

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL REORGANIZATION MEETING  
Monday, January 6, 2003  
7:30PM**

The 2003 Hilltown Township Reorganization Meeting began at 7:31PM and opened with the Pledge of Allegiance.

A. SELECTION OF TEMPORARY CHAIRPERSON – Motion was made by Supervisor Bennington, seconded by Supervisor Snyder, and carried unanimously to appoint Supervisor John S. Bender as Temporary Chairperson. There was no public comment.

B. SELECTION OF TEMPORARY SECRETARY – Motion was made by Supervisor Bennington, seconded by Supervisor Snyder, and carried unanimously to appoint Lynda S. Seimes as Temporary Secretary. There was no public comment.

C. CALL TO ORDER: The Hilltown Township Board of Supervisor's Reorganization Meeting of January 6, 2003 was called to order by Temporary Chairperson Bender at 7:32PM. Also in attendance were Supervisor Kenneth B. Bennington, Supervisor Betty P. Snyder, Gregory J. Lippincott, Township Manager, and Lynda S. Seimes, Township Secretary, to record and take minutes of this meeting.

D. PUBLIC COMMENT ON AGENDA ITEMS ONLY:

1. Mr. Charles Moyer of 1027 Keystone Drive is interested in the Township Solicitor appointment to be made this evening. Mr. Moyer of the law firm of Stengel, Moyer and Mazullo, previously made a proposal to the Board seeking their consideration. He is aware that Hilltown Township has had a long-standing relationship with the present solicitor, and suspects that will continue. However, Mr. Moyer's firm would like to remain on the Township's list of attorneys in the event of conflicts of interest or for environmental matters. One of Mr. Moyer's partners, Tony Mazullo, is a former member of the Pennsylvania Environmental Hearing Board, and has extensive experience in environmental areas.

E. OFFICER APPOINTMENTS: Nominations were made for the positions of Chairperson and Vice-Chairperson of the Board of Supervisors, Township Secretary, Township Treasurer, and Assistant Township Treasurer for 2003:

1. Chairperson – Motion was made by Supervisor Bennington, seconded by Supervisor Bender, and carried unanimously to appoint Supervisor Betty P. Snyder as Chairperson of the Board of Supervisors for 2003. There was no public comment.

2. Vice-Chairperson – Motion was made by Supervisor Bender, seconded by Chairperson Snyder, and carried unanimously to appoint Supervisor Kenneth B. Bennington as Vice-Chairperson of the Board of Supervisors for 2003. There was no public comment.

3. Township Secretary – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Lynda S. Seimes as Township Secretary for 2003. There was no public comment.

4. Township Treasurer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Lorraine E. Leslie as Township Treasurer for 2003. There was no public comment.

5. Assistant Township Treasurer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Gregory J. Lippincott as Assistant Township Treasurer for 2003. There was no public comment.

F. PERSONNEL APPOINTMENTS: The following motions were made by the Board of Supervisors for the positions as stated:

1. Township Manager – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Gregory J. Lippincott as Township Manager for 2003. There was no public comment.

2. Chief of Police – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Kerry L. Trauger as Chief of Police for 2003. There was no public comment.

3. Director of Public Safety – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Kerry L. Trauger as Director of Public Safety for 2003. There was no public comment.

Chairperson Snyder announced that Chief Trauger will be retiring as of March 30, 2003. She thanked Chief Trauger for his faithful service of 29+ years with Hilltown Township.

4. Director of Public Works – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Thomas A. Buzby as Director of Public Works for 2003. There was no public comment.

5. Code Enforcement Officer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint David W. Taylor as Code Enforcement Officer for 2003. There was no public comment.

6. Assistant Code Enforcement Officer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Gregory J. Lippincott as Assistant Code Enforcement Officer for 2003. There was no public comment.

7. Zoning Officer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Gregory J. Lippincott as Zoning Officer for 2003. There was no public comment.

8. Assistant Zoning Officer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint David W. Taylor as Assistant Zoning Officer for 2003. There was no public comment.

9. Zoning Hearing Board Secretary – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Lynda S. Seimes as Zoning Hearing Board Secretary for 2003. There was no public comment.

G. PROFESSIONAL SERVICE APPOINTMENTS: The following motions were made by the Board of Supervisors for the professional service positions as stated:

1. Township Solicitor – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Francis X. Grabowski of Grabowski Associates as Township Solicitor for 2003. There was no public comment.

2. Zoning Hearing Board Solicitor – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Jeffrey Trauger of Grim, Biehn, and Thatcher as Zoning Hearing Board Solicitor for 2003. There was no public comment.

3. Township Engineer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint C. Robert Wynn of C. Robert Wynn Associates as Township Engineer for 2003. There was no public comment.

4. Township Certified Public Accountant – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Julia Stevens of Dunlap Associates as Township Certified Public Accountant for 2003. There was no public comment.

5. Township Depository – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Quakertown National Bank as Township Depository for 2003. There was no public comment.

6. Township Planner – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Charles Guttenplan of the Waetzman Planning Group as Township Planner for 2003. There was no public comment.

