

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING
Monday, January 4, 2010
7:00PM**

The 2010 Hilltown Township Board of Supervisors Reorganization Meeting began at 7:00PM.

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

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

C. CALL TO ORDER: The Hilltown Township Board of Supervisors Reorganization meeting of January 4, 2010 was called to order by Temporary Chairperson Barbara A. Salvadore at 7:00PM and opened with the Pledge of Allegiance. Also in attendance were Supervisor John B. McIlhinney, Supervisor James C. Groff, Christopher S. Christman, Township Manager, and Lynda S. Seimes, Asst. 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, Vice-Chairman, Secretary, and Treasurer for 2010:

1. Chairman – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to appoint Supervisor McIlhinney as Chairman of the Board of Supervisors for 2010. There was no public comment.

2. Vice-Chairman – Motion was made by Chairman McIlhinney, and seconded by Supervisor Groff, to appoint Supervisor Salvadore as Vice-Chairperson of the Board of Supervisors for 2010. Supervisor Salvadore abstained from the vote. Motion carried. There was no public comment.

3. Township Secretary – Motion was made by Supervisor Groff, seconded by Supervisor Salvadore, and carried unanimously to appoint Lynda Seimes as Township Secretary for 2010. There was no public comment.

4. Township Treasurer – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to appoint Lorraine Leslie as Township Treasurer for 2010. There was no public comment.

F. PROFESSIONAL SERVICE APPOINTMENTS:

1. Township Solicitor – Grabowski Associates – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to reappoint Grabowski Associates as Township Solicitor for 2010. There was no public comment.

2. Township Engineer – C. Robert Wynn Associates – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to reappoint C. Robert Wynn Associates as Township Engineer for 2010. There was no public comment.

3. Township Certified Public Accountant – Dunlap Associates – Motion was made by Supervisor Salvadore to reappoint Dunlap Associates as Township Certified Public Accountant for one year with review and consideration to occur in October. Prior to a vote, discussion took place.

Chairman McIlhinney advised that a 3-year contract was signed with Dunlap Associates late last year. Supervisor Groff noted that Chairman McIlhinney and former Supervisor Manfredi accepted the 3-year contract with Dunlap, however he does not feel he should be bound by the decisions of a previous Board for a three-year term.

Supervisor Groff seconded the original motion to reappoint Dunlap Associates as Township Certified Public Accountant for a one year term with review and consideration to occur in October. Chairman McIlhinney was opposed. Motion carried. There was no public comment.

4. Township Depository – QNB – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to reappoint QNB as Township Depository for 2010. There was no public comment.

5. Township Traffic Engineer – Heinrich and Klein – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to reappoint Heinrich and Klein as Township Traffic Engineer for 2010. There was no public comment.

6. Township Planner – Boucher and James, Inc. – Motion was made by Supervisor Salvadore to reappoint Boucher and James, Inc. as interim Township Planner on a month-to-month basis, with a review to occur at a later date. Prior to a vote, discussion took place.

Supervisor Groff suggested that the Board of Supervisors and Township Manager meet prior to the next meeting to review the job description for this position and the funding source required to reimburse the Planner. Supervisor Salvadore withdrew her previous motion.

Motion was made by Supervisor Groff to appoint Boucher and James, Inc. as interim Township Planner until the Board of Supervisors has the opportunity to review the job description of the Township

Planner, prior to the next Board meeting. Supervisor Salvadore seconded the motion, and carried unanimously. There was no public comment.

7. Zoning Officer/Code Enforcement Officer – Pennoni Associates, Inc. – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to reappoint Pennoni Associates as Zoning Officer/Code Enforcement Officer on an interim basis until the Board of Supervisors has the opportunity to review fees that have been accrued to date. There was no public comment.

8. Board of Auditors Vacancy – Chairman McIlhinney explained that Mr. Harry Mason, who was an elected auditor, missed the deadline to seek re-election due to an illness, and therefore, a vacancy currently exists on the Board of Auditors. Mr. Mason has expressed an interest in filling this vacancy.

Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to appoint Harry Mason to a two-year term on the Hilltown Township Board of Auditors. There was no public comment.

