

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL REORGANIZATION MEETING  
Monday, January 7, 2013**

The 2013 Hilltown Township Board of Supervisors Reorganization Meeting began at 7:06PM.

A. SELECTION OF TEMPORARY CHAIRMAN – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint Supervisor Barbara A. Salvadore as Temporary Chairperson. There was no public comment.

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

C. CALL TO ORDER: The Hilltown Township Board of Supervisors Reorganization meeting of January 7, 2013 was called to order by Temporary Chairperson Barbara A. Salvadore at 7:06PM and opened with the Pledge of Allegiance. Also in attendance were Supervisor John B. McIlhinney, Supervisor James C. Groff, Township Manager Richard C. Schnaedter, and Lynda S. Seimes, Temporary Secretary, 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 and Vice-Chairman for 2013:

1) Chairman – Motion was made by Supervisor McIlhinney to appoint Supervisor James C. Groff, as Chairman of the Board of Supervisors for 2013. There was no second to the motion.

Motion was made by Supervisor Groff, seconded by Supervisor McIlhinney, and carried unanimously to appoint Supervisor Barbara A. Salvadore as Chairperson of the Board of Supervisors for 2013. There was no public comment.

2) Vice-Chairman – Motion was made by Supervisor Groff, seconded by Chairperson Salvadore, and carried unanimously to appoint Supervisor John B. McIlhinney as Vice-Chairman of the Board of Supervisors for 2013. There was no public comment.

F. PERSONNEL APPOINTMENTS:

1) Township Manager – Motion was made by Supervisor McIlhinney to appoint Richard C. Schnaedter as Township Manager. There was no second to the motion.

Following a brief discussion, Supervisor Groff asked that this appointment be tabled until the Board of Supervisors has the opportunity to meet in Executive Session to discuss personnel. Supervisors Salvadore and McIlhinney were agreeable.

2) Township Secretary – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint Lynda S. Seimes as Township Secretary. There was no public comment.

3) Township Treasurer – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint Lorraine E. Leslie as Township Treasurer. There was no public comment.

4) Chief of Police – Motion was made by Supervisor Groff, seconded by Supervisor McIlhinney, and carried unanimously to appoint Christopher E. Engelhart as Chief of Police. There was no public comment.

5) Director of Public Works – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint Thomas A. Buzby as Director of Public Works. There was no public comment.

6) Code Enforcement Officer/Zoning Officer – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint David W. Taylor as Code Enforcement Officer/Zoning Officer. There was no public comment.

7) Administrative Assistant/Zoning Hearing Board Secretary – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint Lisa A. Faust as Administrative Assistant/Zoning Hearing Board Secretary. There was no public comment.

G. PROFESSIONAL SERVICE APPOINTMENTS:

1) Township Solicitor – Motion was made by Supervisor Groff, and seconded by Chairperson Salvadore to appoint Francis X. Grabowski of Grabowski Associates as Township Solicitor. Supervisor McIlhinney was opposed. Motion carried: 2:1. There was no public comment.

2) Township Engineer – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint C. Robert Wynn of Wynn Associates as Township Engineer. There was no public comment.

3) Township Certified Public Accountant – Motion was made by Supervisor McIlhinney, and seconded by Supervisor Groff to appoint Dunlap Associates as Township Certified Public Accountant for the year 2013. Chairperson Salvadore was opposed. Motion carried: 2:1. There was no public comment.

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4) Township Depository – Motion was made by Supervisor Groff, seconded by Supervisor McIlhinney, and carried unanimously to appoint QNB as Township Depository. There was no public comment.

5) Township Traffic Engineer – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint Andreas Heinrich of Heinrich and Klein as Township Traffic Engineer. There was no public comment.

#### H. BOARD APPOINTMENTS -

1) Planning Commission – Two 4-year terms ending 12/31/16 and One remainder of 4-year term ending 12/31/14 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint Eric Nogami to a 4-year term on the Planning Commission. There was no public comment.

Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to appoint David Christ to a 4-year term on the Planning Commission. There was no public comment.

Motion was made by Supervisor Groff and seconded by Chairperson Salvadore to appoint Barry Casper to the vacant 2 year term remaining on the Planning Commission set to expire on December 31, 2014. Supervisor McIlhinney was opposed. Motion carried: 2:1. There was no public comment.

2) Zoning Hearing Board – One 3-year term ending 12/31/15 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to reappoint Timothy Browning to another 3-year term on the Zoning Hearing Board. There was no public comment.

3) Water and Sewer Authority – One 5-year term ending 12/31/17 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to reappoint Frank Beck to another 5-year term on the Water and Sewer Authority. There was no public comment.

4) Vacancy Board – One 1-year term ending 12/31/13 – Motion was made by Supervisor Groff, and seconded by Chairperson Salvadore to reappoint John Bender to another 1-year term on the Vacancy Board. Supervisor McIlhinney was opposed. Motion carried: 2:1. There was no public comment.

5) Park and Recreation Board – Five 5-year staggered terms – Tabled.

6) Emergency Management Coordinator – One 1-year term ending 12/31/13 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to reconfirm Ray Fegley as the Emergency Management Coordinator for 2013. There was no public comment.

7) Deputy Emergency Management Coordinator – One 1-year term ending 12/31/12 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to reconfirm Thomas Louden as the Deputy Emergency Management Coordinator for 2013. There was no public comment.

8) Agricultural Officer/Emergency Management – One 1-year term ending 12/31/12 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to reappoint David Unzicker to another 1-year term as the Agricultural Officer of Emergency Management. There was no public comment.

9) UCC Board of Appeals – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to reappoint Maureen Purcell to another 5-year term on the UCC Board of Appeals. There was no public comment.

