

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING
Tuesday, January 2, 2007
7:30PM**

The 2007 Hilltown Township Board of Supervisors Reorganization Meeting began at 7:30PM.

A. SELECTION OF TEMPORARY CHAIRMAN – Motion was made by Supervisor Barbara A. Salvadore, and seconded by Supervisor Richard J. Manfredi, 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, and seconded by Supervisor Manfredi, to appoint Lynda S. Seimes as Temporary Secretary. There was no public comment.

C. CALL TO ORDER – The Hilltown Township Board of Supervisors Meeting of January 2, 2007 was called to order by Temporary Chairman John B. McIlhinney for the purpose of reorganization at 7:31PM and opened with the Pledge of Allegiance. Also in attendance were Supervisor Richard J. Manfredi, Supervisor Barbara A. Salvadore, Township Manager Kenneth B. Bennington, and Temporary Secretary, Lynda Seimes to record and take minutes of this meeting.

Temporary Chairman McIlhinney called for a moment of silence to recognize the death of former president, Gerald Ford, and also to recognize the death of one of the founding members of the Hilltown Township Park and Recreation Board and Hilltown Civic Association, George Antunes.

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 2007:

1. Chairman – Motion was made by Temporary Chairman McIlhinney and seconded by Supervisor Salvadore to appoint Supervisor Richard J. Manfredi as Chairman of the Board of Supervisors for 2007. Supervisor Manfredi abstained from the vote. There was no public comment.

2. Vice-Chairman – Motion was made by Chairman Manfredi and seconded by Supervisor Salvadore to appoint Supervisor John B. McIlhinney as Vice-Chairman of the Board of Supervisors for 2007. Supervisor McIlhinney abstained from the vote. There was no public comment.

3. Township Secretary – Motion was made by Supervisor Salvadore, seconded by Chairman Manfredi, and carried unanimously to appoint Lynda S. Seimes as Township Secretary for 2007.

4. Township Treasurer – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to appoint Lorraine E. Leslie as Township Treasurer for 2007.

F. PROFESSIONAL SERVICE APPOINTMENTS:

1. Township Solicitor - Francis X. Grabowski of Grabowski Associates.
2. Township Engineer – C. Robert Wynn of C. Robert Wynn Associates.
3. Township Certified Public Accountant – Julia Davis of Dunlap Associates.
4. Township Depository – Quakertown National Bank.
5. Township Traffic Engineer – Andreas Heinrich of Heinrich and Klein.

Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to appoint the above noted professionals – Francis X. Grabowski of Grabowski Associates as Township Solicitor; C. Robert Wynn of C. Robert Wynn Associates as Township Engineer; Julia Davis of Dunlap Associates as Township Certified Public Accountant; Quakertown National Bank as Township Depository; and Andreas Heinrich of Heinrich and Klein as Township Traffic Engineer for 2007. There was no public comment.

Mr. Bennington advised that Dunlap Associates has provided two options for the Board's consideration for auditing services – either a contract for a one-year audit in the amount of \$14,700.00 or a contract for a three-year audit in the amount of \$12,750.00 for the 2006 audit, \$13,250.00 for the 2007 audit, and \$14,000.00 for the 2008 audit. Discussion took place.

Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to amend the original motion appointing the following professionals for the year 2007 – Township Solicitor – Francis X. Grabowski of Grabowski Associates, Township Engineer – C. Robert Wynn of C. Robert Wynn Associates, Township Depository – Quakertown National Bank, and Township Traffic Engineer – Andreas Heinrich of Heinrich and Klein; and to accept the contract for a three-year appointment of Dunlap Associates as Township Certified Public Accountant with the cost-per-year amounts as noted above. There was no public comment.

G. BOARD APPOINTMENTS:

1. Planning Commission (Two 4-year terms ending 12/31/10, One term ending 12/31/07, and One term ending 12/31/08) - Since there are four seats vacant on the Planning Commission at this time, Chairman Manfredi suggested that not all appointments be made until interviews are conducted. Personally, Supervisor Salvatore was disturbed that the Board of Supervisors did not follow through on their commitment of last year to hold public interviews for candidates for all board and commission vacancies prior to this meeting. It was also Supervisor Salvatore's opinion that resumes should be included with the completed application. Supervisor McIlhinney does not believe that resumes are necessary for a volunteer position. Supervisor Salvatore noted that an application had been submitted today that she was not aware of. She suggested that the Township Manager be tasked with developing a written policy for the process involved with interviews and appointments to the various board and commission vacancies. She feels that the Board should set a process that establishes public interviews to take place every year at the Supervisor's December Worksession meeting. After discussion, the Board decided to continue dialogue about the board and commission vacancy process at the end of the meeting.

