

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 5, 2026**

The reorganization 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. Judge Regina Armitage proceeded with the swearing in and Oath of Office for re-elected Supervisor Caleb Torrice, re-elected Tax Collector Diane Telly, elected Auditor Jane Hartman and elected Auditor Barbara Veas. Elected Auditor Christine Batycki was not present. Also in attendance were Vice Chairman James Groff, Supervisor Joseph Metzinger, Director of Finance David Boscola and Chief of Police Christopher Engelhart.

3. SELECTION OF TEMPORARY CHAIRMAN: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to appoint Caleb Torrice as the temporary chairman. There was no public comment.

4. SELECTION OF TEMPORARY SECRETARY: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to appoint David Boscola as the temporary secretary. There was no public comment.

5. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

6. OFFICER APPOINTMENTS:

a) Chairman: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to appoint Caleb Torrice as Chairman of the Board of Supervisors. There was no public comment.

b) Vice Chairman: Motion was made by Supervisor Metzinger, seconded by Chairman Torrice, and carried unanimously to appoint James Groff as Vice Chairman of the Board of Supervisors. There was no public comment.

7. PERSONNEL APPOINTMENTS: Chairman Torrice listed the following personnel for appointment.

a) Deanna Ferry as Township Manager/Treasurer/Secretary/Open Records Officer;

b) Christopher Engelhart as Chief of Police/Police Open Records Officer;

c) Budd Hutchinson as Director of Public Works;

d) David Boscola as Finance Director/Asst. to the Manager/Asst. Treasurer/Asst. Secretary;

e) Barry Isett & Associates (Caitlin Mest) as Code Enforcement Officer/Zoning Officer; and

f) Nicole Heckenswiler as Zoning Hearing Board Secretary.

Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to approve personnel appointments a) through f). There was no public comment.

8. PROFESSIONAL SERVICE APPOINTMENTS: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff with the exception of the vacancy for Certified Public Accountant, and carried unanimously to appoint The Law Office of Jack D. Wuerstle as Township Solicitor, Wynn Associates, Inc. as Township Engineer and Floodplain Advisor, Penn Community Bank as the Township Depository, and Heinrich & Klein Associates, Inc. as Township Traffic Engineer.

9. BOARD APPOINTMENTS:

a) Planning Commission: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to appoint Kristy Hoffman to one 4-year term on the Planning Commission ending 12/31/29. There was no public comment.

b) Zoning Hearing Board: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint Stephen Yates to one 3-year term on the Zoning Hearing Board ending 12/31/28. There was no public comment.

c) Water and Sewer Authority: Motion was made by Supervisor Metzinger and seconded by Chairman Torrice to reappoint Melvin Wright 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. There was no public comment.

d) Vacancy Board: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint John Wietecha to one 1-year term ending 12/31/26. There was no public comment.

e) Emergency Management Coordinator: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to appoint Ray Fegley to one 1-year term as the Emergency Management Coordinator ending 12/31/26. There was no public comment.

f) Deputy Emergency Management Coordinator: Due to lack of applicants, there was no motion made to appoint a Deputy Emergency Management Coordinator for one 1-year term ending 12/31/26. There was no public comment.

g) Emergency Management Agricultural Officer: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to reappoint John Wietecha to one 1-year term as the Emergency Management Agricultural Office ending 12/31/26. There was no public comment.

h) UCC Board of Appeals: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint Joseph Phillips to one 5-year term ending 12/31/30. There was no public comment.

i) Parks & Recreation Board: Chairman Torrice suggested that this item be tabled. The Board of Supervisor will be considering changing this Parks & Recreation Board to a Committee in February 2026. All candidates will be considered for appointment to the Committee at that time. Motion was made

Page 3
January 5, 2026
Board of Supervisors

by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to table item 9(i). There was no public comment.

10. RECOMMENDATION OF TREASURER'S BOND LIMIT: \$2.5 Million: 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 for 2026.

11. RECOMMENDATION OF ASSISTANT TREASURER'S BOND LIMIT: \$2.5 Million: 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 for 2026.

