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**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS  
REGULARLY SCHEDULED PUBLIC MEETING  
Monday, July 22, 1991  
7:30PM**

The meeting of the Hilltown Township Board of Supervisors was called to order by Chairman William H. Bennett, Jr. at 7:35PM and opened with the Pledge of Allegiance.

Also present were: Betty J. Kelly, Vice-Chairperson  
Kenneth B. Bennington, Supervisor  
Francis X. Grabowski, Township Solicitor  
C. Robert Wynn, Township Engineer  
Maria Gerhart, Recording Secretary

Chairman Bennett announced the Board of Supervisors, Township Engineer, and Township Solicitor met in Executive Session prior to this meeting to discuss personnel and pending legal matters.

Chairman Bennett advised there may be some residents present to discuss the Quiet Acres plan, however that plan will not be discussed at this meeting. The applicant has asked to be on the August 12, 1991 Board of Supervisor's agenda.

A. APPROVAL OF MINUTES:

Supervisor Bennington made a correction to page 3 of the July 8, 1991 meeting minutes. Regarding the police protection meeting held at Silverdale Borough, which Chairman Bennett and Supervisor Bennington attended, Supervisor Bennington wished to state that meeting was an advertised public meeting held by Silverdale Borough on July 1, 1991.

Also, on page 5 regarding the Mandatory Sewer Connection Ordinance, Supervisor Bennington corrected the sentence at the bottom of the page to read "Supervisor Bennington stated normally, when a sewer line crosses 150 ft. from a property line, the Authority will offer opportunities to the property owner to finance based upon his financial background."

Motion was made by Supervisor Kelly, seconded by Supervisor Bennington, and carried unanimously to approve the minutes of the July 8, 1991 Board of Supervisor's meeting as corrected.

A special public meeting was also advertised and held on Wednesday, July 10, 1991 at the Hilltown Township Municipal Building to discuss the Police Protection Agreement with the Borough of Silverdale.

Motion was made by Supervisor Kelly, seconded by Supervisor Bennington, and carried unanimously to approve the minutes of the July 10, 1991 Board of Supervisors special meeting

to consider the adoption of an intergovernmental cooperation act with Silverdale Borough for Police Protection, as written.

B. APPROVAL OF CURRENT BILLING:

Chairman Bennett presented the bills for payment dated July 22, 1991. The total of all funds is \$23,129.47.

Motion was made by Supervisor Kelly, seconded by Supervisor Bennington and carried unanimously to pay all bills when due.

C. APPOINTMENT OF TOWNSHIP MANAGER:

Supervisor Bennington stated since he has become a Supervisor in January of 1990, the Township has basically been without a Township Manager. Supervisor Bennington thanked Chairman Bennett for the volunteer time he has given to the Township and the many hours he worked. It is now time to move along and the Board of Supervisor's have decided to appoint a Township Manager.

Motion was made by Supervisor Bennington, and seconded by Supervisor Kelly to appoint Mr. Bruce Horrocks, a longtime resident of Hilltown Township, to the position of Township Manager. Chairman Bennett abstained from the vote. Motion passed: 2:1. Mr. Horrocks will begin employment with the Township on Monday, August 5, 1991.

D. AUDITOR'S REPORT - Ms. Joan Ferry:

As Chairman of the Board of Auditor's, Ms. Ferry presented the Auditor's Report for 1990. Ms. Ferry read the report's cover letter addressed to the Board of Supervisors, which states:

"Dear Mr. Bennett,

We, the Auditor's of Hilltown Township have audited, adjusted and settled the accounts for the calendar year 1990. In general, we have found all accounts to be in good order. In the past few years, we have made numerous recommendations regarding the need for improved internal controls and audit trails. We are extremely pleased to find that these recommendations are being implemented.

For example, segregation of duties has been accomplished and there is good documentation for cash receipts. Accounts now exist for fees, licences, and permits. These accounts are now included in receipts. We note improved job inspections and enforcements. Purchase orders are regularly used. Payables are very well authorized and documented. Bank reconciliations are being performed. Trial balances and balance sheets are being prepared. Errors, omissions and missing checks are virtually non-existent. We have seen increased communication between the various Township boards. And last, we note a

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great strength in the careful, accurate estimating of revenues and expenditures. The Township can be proud of these very dramatic, significant improvements.

Our major concern now is the financial solvency of the Township. We stand at a critical crossroads where we must heed the warning signs. For the last few years, the Township has been overspending. We no longer have the revenues or reserves to fund these continued excesses. It is imperative that this situation be addressed immediately. We are at a pivotal juncture. We cannot be content with our current successes and we cannot be content with planning only for the coming year. We must plan excruciatingly carefully right now for the next few years, because of the ominous financial clouds that loom large and ever closer on the horizon. We must be cognizant of the time. Every effort must be made to continue the well begun task of cutting costs and limiting expenditures. The Township's financial status in conjunction with both the nation's and our state's depressed economy, demands that we embark on an austerity budget in order to avert an intractable situation. To this end, we have offered herein, a number of recommendations.

In the accompanying pages, we have cited in detail, specific items which we would like to bring to your attention. Should you have any questions, comments or concerns, please feel free to contact us.

We appreciate the help which Township employees and officials, particularly the Supervisors, have given us during our audit. We would especially like to thank Mrs. Christine Morgan for her timely preparation of reports necessary for our audit. Mrs. Morgan's continued assistance and cooperation, as well as that of the other employees in the office, is greatly appreciated."

The cover letter is signed by the Board of Auditors with copies specified for Supervisor Bennington and Supervisor Kelly. A copy of this report will be on file at the Township Office.

Due to the length of the Audit Report being submitted, Ms. Ferry briefly touched on specific items throughout the Auditor's Report. Ms. Ferry began with the follow-up of the previous year's recommendations:

1. The Board of Auditors have reviewed the purchase orders and invoices. They have been properly handled. The Auditors suggested that purchase orders for "minor supplies" should be a bit more specific.

2. The Auditors are pleased that pre-numbered duplicate copies of receipts are now being used by the Township when cash payments are received. This improves record keeping, audit trails, and most importantly, internal control.

3. The Auditors have seen great improvement of documentation in all areas of Township fiscal matters, but better medical/dental documentation is still necessary and this issue is addressed further on pages 8 and 9 of the report.

4. A good effort has been made to account for all Township inventory, including that housed by the Police Department. A system must now be established whereby there is continuous updating of inventory, be it additions or depletions. The original inventory list and it's duplicate need to be stored in two separate locations, such as a bank safe deposit and in the Township's vault.

5. In the past, both the Board of Auditors, and Niessen, Dunlap and Pritchard, expressed concerns regarding the significant lack of segregation of duties, particularly in the area of cash receipts. We are pleased that the Township has devised guidelines intended to rectify the problems. We note that in accordance with the guidelines, four individuals are now involved in the cash receipts process. This has led to a better checks and balance system for the Township.

6. In preparing the work for the Department of Community Affairs, the Board of Auditors noted that due to Mrs. Morgan's efforts, the account numbers are now in accordance with the Department of Community Affairs. This greatly facilitated the audit for 1990.

7. The Board of Auditors would like to commend Mr. William H. Bennett, Jr. and Mrs. Morgan for their efforts in implementing and maintaining many of the changes regarding fiscal management that have taken place in the last two years. These changes have led again to better internal controls and greater fiscal responsibility. In turn, the Township now has a better financial stability.

8. If the Township can afford it, the Board of Auditors recommends that Mr. Bennett be paid a stipend for his work on behalf of the Township. This does not include any type of benefits.

9. The Board of Auditors recommends an outside audit be performed every three to five years. Such an audit would provide a different perspective on the Township's financial status, as well as an opportunity for a more thorough examination of the Township records. As you know, the elected Auditors are limited by the State as to the number of hours they may work.

10. Documentation authorization of payables is greatly improved. The Auditors note, however, that there are deviations by certain employees with respect to support documentation. For instance, in reviewing Mrs. Buchanan-Gregory's accounts as mandated by the State, the Auditors noted two occasions in which she had made \$20.00 withdrawals from petty cash, but provided no receipts or documentation regarding the withdrawals.

On August 24, 1990, a check was made out to Mrs. Buchanan-Gregory for \$30.00. There was no receipt for this charge, only a slip of paper that said "\$30.00 for meals". Reviewing Mrs. Buchanan-Gregory's accounts further, the Auditors noted excessive travel mileage and an excessive number of seminars. There was no documentation regarding the purpose of the mileage expenses or the purpose of the seminars. There also were no follow-up reports by Mrs. Buchanan-Gregory regarding the outcome of the seminars. Final note on Mrs. Buchanan-Gregory's accounts is that there were numerous expenses for travel that were not approved prior to payment.