G. BOARD APPOINTMENTS:

1. Planning Commission (One 4-year term ending 12/31/13) – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to reappoint Joe Marino to another four-year term on the Hilltown Township Planning Commission. There was no public comment.

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

3. Water and Sewer Authority (One 5-year term ending 12/31/14) – Motion was made by Supervisor Salvadore, and seconded by Supervisor Groff to reappoint John Rankin to another 5-year term on the Hilltown Township Water and Sewer Authority. Supervisor Groff abstained from the vote. Motion carried. There was no public comment.

4. Vacancy Board (One 1-year term ending 12/31/10) – Motion was made by Supervisor Salvadore to reappoint D. Brooke Rush to another one-year term on the Hilltown Township Vacancy Board. There was no second to the motion.

Motion was made by Supervisor Groff and seconded by Chairman McIlhinney to appoint John Wietecha to a one-year term on the Hilltown Township Vacancy Board. Supervisor Salvadore was opposed. Motion carried. There was no public comment.

5. Parks, Recreation, and Open Space Committee (Two 3-year terms ending 12/31/12 and One 1-year term ending 12/31/10) – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to reappoint Linda Cherry to another three-year term on the Hilltown Township Parks, Recreation, and Open Space Committee. There was no public comment.

Motion was made by Supervisor Groff and seconded by Chairman McIlhinney to appoint Anh Bixby to a one-year term on the Hilltown Township Parks, Recreation, and Open Space Committee. Prior to a vote, discussion took place.

Supervisor Salvadore suggested that Ms. Bixby be appointed to the other available three-year term. There was no agreement to that suggestion.

Original motion carried, with Supervisor Salvadore opposed. There was no public comment.

6. Emergency Management Coordinator (One 1-year term ending 12/31/10) – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to confirm Ray Fegley as the Hilltown Township Emergency Management Coordinator for 2010. There was no public comment.

7. Assistant Emergency Management Coordinator (One 1-year term ending 12/31/10) – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to confirm Tom Louden as Hilltown Township Assistant Emergency Management Coordinator for 2010. There was no public comment.

8. Agricultural Officer/Emergency Management (One 1-year term ending 12/31/10) – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to reappoint John Wietecha to another 1-year term as the Hilltown Township Emergency Management Agricultural Officer until 12/31/10. There was no public comment.

H. TREASURER'S BOND LIMIT – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to approve the Treasurer's Bond Limit of \$3 million dollars for 2010. There was no public comment.

I. NO EMPLOYEE CONTRIBUTIONS TO PENSION FUND – Motion was made by Supervisor Salvadore, and seconded by Supervisor Groff to **adopt Resolution #2010-1, resolving that Hilltown Township will not require any pension contributions from the Hilltown Police for the year 2010; and to adopt Resolution #2010-2, resolving that Hilltown Township will not require any pension contributions from the Hilltown Township Non-Uniform Employees for the year 2010.** There was no public comment.

J. BOARD OF SUPERVISORS MEETING DATES FOR 2010 – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2010-3,**

accepting the Supervisor's meeting dates for the year 2010, with meetings to be held on the second and fourth Monday of each month beginning at 7:00PM with the following exception – cancel the Monday, January 11, 2010 meeting due to tonight's Reorganization meeting. Prior to a vote, discussion took place.

Supervisor Salvadore suggested that the meeting immediately following Christmas in December of 2010 be cancelled as was the case in recent years. Chairman McIlhinney agreed that in all likelihood, that particular meeting would be cancelled, however he suggested that it remain on the schedule, and be cancelled at a later date if necessary. Discussion continued. In future years, Supervisor Salvadore suggested that only the Reorganization meeting be advertised prior establishing meeting dates for the following year.

Original motion carried unanimously. There was no public comment.

K. PLANNING COMMISSION MEETING DATES FOR 2010 – Motion was made by Supervisor Salvadore, and seconded by Supervisor Groff to **adopt Resolution #2010-4, accepting Planning Commission meeting dates for the year 2010, with meetings to be held on the first Monday (worksession) and the third Monday (regular) of each month, beginning at 7:30PM, with the following exceptions to date – cancel the Monday, January 4th worksession meeting due to the Supervisor's Reorganization meeting; cancel Monday, July 5th worksession meeting due to Independence Day holiday; and cancel Monday, September 6th due to Labor Day holiday.** Prior to a vote, discussion took place.

