

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 6, 2025**

The reorganization meeting of the Hilltown Township Board of Supervisors was called to order by Supervisor Caleb Torrice at 7:03 PM and opened with the Pledge of Allegiance. Also in attendance were Supervisor James Groff, Supervisor Joseph Metzinger, Township Manager Deanna Ferry and Police Chief Christopher Engelhart.

1. SELECTION OF TEMPORARY CHAIRMAN: A motion was made by Supervisor Groff, seconded by Supervisor Metzinger, and carried unanimously to appoint Supervisor Caleb Torrice as the Temporary Chairman.
2. SELECTION OF TEMPORARY SECRETARY: A motion was made by Supervisor Groff, seconded by Supervisor Metzinger, and carried unanimously to appoint Deanna Ferry as the Temporary Secretary.
3. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.
4. OFFICER APPOINTMENTS:
 - a) Motion was made by Supervisor Metzinger to appoint Temporary Chairman Torrice as Board Chairman, seconded by Supervisor Groff, and carried unanimously.
 - b) Motion was made by Supervisor Metzinger to appoint Supervisor James Groff as Board Vice Chairman, seconded by Chairman Torrice, and carried unanimously.
5. PERSONNEL APPOINTMENTS: Chairman Torrice led a brief discussion regarding Township Manager Deanna M. Ferry's employment, prior to a consent vote for items a) through f).

Chairman Torrice listed the following personnel appointments:

- a) Deanna M. Ferry as Township Manager/Treasurer/Secretary/Open Records Officer, with an employment contract;
- b) Christopher Engelhart as Chief of Police/Police Open Records Officer;
- c) Budd Hutchinson as Director of Public Works;
- d) Finance Director Marianne Egan as Assistant Treasurer/Assistant Secretary;
- e) Caitlin Mest from Barry Isett & Associates as Code Enforcement Officer/Zoning Officer; and
- f) Theresa Spehar as Zoning Hearing Board Secretary.

A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to approve personnel appointments a) through f).

6. PROFESSIONAL SERVICE APPOINTMENTS: Chairman Torrice listed the following Professional Service Appointments:

- a) The Law Office of Jack D. Wuerstle as Township Solicitor;
- b) Wynn Associates, Inc. as Township Engineer/Flood Plain Administrator;
- c) as Township Certified Public Accountant;
- d) Penn Community Bank as Township Depository; and
- e) Heinrich & Klein Associates, Inc. as the Township Traffic Engineer.

A motion was made by Supervisor Metzinger to approve items a) through e), seconded by Vice Chairman Groff with an amendment to the motion to strike item c), and carried unanimously to approve personnel appointments a) through-e), with the exception of item c).

7. BOARD APPOINTMENTS:

a) Planning Commission: There was a discussion regarding the two seats on the Planning Commission that require appointments for this year. Following the discussion, a motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint Eric Nogami to one 4-year term on the Planning Commission ending 12/31/29.

A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to appoint Carol Pierce to one 4-year term on the Planning Commission ending 12/31/29.

b) Zoning Hearing Board: There was a discussion regarding the applicants for the vacant position, after which a motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to appoint Matthew Knox to one 3-year term on the Zoning Hearing Board ending 12/31/28.

c) Water and Sewer Authority: A motion was made by Supervisor Metzinger, and seconded by Chairman Torrice to reappoint John Rankin to one 5-year term on the Water and Sewer Authority ending 12/31/30. Motion passed 2-0-1 with Vice Chairman Groff abstaining from the vote.

d) Vacancy Board: A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint John Wietecha to a 1-year term ending 12/31/25.

e) Emergency Management Coordinator: Supervisory Metzinger proposed an option for Chief Engelhart to assume this position for the Township, due to overlap in responsibility Chief Engelhart advised he would not like to take on this role. There was additional discussion regarding the applicants that applied for this role, after which a motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint Thomas Loudon to one 1-year term as the Emergency Management Coordinator ending 12/31/25.

f) Deputy Emergency Management Coordinator: A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to reappoint Ray Fegley to a 1-year term as the Deputy Emergency Management Coordinator ending 12/31/25.

g) Emergency Management Agricultural Officer: A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint John Wietecha to a 1-year term as the Emergency Management Agricultural Office ending 12/31/25.

h) UCC Board of Appeals: No action taken.

