

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING
Tuesday, January 3, 2012
7PM**

The 2012 Hilltown Township Board of Supervisors Reorganization Meeting began at 7:00PM.

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

B. SELECTION OF TEMPORARY SECRETARY – Motion was made by Supervisor Salvadore, 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 3, 2012 was called to order by Temporary Chairman John B. McIlhinney at 7:00PM and opened with the Pledge of Allegiance. Also in attendance were Supervisor Barbara A. Salvadore, Supervisor James C. Groff, Township Manager Richard C. Schnaedter, and Lynda S. Seimes, Temporary Township 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 2012:

1. Chairman – 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 2012. 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 2012. There was no public comment.

F. PERSONNEL APPOINTMENTS:

1. Township Manager – Motion was made by Supervisor Groff, seconded by Chairperson Salvadore, and carried unanimously to appoint Richard C. Schnaedter as Township Manager. There was no public comment.

2. Township Secretary – Motion was made by Chairperson Salvadore, 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 Groff, seconded by Chairperson Salvadore, and carried unanimously to appoint Lorraine E. Leslie as Township Treasurer. There was no public comment.

4. Chief of Police - Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, 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 Groff, seconded by Chairperson Salvadore, and carried unanimously to appoint Thomas A. Buzby as Director of Public Works. There was no public comment.

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

7. Zoning Officer – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to appoint David W. Taylor as Zoning Officer. There was no public comment.

8. Administrative Assistant/Zoning Hearing Board Secretary – Motion was made by Supervisor Groff, seconded by Chairperson Salvadore, 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 Chairperson Salvadore, and seconded by Supervisor Groff 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 Groff, seconded by Chairperson Salvadore, and carried unanimously to appoint C. Robert Wynn of C. Robert Wynn Associates as Township Engineer. There was no public comment.

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

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

5. Township Traffic Engineer – Motion was made by Chairperson Salvadore, 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 12/31/15 – Motion was made by Chairperson Salvadore to reappoint Andrew Mele to another 4-year term; and to appoint Bela Soni to a 4-year term on the Planning Commission. Prior to a vote, discussion took place.

Supervisor Groff seconded the motion to reappoint Andrew Mele to another 4-year term on the Planning Commission, which carried unanimously. There was no second to the motion to appoint Bela Soni to a 4-year term on the Planning Commission.

The Board of Supervisors tabled the appointment of an individual to fill the vacancy on the Planning Commission at this time.

2. Zoning Hearing Board – One 3-year term ending 12/31/14 – Motion was made by Chairperson Salvadore, and seconded by Supervisor Groff to reappoint John Snyder to a 3-year term on the Zoning Hearing Board. Supervisor McIlhinney was opposed. Motion carried 2:1. There was no public comment.

3. Water and Sewer Authority – One 5-year term ending 12/31/16 – Motion was made by Chairperson Salvadore and seconded by Supervisor Groff to reappoint Keith Weiss to a 5-year term on the Hilltown Water and Sewer Authority. Supervisor McIlhinney was opposed. Motion carried 2:1. There was no public comment.

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

5. Parks, Recreation, and Open Space Committee – Three 3-year terms ending 12/31/14 – Motion was made by Chairperson Salvadore to reappoint Jon Apple, Kenley Crouthamel and Rick Lambrecht, each to an additional 3-year term on the Parks, Recreation, and Open Space Committee. Prior to a second and a vote, discussion took place.

Supervisor Groff suggested that Township Manager Schnaedter investigate and review whether the work of the existing PROS Committee could be handled internally by the staff as has been done in the past. If Mr. Schnaedter determines that the work cannot be accomplished by Township staff, Supervisor Groff advised that the Board could then make appointments to the PROS Committee. Chairperson Salvadore agreed, noting that it is a wonderful opportunity for Mr. Schnaedter to understand the Committee structure and determine what is needed to move forward. The Board was in unanimous agreement with Supervisor Groff's suggestion. Appointments to the PROS committee were tabled.

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

7. Assistant Emergency Management Coordinator – One 1-year term ending 12/31/12 – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to reconfirm Thomas Loudon as the Assistant Emergency Management Coordinator. There was no public comment.

8. Agricultural Officer/Emergency Management – One 1-year term ending 12/31/12 – Motion was made by Chairperson Salvadore, and seconded by Supervisor Groff to appoint David Unzicker as the Agricultural Officer of Emergency Management. Supervisor McIlhinney was opposed. Motion carried 2:1. There was no public comment.