Supervisor Groff suggested that in the future, the Planning Commission review the list of meeting dates for the coming year prior to those dates being advertised.

Original motion carried unanimously. There was no public comment.

L. ADOPTION OF NON-UNIFORM HOLIDAYS FOR 2010 – Motion was made by Supervisor Salvadore, and seconded by Supervisor Groff, to **adopt Resolution #2010-5, establishing the following Non-Uniform Holidays for the year 2010:**

Friday, January 1
Monday, January 18
Friday, April 2
Tuesday, May 18
Friday, May 28
Monday, May 31
Monday, July 5
Monday, September 6
Tuesday, November 2
Thursday, November 25

New Year's Day
Martin Luther King Day
Good Friday
Primary Election Day
Friday before Memorial Day
Memorial Day
Independence Day
Labor Day
Election Day
Thanksgiving Day

Friday, November 26	Day After Thanksgiving
Friday, December 24	Christmas or other religious holiday of choice
**Third personal day chosen by employee	Floating Holiday

Prior to a vote, discussion took place concerning the Floating Holiday.

Original motion carried unanimously. There was no public comment.

M. ADOPTION OF FEE SCHEDULE FOR 2010 – Motion was made by Supervisor Groff to table and hold in abeyance the proposed Fee Schedule Resolution (#2010-6), pending review and discussion with his fellow Supervisors and staff. Supervisor Salvadore agreed, stating that she has concerns with the impact of the Fee Schedule on the 2010 Budget. Chairman McIlhinney noted that the proposed increase in fees and/or escrows was upon recommendation by the Township Engineer and by the Zoning/Building Department, and is in line with fees charged by neighboring municipalities.

Motion was seconded by Supervisor Salvadore, and carried unanimously. There was no public comment.

N. DISPOSITION OF RECORDS – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2010-7, authorizing the disposition of all financial records for the year 2002, excluding quarterly payroll records and all pension records.** There was no public comment.

O. ESTABLISH TAX RATES FOR CALENDAR YEAR 2010 – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2010-8, establishing tax rates by setting the tax levy for FY2010 upon all real property within Hilltown Township at 3.5 mills for general municipal purposes, .75 mills for fire protection purposes, .80 mills for parks/recreation purposes, 1.25 mills for debt payments, and .80 mills for road equipment acquisition.** There was no public comment.

P. ESTABLISH LIGHTING SCHEDULE FOR RECREATIONAL FACILITIES WITH ILLUMINATION FOR ATHLETIC EVENTS AT HILLTOWN CIVIC PARK – Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to **adopt Resolution #2010-9, establishing lighting schedule for recreational facilities with illumination for athletic events at Hilltown Civic Park.** There was no public comment.

Since there is no organized group use of the basketball courts, and therefore no recreational fee charged, Supervisor Groff suggested that a pay-to-play meter device be added to the lights at the park so that they do not remain on when the facilities are not in use. At time of construction, Mr. Wert noted the cost to modify the basketball court lights with pay-to-play meters was estimated to have been approximately \$8,000.00-\$10,000.00. It was noted that this amount has not been included in the 2010 budget.

Q. DESIGNATE VOTING DELEGATE AND VERIFY ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2010) – Motion was made by Supervisor Salvadore to designate Mr. Christman, Township Manager, as the voting delegate for the PSATS convention, and noted that she would like to attend as well. Prior to a vote, discussion took place.

Supervisor Groff referred to the very stringent budget that was adopted for 2010, and suggested that the Board of Supervisors consider whether or not the Township should remain involved with PSATS. He would like to discuss this matter further prior to appointing a delegate for the convention. Chairman McIlhinney does not believe that it is worthwhile for anyone other than the Manager and the Director of Public Works to attend the annual PSATS convention. He noted that the Township is only involved with PSATS due to a contractual obligation. Supervisor Salvadore disagreed, noting that she personally has gained a great deal of information from attending various PSATS conferences, including personal one-on-one instruction on GIS systems. She feels that there is great value to be gained from attendance at the annual PSATS convention. Discussion continued.