11. The Auditors also note that the Township is generous in providing advance funds to employees for certain functions, such as seminars and conventions. Certain employees though, failed to submit expense receipts upon return from the functions. To alleviate this problem, the Auditors suggest that written guidelines regarding employee reimbursement be established. The Auditors have given specific details for this procedure in the report, and therefore, Ms. Ferry did not reiterate them. One suggestion from the Auditors is that the Township should pay only half of the employee's expenses in advance, and final payment would be contingent upon the employee submitting proper support documentation of his or her expenses.

If this plan would create a hardship for any employee, then the Township could pay the total in advance, but no further expenditure should be authorized for that employee, until such a time as proper documentation has been submitted for the prior expenditure.

12. In an audit of the Tax Collector, an April 2, 1990 letter from Board of Supervisors Chairman William H. Bennett, Jr. revealed that \$3,639.00 in back taxes for 1985 was owed the Township. By way of explanation, this deficit occurred when the 3 mill 1989 Fire Tax for interim billings was not collected due to the County's billing format. Subsequent credits and reassessments raised in 1989 total due to the Township is \$3,978.15. After receipt of Mr. Bennett's April letter, Mrs. Simons issued approximately 55 Fire Tax bills for 1989. As of January 1991, the Auditor's follow-up showed that all 1989 taxes had been either collected, credited or liened. The total of \$3,831.69 was collected, and an additional \$146.46 was liened through the County. One lien was against Mr. John Campbell for \$27.72, and another lien was placed against Flex Properties in the amount of \$118.74. There are reports substantiating the above transaction, filed both here at the Township and at Mrs. Simon's office.

The audit of the Tax Collector determined that as of March 1, 1990, anticipated combined revenues for 1990 from Debt,

Fire Tax, and original assessments of Real Estate would be \$355,875.30. To date, only \$6,803.50 or 2% of the anticipated tax revenues remains outstanding for 1990, and this amount has been liened.

With 98% of the 1990 taxes paid to date, the Auditors believe the Tax Collector should be commended for her efforts and the Township resident's should be commended for their fiscal cooperation.

13. As you know, the County Tax Claims Department sends to the Township a verified list of the names of individuals whose properties have been liened. The Auditor's recommend that a Township employee be officially responsible for maintaining and updating a lien list when County payments are received. The Board of Auditors will examine these lists on an annual basis.

The recommendations from the Board of Auditor's are as follows:

1. In regard to the telephone system, a concerted effort must be made to reduce the cost of the telephone system. In the past two years, the phone bill has doubled, but without concurrent doubling of benefits derived and without a doubling of revenues to offset these costs. The Township presently pays for 57 phone lines at \$14.55 a month per line, whether the line is used or not. These 57 lines, therefore, cost the Township \$829.35 per month, exclusive of any additional charges, such as toll calls, directory assistance and operator assisted calls. Monthly phone bills, all costs included, are running approximately \$1,300.00 to \$1,700.00 per month. The Township must take a hard look at how to reduce these costs.

If the phone program can be altered, the Auditors recommend that the current 30 lines for the Police Department be reduced to 10 lines, comprising 4 to 5 private lines, and 5 incoming lines. The 5 private lines could be used for the data printer, the fax unit, Detective Trauger and Chief Egly. The Board of Auditors believe the 27 lines currently being utilized by the Township Administrative offices are an unnecessary expense. They recommend reducing the number of lines in the Administrative offices to a maximum of 8 to 10 lines. The Auditor's recommendations concerning reduction in the number of phone lines should be discussed, of course, with both Chief Egly and the Administrative office Manager, prior to making any final decisions.

Some directory assistance calls are necessary, of course, but because of the Township's Centrex phone system, there is a charge for every directory assistance call made. For this reason, the Auditors recommend that the number of directory assistance calls be reduced.

2. For the future, the Township should appoint an employee to be responsible for renewing tax exempt forms annually. These forms should then be submitted to the proper authorities and businesses, including telephone companies, in order to alleviate unnecessary taxes.

3. A final comment regarding the Township's telephone bills is a positive one. The Auditor's believe the Township has succeeded admirably in keeping toll calls to a minimum. All Township employees are responsible for this achievement. They should be officially thanked and commended.

4. The dinners for Town Watch volunteers appears to have become an annual tradition. The Auditors suggest, therefore, that \$550.00 be officially budgeted for next year's Town Watch dinner.

5. A review of medical and dental benefits for Township employees reveals exceptionally good coverage. Benefits for Township employees far surpass that of most large businesses and corporations. Given the need for fiscal restraint however, the Board of Auditors suggest the Township investigate the cost effectiveness of engaging a private insurance company to administer health benefits. In the event that the Township intends to remain self insured, the Auditors recommend both an increased level of accountability, and some cost containment measures, because at present, employees appear to have "carte blanche" with respect to medical/dental/prescriptive reimbursements.

6. The Board of Auditors believe that orthodontia expenses should not be paid by the Township. Generally, only large businesses carry this benefit because of the great expense involved. If the Township chooses to continue coverage of orthodontia work, the Auditors recommend the Township pay only 50% of the total costs, or up to \$1,000.00, whichever is less.

7. Ms. Ferry commented that the Auditors final recommendation with regards to the hiring of the Township Manager, is unfortunate timing.

As a personal note, Ms. Ferry has known the man that was appointed Township Manager for quite a few years, and she stated that none of these comments are directed personally towards the newly appointed Township Manager. At the time these recommendations were written by the Board of Auditors, Ms. Ferry advised they were not aware that an appointment for the Township Manager position was imminent.

The Board of Auditors suggested that when selecting a Township Manager, the individual chosen should have a strong background in the fields of finance and labor relations. The individual should also have experience in the areas of roads, zoning, and administration. Prospective Township Managers should be queried regarding their strategies for maintaining the Township's solvency, and for increasing it's resources.

The Board of Auditors has been extremely impressed with Mr. Bennett's financial direction of the Township and felt the Township is very fortunate to have an individual with his corporate experience to volunteer his time and talent on behalf of the Township. If Mr. Bennett would consent to continue in his present volunteer capacity, the Auditors strongly recommend that a Township Manager not be hired this year due to the Township's financial condition.

Employment of a Township Manager at this time would cost the Township an additional \$55,000.00 to \$60,000.00 annually, including salary and benefits. At present, the Township does not have a financial reserve and is experiencing escalating costs without concomitant increases in revenues. The Township already has a projected budget for this year of \$1,964,855.00. The Auditors have grave concerns as to how the Township would obtain the necessary funds to cover additional expenses. Since this report was drafted, an example of a necessary, but unexpected expense is the purchase of 4 new police vehicles in the amount of \$65,000.00.

Recently, the Township has raised the millage from 5 to 15 mills in order to have our revenues meet expenditures. Hiring a full time Township Manager this year will necessitate increasing taxes approximately two more mills. The Auditors believe that increased millage at this time is not fiscally responsible. In addition to the Auditor's very serious concerns regarding the financial advisability of hiring a Township Manager at this time, they also question the need at present for a fulltime Manager. The Auditor's observations and experiences, with several individuals acting in the capacity of Township Manager, have shown that the Manager's work load is such that there may not actually be a dire need for a Township Manager this year. Consultation with other Upper Bucks municipalities has shown that few have full-time Managers. Those municipalities which do have full-time Managers have vastly different job descriptions and expectations for their Managers than does Hilltown Township. The Auditors suggest that before the Township makes a decision on hiring a full time Manager, a needs assessment be conducted in order to determine whether hiring a Manager is warranted at this time.

In summary, the Auditors question the present need for a full time manager, and they believe that it is not financially prudent to hire a Township Manager at this time. The Township's resources for revenues are limited. As Auditors, they have grave concerns about where the Township will find sufficient funds to cover it's cost. The Auditors feel they would be remiss, therefore, not to capitalize on both the monetary savings and the superior financial expertise that Mr. Bennett brings to the Township.

Ms. Ferry thanked the Board and the public for their time and attention.



Chairman Bennett mentioned the Auditors are elected officials. They may be appointed in the case of a vacancy, however they are elected officials and quite independent of the Board of Supervisors.