7. Township Traffic Engineer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Andreas Heinrich of Heinrich and Klein as Township Traffic Engineer for 2003. There was no public comment.

H. BOARD APPOINTMENTS:

1. Planning Commission – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to reappoint David Brooke Rush to another four-year term on the Hilltown Township Planning Commission. There was no public comment.

Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Michael Beatrice to a four-year term on the Hilltown Township Planning Commission. There was no public comment.

2. Zoning Hearing Board – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to reappoint John L. Snyder to another three-year term on the Hilltown Township Zoning Hearing Board. There was no public comment.

3. Water and Sewer Authority – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to reappoint Frank Beck to another five-year term on the Hilltown Township Water and Sewer Authority. There was no public comment.

4. Vacancy Board – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to reappoint Feryl Spaninger to another one-year term on the Hilltown Township Vacancy Board. There was no public comment.

5. Emergency Personnel Coordinator – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to reappoint David Miller to another one-year term as Hilltown Township Emergency Personnel Coordinator. There was no public comment.

6. Emergency Management Coordinator – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to reappoint William Devlin to another one-year term as Hilltown Township Emergency Management Coordinator. There was no public comment.

7. Assistant Emergency Management Coordinator – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to reappoint Keith Seifert to another one-year term as Hilltown Township Assistant Emergency Management Coordinator. There was no public comment.

8. Emergency Management Agricultural Officer – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to reappoint Keith Nace to another one-year term as Hilltown Township Emergency Management Agricultural Officer. There was no public comment.

9. Park and Recreation Board – No determination made for this vacancy at this time; position has been advertised.

I. RECOMMENDATION OF TREASURER'S BOND LIMIT – Motion was made by Supervisor Bennington, seconded by Supervisor Bender, and carried unanimously approve the Treasurer's Bond Limit of \$2 million dollars for 2003. There was no public comment.

J. EMPLOYEE CONTRIBUTION TO PENSION FUND – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-1, resolving that Hilltown Township will not require any pension contributions from the Hilltown Police for the year 2003.** There was no public comment.

Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-2, resolving that Hilltown Township will not require any pension contributions from the Hilltown Township Non-Uniform Employees for the year 2003.** There was no public comment.

K. BOARD OF SUPERVISORS MEETING DATES FOR 2003 – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2002-3, accepting the Supervisor's meeting dates for the year 2003, with meetings to be held on the second and fourth Monday of each month, with the exception of the worksession for January, which has been cancelled; and to reschedule the regular meeting of Monday, May 26 to Tuesday, May 27, due to the Memorial Day holiday.** There was no public comment.

L. PLANNING COMMISSION MEETINGS FOR 2003 – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-4, accepting the Planning Commission meeting dates for the year 2003, 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 Monday, January 6<sup>th</sup>, which has been rescheduled to Thursday, January 9<sup>th</sup> due to the Supervisor's Reorganization Meeting, and with the exception of the worksession originally scheduled for Monday, September 1<sup>st</sup>, which has been rescheduled for Thursday, September 4<sup>th</sup>, due to the Labor Day holiday.** There was no public comment.

M. NON-UNIFORM HOLIDAYS FOR 2003 – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-5, establishing the following Non-Uniform holidays for 2003:**

<b>Wednesday, January 1</b>	<b>New Year's Day</b>
<b>Friday, April 18</b>	<b>Good Friday</b>
<b>Tuesday, May 20</b>	<b>Primary Election Day</b>
<b>Friday, May 23</b>	<b>Friday before Memorial Day</b>
<b>Monday, May 26</b>	<b>Memorial Day</b>
<b>Friday, July 4</b>	<b>Independence Day</b>
<b>Monday, September 1</b>	<b>Labor Day</b>
<b>Tuesday, November 4</b>	<b>Election Day</b>
<b>Thursday, November 27</b>	<b>Thanksgiving Day</b>
<b>Friday, November 28</b>	<b>Day After Thanksgiving</b>
<b>Thursday, December 25</b>	<b>Christmas Day</b>
<b>Friday, December 26</b>	<b>Floating Holiday</b>

There was no public comment.

N. ADOPTION OF 2003 BUILDING, ZONING, AND MISCELLANEOUS FEE SCHEDULE – Motion was made by Supervisor Bender, seconded by Supervisor Bennington and carried unanimously to **adopt Resolution #2003-6, establishing a fee schedule for building, zoning and miscellaneous items for the year 2003.** There was no public comment.

O. ADOPTION OF 2003 TAX RATES – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-7, establishing the following Tax Rates for the year 2003:**

<b>Real Estate</b>	<b>9 mills</b>
<b>Earned Income</b>	<b>¾%</b>
<b>Per Capita</b>	<b>\$10.00</b>
<b>Real Estate Transfer</b>	<b>½%</b>
<b>Amusement</b>	<b>10%</b>
<b>Fire Protection</b>	<b>3 mills</b>
<b>Occupational Privilege</b>	<b>\$5.00</b>
<b>Debt Service</b>	<b>6 mills</b>
<b>Fire Hydrant</b>	<b>Special Assessment</b>
<b>Street Lights</b>	<b>Special Assessment</b>

There was no public comment.

