

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING
Monday, January 5, 2009
7:00PM**

The 2009 Hilltown Township Board of Supervisors Reorganization Meeting began at 7:05PM.

A. SELECTION OF TEMPORARY CHAIRMAN – Motion was made by Supervisor Salvadore, and seconded by Supervisor McIlhinney to appoint Supervisor Richard J. Manfredi as Temporary Chairman. Supervisor Manfredi abstained from the vote. There was no public comment.

B. SELECTION OF TEMPOARY SECRETARY – Motion was made by Supervisor McIlhinney, and seconded by Supervisor Manfredi to appoint Supervisor Barbara A. Salvadore as Temporary Secretary. Supervisor Salvadore abstained from the vote. There was no public comment.

C. CALL TO ORDER: The Hilltown Township Board of Supervisors Meeting of January 5, 2009 was called to order by Temporary Chairman Richard J. Manfredi for the purpose of reorganization at 7:05PM and opened with the Pledge of Allegiance. Also in attendacc were Supervisors John B. McIlhinney and Barbara A. Salvadore, along with Christopher S. Christman, Township Manager, Bill E. Wert, Assistant Manager/Director of Parks, Recreation and Open Space, Chief Christopher E. Engelhart, and Lorraine E. Leslie, Finance Director, to rccord and take minutes of this meeting.

D. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

E. OFFICER APPOINTMENTS: Nominations were made for the positions of Chairperson, Vice-Chairperson, and Secretary/Treasurer for 2009:

1. Chairperson – Motion was made by Supervisor Salvadore, and seconded by Supervisor McIlhinney to appoint Supervisor Barbara A. Salvadore as Chairperson of the Board of Supervisors for 2009. Prior to a vote, discussion took place.

Supervisor Salvadore explained that several years ago, this Board had considered to a possible 2-year rotation of the Chair position, though that rotation was not initially followed since Supervisor McIlhinney was Chair for one year, and then Supervisor Manfredi was Chair for two years. She hopes that the Board can establish a Chair rotation system in the future. If a rotation system is adopted, Supervisor Manfredi asked how it could be determined whether or not someone is deserving of the position. Supervisor Salvadore believes that any individual who has been elected to the Board of Supervisors should be able to serve in that capacity.

Motion carried unanimously. There was no public comment.

2. Vice-Chairperson – Motion was made by Supervisor Manfredi, seconded by Supervisor McIlhinney, and carried unanimously to appoint Supervisor John B. McIlhinney as Vice-Chairperson of the Board of Supervisors for 2009. There was no public comment.

3. Secretary/Treasurer – Motion was made by Supervisor McIlhinney, and seconded by Supervisor Manfredi to appoint Mr. Christopher S. Christman as Secretary/Treasurer for 2009. Prior to a vote, discussion took place.

Supervisor Manfredi reminded those present that the Board in 2008 had consolidated the positions of Secretary/Treasurer upon the recommendation of the former Management Consultant, and had appointed a member of the Board of Supervisors to that position. While he supports the position no longer being held by a Board member, Supervisor Manfredi suggested that the position be separate once again, appointing former Township Secretary Lynda Seimes to that position, and appointing former Township Treasurer, Lorraine Leslic to that position. This would remove some of the burden from the Township Manager. Supervisor Manfredi also expressed concern with Mr. Christman holding the title of both Manager and Treasurer, given his fiduciary responsibilities. Supervisor McIlhinney believes that the Manager can designate other individuals to perform the actual duties of both the Secretary and the Treasurer position, while still retaining the signatory responsibility for both.

Motion carried unanimously to appoint Christopher S. Christman as Secretary/Treasurer for 2009. There was no public comment.

4. Assistant Secretary -- Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to appoint Lynda Seimes as Assistant Secretary for 2009. There was no public comment.

5. Assistant Treasurer - Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to appoint Lorraine Leslie as Assistant Treasurer for 2009. There was no public comment.

F. PROFESSIONAL SERVICE APPOINTMENTS:

1. Township Solicitor – Grabowski Associates.
2. Township Engineer – C. Robert Wynn Associates.
3. Township Certified Public Accountant -- Dunlap Associates.
4. Township Depository – QNB (Quakertown National Bank).
5. Township Traffic Engineer – Heinrich and Klein.
6. Township Planner – Boucher and James, Inc.

Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to make the above noted Professional Service Appointments for the year 2009. There was no public comment.

G. BOARD APPOINTMENTS:

1. Planning Commission (Two 4-year terms ending 12/31/12) – Motion was made by Supervisor Manfredi, and seconded by Chairperson Salvadore to reappoint Kirk Hansen and Chuck Kulesza to a 4-year term each on the Planning Commission (terms to end on 12/31/12). Prior to a vote, discussion took place.

In the past, Supervisor McIlhinney recalls that this Board had agreed to appoint individuals to at least one full term on the various boards and commissions, but would consider other individuals for appointment once the full-term has expired, thereby continually rotating those who serve. He noted that Mr. Hansen has not yet completed a full term as he had been appointed to fill a vacancy mid-term, however Mr. Kulesza, to date, has served on the Planning Commission for two full terms. Since Gregg Morrison has applied for a seat on the Planning Commission, Supervisor McIlhinney feels he should be considered for Mr. Kulesza's vacant seat. Given Mr. Morrison's previous interest in open space and parks/recreation, and given the fact that he has applied for every other board/committee vacancy, Supervisor Manfredi felt Mr. Morrison would be a good candidate for the Parks, Recreation, and Open Space Committee vacancy. Chairperson Salvadore spoke with Mr. Morrison today and contacted his references as well. She agreed that Mr. Morrison would be an excellent candidate for the Parks, Recreation, and Open Space Committee vacancy. That being the case, Supervisor McIlhinney suggested that the two Planning Commission vacancies be considered separately rather than together. Supervisor Manfredi did not offer an amendment or retract his original motion.

Supervisor McIlhinney offered an amendment to retract the original motion, which was seconded by Chairperson Salvadore.

Motion was made by Supervisor Manfredi to reappoint Chuck Kulesza to one 4-year term on the Planning Commission ending 12/31/12. There was no second to the motion. Motion failed.

Motion was made by Supervisor McIlhinney, and seconded by Supervisor Salvadore to reappoint Kirk Hansen to one 4-year term on the Planning Commission ending 12/31/12. Prior to a vote, discussion took place.

Supervisor Manfredi was curious as to why Chairperson Salvadore seconded the original motion to reappoint Mr. Kulesza to the Planning Commission, but refused to do so on the

second motion. Chairperson Salvadore replied that it is her prerogative once she considered the additional information.

Motion carried unanimously to reappoint Mr. Kirk Hansen to another 4-year term on the Planning Commission ending 12/31/12. There was no public comment.

Motion was made by Supervisor McIlhinney to postpone the appointment of an individual to fill the vacant 4-year term on the Planning Commission until such time as additional applicants have come forward. Prior to a second and a vote, discussion took place.

Chairperson Salvadore and Supervisor McIlhinney directed Mr. Christman to place an advertisement for the vacancy on the Planning Commission on the Township website, and to contact the newspapers to determine if they would run an informal advertisement.

There was no second to the original motion.

2. Zoning Hearing Board (One 3-year term ending 12/31/11) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to reappoint John Snyder to another 3-year term on the Zoning Hearing Board to expire on 12/31/11. There was no public comment.

3. Water and Sewer Authority (One 5-year term ending 12/31/13) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to reappoint Bruce Knipe to another 5-year term on the Water and Sewer Authority to expire on 12/31/11.

4. Vacancy Board (One 1-year term ending 12/31/09) – Chairperson Salvadore advised that the incumbent, John Bender, is not seeking reappointment to this seat. Six residents have applied for this vacancy.

Motion was made by Supervisor McIlhinney to appoint Mr. Ken Bennington to a 1-year term on the Vacancy Board to expire on 12/31/09. There was no second to the motion; motion failed.

Supervisor Manfredi would like to schedule interviews with those applicants who just submitted their letters of interest today, since he did not have the opportunity to review them prior to this meeting.