E. CONFIRMED APPOINTMENTS:

1. Mr. Paul Wismer - H.L. Garges - Mr. Wismer presented a copy of the well permit he has already used on Keystone Drive. At the same time Mr. Wismer received this well permit, he also applied for and was granted a well permit for a site located at 4802 Old Bethlehem Pike. Mr. Wismer had renewed the well permit for 4802 Old Bethlehem Pike approximately three times with Mr. Michael Gardner of Code Inspections, Hilltown Township's former code enforcement officer. Mr. Gardner had suggested that since Mr. Wismer is not close to beginning work on the project at that location, he should wait until closer to the time when he would secure a building permit, and Mr. Gardner would then renew the well permit. Mr. Wismer spoke to Mr. Applegate who advised he did not have the power to make the decision to renew a well permit which had expired, and suggested Mr. Wismer appear before the Board of Supervisors to make that request.

Mr. Wismer also presented a sketch of his building. In the center of the building is an existing restroom. Mr. Wismer is proposing to designate the existing restroom as the handicapped restroom, instead of the one in the new building. Mr. Wismer is planning to construct an outside entrance to the restroom for the public's use, and an indoor entrance will also be available. The handicapped person will have to walk considerably further to reach the proposed restroom in the new building than they would if Mr. Wismer designated the existing restroom as the handicapped facility.

Supervisor Bennington asked Mr. Applegate his opinion on how the well permit request should be handled. Mr. Applegate advised he did not have any preference, as the well was not drilled at the time of permit application. A well permit expires after one year. Chairman Bennett asked the cost of a well permit. Mr. Applegate replied the cost for a well permit is \$50.00. Supervisor Bennington felt since the permit was expired, Mr. Wismer would be required to apply for another well permit. Supervisor Kelly felt the \$50.00 well permit fee should be waived, as Mr. Wismer was instructed by Mr. Gardner, code enforcement official at the time, that the well permit could then be renewed. Chairman Bennett agreed with Supervisor Kelly.

Motion was made by Supervisor Kelly, and seconded by Chairman Bennett to waive the well permit fee, but to require that Mr. Wismer complete a new well permit application. Supervisor Bennington was opposed.

Supervisor Bennington asked Mr. Wynn to clarify the issue with the handicapped restroom. Mr. Wynn felt Mr. Applegate is referring to a BOCA Code requirement for a handicapped space. Mr. Wynn believes there is some latitude in that code since there are two buildings located on the same site, with parking actually between the building in which the restroom is proposed to be moved to and the building it was originally intended to be located. If the Board of Supervisors wish, they could allow Mr. Wismer to install the handicapped facilities in the existing building. In Mr. Wynn's opinion, he did not feel many people would utilize the public restroom facilities on this site, and in either case, the restrooms would be just as accessible.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to approve the waiver for the handicapped facility to be moved to the old building on the Wismer site, and not requiring the handicapped restroom to be located in the new building.

2. Mr. Mike Bowen - Mr. Bowen has cancelled his confirmed appointment.

3. Ms. Cheryl Campbell - Zoning Hearing Board Fee Waiver - Ms. Campbell is presently occupying the cottage at 506H W. Rt. 313, which is located at the corner of Rt. 113 and Rt. 313, and is owned by Mr. John McClintock. Mr. McClintock appeared before the Zoning Hearing Board on Wednesday, February 20, 1991 to request the cottage's use as a commercial building. The Zoning Hearing Board granted Mr. McClintock's request for a non-conforming use for a retail store, however at that hearing Mr. McClintock did not make a request to place a sign larger than four feet on the property. Ms. Campbell has already commissioned a sign, which is 2 ft. by 6 ft., and requested that the Board of Supervisor's waive her fee to appear before the Zoning Hearing Board, since Mr. McClintock has already had a hearing regarding the same property.

Supervisor Bennington stated if the Board were to waive the Zoning Hearing Board fee of \$300.00, the attorney and stenographer would still have to be paid, and the Township would lose money. If there was someone already scheduled for a Zoning Hearing before August 15, 1991, which is the deadline by which she must appeal, Ms. Campbell asked if the Supervisors could grant a waiver of the Zoning Hearing Board fee.

Supervisor Bennington informed Ms. Campbell that the Zoning Hearing Board Solicitor's office has specific sessions which they call and advertise independently. Chairman Bennett explained most people do not realize that appearing before the Zoning Hearing Board is a non-profit operation for the Township. Ms. Campbell asked if she did appear before the Supervisors in a Zoning Hearing, would there be a chance that she would be approved for the sign. Supervisor Bennington replied Ms. Campbell would be appearing before the Zoning Hearing Board, not the Board of Supervisors, for their approval or denial, and there are no guarantees on whether her request would be approved.

F. MANAGER'S REPORT:

1. Chairman Bennett advised the new community maps, which the Supervisors have been working on for approximately one year, have been received and are available to the public at the Township building.

2. Chairman Bennett stated oil and gasoline bids for 1992 will be advertised this week and bids will be opened at the August 12, 1991 Board of Supervisor's meeting. The Township is requesting bids for 4,800 gallons of diesel fuel, 20,000 gallons of super unleaded, and 5,500 gallons of regular unleaded.

3. Chairman Bennett announced a vacancy on the Board of Auditors due to the death of Mr. Kenneth Lannan. The Supervisor's are interested in appointing an auditor until the next election can take place. Any interested parties should contact the Township administration office.

4. Chairman Bennett explained the Supervisors are seeking a volunteer to be Gypsy Moth Coordinator for the Township. Chairman Bennett read a letter from the Bucks County Conservation District regarding the upcoming mandatory Gypsy Moth meeting to be held on Friday, August 9, 1991 at the Haycock Township Municipal Building, Harrisburg School Road, in Quakertown.

Anyone interested in becoming the Gypsy Moth Coordinator for Hilltown Township should contact the Township administration office.

5. Chairman Bennett presented the following Escrow Releases for approval:

Bridle Run	Voucher #12	\$126,291.31
Skyline Estates	Voucher #06	\$ 102.75
Cheeks, Inc.	Voucher #02	\$ 586.38

The following Escrow Release is held by the Township:

Grass	Voucher #06	\$ 61.59
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Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to release all of the escrows listed above.

6. It has been recommended for some time by the Department of Community Affairs, to appoint a Court Liason Officer in an effort to reduce police overtime. Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to appoint Det. William Leyden to the new position of Detective/Sergeant at an increased salary from \$38,672.00 to \$40,122.00. Chairman Bennett added this would be a 4% increase in salary.

7. Earlier in the spring, Capital Improvements for Park and Recreational facilities was discussed. Approximately \$96,000.00 of capital funds was set aside from the Bond Fund, to be expended for Park and Recreation facilities at the former Civic Field, a portion of funds for Blooming Glen, and a portion of funds for Green Meadows. Included in that \$96,000.00, was \$7,500.00, which was the Board's best estimate to employ a landscape architect. The Park and Recreation Board has recommended the Board of Supervisors hire Carter Van Dyke of Doylestown, who has done work for the Township in other areas, at the fee originally established of \$7,500.00.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to accept the recommendation of the Park and Recreation Board to appoint Carter Van Dyke as the Park and Recreation Consultant.

Chairman Bennett mentioned the 12 acres the Township acquired at the former Civic Association field adjoins a three acre tract the Township already owned. At present, 15 acres of prime land exists at that location for park and recreational use. The priorities for that field include a first class baseball diamond and a first class soccer field. Construction will hopefully begin fairly soon, within the upcoming months. In addition, a 1/4 mile running track will be constructed and other facilities such as a basketball court, some playground equipment, and possibly 2 to 4 tennis courts will be constructed on the site. The Park and Recreation Board is expending much time and effort to get the project underway and the Township hopes to have a first class facility at that location.

8. Previously when Mr. Bruce Horrocks was appointed to the position of Township Manager, Supervisor Bennington stated he was negligent in not publicly stating the salary for the position of Township Manager. Mr. Horrocks salary will be \$35,000.00, which was budgeted within the 1991 budget for that position.

G. HILLTOWN FIRE CHIEF'S REPORT/EMERGENCY MANAGEMENT REPORT-  
Mr. Robert Grunmeier -

1. Mr. Grunmeier read the Hilltown Fire Chief's report for July, 1991, which is on file at the Township Building.

2. Mr. Grunmeier advised St. Philip's Church is requesting to install a six hour timer for their smoke detectors, which would be deactivated during church services. Mr. Grunmeier stated when this system was installed, the burning of incense should have been discussed with the alarm company. So that he does not infringe upon St. Philip's Church parishoners right to worship, Mr. Grunmeier is asking the Board's permission to change the smoke detectors to a heat-rate-to-rise detector, in which case the system will not have to be deactivated at all. Mr. Grunmeier is concerned

since the time the church is requesting to deactivate the present alarms is during the most highly populated times of church building use. If a fire were to break out in any other part of the building, during the alarm deactivation, problems will exist. The Board gave their unanimous approval for Mr. Grunmeier to contact the alarm company to change the smoke detectors to heat-rate-to-rise detectors.

