



**AGENDA**  
**HILLTOWN TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**ANNUAL REORGANIZATION MEETING**  
**Monday, January 6, 2025**

**Next Ordinance # 2025-001**  
**Next Resolution # 2025-012**

Meeting Opening - Time: \_\_\_\_\_

CT\_\_\_\_\_ DF\_\_\_\_\_

JCG\_\_\_\_\_ CEE\_\_\_\_\_

JAM \_\_\_\_\_

1. Call to Order/Pledge of Allegiance
2. Selection of Temporary Chairman
3. Selection of Temporary Secretary
4. Public Comment (Agenda Items Only: 2 ½ minutes per individual)
5. Officer Appointments:

- a. Chairman
- b. Vice-Chairman

6. Personnel Appointments:

- a. Township Manager/Treasurer/  
Secretary/Open Records Officer:

**Deanna M. Ferry**

- b. Chief of Police/Police Open Records Officer:

**Christopher Engelhart**

- c. Director of Public Works:

**Budd Hutchinson**

- d. Finance Director/Asst. Treasurer/Asst. Secretary:

**Marianne Egan**

- e. Code Enforcement Officer/Zoning Officer:

**Barry Isett & Assoc.**  
**Caitlin Mest, EIT, BCO, CFM, CZO**

- f. Zoning Hearing Board Secretary:

**Theresa Spehar**

7. Professional Service Appointments:

- a. Township Solicitor:

**The Law Office of Jack D. Wuerstle**

- b. Township Engineer/  
Flood Plain Administrator:

**Wynn Associates, Inc.**

- c. Township Certified Public Accountant:

- d. Township Depository:

**Penn Community Bank**

- e. Township Traffic Engineer:

**Heinrich & Klein Associates, Inc.**

8. Board Appointments:
  - a. Planning Commission:
    - i. One 4-year term ending 12/31/29: **Eric Nogami (Seeking Reappointment), David Christ (Not Seeking Reappointment)**
    - ii. Other Applicants:
      - **Matthew Knox – 720 Upper Stump Rd**
      - **Carol Pierce – 839 Callowhill Rd**
  - b. Zoning Hearing Board:
    - i. One 3-year term ending 12/31/28: **David Hersh (Not Seeking Reappointment)**
    - ii. Other Applicants: **Matthew Knox – 720 Upper Stump Rd**
  - c. Water and Sewer Authority:
    - i. One 5-year term ending 12/31/30: **John Rankin (Seeking Reappointment)**
    - ii. Other Applicants: None
  - d. Vacancy Board:
    - i. One 1-year term ending 12/31/25: **John Wietecha (Seeking Reappointment)**
    - ii. Other Applicants: None
  - e. Emergency Management Coordinator:
    - i. One 1-year term ending 12/31/25: **Thomas Loudon (Seeking Reappointment)**
    - ii. Other Applicants: **Justin Tohanczyn – 29-B Hilltown Pike**
  - f. Deputy Emergency Management Coordinator:
    - i. One 1-year term ending 12/31/25: **Ray Fegley (Seeking Reappointment)**
    - ii. Other Applicants: None
  - g. Emergency Management Agricultural Officer:
    - i. One 1-year term ending 12/31/25: **John Wietecha (Seeking Reappointment)**
    - ii. Other Applicants: None
  - h. UCC Board of Appeals:
    - i. One 5-year term: **Open Seat (2 Seats open)**
    - ii. Other Applicants: None
9. Recommendation of Treasurer's Bond Limit: \$2.5 Million Dollars
10. Recommendation of Assistant Treasurer's Bond Limit: \$2.5 Million Dollars
11. Adopt Resolution #2025-001: Employee Contribution to Police Pension Fund
12. Adopt Resolution #2025-002: No Employee Contribution to Non-Uniform Pension Fund
13. Adopt Resolution #2025-003: Board of Supervisor's Meeting Dates
14. Adopt Resolution #2025-004: Planning Commission Meeting Dates
15. Adopt Resolution #2025-005: Parks & Recreation Board Meeting Dates
16. Adopt Resolution #2025-006: Fee Schedule
17. Adopt Resolution #2025-007: Disposition of Records
18. Adopt Resolution #2025-008: Establishing Tax Rates for Calendar Year 2025

19. Adopt Resolution #2025-009: Appointing Representatives to Bucks County Tax Collection Committee (TCC) for Fiscal Year 2025
  - a. Primary Voting Delegate: Deanna M. Ferry, Township Manager/Treasurer
  - b. Alternate Voting Delegate: Marianne Egan, Finance Director
20. Adopt Resolution #2025-010: Non-Uniform Employees Holidays
21. Adopt Resolution #2025-011: Establishing Commission Rate for the Office of Tax Collector
22. Designate Voting Delegate and Certify Other Delegates' Attendance at the Annual PSATS Convention (May 2025)
23. Announcements:
  - a. Executive Sessions
24. Public Comment (Agenda Items Only: 2 ½ minutes per individual)
25. Consent Agenda:
 

*[Items and materials listed under the Consent Agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired by Board Members, that item will be identified and removed from the Consent Agenda and will be considered separately at the appropriate place on the agenda.]*

  - a. Minutes of December 9, 2024, Board of Supervisor's Meeting
  - b. Bills List: December 24, 2024
  - c. Bills List: January 7, 2025

As Written \_\_\_\_\_ With Corrections \_\_\_\_\_  
 CT \_\_\_\_\_ JCG \_\_\_\_\_ JAM \_\_\_\_\_

26. New Business:
27. Supervisor's Comments
28. Public Comment
29. Press Conference
30. Adjournment \_\_\_\_\_ Time

## **HILLTOWN TOWNSHIP PUBLIC COMMENT RULES**

All Hilltown residents are encouraged to make comments to the Board of Supervisors. An individual has several opportunities to comment:

- “Public Comment on Agenda Items Only” (2 ½ minutes per individual)
- Immediately following any presentation and before possible Board action (2 ½ minutes per individual)
- “Public Comment” (5 minutes per individual)

Any person desiring to make public comment shall have only one comment period for each of the opportunities regardless of actual time used for public comment. Any person desiring to make public comment shall be required to abide by the following rules:

- The Chairperson of the Board shall preside over public comments.
- Once acknowledged by the Chairperson, the individual shall proceed to the podium and speak clearly into the microphone and shall identify himself/herself by name and location of residences or by firm represented.
- Written record of “Public Comment” can only be produced when speaking into the microphone. Written record of public comment will not be produced when speaking to public assembled at meeting.
- The individual shall address their comments to the Board as a whole entity. The polling of or debating with an individual Supervisor is not permitted.
- The individual shall address their comments to the professional appointees of the Board or Township employees only with the permission of the Chairperson.
- The Township Manager shall enforce these public comment rules by announcing “One (1) Minute Remaining” and “Time Expired.”
- The only exception to these procedures is Press and Media Time and/or Press Conference. Detailed minutes are not provided for Press Conference.

- a. Adopted: January 6, 1997
- b. Revised: November 23, 1998
- c. Revised: August 9, 1999
- d. Revised: June 26, 2006