I. TREASURER'S BOND LIMIT – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to approve the Treasurer's Bond Limit of \$3 million dollars. There was no public comment.

J. REQUIRING EMPLOYEE CONTRIBUTION TO POLICE PENSION FUND – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2013-1, resolving that Hilltown Township will require a 5% pension contribution from the Hilltown Police for the year 2013.** There was no public comment.

K. REQUIRING NO EMPLOYEE CONTRIBUTION TO NON-UNIFORM PENSION FUND – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2013-2, resolving that Hilltown Township will not require any pension contributions from the Hilltown Non-Uniform Employees for the year 2013.** There was no public comment.

L. BOARD OF SUPERVISORS MEETING DATES FOR 2013 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2013-3, setting Board of Supervisors meeting dates for 2013.** There was no public comment.

M. PLANNING COMMISSION MEETING DATES FOR 2013 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to **adopt**

**Resolution #2013-4, setting Planning Commission meeting dates for 2013.** There was no public comment.

N. ADOPT 2013 NON-UNIFORM EMPLOYEE HOLIDAYS – Motion was made by Supervisor Groff, and seconded by Supervisor McIlhinney, to **adopt Resolution #2013-5, setting Non-Uniform Employees Holidays for 2013.** Prior to a vote, Chairperson Salvadore recalled that the Board had previously considered the possibility of having the Municipal Building remain open on Election Day. After a brief discussion, the Board agreed to accept the Non-Uniform Employee Holidays Resolution as written at this time. Motion carried unanimously. There was no public comment.

O. ADOPT 2013 BUILDING, ZONING, MISCELLANEOUS FEE SCHEDULE – Motion was made by Supervisor Groff, seconded by Supervisor McIlhinney, and carried unanimously to **adopt Resolution #2013-6, establishing the Fee Schedule for 2013.** There was no public comment.

P. DISPOSITION OF RECORDS – Motion was made by Supervisor Groff, seconded by Supervisor McIlhinney, and carried unanimously to **adopt Resolution #2013-7, authorizing the disposition of all financial records, excluding quarterly payroll records and all pension records for the year 2005.** There was no public comment.

Q. 2013 TAX RATES – Motion was made by Supervisor Groff, seconded by Supervisor McIlhinney, and carried unanimously to **adopt Resolution #2013-8, establishing Tax Rates for 2013.** There was no public comment.

R. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATE'S ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2013) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to designate the Township Manager as the Voting Delegate for the annual PSATS Convention, with Lorraine Leslie, Township Treasurer and Thomas Buzby, Director of Public Works as the alternate delegates. There was no public comment.

S. APPOINT REPRESENTATIVES TO BUCKS COUNTY TAX COLLECTION COMMITTEE FOR FISCAL YEAR 2013 - Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2013-9, appointing Lorraine Leslie as the primary voting delegate, and Rick Schnaedter as the alternate voting delegate representatives to the Bucks County Tax Collection Committee for Fiscal Year 2013.** There was no public comment.

T. ANNOUNCEMENTS:

- 1) The Supervisors worksession meeting which would normally be held on Monday, January 14<sup>th</sup> has been cancelled. The next meeting of the Supervisors will be Monday, January 28, 2013 at 7PM.
- 2) A Public Forum will be held on Wednesday, February 6, 2013 (with an inclement weather date of Thursday, February 7<sup>th</sup>) at 7PM to hear public comment and consider the proposed amendment to the 2005 Haines and Kibblehouse Quarry Agreement.
- 3) The Administrative offices will be closed on Monday, January 21, 2013 in observance of Martin Luther King Day.
- 4) The Annual Fire Prevention Bureau breakfast will be held on Thursday, January 10, 2013 at 7:30AM.

U. CONSENT AGENDA:

- Minutes of the December 10, 2012 Candidate Interview Meeting.
- Minutes of the December 10, 2012 Supervisor's Meeting.
- Bills List – December 12, 2012 to December 28, 2012.
- Bills List – January 8, 2013.

Motion was made by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously to accept and approve all items on the Consent Agenda as noted above. There was no public comment.

V. NEW BUSINESS:

1) Discussion of proposed Tax Collector compensation for 2014 through 2017 -- As required by the Pennsylvania Local Tax Collection Law, the Supervisors are permitted to amend the rate at which the Tax Collector is compensated for the upcoming term of office (2014 through 2017) by adopting a Resolution no later than February 15<sup>th</sup> of the year of the municipal election. This requirement is to allow those individuals wishing to run for the office of Tax Collector the ability to know what the compensation would be.

Mrs. Telly was present to answer questions posed by the Board. She is proposing a 3% raise per year, \$4.00 per interim bill rather than \$2.00 per bill, and consideration of increasing the Certification Fee from \$25.00 to \$35.00 per Tax Certification. Mrs. Telly is also asking the Board to consider reinstating reimbursement for the annual Tax Collector Convention, with costs of approximately \$300-\$500 per year.

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The Board unanimously agreed to provide their recommendations to Mr. Schnaedter prior to the January 28<sup>th</sup> meeting so that the proper Resolution can be prepared for their consideration. Mrs. Telly reminded the Board that the Resolution must, by law, be adopted by February 15<sup>th</sup>.

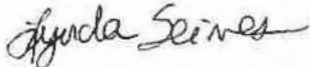
W. SUPERVISOR'S COMMENTS: None.

X. PUBLIC COMMENT: None.

Y. PRESS CONFERENCE: No members of the press were in attendance.

Z. ADJOURNMENT: Upon motion by Supervisor McIlhinney, seconded by Supervisor Groff, and carried unanimously, the January 7, 2013 Hilltown Township Board of Supervisors Annual Reorganization meeting was adjourned at 7:30PM.

Respectfully submitted,



Lynda Seimes  
Township Secretary

(\*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).