3. Mr. Grunmeier advised on Tuesday, July 23, 1991, the other used Hahn apparatus will be put into service officially by the Hilltown Fire Company. Arrangements will be made to meet with the Board of Supervisors to inspect this equipment.

4. Regarding Emergency Management, Mr. Grunmeier announced on Tuesday, July 30, 1991 at 7:30PM there will be a tabletop drill at the Hilltown Township Municipal Building. Mr. Grunmeier requested that Chief George Egly and Thomas Buzby, Director of Public Works, be present. Mr. Grunmeier explained the purpose of this table top exercise is to see how the Emergency Management Plan and resources stock up to a mock drill. Supervisor Bennington asked Mr. Grunmeier to clarify what will take place at the table top exercise. Mr. Grunmeier replied a mock scenario of a disaster will take place, whether it be a radioactive leak, a chemical spill or a traffic accident, to bring the Supervisors in to declare an emergency. Once an emergency is declared, avenues exist to recoup monies and cost expenditures and this exercise will test Hilltown Township's resources and preparedness in the event of an actual emergency situation.

5. Mr. Grunmeier advised the Emergency Management Department has an Agricultural Officer, who has not officially been appointed by the Board of Supervisors. Preliminary background checks have been completed on Mr. Kevin Bishop, who has credentials in pesticides, and resides in Hilltown Township. Mr. Grunmeier requests the Board's permission to instruct Chief George Egly to do a background investigation on Mr. Bishop. If the results are favorable, Mr. Bishop could officially be appointed as Hilltown Township's Agricultural Officer, and could also possibly be appointed as the Gypsy Moth Coordinator for the Township. The Board was in agreement to direct Chief Egly to conduct a background investigation on Mr. Bishop.

H. ENGINEERING PLANNING - Mr. C. Robert Wynn, Township Engineer-

1. Bialowas - Final Plan - Mr. Wynn presented the Bialowas plan which had been before the Board approximately one month ago, at which time a number of waivers were requested for street improvements. This is a two lot subdivision located on Rt. 152, just south of Silverdale Borough. Proposed is one new building lot containing in excess of six acres. The Board of Supervisors has approved the waiver of street

improvements at this time, requiring however, if the larger lot is ever developed in the future, improvements will be required across the frontage of both lots. Revisions were made to the plan details and the plan again appeared before the Planning Commission. The Planning Commission has recommended the plan be finally approved, subject to two conditions. The two conditions consist of the dedication of the right-of-way along Rt. 152 as offered by notation on the plan, and the installation of the property pins and monuments and certification of same as shown on the plan. This site is to be connected to public sewer. There is an existing well servicing the existing dwelling and the new property will be serviced by a proposed private well, as the house will be located more than 150 ft. from the water line.

Mr. Bialowas stated the surveyor advised him today that all pins and monuments were set. Mr. Bialowas presented a written description of the dedication of right-of-way.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to accept the final plan of Bialowas based upon the conditions as specified by Mr. Wynn.

2. Fretz - Sketch Plan - Mr. Wynn presented a sketch plan for Fretz Land Development. This was a formally submitted sketch plan which was reviewed by the Planning Commission at their last meeting, and prior to that, was reviewed by Mr. Wynn. Mr. Wynn distributed a copy of the letter sent to the Planning Commission by his office regarding the Fretz sketch plan.

Supervisor Bennington clarified that this submission is a sketch plan, and therefore, any recommendations or opinions offered this evening should not be accepted as a formal recommendation, but should be considered for submission of the preliminary plan.

Mr. Jack Hetherington and the engineer for the project, Ms. Patti Guttenplan, presented a colored rendition of the plan for the Board's review. Mr. Hetherington explained Mr. Carl Fretz owns a property located on both sides of Old Bethlehem Pike, which contains a recreational vehicle sales business. What Mr. Fretz is proposing will be constructed on the east side of Old Bethlehem Pike, next to the Turner Trucking site. The property's present use is sales, service and maintenance of recreational vehicles. Mr. Fretz is proposing to add a 7,200 square ft. addition to take some of the vehicles presently stored outside and put them under roof. The applicant does not anticipate additional employees or additional sewage/water use on the property. Mr. Hetherington stated the site has been stoned, surfaced, re-stoned, etc. over the years, and the applicant is proposing to add the designated parking area noted on the sketch and reduce the impervious surface ratio down to the required 70%. The way the property's use has developed over the years, considering the vehicles, is

actually over 70% impervious surface. The Turner Trucking site has paved their entire lot to the border of the Fretz property, and delineated the property boundary by a stone swale. Buffer will be placed on three sides of the Fretz property.

The applicant is asking the Board of Supervisors for their opinion regarding the existing buffer to the rear of the Fretz property. Residential properties exist to the rear of the site, which requires a wider buffer area of 50 feet than what currently exists. What does exist is approximately 25 to 30 years of vegetation and growth, so that in fact the existing buffer area gives greater shielding between the two property uses than a 50 ft. right-of-way with fresh plantings would. In addition, there is a smaller than required space between the parking area and Turner Trucking property, which the applicant is seeking relief from. The applicant proposes to plant a 5 to 7 ft. strip of green between the two properties which does not presently exist. The stormwater run-off calculations have been submitted to Mr. Wynn, however he has not had the opportunity to review the calculations.

Mr. Hetherington commented there is a concern about street improvements in the area. The applicant is asking the Board to give consideration to this site by not requiring street improvements. Two high tension poles will need to be moved and the cost of moving these utility poles more than outweighs the cost of completing the entire project. This issue has been discussed with the Planning Commission. Finally, there is the issue of the right-of-way dedication. Mr. Hetherington stated a portion of this property has already been dedicated to the Township during a prior plan submission approximately 8 years ago.

Mr. Bennington asked why the applicant is presenting a sketch plan and asked if proper direction from the Planning Commission was received to proceed with a preliminary plan submission. Mr. Hetherington replied the applicant had appeared before the Planning Commission last week, and were told to appear before the Board of Supervisors this evening to bring the issue to the Board's attention. The applicant questions whether the Board of Supervisors will require the major street improvements, as they are very costly, and if they were to be required, the applicant may not be able to continue with the project. Mr. Wynn commented the Planning Commission felt the Board of Supervisors ultimately makes the final decision, and directed Mr. Fretz to appear before the Board of Supervisors.

Mr. Wynn stated the applicant proposes to retain 8 parking spaces at the existing building and add 72 additional parking spaces, which is required for an E-11 Use. The parking spaces, however, will be utilized for recreational vehicle parking and will not always be available. In this case, the Planning Commission indicated they did not have a problem with that because of the small amount of customers that will be on the site at any one time.

Supervisor Bennington advised he is not prepared to comment on a sketch plan prior to a preliminary plan submission to the Planning Commission with their recommendations. He did not want to set a precedent by reviewing a sketch plan and giving his input on the requested waivers with only a sketch plan submission. Supervisor Bennington suggested Mr. Fretz submit a preliminary plan application for the Planning Commission's review and recommendations. Chairman Bennett agreed with Supervisor Bennington. Mr. Hetherington asked if the Board could give Mr. Fretz any indication of their feelings regarding the street improvements. Supervisor Bennington replied since he has not visited the site to review it, he did not feel he could give a recommendation at this time.

3. Elysian Fields - Final Plan Withdrawal - Mr. Wynn explained the Township has received correspondence from Mr. Michael Raphael, who is the applicant for Elysian Fields and currently has a final plan submission before the Township. The letter dated July 17, 1991 is addressed to the Chairman of the Planning Commission and indicates Mr. Raphael would like to withdraw the Elysian Field final plan submission for consideration at this time. Mr. Raphael will now pursue a single family sketch plan which was presented at the Planning Commission meeting of July 15, 1991. The letter further states that should the applicant wish to proceed with the 59 unit townhouse/single family development in the future, Mr. Raphael will re-submit the final plan for the Board's review. The letter also serves notice that the applicant wishes to retain the preliminary plan approval previously secured. Mr. Wynn recalled that the Elysian Fields preliminary plan is approved, and due to the housing market, Mr. Raphael will now pursue a single family village house development. A sketch plan of 49 units was presented to the Planning Commission, however Mr. Wynn is not sure what the preliminary plan will contain.