Supervisor McIlhinney believes that this Board previously established a policy that an individual cannot serve on more than one volunteer Township board at a time. That being the case, several of those individuals who applied for the Vacancy Board would not

be eligible – including Joe Marino who currently serves on the Planning Commission, John Wietecha who currently serves as the Emergency Management Agricultural Officer, and Gregg Morrison, assuming he will be appointed to the Parks, Recreation, and Open Space Committee. Therefore, the remaining applicants for the Vacancy Board would include Chuck Kulesza, Frank Palumbo, and Ken Bennington.

Supervisor Manfredi commented that the “policy” Supervisor McIlhinney referred to was simply a statement of policy for one specific group – the Parks, Recreation, and Open Space Committee, however the policy was never formally enacted for other committees of the Township. Supervisor McIlhinney recalls a thorough discussion was held on this issue, indicating that the Board had elected to adhere to this policy. While nothing formal was established, Chairperson Salvadore concurred that it was this Board's intent, for all other Township boards and committees to adhere to the same policy. Lengthy discussion occurred.

Supervisor Manfredi asked Mr. Marino if it was his preference to continue to serve on the Planning Commission, or if he'd rather be appointed to the Vacancy Board. Personally, Mr. Marino would prefer to remain on the Planning Commission. While Mr. Marino is not opposed to the policy being considered this evening, he noted that it does not currently exist in the Ordinance that re-establishing the Planning Commission. Mr. Marino noted that he does not necessarily agree with the policy that an individual cannot serve on a specific board or committee for more than one term. Supervisor McIlhinney commented that he is not opposed to an individual serving for two terms, however he would question where the line would be drawn when an individual is seeking reappointment for a third or fourth term. With respect to the Planning Commission, Mr. Marino hoped that the Supervisors would consider experience – either with serving on the PC or attending PC meetings – when appointing an individual to the vacancy, since it is a position that requires considerable knowledge and familiarity with Township Ordinances. Discussion occurred.

The Board agreed to delay appointment to the Vacancy Board until the January 26, 2009 meeting so that all Board members have the opportunity to review and possibly interview the candidates whose applications were received today.

Supervisor McIlhinney suggested that a Resolution or Policy Statement be prepared for consideration at the January 26th meeting, establishing the policy that an individual cannot simultaneously serve on more than one Township committee or board.

5. Parks, Recreation and Open Space Citizen's Advisory Committee (One 3-year term ending 12/31/11) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to appoint Gregg Morrison to a 3-year

term on the Parks, Recreation and Open Space Citizens Advisory Committee to expire on December 31, 2011. There was no public comment.

6. Emergency Management Coordinator (Confirm Position Only) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to confirm Ray Fegley as the Hilltown Township Emergency Management Coordinator for 2009. There was no public comment.

7. Assistant Emergency Management Coordinator (Confirm Position Only) Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to confirm Tom Loudon as Hilltown Township Assistant Emergency Management Coordinator for 2009. There was no public comment.

8. Agricultural Officer/Emergency Management (One 1-year term ending 12/31/09) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to reappoint John Wietecha to another 1-year term as the Hilltown Township Emergency Management Agricultural Officer until 12/31/09. There was no public comment.

H. TREASURER'S BOND LIMIT – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to approve the Treasurer's Bond Limit of \$2 million dollars for 2009. There was no public comment.

I. NO EMPLOYEE CONTRIBUTION TO PENSION FUND – Motion was made by Supervisor McIlhinney, and seconded by Supervisor Manfredi, to **adopt Resolution #2009-1, resolving that Hilltown Township will not require any pension contributions from the Hilltown Police for the year 2009;** and to **adopt Resolution #2009-2, resolving that Hilltown Township will not require any pension contribution from the Hilltown Township Non-Uniform Employees for the year 2009.** Prior to a vote, discussion took place.

Supervisor Manfredi asked if these Resolutions requiring no contribution to the Police and Non-Uniform Pension Funds is because both funds are financially sound and there is no requirement to do so. Mr. Christman replied that was correct. Mrs. Leslie advised that the MMO amount was included in the 2009 Budget, and if she recalls correctly, the Township's contribution for both pension plans was \$290,000.00, which would be offset by \$150,000.00 from the State. Supervisor McIlhinney noted that Resolution #2009-1, not requiring any pension contributions from the Hilltown Police, may or may not be considered null and void once contract negotiations with the Police Benevolent Association are complete and specific benefits have been established and agreed upon.

