

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULARLY SCHEDULED MEETING
Monday, February 9, 2009**

The regularly scheduled meeting of the Hilltown Township Board of Supervisors was called to order by Chairperson Barbara A. Salvadore at 7:00PM and opened with the Pledge of Allegiance.

Also present were: John B. McIlhinney, Vice-Chairman
Richard J. Manfredi, Supervisor
Christopher S. Christman, Township Manager
Bill E. Wert, Asst. Mgr./Dir. Of Parks, Recreation and Open Space
Christopher E. Engclhart, Chief of Police
Lynda S. Seimes, Admin. Asst. to Twp. Manager/Asst. Secretary

A. ANNOUNCEMENTS:

1. The Bucks County Emergency Management Agency in partnership with the Bucks County Health Department and County Commissioners introduced the Special Needs Registry for individuals requiring assistance during an emergency. The Special Needs Registry is a free, voluntary and strictly confidential program designed to help those who would have difficulty during an evacuation due to physical or cognitive limitations, language barriers, or lack of transportation. This Registry will help first-responders make the best use of limited time and resources to assist those with no other options for evacuation during an emergency. Residents (or caregivers on their behalf) are able to register electronically by accessing www.spccialneedspa.org.

Supervisor McIlhinney stressed that this is a Bucks County program, not a Township program.

2. The February 23, 2009 meeting of the Hilltown Township Board of Supervisors has been cancelled. The next meeting of the Supervisors will be Monday, March 9, 2009 at 7:00PM. If necessary, the Board authorized the Township Manager to arrange for the Solicitor and Engineer to be present at the 3/9/09 meeting.

B. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

C. CONSENT CALENDAR:

- Bills List dated February 10, 2009
- Financial Report for month of January 2009
- Budget Variance Report
- Fire Company Reports for January 2009: Dublin, Perkasio, and Souderton

Motion was made by Supervisor McIlhinney and seconded by Supervisor Manfredi to accept and approve the Consent Calendar as noted above. Prior to a vote, discussion took place.

Chairperson Salvadore expressed concern with the following:

- Year-to-date telephone charges at \$218.64, with the annual budget for that category at \$1,500.00.
- Year-to-date engineering costs at \$12,323.00, with the annual budget for that category at \$20,000.00. Mr. Christman explained that the payment could be part of the Mill Road Bridge project, which is a grant that the Township must pay up front and then be reimbursed.

Motion carried unanimously. There was no public comment.

D. UNFINISHED BUSINESS:

1. Consider Intergovernmental Agreement to formalize what has been known as the Pennridge Area Coordinating Committee (PACC) – Supervisor Manfredi referred to his memo dated September 29, 2008, which includes a copy of the proposed Intergovernmental Agreement, proposed Ordinance, and copies of PACC meeting minutes. He explained that there were difficulties with PACC working on projects in the past because it lacked statutory authority, and the proposed Agreement would simply formalize the organization into a municipal cooperative. Supervisor Manfredi stressed that participation in this Intergovernmental Agreement would not commit Hilltown Township to anything, other than the opportunity for discussion of mutual interest items.

Supervisor McIlhinney disagreed with Supervisor Manfredi's interpretation, noting that there is a financial commitment in the amount of one dollar per capita in accordance with the population of each member municipality. Since Hilltown is the largest of all the municipalities being asked to participate, Supervisor McIlhinney advised that the other municipalities would have a lower financial commitment, but still retain the benefit of the same voting power that Hilltown would have. Supervisor McIlhinney also questioned the fact that the listing of eligible municipalities includes the Pennridge School District, which is obviously not a municipality. Other "Associate Non-Voting Memberships" listed in the proposed Agreement includes the Bucks County Community College, Pennridge Chamber of Commerce and the Bucks County Planning Commission.

Supervisor McIlhinney referred to language in the proposed Agreement – specifically Article II Policy Bodies, Item #2 (Voting) and Item #3 (Quorum), which he feels puts too much power in the hands of other municipalities to direct how and when Hilltown Township will spend funds. Further, in the past, he has heard that PACC wished to pursue regional planning and regional zoning, which he is certainly opposed to.

Another point of opposition expressed by Supervisor McIlhinney is found under "Article III – Voting Membership," Section C, Withdrawal, which states in part: "A Member Municipality's withdrawal will in no way serve to void or lessen any financial obligation incurred by that municipality as a member of the Upper Bucks Municipal Cooperative." He finds this particular line of the Ordinance disturbing with respect to liability and financial commitment, and is concerned about the length of time that would be required to withdraw from the Cooperative should a municipality choose to do so. Supervisor McIlhinney was not comfortable discussing this proposed Ordinance further until it had been thoroughly reviewed by the Township Solicitor.