With the submission of a new final plan, Supervisor Bennington stated the applicant must abide by the preliminary plan approval that was received for all the road improvements. Mr. Wynn commented if Mr. Raphael pursues the preliminary plan of the townhouse development, that plan must meet all the requirements of the preliminary plan approval. A brand new plan submission will be presented for the village houses.

4. Kepich - Final Plan - Mr. Wynn advised the Planning Commission has unanimously recommended denial of the Kepich/Pileggi final plan for a land development located at Rt. 313 and Rt. 113. The denial was based upon failure of the final plan submission and preliminary plan requirements. The preliminary plan requirements include contribution to the Township in lieu of sidewalk, well testing, including the four hour pump test as required by Ordinance #87-2, and an escrow for the widening of Rt. 313 across the frontage of the site. Mr. Wynn also noted the highway occupancy permit



for the widening issued by PennDot expired on June 12, 1991 and the Township has no knowledge that it has been renewed. There was a requirement of the preliminary plan in that the rear building, which is divided by the Zoning District boundary line, be included in a recorded covenant/deed restriction, or the building must be removed. This has not been accomplished. Building permits must also be secured for all the previously constructed buildings.

In addition to the first motion, Mr. Wynn stated the Planning Commission made another motion requesting the Board of Supervisors to take necessary legal action against both the owner of the property and the new tenant, who is occupying the site without the issuance of zoning, occupancy, building or sign permits.

Supervisor Bennington made a motion to deny the Kepich/Pileggi Land Development as recommended by the Planning Commission. Motion was seconded by Supervisor Kelly and carried unanimously.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to pursue legal action against both the owner and the new tenant of the Kepich/Pileggi Land Development for violation of Township regulations due to non-compliance.

5. Lotier Land Development - Mr. Wynn presented correspondence from the Lotier Land Development requesting an extension until September 1, 1991. Mr. Wynn would recommend this extension be until September 30, 1991 to install street trees, shrubs and plantings as shown on the plan. The other remaining item includes the driveway removal on County Line Road. This issue was discussed at the May Board of Supervisors meeting. At that time, the Board of Supervisors indicated relief would need to be granted by the Zoning Hearing Board. Mr. Lotier indicated he will be filing an appeal to the Zoning Hearing Board.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to accept the requested extension for the Lotier Land Development through September 30, 1991.

6. Replogle Subdivision - Mr. Wynn explained approximately 2 months ago, the 18 month maintenance agreement had expired for the Replogle Subdivision, yet there were still some outstanding items remaining. Specifically, installation of two concrete driveway aprons, replacement of two sections of sidewalk which were torn out during waterline construction, and two broken pieces of sidewalk which occurred during construction of one of the dwellings, replacement of three trees and some curb patching. All of these items have been accomplished at this time. Mr. Wynn recommends the Replogle Subdivision maintenance period be terminated at this time, subject to him paying any outstanding bills to the Township.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to terminate the Replogle Subdivision eighteen month maintenance agreement, pending any fees still owed the Township.

7. Authorization Voucher - Mr. Wynn presented one other Escrow Authorization Voucher, which was just prepared today. The application for release was submitted by St. Philip's Orthodox Church by Branch Valley Associates, and included a number of items which were not complete on July 16, 1991, when the voucher was submitted. Some of these items were completed as of this morning. Mr. Wynn presented Voucher #2 for release in the amount of \$16,564.50. Mr. Wynn explained this voucher is a letter of credit held by Union National Bank.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly, and carried unanimously to release the letter of credit for St. Philip's Church, Voucher #2.

8. Orchard Road/Rt. 152 Intersection - Mr. Wynn presented a copy of the plan for Orchard Road/Rt. 152 Intersection improvements. In May of 1991, the Board of Supervisors authorized the application to PennDot for the intersection improvements. The Township has since received reviews from both PennDot Traffic and Planning Departments. Most of the items in their review were rather minor, with the exception of one. The Traffic Department wanted the Township roadway to have a four ft. concrete barrier dividing the east and westbound lanes of the intersection. Since that time, Mr. Wynn has spoken to Mr. John Hendricks, PennDot Traffic Engineer, who has indicated the department will waive that requirement. It would have required four feet of additional width at the intersection, additional right-of-way, and would ultimately have been a problem with snow plowing.

At this point, the plans before the Board are the revised plans which have been forwarded back to PennDot for their consideration. Mr. Wynn is requesting authorization to prepare legal descriptions and legal documents, and to discuss the necessary right-of-way with the property owners. Mr. Wynn commented there will be four property owners affected on the north side, due to the curb being located 13 feet from the center of the roadway, and also the transition in the driveways and along the lawn will require some activity outside the existing 16 1/2 ft. right-of-way. There is a 10 ft. easement along the frontage of the three property owners, and there is also a required easement for stormdrains and paving taper along the corner property on that side of the roadway. Mr. Wynn has, in the past, spoken to the most affected property owner regarding right-of-way, and both temporary and permanent easement for grading.

The second sheet of the plan shows the left and right turning lanes. Curb would be extended from Rt. 152 to the intersection at Pleasant Spring Drive where the curb exists. On the north side, it would be extended from Rt. 152 through the intersection on the south side, where there would be a transition back

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to the existing roadway. The storm drainage involves installation of two inlets on the north side and an additional inlet on the south side, and draining along Rt. 152.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to authorize Mr. Wynn to meet with the affected homeowners and to meet with the Hilltown Township Water and Sewer Authority to discuss lowering the water lines; and also to authorize Mr. Grabowski to draw up easements for the affected homeowners regarding the Orchard Road/Rt. 152 Intersection.

9. Pleasant Meadows Bridge - Mr. Wynn has spoken to Dr. Cordrey who advised there will be further delays in the construction of the bridge because the Army Corp. of Engineers has misplaced the entire file on the Pleasant Meadows Bridge. This had also happened approximately three years ago. It was further complicated by the five month leave of absence taken by the individual working on the project for the past two years. Mr. Wynn's only update is that the plan is before the Army Corp. of Engineers and that if Mr. Cordrey cannot move the project along, he will send a certified notice to begin construction. Mr. Wynn will keep the Board informed of future developments regarding this project.

I. SOLICITOR'S REPORT - Mr. Frank Grabowski, Township Solicitor:

1. In light of what Mr. Wynn has just discussed concerning the intersection of Orchard Road/Rt. 152, Solicitor Grabowski mentioned one of the four property owners happens to be his parents. The easement necessary on his parents property would be the stormdrainage easement, which entails a very generic form of agreement. Solicitor Grabowski wished to publicly notify the Board of this fact, and if the Board of Supervisors would prefer to have someone else prepare that stormdrainage easement so that there is no suggestion of impropriety, it would be fine with him. The Board of Supervisors was in agreement to allow Solicitor Grabowski to prepare the stormdrainage easement, which is required for his parents property.

2. The Richter Land Development is a project located on Rt. 113, west of the old Rt. 309. Mr. and Mrs. Richter have a commercial expansion of their office structure. Solicitor Grabowski advised that the Richter's have established a letter of credit with Union National Bank and Trust Company in the amount of \$54,871.00, being guaranteed by a letter of credit. The development agreement has been executed by Mr. and Mrs. Richter, and the Financial Security Agreement has been executed by them, as well as by the bank. A letter of credit has been issued. Additionally, the Township is in receipt of an appropriate Deed of Dedication for road widening of Rt. 113. Solicitor Grabowski recommends, by way

of motion, that the Board adopt two separate Resolutions. One Resolution is to accept the Deed of Dedication and the second, to Declare Public Purpose.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to adopt Resolution #91-27 accepting the Deed of Dedication for the Richter Land Development.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to adopt Resolution #91-28 to Declare Public Purpose for the Richter Land Development.

3. Solicitor Grabowski advised the Land Development Agreements have been executed by BFI (Browning-Ferris Land Development), and the Financial Security Agreement for same is secured by a letter of credit in the amount of \$475,890.87. The significance of that amount is that it includes a traffic light establishment at the intersection of Reliance Road and Old Rt. 309, with a maintenance period of two years, which was required by PennDot. In addition to the agreements which Solicitor Grabowski recommends authorization for adoption and execution, there are also easements that have been granted by the adjacent property owners.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to accept the Browning-Ferris Land Development Agreement, the Financial Security Agreement, and the easements from the adjoining property owners for the BFI Land Development.