Chairman Manfredi entertained the following nominations:

- For Term Ending 12/31/07 – Motion was made by Supervisor McIlhinney and seconded by Supervisor Salvatore to appoint Mark Funk to the remainder of a term on the Planning Commission ending 12/31/07.

After discussion, Supervisor McIlhinney and Chairman Manfredi were in favor, while Supervisor Salvatore was opposed. Motion passed – 2:1. There was no public comment.

- For Term Ending 12/31/08 – Motion was made by Supervisor McIlhinney, and seconded by Chairman Manfredi to nominate Nancy Boice to complete the remainder of a term on the Planning Commission ending 12/31/08.

After discussion, Supervisor McIlhinney was in favor, while Supervisor Salvatore and Chairman Manfredi were opposed. Motion failed – 1:2. There was no public comment.

- For one 4-year term ending 12/31/10 – Motion was made by Supervisor Salvatore and seconded by Chairman Manfredi to nominate Nancy Boice to fulfill a 4-year term on the Planning Commission ending 12/31/10.

After discussion, Supervisor Salvatore was in favor, while Supervisor McIlhinney and Chairman Manfredi were opposed. Motion failed – 1:2. There was no public comment.

- For one 4-year term ending 12/31/10 – Motion was made by Supervisor McIlhinney and seconded by Chairman Manfredi to nominate Kirk Hansen to fulfill a 4-year term on the Planning Commission ending 12/31/10.

After discussion, Supervisor McIlhinney was in favor, while Supervisor Salvadore and Chairman Manfredi were opposed. Motion failed – 1:2. There was no public comment.

- For one 4-year term ending 12/31/10 – Motion was made by Supervisor McIlhinney and seconded by Chairman Manfredi, for discussion purposes only, to nominate John Clauser to fulfill a 4-year term on the Planning Commission ending 12/31/10.

After discussion, Supervisor McIlhinney was in favor, while Supervisor Salvadore (who did not have the opportunity to review the application) and Chairman Manfredi were opposed. Motion failed – 1:2. There was no public comment.

- For one 4-year term ending 12/31/10 – Motion was made by Chairman Manfredi, and seconded by Supervisor Salvadore to nominate Jeff Lapp to fulfill a 4-year term on the Planning Commission ending 12/31/10.

After discussion, Supervisor Salvadore was in favor, while Supervisor McIlhinney and Chairman Manfredi were opposed. Motion failed – 1:2. There was no public comment.

For the record, Chairman Manfredi commented that his opposition vote on these nominations was not a reflection of his support or non-support for any of the individual candidates, but rather it was done in support of the creation of an interview process. Supervisor Salvadore echoed those sentiments.

2. Zoning Hearing Board (One 3-year term ending 12/31/09) – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to reappoint Tim Browning to another 3-year term on the Hilltown Township Zoning Hearing Board. There was no public comment.

3. Open Space Committee (One 5-year term ending 12/31/11) – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to reappoint Jeanne Scanlon-Brickajlik to another 5-year term on the Hilltown Township Open Space Committee. There was no public comment.

4. Water and Sewer Authority (One 5-year term ending 12/31/11) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Salvadore, and carried

unanimously to reappoint Keith Weiss to another 5-year term on the Hilltown Township Water and Sewer Authority. There was no public comment.

5. Park and Recreation Board (One term ending 12/31/07) – Motion was made by Supervisor McIlhinney to appoint Marilyn Teed to the Park and Recreation Board with the term ending 12/31/07. There was no second to the motion. Motion failed.

6. Vacancy Board (One 1-year term ending 12/31/07) – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to reappoint John Bender to another 1-year term on the Hilltown Township Vacancy Board. There was no public comment.

7. Emergency Management Coordinator – Discussion took place. Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to reaffirm the appointment of Ray Fegley as the Hilltown Township Emergency Management Coordinator for 2007, who was appointed by the Governor of Pennsylvania last year and who serves until the Board of Supervisors replaces him. There was no public comment.

8. Assistant Emergency Management Coordinator (One 1-year term ending 12/31/07) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Salvadore, and carried unanimously to reappoint Thomas Loudon to another 1-year term as the Hilltown Township Assistant Emergency Management Coordinator. There was no public comment.