With respect to the proposed membership dues, Supervisor Manfredi referred to in his memorandum dated September 29, 2008, noting that he believes fellow members of PACC understand that it is more important to discuss and consider financial obligation on a case-by-case basis, dependent upon municipality participation. Therefore, Supervisor Manfredi is confident that the final draft of both the Ordinance and Agreement would not contain the language referencing the \$1.00 per capita requirement. Further, he assured the Board that joining would not put any additional powers into the hands of the Cooperative. With respect to regional planning and zoning, Supervisor Manfredi advised that this has never been a topic of discussion at any PACC meeting, and pointed out that there is no provision in the proposed Agreement or Ordinance to create regional planning or zoning. Supervisor Manfredi advised that the Board could certainly propose language to make clear whatever its sentiments are with respect to voting and quorum concerns as expressed by Supervisor McIlhinney. Further, it is his understanding that the attorney who prepared this draft Agreement/Ordinance is the Township Solicitor for both East and West Rockhill, and is also a member of the same law firm that Hilltown Township uses for its Zoning Hearing Board.

While Chairperson Salvadore does believe in cooperation, she is very concerned about some language in the proposed Agreement and Ordinance, and referred to costs associated with an audit, and the hiring of a Solicitor, as well as the membership costs. Chairperson Salvadore questioned the role and participation of the Pennridge School District in such a Cooperative, and wondered how their costs would be determined. There is also language in the Agreement referring to non-voting membership and federal/state/county government participation, and yet there is a proposed membership inclusion of the Pennridge Chamber of Commerce, which is not a form of any type of government. Chairperson Salvadore agreed with Supervisor McIlhinney that a member municipality (Dublin Borough) appears to be missing from this latest listing of participants. Supervisor Manfredi explained that Dublin Borough had not initially indicated participation however a representative of Dublin did attend the last PACC meeting, so there is

hope that they are considering membership. PACC has also considered reaching out to Perkasié Borough and Sellersville Borough, who had been invited to participate in meetings.

It appears to Supervisor McIlhinney that PACC's goal for membership is to expand to much more than just those municipalities within the Pennridge area, perhaps to include the entire Upper Bucks region, as referenced in a recent newspaper article.

Supervisor Manfredi wished to make it clear that this proposed Ordinance/Agreement is not an expansion to a regional government. He reminded the Board that the impetus for the creation of a municipal cooperative in the first place is due to past questioning of PACC's statutory authority. Lengthy discussion occurred.

Chairperson Salvadore concurred with Supervisor McIlhinney's suggestion for a thorough review by the Township Solicitor, and suggested that each Supervisor member forward their own specific concerns and comments to Solicitor Grabowski to address in conjunction with that review. Supervisor Manfredi agreed, and asked that Solicitor Grabowski specifically address Supervisor McIlhinney's question as to whether or not participation would commit this Township to a specific term of membership and financial obligation.

Supervisor Manfredi acknowledged the presence of Mr. Eric Schaffhausen, Chairman of the Bedminster Township Board of Supervisors, who was present to support the formation of this Municipal Cooperative and Intergovernmental Agreement.

2. Ludlow Trail Easement Status Report – Mr. Wert advised that there has been no communication from Mr. and Mrs. Ludlow regarding this issue.

3. Appointment to fill one 4-year term on Planning Commission -- Applicants for this vacancy include: Timothy Angst, Chuck Kulesza, Anita Menegaux, and Gregg Morrison.

Motion was made by Supervisor Manfredi to reappoint Mr. Chuck Kulesza to 4-year term on the Planning Commission. There was no second to the motion.

Motion was made by Supervisor McIlhinney and seconded by Chairperson Salvadore to appoint Ms. Anita Menegaux to a 4-year term on the Planning Commission. Prior to a vote, discussion took place.

Supervisor Manfredi reviewed Ms. Menegaux's application and impressive resume, however he did not speak with her, assuming that the Board would conduct public interviews at tonight's meeting. Chairperson Salvadore does not recall that public interviews had been scheduled for this evening, but agreed that some sort of policy should be adhered to for future appointments. The other appointments that were made at the Reorganization meeting and last month's meeting all occurred without holding public interviews. Supervisor Manfredi was prepared to cast a vote on Supervisor McIlhinney's motion, but was disappointed that this Board did not follow through with what they said they were going to do.

