600.00
Taser (2)	2,900.00
Computers and Related Equipment (3)	3,000.00
Radar Traffic & Speed Recorder	5,000.00
E-Ticketing Equipment	3,000.00

In addition to the above listed equipment, the Police Department is requesting \$5,000.00 towards the purchase of Body Worn Cameras. This would be in addition to the \$5,250.00 already in reserve for this purchase. They are also seeking an additional \$18,000.00 for remodeling the Sergeants' and Lieutenant's Offices. (Police Department Capital Plan attached).

The budget also includes \$25,000.00 for continued fix-up of the Township Building, namely the meeting room and administrative offices (blinds, etc.).

The Public Works Department is also requesting \$25,000.00 for the construction of an additional salt storage facility. (Photos attached). The preparation of the site and the construction of the shed would be completed by the Public Works Department. Ms. Leslie noted the current salt shed which has 500 ton of salt will be kept and the one that is proposed to be purchased will hold 900 ton of salt.

Recreation Capital Reserve Fund:

The Recreation Capital Reserve Fund includes funds for the beginning of the walking path extension. \$120,150.00 is listed for the actual paving and \$23,640.00 for engineering and construction administrative costs.

Open Space Fund:

The Open Space Fund remains suspended during 2017 as the balance is again over \$6 million.

Road Equipment Fund:

The millage rate of .50 mills is using the same assessment as the other funds. The budget includes the replacement of two (2) pick-ups with plows at approximately \$82,000.00, a stump grinder at approximately \$19,000.00 and a therma-plastic heating machine at approximately \$30,000.00. This machine will aid in the installation of traffic markings at intersections.

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State Highway Aid Fund:

The State Highway Aid Fund indicates an increase in revenues as announced by the Department of Transportation.

The budgeted items remain primarily the same. Depending on the conditions this winter the Public Works Department should have approximately \$414,170.00 for additional paving projects. They hope to include the following roads:

NOVA CHIP

Deerfield Circle
Deerfield Place
Gentry Drive
Sterling Drive
Noble

OIL AND CHIP

Green St. from the Boro line to Hilltown Pike
Chalfont Road
Township Line Road
Keystone Drive from Rt. 113 to Bethlehem Pike
Cherry Road from Cherry Drive to Bethlehem Pike

Operating Reserve Fund:

The Operating Reserve Fund remains the same for 2017. If additional funds become available in 2017 a transfer can be made at that time.

Supervisor Bennington had the following questions: Does the \$225,000.00 for building permits include the Hallmark, Toll Brothers, and all of the other developments? Ms. Leslie confirmed that it does include all of the developments and she kept that number low. Ms. Leslie noted the Silverdale Police contract was an increase of 5% and that is limited to 5% per year. In regards to Forrest Road Park, there is a partially paved parking lot, a walking trail, and fencing. In light that the proposal of \$700,000.00 from the County did not pan out, fields can still be planned at the park out of the Park and Rec fund. Mr. Wynn and Tom Buzby will work on a plan for fields at a reasonable price and it will take pressure off of the fields that are currently in use. Supervisor Bennington questioned the \$30,000.00 in overtime for snow and ice removal. Ms.

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Leslie stated it is an estimate and it depends on the season. The Board agreed to proceed with the second salt barn.

Supervisor Groff had the following question/clarification: Ms. Leslie confirmed the millage rate for the Road Equipment fund is $\frac{1}{2}$ of a mill and includes two pick-up trucks. Ms. Leslie also confirmed the expense for the ambulances and the community center remains the same as last year.

Chief of Police Christopher Engelhart reviewed the budget proposed for the police department highlighting the following: additional officer hire, replacement officer, new fleet vehicles, speed timing devices, tasers, computers, in-car video systems, body worn cameras, radar traffic & speed recorder, e-ticketing, scheduling management system, L.O.D.I.S. DNA project, leads on-line, remodel of Lieutenant's and Sergeants' offices, meeting & training and uniforms budget line items, local radio system, and traffic signal preemption.

Supervisor Bennington asked about the building renovations and officers. Chief Engelhart stated the renovation is not yet completed that was budgeted for this year and a contractor will be coming next week. The bidding process has to be worked out and the contractors will use the back entrance. Supervisor Bennington stated he is okay with replacing Kerry Karte who is retiring and he is okay with replacing Sgt. Mahaffey who is the first one in the drop program to retire at the end of next year, but he is reluctant to add the additional officer that is being asked for with the police contract coming next year to be negotiated. He would be okay with including that officer and expenses in the budget number and consider it at the point in time, since it has already been budgeted, to whether or not to fill it as opposed to making a zero line item. Once the contract is finalized then the Board can come back and decide whether or not to fill the position that is budgeted. Ms. Leslie noted she will put one more officer in the budget with the understanding that it will wait till the contract is finalized.

Chief Engelhart stated, in regards to the body worn cameras, they are still evaluating the product and does not want to spend the money until they know for sure. He also noted they still need a car if the radar passes. In regards to e-ticketing, Chief Engelhart explained the officer would be able to scan licenses and registrations, populate the information on the ticket, and print it out. The information would then populate into the court system and, eventually, into their records management system. In regards to the DNA project, Chief Engelhart explained they would like to collect reference samples from people that have been arrested and put into the system. It is going to take more time until more data base is collected. The \$3,500.00 gives them samples to submit into the data base and noted that it is voluntary but there is a law being worked on in the state that would automatically require people, convicted of certain offenses, to then submit the DNA sample. Continuing, Chief Engelhart noted two SUV's are requested for 2017; two in 2018, and three in 2019.

Chairman McIlhinney asked about the problem that Montgomery County was having with their new radios. Chief Engelhart stated they have not had any issues so far in Bucks County.

Supervisor Groff questioned the 2013 Chevrolet caprice. Chief Engelhart stated it has 65,000 miles and it would be moved to the reserve fleet to be used a couple days a week for court schedules, etc.

Supervisor Bennington stated he would like to hold off on the increase of uniforms until the contract is negotiated. Bullet proof vests should be done now because it is important for safety.

Chief Engelhart noted Route 113 and Diamond Street, Callowhill and Hilltown Pike, and Callowhill and Route 113 need preemption devices at \$7,500.00 each, and he will check on those locations to make sure.

Supervisor McIlhinney said Ms. Leslie, Mr. Delamater, Chief Engelhart, and Mr. Buzby did an excellent job on the budget. Mr. Delamater stated the budget will be updated for the November 14, 2016 meeting and then authorized for consideration of adoption on December 12, 2016.

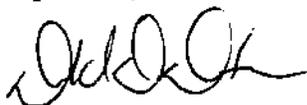
5. PUBLIC COMMENT: None.

6. SUPERVISOR'S COMMENTS: Supervisor Bennington reminded everyone to vote on November 8, 2016. Chairman McIlhinney stated there will be an executive session after the public meeting to discuss personnel and real estate.

7. PRESS CONFERENCE: No members of the press were present.

8. ADJOURNMENT: Upon motion by Supervisor Bennington, seconded by Chairman McIlhinney, and carried unanimously, the Special Meeting of October 26, 2016 was adjourned at 6:12 PM.

Respectfully submitted,



Donald D. Delamater
Township Manager

(*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).