9. Agricultural Officer/Emergency Management (One 1-year term ending 12/31/07) – Motion was made by Supervisor McIlhinney, seconded by Supervisor Salvadore, and carried unanimously to reappoint John Wietecha to another 1-year term as the Hilltown Township Agricultural Officer of Emergency Management. There was no public comment.

H. RECOMMENDATION OF TREASURER'S BOND LIMIT - \$2 Million Dollars – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to approve the Treasurer's Bond Limit of \$2 million dollars for 2007. There was no public comment.

I. NO EMPLOYEE CONTRIBUTIONS TO PENSION FUND – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to **adopt Resolution #2007-1, resolving that Hilltown Township will not require any pension contributions from the Hilltown Police for the year 2007; and to adopt Resolution #2007-2, resolving that Hilltown Township will not require any pension**

contributions from the Hilltown Township Non-Uniform Employees for the year 2007. There was no public comment.

J. BOARD OF SUPERVISOR'S MEETING DATES FOR 2007 – Motion was made by Supervisor McIlhinney, seconded Supervisor Salvadore, and carried unanimously to **adopt Resolution #2007-3, accepting the Supervisor's meeting dates for the year 2007, with meetings to be held on the second and fourth Monday of each month, with the following exceptions – Monday, January 29th, Monday, April 30th (due to PSATS convention), Thursday, May 31st (due to Memorial Day), Thursday, November 29th (due to Thanksgiving), and Thursday, December 20th (due to Christmas); subject to change or as otherwise noted.** There was no public comment.

K. PLANNING COMMISSION MEETING DATES FOR 2007 – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to **adopt Resolution #2007-4, accepting the Planning Commission meeting dates for the year 2007, with meetings to be held on the first Monday (Worksession) and third Monday (regular) of each month; with the exception of the Worksession originally scheduled for January 1, 2007, which was changed to January 4, 2007 due to the New Year's holiday, and with the exception of the Worksession originally scheduled for September 3, 2007, which was changed to September 6, 2007 due to the Labor Day holiday.** There was no public comment.

L. ADOPTION OF NON-UNIFORM HOLIDAYS FOR 2007 – Supervisor Salvadore noted that it has been past practice by previous Boards to permit employees to leave at noon on the day prior to Christmas. She feels that the proposed Resolution should be revised to reflect that additional half-day if the Board so chooses, so that residents would be aware that the Municipal Building would be closed that afternoon every year. Chairman Manfredi commented that the holidays listed on the proposed Resolution reflect those agreed upon in the Public Works (Non-Uniform) Contract, and suggested that the matter be discussed with the Non-Uniform representatives at a future date. Discussion took place.

Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to **adopt Resolution #2007-5, establishing the following Non-Uniform Holidays for 2007:**

Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King Day
Friday, April 6	Good Friday
Tuesday, May 15	Primary Election Day
Friday, May 25	Friday Before Memorial Day

Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Tuesday, November 6	Election Day
Thursday, November 22	Thanksgiving Day
Friday, November 23	Day After Thanksgiving
Monday, December 24	Floating Holiday
Tuesday, December 25	Christmas or Other Religious Holiday of Choice

Motion passed. There was no public comment.

M. ADOPTION OF FEE SCHEDULE FOR 2007 – Motion was made by Supervisor Salvadore, and seconded by Supervisor McIlhinney to **adopt Resolution #2007-6, establishing a fee schedule for building, zoning, and miscellaneous items for the year 2007.** Prior to a vote, discussion took place.

Supervisor Salvadore asked if the proposed Fee Schedule reflects anything that might be changed by National Geomatica. Mr. Bennington replied that it does not.

Chairman Manfredi noted that many municipalities are beginning to require the execution of escrow agreements for applicants who wish to meet with Township staff and their professionals, such as the Planner, Engineer, Solicitor, Traffic Engineer, etc. This agreement would set forth requirements for the applicant to reimburse the Township for time spent with those staff members or work done by those staff members on their behalf. Mrs. Seimes referred to pages 4, 5, and 6, which currently requires a fee and/or escrow for subdivision, land development, traffic study review, planning consultant review, and sketch plan staff meetings. In the case of escrows, the fee schedule clearly states that the escrow is paid in advance by the applicant and must be replenished as necessary to cover the reasonable and necessary costs involved. Lengthy discussion took place. Supervisor McIlhinney suggested that this matter be considered at a future date, if the Board so desires, and Supervisor Salvadore agreed.