9. Board of Auditors – Three Vacancies – One w/2 years remaining on term; One w/4 years remaining on term; and One w/6 years remaining on term - Supervisor Groff suggested that the Township Solicitor review whether or not these positions are really necessary since their primary duty is to set the salary of working Supervisors, of which Hilltown Township has none. Further, Supervisor Groff noted that the Township is audited by an outside accounting firm, not by the Board of Auditors. Supervisor McIlhinney believes that the law still requires that there be three elected or appointed Board of Auditor members. Discussion took place, and the Board unanimously agreed to table appointments to the Board of Auditors pending review by the Township Solicitor and Township Manager.

10. UCC Board of Appeals - One 5-year term ending 12/31/16 – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to appoint D. Brooke Rush to a 5-year term on the UCC Board of Appeals. There was no public comment.

I. TREASURER'S BOND LIMIT – Motion was made by Chairperson Salvadore, 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 Groff, seconded by Chairperson Salvadore, and carried unanimously to **adopt Resolution #2012-1, resolving that Hilltown Township will require a 3% pension contribution from the Hilltown Police for the year 2012.** There was no public comment.

K. REQUIRING NO EMPLOYEE CONTRIBUTION TO NON-UNIFORM PENSION FUND – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2012-2, resolving that Hilltown Township will not require any pension contributions from the Hilltown Non-Uniform Employees for the year 2012.** There was no public comment.

L. BOARD OF SUPERVISORS MEETING DATES FOR 2012 – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2012-3, setting Board of Supervisors meeting dates for 2012.** There was no public comment.

M. PLANNING COMMISSION MEETING DATES FOR 2012 – Motion was made by Supervisor Groff, seconded by Chairperson Salvadore, and carried unanimously to **adopt Resolution #2012-4, setting Planning Commission meeting dates for 2012.** There was no public comment.

N. NON-UNIFORM HOLIDAYS FOR 2012 – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2012-5, setting Non-Uniform Employee Holidays for 2012.** There was no public comment.

O. ADOPT FEE SCHEDULE FOR 2012 – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2012-6, establishing Fee Schedule for 2012.** There was no public comment.

P. DISPOSITION OF RECORDS – Motion was made by Supervisor Groff, seconded by Chairperson Salvadore, and carried unanimously to **adopt Resolution #2012-7, authorizing the disposition of all financial records, excluding quarterly payroll records and all pension records, for the year 2004.** There was no public comment.

Q. 2012 TAX RATES – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2012-8, establishing Tax Rates for 2012.** There was no public comment.

R. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATE'S ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2012) – Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to designate

Township Manager, Richard C. Schnaedter as the Voting Delegate for the PSATS Convention. There was no public comment.

S. APPOINT REPRESENTATIVES TO BUCKS COUNTY TAX COLLECTION COMMITTEE FOR FISCAL YEAR 2012 – Motion was made by Supervisor Groff, seconded by Chairperson Salvadore, and carried unanimously **to adopt Resolution #2012-9, 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 2012.** There was no public comment.

T. APPOINT OPEN RECORDS OFFICER – Motion was made by Supervisor Groff, seconded by Chairperson Salvadore, and carried unanimously to appoint Township Manager, Richard C. Schnaedter as Open Records Officer for 2012. There was no public comment.

U. ANNOUNCEMENTS:

1. An Executive Session was held on December 12, 2011 following the Supervisors meeting for informational purposes when the Township Engineer provided an update on the Toll Brothers project.

2. The Supervisor's worksession meeting which would normally be held on Monday, January 9th has been cancelled. The next meeting of the Board of Supervisors will be Monday, January 23, 2012 at 7PM.

3. A Conditional Use Hearing will be held at 7:30PM on Monday, January 23rd to consider the application of Cingular Wireless PCS, LLC proposing replacement of 6 antennas on the existing 105 ft. high telecommunications monopole located at 709 County Line Road, which is located within the PC-1 Zoning District.

V. CONSENT CALENDAR:

- Minutes of December 12, 2011 Candidate Interview Meeting.
- Minutes of December 12, 2011 Supervisor's Meeting.
- Bills List paid as of January 4, 2012.

Motion was made by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously to approve and accept the Consent Calendar as noted above. There was no public comment.

W. ZONING HEARING BOARD ADVISORIES:

- 1) Theodore Sheppleman, 709 Keystone Drive – Requesting variance to allow the total woodland disturbance not to exceed 40% of the total net site area.

X. SUPERVISOR'S COMMENTS:

1) Chairperson Salvadore welcomed Mr. Schnaedter to Hilltown Township. She had received personal communications from some of the staff of his former employer, Forks Township, who were very sorry to see Mr. Schnaedter leave, stating that their loss was Hilltown's gain. Supervisors McIlhinney and Groff echoed those sentiments.

Y. PUBLIC COMMENT: None.

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

ZZ. ADJOURNMENT: Upon motion by Chairperson Salvadore, seconded by Supervisor Groff, and carried unanimously, the Hilltown Township Board of Supervisors 2012 Reorganization Meeting was adjourned at 7:22PM.

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).