Motion carried unanimously. There was no public comment.

4. Discuss possible expansion of Zoning Hearing Board to five members
Supervisor Manfredi made this suggestion because he felt it would serve to encourage more resident involvement with local government in a meaningful way.

Chairperson Salvadore noted that there have been instances where a Zoning Hearing Board member or two members have had to recuse themselves due to conflict of interest.

Supervisor McIlhinney personally spoke to some of the existing Zoning Hearing Board members who are quite satisfied with a three member board and who do not believe there is a need for additional members. He reminded the Board that the addition of two individuals would result in additional expense since ZHB members do receive compensation, albeit minimal, for each hearing they participate in. Discussion took place.

Supervisor McIlhinney suggested that the current Zoning Hearing Board members have the opportunity to voice their opinion on this suggestion. Chairperson Salvadore is concerned about succession planning, particularly with the ZHB, a board that consistently retains the same individual members year after year.

The Supervisors directed Mr. Christman to place this item on a meeting agenda for further discussion within the next two months.

E. NEW BUSINESS:

1. Resolution for Disposition of Township Records – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2009-15, establishing Disposition of Township Records as set forth in the**

Municipal Records Manual as approved by the Local Government Records Committee on December 16, 2008. There was no public comment.

2. Resolution for E-Filing of PennDot Liquid Fuel Forms – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2009-16, authorizing the Township Manager and Finance Director to execute all necessary documentation on behalf of Hilltown Township to file the required Liquid Fuels Forms through PennDot.** There was no public comment.

3. Parks, Recreation and Open Space Status Report – Mr. Wert provided a PowerPoint presentation of the Parks, Recreation, and Open Space Status Report. On November 10, 2008, the Board approved the Parks, Recreation, and Open Space Goals and Objectives, thereby providing Mr. Wert with a foundation to create a successful recreation and open space department. Mr. Wert intends to analyze existing recreation offerings, immediate and potential partnership opportunities, recreation programming needs and interests, recreational facility needs, and development of operating procedures for the department.

The intended slate of recreational programs for late spring/early summer of 2009 include the following:

- (1) Blooming Glen Summer Camp – Five-week camp from 9AM to 1PM beginning June 29 – July 31, 2009. Anticipates participation of approximately 50 children, with one site supervisor (certified teacher) and five counselors (high-school or college students interested in the teaching profession).
- (2) Bucks County Conservation District Environmental Education Programs
Willing to partner with Hilltown to provide the following programs:
 - The Blue Planet
 - The World Depends on Water
 - Watersheds and Humans
- (3) Bucks/Mont Indoor Sports Center – Co-ed volleyball, indoor youth basketball, and indoor soccer.
- (4) Deep Run Valley Sports Association – Mr. Wert has met with DRVSA twice to discuss the possibility of working together on untapped, underutilized programming opportunities or voids in their program offering – such as field hockey, girls' lacrosse, or summer basketball league, which would possibly partner with the very-popular Perkasie Borough League, using the Civic Park as a satellite location. Deep Run has also offered to host any non-athletic Township events, such as the Easter Egg Hunt, at their complex on Callowhill Road, which could accommodate any parking issues that have been experienced in the past.

- (5) Hilltown Dog Training Club- Possibly co-sponsor various dog training programs they currently provide. Affiliated with the Dog Town Facility in Colmar, but based in Hilltown.
- (6) Easter Egg Hunt - Scheduled for Saturday, April 4, 2009 with a rain date of Saturday, April 11, 2009, location yet to be determined.
- (7) Hilltown Creative Arts Academy – Offer a wide-variety of arts, drama, theater and performing arts program. The Creative Arts Academy is a non-profit organization that is part of the ministry of the Hilltown Baptist Church who sponsors but does not fund them. Final approval from the church is required to proceed. Programs of interest include art instruction, kinder music, and involvement with their annual theater performance.
- (8) USTA Tennis – Learn, practice and play, as well as adult flex-time tennis. Tennis Night is scheduled for March 2, 2009 at the Wal-Mart located in the Hilltown Crossings Shopping Center. A tennis demonstration area and a desk for registration for the programs (Pee-Wee classes for 4-6 year olds, Little Aces for 7-9 year olds, Juniors for 10-13 year olds, and Adult Beginner classes), will be available. There will also be an Adult Flex-Play, which includes men and women singles, doubles or mix-match play, depending on enrollment.