P. ADOPTION OF DISPOSITION OF RECORDS RESOLUTION – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-8, to dispose of all financial records for the year 1995, excluding quarterly payroll records and all pension records.** There was no public comment.

Q. ADOPTION OF MANAGER'S EMPLOYMENT CONTRACT – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-9, establishing an Employment Contract for the position of Township Manager.** There was no public comment.

R. ADOPTION OF REVISED HUMAN RESOURCES POLICY MANUAL – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-10, establishing a revised Human Resources Policy Manual for Township Employees.** There was no public comment.

S. ADOPTION OF RESOLUTION REGARDING JOINT SOURCE WATER PROTECTION PROGRAM WITH OTHER UPPER BUCKS MUNICIPALITIES – Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-11, establishing a Joint Source Water Protection Program with other upper Bucks County Municipalities.** There was no public comment.

T. ADOPTION OF ACT 100 OF 2002, OPEN RECORDS POLICY/FORM -- Discussion took place as to the cost per copy and the cost per fax of public information. The Supervisors determined that a cost of \$.25 per page for paper copies and \$1.00 per page for fax copies would be charged.

\*Mrs. Marilyn Teed of Mill Road and Mr. Jack McIlhinney of Broad Street were opposed to these charges, however their comments were inaudible since they did not approach the podium to speak.

Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to **adopt Resolution #2003-12, adopting Act 100 of 2002, the Open Records Policy and establishing form for Request to Review Records.** There was no public comment.

U. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATE'S ATTENDANCE AT ANNUAL PSATS CONVENTION (April 6 - 9, 2003) - Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to appoint Chairperson Betty P. Snyder as voting delegate to the annual PSATS Convention in Hershey, Pennsylvania from April 6 - 9, 2003. There was no public comment.

Motion was made by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously to authorize the attendance of the following staff members at the annual PSATS Convention in Hershey Pennsylvania from April 6 - 9, 2003 Chairperson Betty P. Snyder, Director of Public Works Thomas A. Buzby, Township Secretary Lynda S. Seimes, and Township Treasurer Lorraine E. Leslie; with one-day attendance of David W. Taylor, Code Enforcement Officer. There was no public comment.

V. PUBLIC COMMENT:

1. Mr. Jack McIlhinney of Broad Street asked which newspapers the Township will be advertising in for 2003. Mr. Lippincott replied that legal advertisements will be in the Daily Intelligencer, and all other local advertisements for bids, board vacancies, and meeting notices will be in the News Herald.

Mr. McIlhinney asked if the Township has provided any financial assistance for the Joint Source Water Protection Program. Mr. Lippincott advised that \$12,000.00 to \$15,000.00 has been budgeted for payment of expenses for the Pennridge Area Coordinating Committee.



Mr. McIlhinney advised that the "Public Comment Rules" were not listed on the agenda. Mrs. Seimes explained that there was a copying error for tonight's agenda, and the Public Comment Rules were inadvertently left off.

2. Mrs. Donna DiMella of the Open Space Committee invited everyone to attend the special informational meeting being held on Tuesday, January 14, 2003 at 7:30PM regarding farmland preservation.

3. Mrs. Marilyn Teed of Mill Road read on the e-mail newsletter that snowmobiles or any other motorized vehicles are not permitted on Township open space. Mrs. Teed feels that snowmobiling would be a wonderful use of Township open space, and encouraged the Supervisors to reconsider. Mr. Lippincott explained that recent snowmobile use within the Longleaf Development destroyed some Township open space. Further, these uses are prohibited by the Park and Recreation Rules of Hilltown Township. Mrs. Teed objected to those rules, stating that there should be some Township open space that is deemed available for recreation such as snowmobile use. Chairperson Snyder encouraged Mrs. Teed to bring her suggestion to the Park and Recreation Board for consideration.

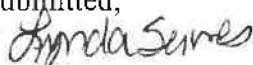
W. SUPERVISOR'S COMMENTS:

1. Supervisor Bender advised that there was an article in the newspaper today regarding the Township considering windmill use, which was discussed at a previous meeting.

2. Supervisor Bennington was happy to see that the Upper Bucks YMCA has begun offering Driver's Education training at a cost of \$336.00, however was displeased that the Pennridge School District did not see fit to offer such a course. When election time for school board members comes up next year, Supervisor Bennington encouraged residents to recall which of those school board members was opposed to reinstating driver's education in the Pennridge School District.

X. PRESS CONFERENCE: A conference was held to answer questions of those reporters present.

Y. ADJOURNMENT: Upon motion by Supervisor Bender, seconded by Supervisor Bennington, and carried unanimously, the January 6, 2003 Hilltown Township Board of Supervisors Annual Reorganization Meeting was adjourned at 8:06PM.

Respectfully submitted,  
Lynda Seimes   
Township Secretary