

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY, December 9, 2024**

The regular meeting of the Hilltown Township Board of Supervisors was called to order by Chairman Caleb Torrice at 7:00 PM and opened with the Pledge of Allegiance. Also in attendance were Vice Chairman James Groff, Township Manager Deanna Ferry, Township Solicitor Jack Wuerstle, Township Engineer Timothy Fulmer, and Chief of Police Christopher Engelhart.

1. ANNOUNCEMENTS: Chairman Torrice announced there was an Executive Session prior to the meeting to discuss personnel, new hires, legal and liability with respect to investments.

2. CONSENT AGENDA:

- a. Minutes of November 11, 2024, Board of Supervisors Meeting
- b. Bills List: November 20, 2024
- c. Bills List: December 10, 2024
- d. Financial Report: November 30, 2024

Motion was made by Vice Chairman Groff, seconded by Chairman Torrice, and carried unanimously to approve items A-D on the Consent Agenda. There was no public comment.

3. CONFIRMED APPOINTMENT: None.

4. LEGAL: Solicitor, Jack Wuerstle stated there is a Zoning Hearing Board (ZHB) appeal involving MRC Signs. He explained the need for the variance request for the sign and a discussion ensued between the Supervisors and Mr. Wuerstle. The Board agreed to allow the ZHB to handle the appeal.

5. PLANNING:

a) Shreiner Tract Sketch Plan: Mr. Fulmer gave some background regarding a through street between Orchard Hill and County Roads developments, advising that the plan had gone before the Planning Commission in November, which voted in favor of the cul-de-sac plan. Attorney Nate Fox appeared on behalf of the applicant, Heritage Properties Group, and provided further information, and requested feedback from the Board as to whether waivers would be acceptable to the Board if they get to the land development phase. Supervisor Groff commented that the original plan was a by right plan and that the Board asked the applicant to put a cul-de-sac in and he cautioned that although the Board asked the applicant to take another look at options, the applicant has the right to say no because it is a by right plan. Chairman Torrice concurred and expressed his appreciation that the applicant took the initiative to go back to the drawing board and come up with an option that works for all. Mr. Wuerstle noted that various waivers are pending. No action was taken by the Board and there was no public comment on the matter.

b) Hallmark Homes Rosenthal Tract Sketch Plan Review: Mr. Fulmer explained that this sketch plan was being presented tonight for informational purposes only and advised that there was no action needed from the Board, further noting that it went before the Planning Commission back in November. Mr. Carroll presented on behalf of Hallmark Homes, and gave a brief description of the by-right plan and requested some input/feedback on some of the requirements from the Board. The Board provided general feedback on the plan and there was no public comment.

c) Telford Hauling Plan: Mr. Fulmer gave a brief history of the preliminary plan filing and advised the plan received approval through a zoning appeal for a special exemption, further noting that it went before the Planning Commission which recommended a preliminary and final land development approval subject to compliance with the review letter. Mr. Hanstine from Diversified Engineering presented on behalf of the applicant. Chairman Torrice asked Mr. Hanstine to explain how the trucks will be fueled, and a representative of Waste Management did so. Discussion ensued between Mr. Fulmer and the Board at which time Mr. Fulmer provided some additional information. A motion was made by Vice Chairman Groff, seconded by Chairman Torrice, and carried unanimously to grant preliminary and final approval on the land development plan subject to the review letter. There was no public comment.

d) Fiddletree Plan: Engineer Tim Fulmer gave a brief history 4610 Bethlehem Pike and shared that this project went before the Planning Commission last week where they recommended approval of the plan as preliminary and final subject to the review letter. The Board discussed the fees in lieu of and appropriate amount for the fees to be set at, as well as deferring a decision on the matter at this time. The Board agreed to a \$60,000 fee for cleanup, \$20,000 for curbs and sidewalks, and proposed a motion to grant the preliminary and final plan for land development subject to the review letter. A motion was made by Chairman Torrice, seconded by Vice Chairman Groff, and carried unanimously. There was no public comment.

6. ENGINEERING: Mr. Fulmer advised of one item for consideration, a six-month conditional extension Toll Bros. to complete their landscaping and stabilization work for the Regency at Hilltown development. Mr. Fulmer explained the necessity for this extension and further noted that there is a financial security being held by the Township to ensure completion of the site. A motion was made by Vice Chairman Groff, seconded by Chairman Torrice, and carried unanimously to grant the six-month extension. There was no public comment.