4. Solicitor Grabowski read the following prepared statement:

"On behalf of the Board of Supervisors of Hilltown Township, I would like to publicly respond in as brief and concise a manner as possible, without debating the possible Sunshine Law violations reported a week ago in one of the local newspapers. It is difficult to respond after the fact, to a series of articles designed to both accuse and convict the Board of Supervisors of "apparent" Sunshine Law violations. The word "apparent" is the operative word throughout all of the reports, and I have been requested by the Board of Supervisors to suggest to all of you that the Board vehemently rejects the implication that the Board of Supervisors governs Hilltown Township behind closed doors, and that it rejects the selective Sunshine citations alleged without recognizing in the articles, recent court cases which have modified this Sunshine Law.

9/3/91

One must remember that Hilltown Township governs 24 hours a day, seven days a week. Certain administrative matters will need a decision each and every day, and such administrative matters are allowed by law, as well as by common sense. There are other matters that to bring certain in-house problems to a public forum, would do more harm than good. The purpose of the Sunshine Law is to afford everybody a due process procedure, by which they can give input to decisions, and this Board is certainly mindful of that. With the foregoing in mind, the Board of Supervisors would like to suggest that they will be more diligent in the future in meeting with the spirit of the law, so as to avoid any appearance that Hilltown Township's government is not an open government.

There are two quotations that somewhat come to mind. The one is by Harry Truman, who said "If you can't stand the heat, get out of the kitchen". I think that what applies here too is that the Board of Supervisors certainly can take criticism if it is constructive. We all make mistakes and we certainly are open to suggestions, which is why there are public meetings, and it is why the doors are open to any Township resident who would like to come to see the Supervisors or the staff. But then there is another quote that comes to mind. It is by someone who is anonymous, and probably for good reason. It is a question that is often asked and has been suggested that many attorneys have used this quotation in a courtroom. The quote is "Do you or do you not, still beat your spouse and children?" And that is the type of question that the Board of Supervisors view with the newspaper articles, as to whether or not there were half truths, although we will not get into that this evening.

The Board of Supervisors recognizes that local newspapers need items of interest in order to sell their newspapers. The Board recognizes that the Sunshine Act is a mechanism to insure access to appropriate items of interest. The Sunshine Law is not designed to bludgeon local government officials into releasing embarrassing or sensitive information regarding Township residents or Township officials, and the Board will continue to protect those confidences.

The Board members have requested me to state that they do not intend to give dignity to the "apparent" violations, however one of the articles discussed the possibility of political patronage. The article suggested that there were certain improprieties by Chairman Bennett and Supervisor Bennington regarding the Kevin Carney golf driving range. Without essentially going through the article and debating every sentence, I would like to recite the following report that was issued by C. Robert Wynn, the Township Engineer, regarding the matter. It is lengthy, but it gives a chronology of the events that related to the Carney property, all of which was public information all of which was available for anyone to see, to read, to assess, and to use for preparation of an article. The report by Mr. Wynn is lengthy, however the newspaper article had suggested that there was a whimsical vote or decision to grant certain things to Mr. Carney, and that it might very well have been as a result of favors."

Solicitor Grabowski read the report by Mr. C. Robert Wynn, Township Engineer, dated July 19, 1991, regarding the Kevin Carney property.

Solicitor Grabowski stated he felt it was fair to say that none of the history of the Kevin Carney project was reported in the newspaper article. Copies of Mr. Wynn's report will be available for anyone who wishes to view it at the Township office.

With the possibility of certain potential litigation involved, Solicitor Grabowski will not say anything more at this point, and would leave it to the discretion of the Board of Supervisors as to what they prefer to say collectively or individually.

5. Chief George Egly stated Mr. Buzby, Director of Public Works had contacted him today regarding Conestoga Way. A previous Ordinance had been passed for "No Parking", however Conestoga Way's construction was not completed at that time, and was not included in the Ordinance. Chief Egly asked if the Ordinance would need to be amended to include Conestoga Way. Solicitor Grabowski will review and advise Chief Egly on the matter as soon as possible.

J. CORRESPONDENCE:

1. Chairman Bennett presented correspondence from Bucks County regarding the county-wide Household Hazardous Waste Collection program to be held in August. Selected dates and locations are Saturday, August 10, 1991 at the Oxford Valley Mall, and Saturday, August 17, 1991 at the Middle Bucks Vo-Tech School. This is the first time that Bucks County's government and municipalities have joined in such a program. An information kit will be forwarded to the Township and will be available to the public upon receipt. A meeting of the Bucks County Commissioners will be held on Wednesday, July 24, 1991 at 10:00AM at the Community Room of the Bucks County Courthouse, at which time details of the project will be provided to the press.

K. RESIDENT'S COMMENTS:

1. Ms. Toni McMillan, 4425 Bethlehem Pike, Telford, asked the status of the Yanus Liptak property, which had been a point of controversy in earlier years. Ms. McMillan asked if the Board was aware that Mr. Liptak was building again. Ms. McMillan had her driveway redone, because at one point, Mr. Liptak was bringing in large trucks and heavy equipment and had deteriorated the driveway. Mr. Liptak is again bringing in large trailers for storage, and is constructing a parking lot to the rear of the property. At one time, Mr. Liptak was forced to construct a driveway to use for truck traffic and heavy equipment, however, the trucks have been using the resident's driveway again.

Solicitor Grabowski commented originally there was a court action begun against Mr. Liptak which involved zoning. Mr. Wynn recalled this issue had been involved in quite a few court hearings, and at one point, Mr. Liptak was found in contempt of court. Solicitor Grabowski will personally discuss the matter with Mr. Applegate, Building Inspector/Zoning Officer, and bring him up to date on the issue, since it had originally taken place several years ago.

2. Mr. Bill Godek, Broad Street, asked if Mr. Applegate had discovered any new information regarding start-up of the quarry at Skunk Hollow. Mr. Applegate had received a letter from the quarry which was read at a previous Board of Supervisor's meeting. At that time, the earliest the quarry felt they'd be in operation would be July 31, 1991. Mr. Applegate advised the asphalt facility is not complete or on-line yet, however some preliminary testing has taken place. The quarry will contact the Township before the facility was on-line.

Mr. Godek further inquired about the Weed Ordinance and asked if there is a time period during which the property owner is responsible for cutting the grass. The property to the rear of Mr. Godek's property, owned by Mr. Miley, has not been cut. In the past, Mr. Applegate stated, the Township has been requiring that Zoning Complaint forms be completed before the Zoning Officer visits the site of the complaint. Mr. Godek did not mind completing a Zoning Complaint form, however in previous years, he was under the impression that if a property was not cut before a certain time period, a violation would automatically be issued to that property owner. Supervisor Bennington was willing to accept Mr. Godek's statement as an oral zoning complaint and directed Mr. Applegate to visit and inspect the site. Chairman Bennett directed Mr. Applegate to review the Nuisance Ordinance regarding this issue. Mr. Applegate has read the Nuisance Ordinance, and there does not appear to be any sections that specify grass must be cut within any particular time period. Mr. Applegate has been enforcing this issue under the Property Maintenance Code, which states grass is not to exceed ten inches. Mr. Applegate agreed to visit the Miley property for inspection.

3. Mrs. Jean Bolger, Rt. 152, asked how long the Township has been housed in the new building. Chairman Bennett replied 2 years, as of this past May. Mrs. Bolger stated the resident's have been requesting an easel to view plans which are discussed by the Township Engineer and Board of Supervisors since before occupation of the new building. Mrs. Bolger wondered when such an easel will be available for the resident's use at public meetings.

Mr. Wynn explained for two years, up until January of 1991, Mr. Wynn would arrive one half hour early for Planning Commission meetings to arrange every plan that would be discussed that evening on a table for public review. No

residents had ever come to view the plans. Supervisor Bennington stated residents have no idea what the plans mean, unless they are being reviewed simultaneously by the Township Engineer, and felt the idea of an easel was a good one.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly and carried unanimously to purchase an easel before the next public Board of Supervisor's meeting.

4. Mr. John Bolger, Rt. 152, questioned the location of the property owned by Mr. and Mrs. Bialowas, which was discussed during the Engineering/Planning section of the agenda. Mr. Wynn replied the site is located across the street from Audrey Lane on Rt. 152.