Motion passed unanimously. There was no public comment.

N. ADOPTION OF TAX RATES FOR 2007 – Motion was made by Supervisor McIlhinney, seconded by Supervisor Salvadore, and carried unanimously to **adopt Resolution #2007-7, establishing tax rates for the calendar year 2007.** There was no public comment.

O. DISPOSITION OF RECORDS – Motion was made by Supervisor Salvadore, and seconded by Supervisor McIlhinney to **adopt Resolution #2006-8, authorizing the**

disposition of all financial records for the year 1999, excluding quarterly payroll records, and all pension records.

Public Comment:

1. Mrs. Alice Kachline of Mill Road requested clarification of what records were involved and Chairman Manfredi explained.

Motion passed unanimously. There was no further public comment.

P. DESIGNATE VOTING DELEGATE AND VERIFY ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2007) – Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to authorize the attendance of all three Supervisors, the Township Manager, the Director of Public Works, the Township Secretary, and the Township Treasurer at the annual PSATS Convention in April of 2007; and to designate Township Manager Kenneth B. Bennington as the voting delegate. There was no public comment.

Q. APPROVALS – Action on the minutes of the November 8, 2006 Supervisor's Budget Meeting; minutes of the November 13, 2006 Supervisor's Meeting; Bills List dated January 3, 2007; and Treasurer's Report dated November 30, 2007: Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to approve the November 8, 2006 Supervisor's Budget meeting; minutes of the November 13, 2006 Supervisor's Meeting; Bills List dated January 3, 2007; and Treasurer's Report dated November 30, 2007; as written. There was no public comment.

R. NEW BUSINESS:

1. Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to appoint Ms. Caroljo Zimmerman to the position of Police Department Clerk/Secretary, filling the vacancy left by the retirement of Ms. Alice Munn. There was no public comment.

2. At the Supervisor's meeting of September 25, 2006, Mr. Wynn informed the Board of the necessity for a change order for roof deck installation of the former Hilltown High School Slate Roof Replacement project through Community Development Block Grant funding, though the exact cost was unknown at that time. The cost for has since been estimated by Gen II Contracting, Inc. to be \$10,968.51. Mr. Bennington explained that the Township may transfer the remaining funds that were not utilized for the roof replacement toward the base plywood replacement costs, and will then seek the additional \$4,000.00 needed from the Bucks County Office of Business and Community Development. Discussion took place.

Motion was made by Supervisor McIlhinney, seconded by Supervisor Salvadore, and carried unanimously to approve the request for a Change Order to the CDBG funding for the former Hilltown High School Slate Roof Replacement project in the amount of \$10,968.51, as noted above. There was no public comment.

3. Mr. Bennington explained that the Township participates in the yearly Bucks County Household Hazardous Waste Collection Program. In 2007, \$1,490.00 had been allocated for participation, however Bucks County is now seeking a 3-year commitment from the participating municipalities, in the amount of \$.13 per resident (12,102 residents) for a total cost to Hilltown Township of \$1,573.26 per year for three years.

Motion was made by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously to authorize participation in the three-year Bucks County Household Hazardous Waste Collection Program at a cost of \$1,573.26 per year for three years. There was no public comment.

4. Discussion took place concerning the process involved with appointing individuals to various Township Boards and Commissions. Supervisor Salvadore suggested that a clear, written procedure prepared by the Township Manager, be placed on the Township website, and that the Board designate the first meeting in December of every year for public interviews of candidates for vacancies on all Township Board and Commissions for the following year. Supervisor McIlhinney was agreeable, however he reiterated that he does not believe a resume is necessary, and feels that a completed Board/Commission Vacancy Application would be sufficient. Supervisor Salvadore also believes that a deadline for submission of applications should be established. Supervisor McIlhinney disagrees that a deadline is necessary. He believes that every citizen has the right to ask to be considered for appointment to a board or commission vacancy. Chairman Manfredi agreed that a deadline for submission should be established, and suggested that the deadline be noon on the Wednesday prior to the meeting, which is currently the deadline for the agenda and packet preparation. Discussion took place. Supervisors Salvadore and McIlhinney agreed.

The Board directed Mr. Bennington to prepare a written process, based upon the comments provided this evening for consideration at the January 29th Supervisor's Meeting.