Mr. Wert is currently developing Operating Procedures, including program development administration, program planning worksheets, prospective course information sheets, marketing strategy, financial worksheets, recreational brochure development, registration management database, etc. The results of a possible community survey will also assist in determining what the future recreation program needs are for Hilltown Township.

Park Development – Immediate priorities include the development of the Forest Road Park, Frontier Road Park and the Beyer Property, establishing an inventory and analysis of existing Township properties, evaluating parcels to determine future use opportunities, providing estimates for improvements and maintenance costs, and creating a Capital Improvement Program.

- (1) Forest Road Park: Most recent master plan dated January 14, 2004 was reviewed. To date, the parking area and driveway has been installed. Future funding consideration is required to implement the next phases. Once survey results are complete, it will be determined if the master plan should be modified.
- (2) Frontier Road Park: Mr. Wert will be meeting with the Dublin Borough Manager later this week to discuss possible park development. In addition, he will consider survey results to assist with determination of desired park amenities.

- (3) Beyer Property: This site has a long-term lease with the Township, which allows the Beyer family to remain in the dwelling and on the grounds until June 8, 2010. Future plans remain unknown at this time, however evaluation will be made for a possible long-range planning.

Supervisor McIlhinney does not believe that the farmhouse is occupied at this time. Chairperson Salvadore confirmed that the Beyer's have moved, however they are still in the process of removing their belongings from the house and outbuildings. Supervisor McIlhinney noted that there had been previous discussions about utilizing the existing buildings for park and recreation operations. Discussion took place.

Blooming Glen Playground: Mr. Wert recommends replacement of the playground equipment and existing pavilion, as well as general clean-up of the Scout Cabin. Prior to moving forward, Supervisor McIlhinney requested an anticipated cost and the opportunity to perhaps view photographs of items to be purchased prior to moving forward with the bidding process. Mr. Wert advised that \$100,000.00 was earmarked for this project in the 2009 Budget, with \$30,000.00 for replacement of the pavilion, \$20,000.00 for the Scout Cabin rehab, \$25,000.00 for replacement of playground equipment, \$10,000.00 for safety surfacing, and \$15,000.00 for replacement of outdoor furniture.

Since the budget is to be administered by the Manager, and the Board had previously approved very specific numbers for all of these items, it was Supervisor Manfredi's personal opinion that no further approval is required. Chairperson Salvadore agreed that funding was previously allocated, however she felt that, as a courtesy, the Board of Supervisors should have the opportunity to review what is being planned for purchase prior to bids.

Greenways and Trails: Previously identified trail connections will be revisited to determine feasibility in creating a trail system and/or greenway corridors to establish alternative modes of transportation such as walking trails, bike path lanes, nature trails, horse trails and ATV trails.

Open Space Plan: An inventory of preserved lands was completed, and an Open Space Evaluation Analysis will be performed to develop open space ranking, guide preservation efforts, and update/re-write the 1998 Open Space Plan. In order to expedite this process, the PROS Committee reviewed a draft plan. Thus far, discussions revolved around ranking criteria and the overall goals of the plan. The new plan is a departure from the 1998 plan based on the layout and outline provided by Bucks County according to their Open Space Planning Guidelines. Parcels will be identified based upon the Supervisor's recommendation of 35 acres or greater, or smaller parcels contiguous to already preserved land, which will be evaluated and ranked. Ranking will provide a priority target list for future land preservation as open space funding becomes available. Completion of the plan is required in order for the Township to receive its share of Bucks County Open Space funding in the amount of \$686,000.00. The projected timeline is to submit the plan to the Supervisors in April 2009, and then to submit to the Bucks

County Open Space Review Board in May 2009, at which time, following final adoption, the grant application would be submitted to Bucks County to receive funding.

Community Recreation Survey: Mr. Wert presented a draft of the Community Recreation Survey for the Board's consideration. The survey will be sent to every property owner in the Township, which is 5030 households according to the Township's database. The survey itself will be printed on yellow paper with blue ink, and the inventory/quadrant map, which can be retained by the property owner for future reference, will be printed on blue paper with blue ink. The mailing will also include a prepaid envelope for return of the survey. The most economical return reply is to obtain a Business Reply Permit from the Hilltown Post Office at a cost of \$180.00. Using this method, the Township would only be charged \$1.14 for every completed and returned survey, as opposed to stamping all 5030 of the mailed surveys.