Motion carried. There was no public comment.

J. BOARD OF SUPERVISOR'S MEETING DATES FOR 2009 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2009-3 accepting the Supervisor's meeting dates for the year 2009, with meetings to be held on the second and fourth Monday of each month beginning at 7:00PM with the following exceptions – cancel the Monday, January 12th meeting due to tonight's Reorganization meeting; and to reschedule the Monday, May 25th meeting to Thursday, May 28th due to the Memorial Day holiday.** There was no public comment.

K. PLANNING COMMISSION MEETING DATES FOR 2009 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2009-4, accepting the Planning Commission meeting dates for the year 2009, 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 – cancel the Monday, January 5th Worksession meeting due to the Supervisor's Reorganization meeting; and to cancel the September 7th Worksession meeting due to Labor Day, with the proviso that the meeting may be rescheduled at a later date.** There was no public comment.

L. ADOPTION OF NON-UNIFORM HOLIDAYS FOR 2009 – Motion was made by Supervisor McIlhinney and seconded by Supervisor Manfredi to **adopt Resolution #2009-5, establishing the following Non-Uniform Holidays for the year 2009:**

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Day
Friday, April 10	Good Friday
Tuesday, May 19	Primary Election Day
Friday, May 22	Friday before Memorial Day
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Tuesday, November 3	Election Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day After Thanksgiving
Thursday, December 24	Floating Holiday
Friday, December 25	Christmas or other religious holiday of choice.

Prior to a vote, discussion took place.

Chairperson Salvadore noted that the Floating Holiday for 2009 has been designated as Thursday, December 24th, and asked if Mr. Christman anticipates asking permission for

employees leave early the day before as was the case in 2008. Mr. Christman explained that he would not, since Christmas Eve would be an established holiday in 2009. Supervisor Manfredi asked how many Administrative employees are Exempt or Non-Exempt according to the Fair Labor Standards Act. Mr. Christman replied that there are eight salaried employees in the Administration Department, and there are three hourly employees (non-uniform) in the Police Department. Lengthy discussion occurred.

Motion carried unanimously. There was no public comment.

M. ADOPTION OF FEE SCHEDULE FOR 2009 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2009-6, establishing a Fee Schedule for Building, Zoning, and Miscellaneous Items for the year 2009.** There was no public comment.

N. DISPOSITION OF RECORDS – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2009-7, authorizing the disposition of all financial records for the year 2001, excluding quarterly payroll records and all pension records.** There was no public comment.

O. ESTABLISH TAX RATES FOR CALENDAR YEAR 2009 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Manfredi, and carried unanimously to **adopt Resolution #2009-8, establishing tax rates by setting the tax levy for FY 2009 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. DESIGNATE VOTING DELEGATE AND VERIFY ATTENDANCE AT ANNUAL PSATS CONVENTION (April 19-22, 2009) – Motion was made by Supervisor Manfredi to permit any Supervisor who wishes to attend the PSATS convention to do so, and to appoint Christopher S. Christman, Township Manager as the voting delegate and to authorize Mr. Christman to attend the full conference. Prior to a second and a vote, discussion took place.

Supervisor McIlhinney suggested that Mr. Buzby, Director of Public Works, be authorized to attend as well. Chairperson Salvadore and Supervisor Manfredi agreed to authorize Mr. Buzby's attendance as well.

Supervisor McIlhinney seconded the motion with the addition of Mr. Buzby's attendance. Motion carried unanimously. There was no public comment.

Last summer, Supervisor Manfredi participated on the PSATS Conference Planning Committee, finding the entire process interesting. At last year's conference, he attended the voting session where Resolutions were put forth for the entire State Association to consider. If there is an issue this Board feels strongly about, Supervisor Manfredi suggested that a proposed Resolution be forwarded to the Bucks County Association of Township Officials for consideration by PSATS at this year's convention. Two years ago, Supervisor McIlhinney attended the annual BCATO Convention where three proposed Resolutions were denied, however he noted that those same three Resolutions were represented favorably by Bucks County at the PSATS convention. Therefore, Supervisor McIlhinney questions the validity and truthfulness of BCATO's Resolution process and how it is organized. Discussion occurred.