Supervisor Salvadore withdrew her original motion.

The Board unanimously agreed to table this issue for further consideration at the January 25, 2010 Board of Supervisors meeting.

R. ANNOUNCEMENTS:

1. The Supervisor's worksession meeting, which would normally be held on Monday, January 11, 2010 has been cancelled. The next meeting of the Board of Supervisors will be Monday, January 25, 2010 at 7:00PM.

S. CONSENT CALENDAR:

- 1) Minutes of the December 14, 2009 Interviews for 2010 Vacancies.
- 2) Minutes of the December 14, 2009 Supervisor's Meeting.
- 3) Bills List paid December 31, 2009.
- 4) 2010 Fire Protection Agreements for Signature: Hilltown Fire Company and Sellersville Fire Department.

Motion was made by Supervisor Salvadore, seconded by Supervisor Groff, and carried unanimously to accept and approve Items 1, 3, and 4 of the Consent Calendar as noted above. There was no public comment.

Motion was made by Supervisor Salvadore and seconded by Chairman McIlhinney to accept and approve Item #2 of the Consent Calendar as noted above. Supervisor Groff abstained from the vote since he was not a sitting Supervisor at the December 14, 2009 regular meeting. Motion carried. There was no public comment.

T. SUPERVISOR'S COMMENTS:

1) As the liaison for emergency services, Supervisor Salvadore was contacted by two fire companies today, expressing concern that there were no official Fire Prevention Bureau meetings held in 2009. Supervisor Groff asked for clarification of the Fire Prevention Bureau and what might be accomplished or gained by holding regular meetings. Supervisor Salvadore explained, noting that the Township donates funds to the seven fire companies who service Hilltown Township, and she feels it is important that regular meetings with the fire companies continue. Chairman McIlhinney last attended a Fire Prevention Bureau meeting approximately 1 ½ years ago, where those present indicated that there was no need to meet on a quarterly basis. The fire chiefs also noted that if a specific issue arose, they would schedule a meeting with the Board accordingly. Lengthy discussion took place. Supervisor Groff and Chairman McIlhinney would be agreeable to meeting with the fire chiefs if a specific reason and purpose is provided

2) Chairman McIlhinney welcomed Supervisor Groff to the Board of Supervisors, and hopes he experiences a productive time in office.

3) Supervisor Groff appreciates the resident's vote of confidence by electing him to the Board, and looks forward to working with his fellow Supervisors and the Township staff.

4) Supervisor Salvadore referred to the recent joint shoring drill exercise of the Thomas-Musselman Log Barn that took place at the Hilltown Civic Park, involving a partnership between Hilltown Township, the Bucks County Technical Rescue Task Force, the Hilltown Volunteer Fire Company, the Home Depot, and the Hilltown Historical Society. This very successful exercise provided assistance for the perseveration of the log barn, while giving the above noted emergency organizations to train in scene stabilization and security. Discussion took place.

Supervisor Groff stated that the water tank at the Civic Park apparently overflowed the day of the shoring drill exercise, causing some ruts on site, which he explained would be repaired by HTWSA when the weather improves.

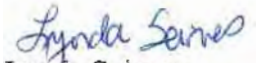
U. PUBLIC COMMENT:

1) Mr. John Bender of Quarry Road wished everyone a happy New Year, and thanked the Board of Supervisors for their service to the community, particularly last year during difficult economic conditions. He also wished Supervisor Groff lots of luck in the years ahead as a member of the Hilltown Township Board of Supervisors.

V. PRESS AND MEDIA: No members of the press were in attendance at this time.

W. ADJOURNMENT: Upon motion by Supervisor Groff, seconded by Supervisor Salvadore, and carried unanimously, the January 4, 2010 Hilltown Township Board of Supervisors Reorganization Meeting was adjourned at 7:46PM.

Respectfully submitted,



Lynda Seimes
Township Secretary

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