

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING
MONDAY, JANUARY 3, 2022**

The Hilltown Township Board of Supervisors Reorganization Meeting of January 3, 2022, was called to order by Supervisor John McIlhinney at 7:04 PM and opened with the Pledge of Allegiance. Also in attendance were Supervisor James Groff, Supervisor Caleb Torrice, Township Manager Lorraine Leslie, Lt. Detective Christopher Browne, and Finance Director Marianne Egan.

2. SELECTION OF TEMPORARY CHAIRMAN: Motion was made by Supervisor Groff, seconded by Supervisor Torrice, and carried unanimously to appoint Supervisor McIlhinney as Temporary Chairman. There was no public comment.

3. SELECTION OF TEMPORARY SECRETARY: Motion was made by Supervisor Groff, seconded by Supervisor Torrice, and carried unanimously to appoint Township Manager, Lorraine Leslie as Temporary Secretary. There was no public comment.

4. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

5. OFFICER APPOINTMENTS:

a) Chairman – Motion was made by Supervisor Torrice, seconded by Supervisor Groff, and carried unanimously to appoint Supervisor McIlhinney as Chairman of the Board of Supervisors for 2022. There was no public comment.

b) Vice-Chairman – Motion was made by Supervisor Torrice, seconded by Chairman McIlhinney, and carried unanimously to appoint Supervisor Groff as Vice Chairman of the Board of Supervisors for 2022. There was no public comment.

6. PERSONNEL APPOINTMENTS: Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to appoint Lorraine Leslie as Township Manager/Treasurer/Secretary/Open Records Officer, Christopher Engelhart as Chief of Police/Police Open Records Officer, Thomas Hess as Director of Public Works, Marianne Egan as Finance Director, Barry Isett & Associates (Mark Sarson) as Code Enforcement Officer/Zoning Officer, Lisa Faust as Zoning Hearing Board Secretary, and Lisa Faust and Theresa Spehar as Assistant Open Records Officers. There was no public comment.

7. PROFESSIONAL SERVICE APPOINTMENTS:

a) Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to appoint The Law Office of Jack D. Wuerstle as Township Solicitor. There was no public comment.

b) Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to appoint Wynn Associates, Inc. as Township Engineer and Floodplain

Administrator. There was no public comment.

c) Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to appoint DunlapSLK as the Township Certified Public Accountant. There was no public comment.

d) Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to appoint Penn Community Bank as the Township Depository. There was no public comment.

e) Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to appoint and Heinrich & Klein Associates, Inc. as Township Traffic Engineer. There was no public comment.

8. BOARD APPOINTMENTS: Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to reappoint David Hersh to a 3-year term on the Zoning Hearing Board ending 12/31/24, John Wietecha to another 1-year term on the Vacancy Board ending 12/31/22, Thomas Louden to another 1-year term as the Emergency Management Coordinator ending 12/31/22, Ray Fegley to another 1-year term as the Deputy Emergency Management Coordinator ending 12/31/2022, John Wietecha to another 1-year term as the Emergency Management Agricultural Officer ending 12/31/22, and Brooke Rush to another 5-year term on the UCC Board of Appeals ending 12/31/26. There was no public comment. Motion was made by Chairman McIlhinney, and seconded by Supervisor Torrice, to reappoint Keith Wiess to another 5-year term on the Water and Sewer Authority ending 12/31/26. Motion passed 2-0-1 with Vice Chairman Groff abstaining from the vote. There was no public comment.

9. RECOMMENDATION OF TREASURER'S BOND LIMIT: - \$2.5 Million Dollars: Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to accept the Treasurer's Bond Limit of \$2.5 Million Dollars for 2022. There was no public comment.

10. ADOPT RESOLUTION #2022-001 - EMPLOYEE CONTRIBUTION TO POLICE PENSION FUND: Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to adopt Resolution #2022-001 for the employee contribution to the Police Pension Fund for 2022. There was no public comment.

11. ADOPT RESOLUTION #2022-002 - NO EMPLOYEE CONTRIBUTION TO NON-UNIFORM PENSION FUND: Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2022-002 for the no employee contribution to the Non-Uniform Pension Fund for 2022. There was no public comment.

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12. ADOPT RESOLUTION #2022-003 - BOARD OF SUPERVISOR'S MEETING DATES: Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to adopt Resolution #2022-003 for the Board of Supervisor's Meeting Dates for 2022. There was no public comment.

13. ADOPT RESOLUTION #2022-004 - PLANNING COMMISSION MEETING DATES: Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2022-004 for the Planning Commission Meeting Dates for 2022. There was no public comment.

14. ADOPT RESOLUTION #2022-005 - NON-UNIFORM EMPLOYEE HOLIDAYS: Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to adopt Resolution #2022-005 for the Non-Uniform Employee Holidays for 2022. There was no public comment.

15. ADOPT RESOLUTION #2022-006 - FEE SCHEDULE: Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2022-006 for the Fee Schedule for 2022. There was no public comment.

16. ADOPT RESOLUTION #2022-007 – DISPOSITION OF RECORDS: Motion was made by Vice Chairman Groff, seconded by Chairman Torrice, and carried unanimously to adopt Resolution #2022-007 for the Disposition of Records. There was no public comment.

17. ADOPT RESOLUTION #2022-008 – ESTABLISHING TAX RATES FOR CALENDAR YEAR 2022: Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2022-008 for Establishing Tax Rates for Calendar Year 2022. There was no public comment.

18. ADOPT RESOLUTION #2022-009 – APPOINTING REPRESENTATIVES TO BUCKS COUNTY TAX COLLECTION COMMITTEE (TCC) FOR FISCAL YEAR 2022:

a. Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to adopt Resolution #2022-009, appointing Lorraine E. Leslie, Township Manager/Treasurer, as the Primary Voting Delegate to the Bucks County Tax Collection Committee (TCC) for Fiscal Year 2022 and Marianne Egan, Finance Director, as the Alternate Voting Delegate to the Bucks County Tax Collection Committee (TCC) for the Fiscal Year 2022. There was no public comment.

19. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATES' ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2022) – Motion was made by Vice

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Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to designate Lorraine Leslie as the Voting Delegate at the Annual PSATS Convention in April of 2022 and allowing up to three attendees to attend the Annual PSATS Convention in April of 2022. There was no public comment.

20. ANNOUNCEMENTS: None.

21. PUBLIC COMMENT: None.

22. CONSENT AGENDA:

a) Minutes of the December 22, 2021, Board of Supervisors Meeting - Motion was made by Supervisor Torrice, seconded by Vice Chairman Groff, and carried unanimously to accept and approve item a) on the Consent Agenda as written. There was no public comment.

b) Ms. Leslie asked authorization to go out on bid for the Public Works pole barn. Motion was made by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously to authorize bidding for the Public Works pole barn. There was no public comment.

23. SUPERVISORS COMMENTS: Vice Chairman Groff offered the Hilltown Township Water & Sewer Authority employees availability with their trucks, at their cost, to help with snow removal. Supervisor Torrice wished everyone a Happy New Year.

24. PUBLIC COMMENT: None.

25. PRESS CONFERENCE: None.

26. ADJOURNMENT: Upon motion by Vice Chairman Groff, seconded by Supervisor Torrice, and carried unanimously, the January 3, 2022, Hilltown Township Annual Re-Organization Meeting was adjourned at 7:12 PM.

Respectfully submitted,



Lorraine E. Leslie

Township Manager/Treasurer

(*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).