12. ADOPT RESOLUTION #2026-001 – EMPLOYEE CONTRIBUTION TO POLICE PENSION FUND: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-001 for the employee contribution to the Police Pension Fund for 2026. There was no public comment.

13. ADOPT RESOLUTION #2026-002 – NO EMPLOYEE CONTRIBUTION TO NON-UNIFORM PENSION FUND: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-002 for the no employee contribution to the Non-Uniform Pension Fund for 2026. There was no public comment.

14. ADOPT RESOLUTION #2026-003 – BOARD OF SUPERVISOR'S MEETING DATES: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-003 for the Board of Supervisor's Meeting Dates for 2026. There was no public comment.

15. ADOPT RESOLUTION #2026-004 – PLANNING COMMISSION MEETING DATES: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-004 for the Planning Commission Meeting Dates for 2026. There was no public comment.

16. ADOPT RESOLUTION #2026-005 – PARKS & RECREATION BOARD MEETING DATES: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-005 for Parks & Recreation Board Meeting Dates for 2026. There was no public comment.

17. ADOPT RESOLUTION #2026-006 – FEE SCHEDULE: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-006 for the Fee Schedule for 2026. There was no public comment.

18. ADOPT RESOLUTION #2026-007 – DISPOSITION OF RECORDS: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-007 for the Disposition of Records. There was no public comment.

19. ADOPT RESOLUTION #2026-008 – ESTABLISHING TAX RATES FOR CALENDAR YEAR 2026: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-008 to establish tax rates for calendar year 2026. There was no public comment.

20. ADOPT RESOLUTION #2026-009 – APPOINTING REPRESENTATIVES TO BUCKS COUNTY TAX COLLECTION COMMITTEE (TCC) FOR FISCAL YEAR 2026: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-009 appointing Deanna Ferry, Township Manager/Treasurer, as the Primary Voting Delegate, and David Boscola, Finance Director, as the Alternate Voting Delegate, to the Bucks County Tax Collection Committee (TCC) for Fiscal Year 2026. There was no public comment.

21. ADOPT RESOLUTION #2026-010 – NON-UNIFORM EMPLOYEES HOLIDAYS: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-010 for Non-Uniform Employees Holidays for 2026. There was no public comment.

22. ADOPT RESOLUTION #2026-011 – ESTABLISHING COMMISSION RATE FOR THE OFFICE OF TAX COLLECTOR: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-011 to establish the commission rate for the office of tax collector. There was no public comment.

23. ADOPT RESOLUTION #2026-012 – AUTHORIZING THE ADDITION OF TREASURER, ASSISTANT TREASURER, DIRECTOR OF FINANCE, AND ASSISTANT TO THE MANAGER TO BERKHEIMER TAX: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2026-012. There was no public comment.

20. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATES' ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2026): Motion was made by Vice Chairman Groff, seconded by Chairman Torrice, and carried unanimously to designate Supervisor Metzinger as the Voting Delegate at the Annual PSATS Convention in April 2026. There was no public comment.

21. ANNOUNCEMENTS:

a) Executive Sessions – None.

22. PUBLIC COMMENT: None.

23. CONSENT AGENDA:

- a) Minutes of the December 8, 2025 Board of Supervisor's Meeting
- b) Bills List: December 23, 2025
- c) Bills List: January 6, 2026

Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to approve as written. There was no public comment.

Page 5
January 5, 2026
Board of Supervisors

24. NEW BUSINESS: None.
25. SUPERVISOR'S COMMENTS: Vice Chairman Groff expressed appreciation for the Public Works employees who did a great job clearing the snow and ice during the most recent storms.
26. PUBLIC COMMENT: None.
27. PRESS CONFERENCE: None.
28. ADJOURNMENT: Upon motion by Supervisor Metzinger and seconded by Vice Chairman Groff and carried unanimously, the January 5, 2026, Hilltown Township Reorganization Meeting was adjourned at 7:30 PM.

Respectfully submitted,



David Boscola
Director of Finance

(*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).