5. Mr. Bob Gregory, Blue School Road, commented he detected a bit of ambiguity in the Board's feelings about inferences being made to the press of improprieties, when they allow the Board of Auditors to make the same inferences about his wife, Lee Buchanan-Gregory, former Acting Township Manager of Hilltown Township. Mr. Gregory did not feel it was necessary for Ms. Ferry to name Ms. Buchanan-Gregory, when she also cited other instances in the Auditor's report where there was not documentation provided, but never mentioned any other Township employee's names. Mr. Gregory felt this was done for the benefit of the press in attendance, because he personally read the Audit Report sent to the State when it was first issued. None of the statements Ms. Ferry made this evening were contained in that report. If they were contained in that report, then they were not a part of the report that Mr. Gregory read at the Township building. Mr. Gregory had asked Ms. Gerhart, the afternoon he came to read the Audit Report, to view both copies of the report which were on file, since there were pages missing from the document. Mr. Gregory advised he had also called the Chairman of the Board of Auditors at her home to ask about the missing pages, and she replied there were no pages missing from the report that was on file.

Mr. Gregory asked if the comments read by Ms. Ferry this evening was issued to the Board of Supervisors, and if so, is it a matter of public record, and asked if he could obtain a copy of it. Chairman Bennett replied it is a matter of public record, and it is a report of Auditor's recommendations directed to the Board of Supervisors. It is not the same report, however, that is submitted to the State in March of every year, which is purely a "numbers" or financial report.

Mr. Gregory commented in one instance, the Board of Supervisors do not like inferences made about themselves, however they will allow inferences to be made in public regarding a former Township employee, when she did not have the opportunity at this time to provide the information reported this evening.



Supervisor Bennington stated he had no idea what Ms. Ferry was going to report this evening, he had just received a copy of the report, however the Board does not tell the Auditors what to say. Mr. Gregory stated if the issue was that important, why didn't his wife receive a phone call asking her to explain the expenditures in question. If one of the issues was a check, the check had to be signed by a Supervisor and listed on the Bills List. If it was in fact on the Bills List, then documentation would have been necessary as to what that check was issued for. Mr. Gregory felt the Auditor's Report was slanted for the benefit of the press.

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

M. SUPERVISOR'S COMMENTS:

1. Supervisor Bennington has given the events of the past few weeks a great deal of thought to try to come up with an alternative to the way Township business is done, and to make it even more open to the public. Supervisor Bennington is proposing to designate one of the two public Supervisor's meetings held every month as a "Public Work Session" to discuss every issue and idea so that the public can attend, without any comment obviously, but to listen to how the Supervisor's do business. This designated meeting date for the Public Work Session would be held the second Monday of every month at 7:30 at the Township building. The normal public Board of Supervisors meeting would then be held the fourth Monday of the month.

Motion was made by Supervisor Bennington, seconded by Supervisor Kelly, and carried unanimously to designate one of the two public Board of Supervisor's meetings held each month as a Public Work Session to be held on the second Monday of every month at 7:30PM at the Township building. Supervisor Bennington proposed these Public Work Session to begin with the August 12, 1991 meeting. The Board of Supervisors was in agreement with Supervisor Bennington.

Mr. Godek asked the difference between having the Public Work Session and the regular Board of Supervisor's meetings, and asked if there would be no motions passed on decisions made during the Public Work Session. Chairman Bennett advised there would be no voting on any issue. Supervisor Bennington commented the purpose of the Public Work Session would be for the public to witness items to be discussed on the agenda, and therefore no pre-meeting Executive Sessions would be needed, since all the items would be discussed at the Public Work Session. Chairman Bennett advised there would still possibly be times when it would be necessary to hold an Executive Session which would concern specific items such as real estate purchases or transactions, pending legal matters or personnel matters. Chairman Bennett felt this format would give the Board of Supervisors more time to prepare for the decision making process.

Mr. Bob Grunmeier reminded the Board that fuel bids were scheduled to be opened at the August 12, 1991 Board of Supervisors meeting. Solicitor Grabowski advised the bids could be opened on August 12, 1991, but the bids would not need to be awarded until the August 26, 1991 Board of Supervisor's meeting.

2. Supervisor Bennington advised Jan Becketl, Criminal Justice Training Coordinator from the Bureau of Crime Prevention, sent a letter to Chief Egly expressing sincere appreciation and commending Sgt. Ashby Watts for his contributions to the success of the recent Drug Abuse Resistance Education Officer Training Course conducted at St. Mary's College in Maryland.

Supervisor Bennington commented Sgt. Ashby Watts is one of the finest individuals he has ever met and is a credit to the D.A.R.E. program.

N. ADJOURNMENT: There being no further business, a motion for adjournment of the Hilltown Township Board of Supervisor's meeting of July 22, 1991 was made by Supervisor Kelly, seconded by Supervisor Bennington and carried unanimously at 9:50PM.

Respectfully submitted,

*Lynda Seimes*

Lynda Seimes

Assistant Township Secretary

(\*These minutes were transcribed from recordings and notes taken by Mrs. Maria Gerhart, Recording Secretary)

939A

## C. ROBERT WYNN ASSOCIATES, INC.

Consulting Engineering  
211 West Broad Street  
Quakertown, PA 18951

(215) 536-7547  
(215) 536-7336

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Memo To: Hilltown Township  
From: C. Robert Wynn  
Subject: Escrow Release Summary  
Date: July 22, 1991

1. Bridle Run - Voucher No. 12 dated July 8, 1991 in the amount of \$126,291.31 for curb, roadway, sidewalk and aprons.
2. Skyline Estates - Voucher No. 6 dated July 15, 1991 in the amount of \$102.75 for const. obs./esc. admin. for the period from 1/1/91 thru 6/30/91.
3. Cheeks, Inc. - Voucher No. 2 dated July 15, 1991 in the amount of \$586.38 for const. obs./esc. admin. for period from 6/1/91 thru 6/30/91.
- \*4. Grass - Voucher No. 6 dated July 15, 1991 in the amount of \$61.59 for const. obs./esc. admin. for period from 11/1/90 thru 6/30/91.

\* Funds retained by the Township

**C. ROBERT WYNN ASSOCIATES, INC.**

Consulting Engineering  
211 West Broad Street  
Quakertown, PA 18951

*CARNEY*

934C

(215) 536-7547  
(215) 536-7336

Memo To: Board of Supervisors  
From: C. Robert Wynn  
Subject: Kevin Carney Property  
File No. 01-095  
Date: July 19, 1991

The following is an outline of chronological events/permits relative to the Carney property located on Route 309:

1. In early October, 1990, this office received a call from Lee Buchanan-Gregory, Acting Township Manager, that Mr. Carney was attempting to secure permits for a golf driving range and was unable to receive any direction from the then Zoning Officer/Building Inspector, Mr. Clarence Radcliff. Ms. Buchanan-Gregory asked if I would discuss the matter with Mr. Carney.
2. On October 23, 1990, correspondence was forwarded from this office to Mr. Carney regarding discussions of the preceding day advising him of requirements for issuance of Zoning Permits for an entertainment use. Mr. Carney was forwarded copies of pages 55, and 123 thru 126 of the Township Zoning Ordinance providing procedures for Zoning Permit Applications. Mr. Carney indicated his intent to install a driving range and advised that he desired to keep things "As simple and basic as possible without getting into a large and drawn out development plan as for the success of this, I would have to be in operation by Spring of 1991."
3. In mid-November, 1990, Mr. Carney discussed issuance of a Zoning Permit with Eric Applegate, was provided with the required application, and advised of the need to secure review by the Township Planning Commission as required specifically under Section 800 of the Zoning Ordinance. Accordingly, Mr. Carney requested to be placed on the November 19, 1990 agenda of the Township Planning Commission.
4. At the Planning Commission meeting held on November 19, 1990, Mr. Carney was in attendance and presented a letter of his intentions as well as a plot plan showing current use of the property and a plan of the overall project for review. Mr. Carney indicated he wished to utilize the parcel as a golf driving range with immediate intentions to create a concrete pad and lighting with no building construction to take place at this time. Mr. Carney stated that at the present, he has no intention of constructing a permanent structure on the property. He indicated there is the possibility he would be adding an office trailer to store golf balls, minor equipment and possibly a desk.