Q. CHAIR ANNOUNCEMENTS –

1. A Public Hearing will be held on Monday, January 26, 2009 at 8PM to consider the enactment of two separate Zoning Ordinance Amendments and one Subdivision/Land Development Ordinance Amendment, as follows:

- (a) Zoning Officer Enforcement, Powers and Duties.
- (b) Add B1A Conservation Management Design Use in the Rural Residential Zoning District.
- (c) Amend SALDO to add requirements for preparation of an Existing Resources and Site Analysis Plan (ERSAP) for Use B1A Conservation Management Design.

2. The Hilltown Township Municipal Building will be closed on Monday, January 19, 2009 in observance of the Martin Luther King holiday.

R. CONSENT CALENDAR:

- Approve Minutes of the November 24, 2008 Supervisor's Meeting.
- Approve Minutes of the December 8, 2008 Supervisor's Meeting.
- Approve Bills List dated December 23, 2008.
- Accept Fire Company Reports for month of November 2009 - Dublin, Sellersville, and Telford.
- Accept 2009 Fire Protection Agreements of Execution: Dublin, Perkasié, Sellersville, Silverdale, and Telford Fire Companies.

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

Supervisor McIlhinney questioned the bill for PSATS in the total amount of \$2,099.00, with the bulk of the bill in the amount of \$1,500.00 for membership dues. He recalls recent difficulties that municipalities have had while trying to obtain information from PSATS, such as the salary of the Executive Director, which has yet to be addressed. Supervisor Manfredi heard the floor debate at last year's convention and it was determined that while municipalities are public entities, PSATS is not and therefore, the salary of their Executive Director is not considered public information. Supervisor McIlhinney wondered how an organization that is apparently totally funded by government agencies could be considered private. Supervisor McIlhinney also expressed concern with BCATO's plans to structure their own organization quite similar to PSATS with a paid Executive Director. Supervisor Manfredi, who serves on the BCATO By-Law Committee, noted that the purpose of revising the by-laws is to make it more consistent with the way the Association has been operating over the past several years, and to address openness, transparency and consistency with other County Associations and PSATS. Supervisor McIlhinney questioned many of the proposed revisions to the BCATO by-laws, finding them nebulous at best. Lengthy dialogoc occurred.

Motion carried unanimously. There was no public comment.

S. SUPERVISOR'S COMMENTS:

1. Supervisor Manfredi presented the Board with copies of a memo from the Hatfield Township Manager to Mr. Christman. Last summer, Supervisor Manfredi and Mr. Christman attended a meeting at Hatfield Township regarding the proposed improvements to the intersection of County Linc Road and Rt. 309. At that meeting, Supervisor Manfredi questioned why Hilltown was being asked to provide financial support, even though the amount was minimal. Supervisor Manfredi intends to place this issue on the January 26th meeting agenda for further discussion.

2. Chairperson Salvadore referred to the recent fire damage sustained at the Hilltown Fire Company building, noting that Univest Bank has established an account to accept contributions toward restoring the firehouse. Supervisor McIlhinney wondered if the Hilltown Fire Company received reimbursement from their own insurance company, as well as from the insurance company of the driver who caused the accident and the subsequent fire damage to the firehouse.

T. PUBLIC COMMENT:

1. Mr. John Bender of 914 Quarry Road thanked the Board of Supervisors for serving the community, and wished everyone a happy, healthy new year.

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

V. ADJOURNMENT: Upon motion by Supervisor Manfredi, seconded by Supervisor McIlhinney, and carried unanimously, the Hilltown Township Board of Supervisors Reorganization Meeting of January 5, 2009 was adjourned at 8:12PM.

Respectfully submitted,



Lynda Seimes
Assistant Secretary

(*These minutes were transcribed from recordings and notes taken by Mrs. Lorraine Leslie, Assistant Treasurer).