7. UNFINISHED BUSINESS: None.

8. NEW BUSINESS:

a) Approval of Resolution 2024-19: Dr. Ferry advised that the Recycling Performance Grant Application was discussed at a previous meeting, and reiterated it is a continuation for the multi-municipal recycling program. A motion was made by Vice Chairman Groff and seconded by Chairman Torrice and carried unanimously to approve Resolution 2024-19. There was no public comment.

b) Resolution 2024-20: Dr. Ferry advised the Resolution for consideration was for Final 2024 Budget Transfers. A motion was made by Vice Chairman Groff and seconded by Chairman Torrice and carried unanimously to approve Resolution 2024-20. There was no public comment.

c) Ordinance 2024-004: Dr. Ferry explained this Ordinance was advertised in accordance with the 2nd class code to increase salaries for newly elected supervisors starting in 2026 per a new law passed previously discussed at a prior meeting. A motion was made by Chairman Torrice, seconded by Vice Chairman Groff, and carried unanimously to approve Ordinance 2024-004. There was no public comment.

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d) Auditing Services RFP: Dr. Ferry advised that she is recommending a motion be made by the Board to reject auditing service RFP's, and a motion be made for the Manager to post an RFP to PennBid for 2025 – 2027 auditing services. Dr. Ferry noted that only one RFP response was received for auditing services without using PennBid. A motion was made by Vice Chairman Groff and seconded by Chairman Torrice and carried unanimously to reject auditing services RFP and to allow the Manager to post an RFP to PennBid for the 2025-2027 auditing services. There was no public comment.

e) Campus Renovation Design Bid-Motion to Approve the Lowest, Responsible Bidder, subject to Solicitor review and approval: Dr. Ferry reiterated that the Township is looking to make building improvements to increase accessibility through ADA modifications and replace utilities to increase energy efficiency throughout the building. She stated that the award for consideration is for design services for the campus renovation project. Dr. Ferry advised a motion would be needed to modify the language of agenda item 8.e. as it states the award is for a bid and not an RFP, which it was. A motion was made by Chairman Torrice and seconded by Vice Chairman Groff, and carried unanimously to modify the language on 8.e. Dr. Ferry then reported that there were nine responses received to the RFP, gave a brief summary of each, and a discussion ensued. A motion was made by Vice Chairman Groff, seconded by Chairman Torrice, and carried unanimously to approve Phillips Donovan for design services for the RFP for Hilltown Township Municipal Campus renovation design subject to Solicitor review and approval. There was no public comment.

f) Motion to Adopt 2025 Fiscal Year Budget: Dr. Ferry noted there were changes made to the budget following the draft budget meeting and initial advertisement which required the budget to be re-advertised in accordance with the 2nd Class Township Code. Dr. Ferry further advised of the principal changes and the reasoning behind them. A motion was made by Vice Chairman Groff and seconded by Chairman Torrice and carried unanimously to adopt the 2025 Fiscal Budget. There was no public comment.

g) Permit System Presentations: Dr. Ferry shared that an RFP was posted for a new Permit Software, and that three respondents were present to share presentations on their proposals. The following companies gave five to seven minute presentations, respectively: Traisr, Spatial Data Logic, and C.S. Davidson.

9. MANAGER'S UPDATE:

Dr. Ferry gave an update on Forest Road Park, sharing that a geo-physical study determined that there is a fracture in the bedrock within the stormwater basin at the park and a fence will be built around the impacted area. Additionally, Dr. Ferry advised the geo-physicists will be monitoring the site over the next two years and will provide quarterly reports to make sure the park is safe to have open. Dr. Ferry apologized for closing the Park but requested that while the fence is being erected, all residents remain out of the stormwater basin. There were no public comments.

10. SUPERVISOR'S COMMENTS:

Vice Chairman Groff wished everyone Happy Holidays and Chairman Torrice stated that the Reorganization Meeting will be held on January 6, 2025.

11. PUBLIC COMMENT: None.

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12. PRESS CONFERENCE: None.

13. ADJOURNMENT: Upon motion by Vice Chairman Groff and seconded by Chairman Torrice and carried unanimously, the December 9, 2024, Hilltown Township Board of Supervisors meeting was adjourned at 8:15 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Deanna Ferry".

Deanna Ferry, DPA
Township Manager

(*NOTE: These minutes were transcribed from notes and recordings and should not be considered official until approved by the Board of Supervisors at a public meeting).