Supervisor McIlhinney suggested that commercial/industrial properties be deleted from the survey mailing list. He also suggested that the surveys be coded so that the quadrant location from which the results were returned can be determined. Mr. Wert explained that one of the questions on the survey asks what quadrant the individual resides in. He also noted that colored paper and ink are being used to eliminate the possibility of duplication, which would skew survey results. Discussion occurred. It was noted that the Township Planner, Ms. Stern-Goldstein has volunteered her services to facilitate a park and recreation visioning meeting once survey results are compiled.

Supervisor's Comments:

1. Supervisor Manfredi spoke with Sonny Hill, who remains interested in partnering with the Township to conduct another basketball camp this summer.
2. Supervisor Manfredi will be interested to see additional information regarding costs, financing details, revenue streams, priority alternatives, facility planning, park development, etc.
3. Supervisor McIlhinney will provide Mr. Wert with his recommended wording changes to the survey tomorrow.
4. Supervisor Salvadore felt that the commercial/industrial properties should receive the survey since many of them are owned by Hilltown residents who could be users of some of the services.

The Board unanimously agreed that Mr. Wert should proceed with the survey as planned, once each member has provided their specific comments and recommended changes.

Public Comment:

1. Mr. Joe Marino of Redwing Road was a member of the former Hilltown Lions Club, the organization that built the Scout Cabin approximately 40 years ago. Twice a year, the Lions Club would hold a chicken roast, steak roast, and other fundraisers. Mr. Marino volunteered to cook and assist with such activities in the future if a community picnic is planned.
2. Mr. Richard Smith, was once the Assistant Scout Master for Troop #67, and the Cub Scout Master for Troop #189, and can attest to Mr. Marino's cooking skills with the Lions Club.
3. Mr. Barry Casper of Fairhill Road is a frequent user of the park system in Hilltown Township, and he is very pleased to see what is being proposed. He and his family use the Hilltown Civic Park on a regular basis, and has recently noticed that an increasing number of dog owners are not utilizing the mutt mitts to pick up after their pets. Mr. Casper asked if there is a way to enforce requirements for people to clean up after their pets, and wondered if citations have ever been written for these violations. The Ordinance establishing park rules and regulations, which was adopted in 1994, was discussed and the Board noted that this Ordinance should be updated and amended in the future.

F. BOARD MEMBER COMMENT:

1. Supervisor Manfredi noted that a response was received from PennDot concerning the Township's request for a possible 4-way stop sign at the Blue School Road/Minsi Trail intersection. The correspondence advises that a survey has not yet been completed. With respect to the Callowhill Road/Rt. 113 intersection, PennDot has approved the traffic signal phasing request. Mr. Christman will be investigating the cost of that phasing before moving forward.

Supervisor Manfredi will provide the Board with notes from the last PACC meeting.

2. Chairperson Salvadore requested that Mr. Christman review the existing Act 537 Plan to determine if the Township is in compliance with respect to its requirements and the timeframe involved. Supervisor Manfredi advised that regulations under Act 537 are presently being revised by the Department of Environmental Protection, and have been near completion for some time now. He suggested that Mr. Christman consult with him during the review of the existing Act 537 Plan to insure that the new State regulations are taken into consideration.

3. Chairperson Salvadore asked the location of the Easter Egg Hunt. Mr. Wert replied that a location has yet to be determined. Supervisor Manfredi suggested that perhaps it could be held on the Beyer property, if it indeed has been vacated. Mr. Wert does not believe that the Beyer property or the Forest Road Park property was yet suitable to hold such an event this year. The Board requested notification when a location had been assigned.

4. Late this afternoon, a request was received from the Manager of the HTWSA, asking the Board to provide a letter of support for their application to the Growing Greener II grant proposal to purchase equipment for the monitoring of arsenic levels at the Authority's main water supply (pump #1) to be submitted to DEP. The Board authorized the submission of a letter of support to DEP for the Hilltown Township Water and Sewer Authority's Growing Greener II grant proposal, as noted above. Supervisor Manfredi asked to see the final draft prior to Mr. Christman signing off on the Board's behalf.

G. PUBLIC COMMENT: None.

H. PRESS AND MEDIA TIME: None.

I. ADJOURNMENT: Upon motion by Supervisor Manfredi, seconded by Supervisor McElhinney, and carried unanimously, the regularly scheduled meeting of the Hilltown Township Board of Supervisors was adjourned at 8:31PM.

Respectfully submitted,



Lynda Seimes

Admin. Asst. to Township Manager/Asst. Secretary

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