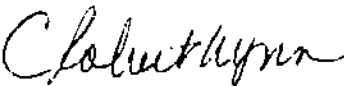
5. Planning Commission requested Mr. Carney about consolidation of the separate parcels that he owns and was concerned about night time operation and parking. Due to the existing grades as explained by Mr. Carney, the concern regarding lighting at the facility were satisfied.
6. Motion was made by Mr. Beer, seconded by Mr. Barclay and carried unanimously the the Planning Commission to recommend that the Zoning Officer issue a permit for the Kevin Carney site on Route 309 with provision guaranteeing adequate parking.
7. At the Board of Supervisors meeting held on December 10, 1990, the Township Solicitor advised the Board of Supervisors that the Zoning Permit Application for Kevin Carney received conditional approval by the Planning Commission. The Board of Supervisors was advised that Mr. Carney agreed to the stipulations of the Planning Commission and executed an agreement to provide for proper parking. Motion was made by Supervisor Bennington and seconded by Supervisor Kelly and carried unanimously to authorize execution of the parking agreement.
8. On December 11, 1990, the Zoning Permit Application for the golf driving range No. 90-324 was approved with payment of a \$55.00 fee. Permit included the requirement that "No permanent structure to be installed, cement pad for golf tees to drive balls."
9. On February 7, 1991, a signed Permit Application was made to the Township for the "Leisure Links Golf Center" consisting of 48 s.f. Permit No. 91-29 was approved on February 11, 1991 with payment of a fee of \$103.00.
10. On February 28, 1991, a Zoning Application was made for a temporary office trailer with an enclosed deck. Permit No. 91-40 was approved with payment of \$155.00 fee with the following stipulations:
  - a. Permit expires on August 8, 1991 unless an extension is requested and granted.
  - b. Trailer and deck must be removed entirely from the site within 30 days of Zoning Permit expiration date.
  - c. Temporary structure does not comply with required setback and the temporary structure permit does not give approval for a permanent structure in the same location.

Temporary Zoning Permit was issued under provisions of Section 403 and 405 Use H-7, Temporary Structure, within the Township Zoning Ordinance.

- 11. On February 28, 1991, Building Permit No. 91-1137 was issued for "temporary enclosed deck" with payment of a Building Permit fee of \$305.00. Building Permit stipulated "Temporary deck enclosure must be removed from the site with the temporary office trailer within 30 days of expiration of the Zoning Permit."
- 12. On April 5, 1991, Occupancy Permit No. 91-514 was issued to Mr. Kevin Carney for "Temporary office trailer with temporary enclosed deck". The following stipulations were included on the Occupancy Permit:
  - a. Move-In Permit is required from the Hilltown Township Police Department.
  - b. Occupancy Permit expires on August 8, 1991, unless extension in Zoning Permit No. 91-40 is requested in writing and received.
  - c. Temporary office trailer with temporary enclosed deck must be removed from the site within 30 days of expiration of the Occupancy Permit.
  - d. Temporary structure does not comply with required setbacks for a permanent structure and does not give approval for a permanent structure in the same location.
- 13. On April 16, 1991, Zoning Permit No. 91-62 was issued with payment of a \$50.00 fee to expand the parking lot. Stipulations on the Zoning Permit provided the following:
  - a. Additional two landscaping trees must be installed.
  - b. Concrete wheel stops must be provided at each parking space.
  - c. A minimum of 20 feet of open space must be maintained between the outside wall of the building and the parking area.
- 14. On June 11, 1991, Zoning Permit No. 91-120 was issued for use E-9, Entertainment. The permit contained the following remarks:
  - a. Permit referenced parking agreement recommended to be required by the Planning Commission and executed by the Board of Supervisors.

- b. It advised that the temporary trailer and deck were permitted on the site under separate Zoning Permit.
  - c. Stated that no permanent structures will be permitted without receiving land development preliminary and final plan approval from the Board of Supervisors.
  - d. Indicated that the Zoning Permit for Use E-9 approval is for the site only. "No structures of any type are included under Permit No. 91-120."
15. On July 9, 1991, my office received a call from Mr. James Strothers of Strothers Associates, Inc., advising that he has been retained by Mr. Kevin Carney to prepare a land development plan for the Leisure Links Golf Center for installation of a permanent structure at the site. Mr. Strothers indicated he would like to discuss a sketch plan of the proposal at the Township Planning Commission and requested to be placed on the agenda of the Planning Commission for August 19, 1991.

If you have any questions, please do not hesitate to contact me.

Very truly yours,  
  
 C. Robert Wynn PE  
 Township Engineer

cc: Eric Applegate  
 Francis X. Grabowski, Esquire

Synopsis of Resume of:  
BRUCE G. HORROCKS

517 Cherry Road  
Souderton, Pa. 18964

931K (6)

### JOB OBJECTIVE

Position as Hilltown Township Manager.

### EMPLOYMENT

January 1, 1988 to September 14, 1990	Director of Operations American Bank Note Company Horsham, Pa.
1985 - December 31, 1987	Manager of Inventory Control American Bank Note Company Horsham, Pa.
1984 - 1985	Supervisor, Material Handling Mack Trucks, Inc. Allentown, Pa.
1981 - 1984	General Manager Lenape Castings, Inc. Perkasie, Pa.
1973 - 1981	Warehouse Manager Helicopter Spares, Inc. Conshohocken, Pa.

### EDUCATION

1987	Certified Purchasing Manager, National Association of Purchasing Management ("NAPM")
1968 - 1972	Bachelor of Science Industrial Technology Education, Salem College Salem, West Virginia

### PERSONAL

Born:	10/05/49 in Abington. Pa.
Appearance:	Height: 5'10" Weight: 185 lbs.
Married:	1970; Two children, ages 14, 12.
Health:	Excellent, no physical limitations.
Residence:	Owens home, Hilltown Township.
Affiliations:	Member NAPM. Active Church Member (Current Consistory President). Deep Run Valley Sports Association (Current Travel Soccer Commissioner). Upper Bucks Soccer League (Current Secretary).
Hobbies:	Golf, Youth soccer coach.

(FOR AMPLIFICATION PLEASE SEE FOLLOWING)



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(8)

Amplified Resume

BRUCE G. HORROCKS

EMPLOYMENT HIGHLIGHTS

January 1, 1988 to September 14, 1990  
American Bank Note Company

Director of Operations. Responsibilities included the direction of personnel in: materials management - including purchasing through finished product distribution; production scheduling; human resources - including payroll and union contracts, through benefit administration; security; building services; and administrative services including budget preparation and budget management. The management and accountability of a \$3 Billion U.S. Food Stamp finished goods inventory, the coordination of computer data communications, and the utilization management of personal computers were also responsibilities. Direct supervision of nine people, in seven departments, with indirect supervision of twenty-six.

Results: Major management projects, including Government contracts, were more successfully administered. Departments increased productivity with reductions in workforce, implemented increased administrative responsibilities, and controllable overhead costs were reduced with no loss to efficiency.

1985 - December 1987  
American Bank Note Company

Manager of Inventory Control. Responsibilities included purchasing: buying, value analysis, purchasing research, inventory control, receiving, subcontracting, auditing invoices; and materials management: inventory management, quality assurance, warehousing, materials handling, and production scheduling. Additionally, the multi-plant coordination and implementation of a new inventory and purchasing computer system was a responsibility. Direct supervision of four people.

Results: Developed new vendors for purchased materials with cost reductions from ten to forty percent, implemented a quality assurance plan for all incoming materials, developed just-in-time deliveries for scheduled requirements with reductions to costs and stock-outs, reduced on-hand inventories. Successfully implemented new inventory and purchasing computer system with increased effectiveness and accuracy in the daily performance of these services.

Professional education included forty weeks of NAPM classes in Purchasing and Materials Management. Specific seminars, such as Purchasing and the Law, and Just-in-Time Total Quality Control were also completed.

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**EMPLOYMENT HIGHLIGHTS**

1984 - 1985  
Mack Trucks, Inc.

Supervisor, Material Handling. Responsibilities included the management of material movement, maintenance of material locations, and management of material shortages. Direct supervision of twenty-two people.

Results: Controllable shortages declined, eliminated past due orders in the Service Door Department, one of few material supervisors to be placed on a Final Department Management Team in a production supervisor position.

Professional education included an eighty hour Mack Comprehensive Management/Technical Training Course, and a twenty hour Mack Electrical Training Course.

1981 - 1984  
Lenape Castings, Inc.

General Manager. Responsibilities included the management of engineering, manufacturing, administration, human resources, purchasing, materials, and sales. Partner and fifty percent owner of small manufacturing company in the local area was the major responsibility. Direct supervision of fourteen people.

Results: Year end sales for these years reached record levels, gross profits maintained high percentages, major manufacturing equipment was renovated and new equipment installed which greatly improved the quality and efficiency of production.

1973 - 1981  
Helicopter Spares, Inc.

Warehouse Manager. Responsibilities included inventory control, shipping, telephone sales and service with customers and suppliers, and maintenance of facility. Direct supervision of two people.

Results: Improved shipping schedules and increased the reliability of inventory control management.