After discussion, the Board agreed that all applicants for the Planning Commission vacancies (including those that had been nominated this evening and those that were not but who had previously submitted an application) should be invited to attend the public interviews prior to their meeting on Monday, January 29th.

S. SUPERVISOR'S COMMENTS:

1. Supervisor McIlhinney enjoyed his year as the Chairman of the Board of Supervisors. While Chairman Manfredi's schedule is very busy, Supervisor McIlhinney hopes he will make every effort to accommodate any and all meetings that are necessary to fulfill his obligation as chairman. Supervisor McIlhinney also hopes that Chairman Manfredi will, as often as possible, make himself available to accommodate the schedules of any citizens and/or the Township administrative staff, which is necessary and vital, even though it can be a burden.

2. Chairman Manfredi stated that he is willing to make his time available to anyone when it is a meaningful use of time. In his view of the chairmanship position, he is required to run the meetings and, when necessary, execute certain documents. Chairman Manfredi does not feel that he has been charged with having any additional responsibility or authority, and noted that all three members of the Board of Supervisors are equal. Chairman Manfredi commented that holding meetings for the sake of holding meetings is not something he believes is a prudent use of time, however any meeting that is required or needed will be held, as has occurred in the past. It has always been Chairman Manfredi's opinion that the chairmanship should be held by an individual Supervisor for a two-year period before being rotated, which would be fair to each member.

3. Supervisor Salvadore was pleased that the chairmanship is being rotated, and agreed that all members of the Board of Supervisors are equal, even though the chairman's additional responsibilities include running meetings and signing certain documents. She hopes that all members of the Board of Supervisors will pay particular attention to the boards and committees this year in order to provide them with the necessary direction and guidance they may seek. Supervisor Salvadore commented that these board and commission members are representatives of the community who volunteer their time, and believes that they deserve as much contact with the Board of Supervisors as possible. Supervisor Salvadore hopes that the Board of Supervisors will move in a very expeditious way in 2007 to accomplish and complete all outstanding issues that remain, and also hopes that the Supervisors can work better together this year.

T. ANY ADDITIONAL BUSINESS:

1. With respect to George Antunes' passing, Mr. Bennington explained that the family would be holding calling hours at their home at 932 Callowhill Road from 1:00PM to 4:00PM on Sunday, January 7, 2007. A memorial service will be held later in the year since most of Antunes family is spread throughout the country. Further, in lieu of flowers, the family is requesting that donations be made to the Hilltown Township Open Space Preservation Fund.

U. PUBLIC COMMENT:

1. Mrs. Alice Kachline of Mill Road commented that both Mr. and Mrs. Antunes, along with herself, were the oldest members of the Hilltown Civic Association.

Mrs. Kachline was confused by the nomination process and the lone appointment to the Planning Commission. She was surprised and disappointed that Nancy Boice, who is very knowledgeable and attends every Planning Commission meeting, was overlooked for that particular appointment. Further, it is Mrs. Kachline's personal opinion that Supervisor McIlhinney, in one year's time as chairman of the Supervisors, was responsible for the unprecedented exit of over half of the most experienced and knowledgeable Planning Commission members. As a former Commission member, Mrs. Kachline is aware of how much time and effort they spend reviewing plans and Ordinances to provide recommendations to the Supervisors.

Supervisor McIlhinney stated that when the four members of the Planning Commission who either resigned or did not seek reappointment when their terms expired, tell him that he was responsible for their exit, he will respond to Mrs. Kachline's comments.

2. Mr. Joe Marino of Redwing Road asked for clarification of the date for public interviews of board and commission vacancies, and noted that most other municipalities hold those interviews in early December of every year. Supervisor Salvadore stated that the public interviews would be held on the first meeting of the month in December every year. She may have caused confusion by mentioning the date of December 10th, which just happens to be the date of the Supervisor's Worksession in December of this year.

3. Chairman Manfredi reiterated that the reason he voted in opposition to several PC nominations was to insure that the Board was thoughtful and deliberate before making any of critical and crucial board appointments.

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

W. ADJOURNMENT: Upon motion by Supervisor Salvadore, seconded by Supervisor McIlhinney, and carried unanimously, the January 2, 2007 Hilltown Township Board of Supervisors Reorganization Meeting was adjourned at 8:45PM.

Respectfully submitted,
Lynda Seimes *Lynda Seimes*
Township Secretary

(*These minutes should not be considered official until voted upon by the Board of Supervisors at a Public Meeting).