8. RECOMMENDATION OF TREASURER'S BOND LIMIT: \$2.5 MILLION: A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to accept the Treasurer's Bond Limit of \$2.5 Million.

9. RECOMMENDATION OF ASSISTANT TREASURER'S BOND LIMIT: \$2.5 MILLION: A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to accept the Assistant Treasurer's Bond Limit of \$2.5 Million.

10. ADOPT RESOLUTION #2025-001 – EMPLOYEE CONTRIBUTION TO POLICE PENSION FUND: A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2025-001 Employee Contribution to the Police Pension Fund.

11. ADOPT RESOLUTION #2025-002 – NO EMPLOYEE CONTRIBUTION TO NON-UNIFORM PENSION FUND: A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to adopt Resolution #2025-002 for No Employee Contribution to the Non-Uniform Pension Fund.

12. ADOPT RESOLUTION #2025-003 – BOARD OF SUPERVISOR'S MEETING DATES: A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2025-003 for Board of Supervisor's Meeting Dates.

13. ADOPT RESOLUTION #2025-004 – PLANNING COMMISSION MEETING DATES: A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to adopt Resolution #2025-004 for Planning Commission Meeting Dates.

14. ADOPT RESOLUTION #2025-005 – PARKS & RECREATION BOARD MEETING DATES: A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2025-005 for Parks & Recreation Board Meeting Dates.

15. ADOPT RESOLUTION #2025-006 – FEE SCHEDULE: A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2025-006 for the Fee Schedule.

16. ADOPT RESOLUTION #2025-007 – DISPOSITION OF RECORDS: A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to adopt Resolution #2025-007 for Disposition of Records.

17. ADOPT RESOLUTION #2025-008 – ESTABLISHING TAX RATES FOR CALENDAR YEAR 2025: A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2025-008 to Establish Tax Rates for Calendar Year 2025.

18. ADOPT RESOLUTION #2025-009 – APPOINTING REPRESENTATIVES TO BUCKS COUNTY TAX COLLECTION COMMITTEE (TCC) FOR FISCAL YEAR 2025: A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to adopt Resolution #2025-009 appointing Deanna Ferry, Township Manager/Treasurer, as the Primary Voting Delegate, and Marianne Egan, Finance Director, as the Alternate Voting Delegate, to the Bucks County Tax Collection Committee (TCC) for Fiscal Year 2025.

19. ADOPT RESOLUTION #2025-010 – NON-UNIFORM EMPLOYEES HOLIDAYS: A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2025-010 for Non-Uniform Employees Holidays.

20. ADOPT RESOLUTION #2025-011 – ESTABLISHING COMMISSION RATE FOR THE OFFICE OF TAX COLLECTOR: a motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to adopt Resolution #2025-011 to Establish the Commission Rate for the Office of Tax Collector.

21. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATES' ATTENDANCE AT ANNUAL PSATS CONVENTION (May 2025): A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to designate Chairman Torrice as the Voting Delegate at the Annual PSATS Convention, and authorizing Supervisor Metzinger and Township Manager Deanna Ferry to attend the Convention.

22. ANNOUNCEMENTS:

a) Executive Sessions – None.

23. PUBLIC COMMENT: None.

24. CONSENT AGENDA: A motion was made by Vice Chairman Groff to approve items a) through c), seconded by Supervisor Metzinger, and passed unanimously.

a) Minutes of December 9, 2024 Board of Supervisor's Meeting

b) Bills List: December 24, 2024

c) Bills List: January 7, 2025

25. NEW BUSINESS: None.

26. SUPERVISOR'S COMMENTS: Vice Chairman Groff expressed that he was looking forward to working with everyone in 2025 and again welcomed Township Manager Deanna Ferry. Vice Chairman Groff also asked to add a discussion point on the next agenda to cover future Treasurer Reports as well as agenda deadlines, which everyone agreed to.

27. PUBLIC COMMENT: None.

28. PRESS CONFERENCE: None.

29. ADJOURNMENT: Upon a motion by Vice Chairman Groff, seconded by Supervisor Metzinger and carried unanimously, the January 6, 2025, Hilltown Township Reorganization Meeting was adjourned at 7:23 PM.

Respectfully submitted,



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).