

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING
TUESDAY, JANUARY 3, 2023**

The Hilltown Township Board of Supervisors Reorganization Meeting of January 3, 2023, was called to order by Supervisor John McIlhinney at 7:08 PM and opened with the Pledge of Allegiance. Also in attendance were Supervisor James Groff, Supervisor Caleb Torrice, Township Manager Lorraine Leslie, Police Chief Christopher Engelhart, and Finance Director Marianne Egan.

2. SELECTION OF TEMPORARY CHAIRMAN: Motion was made by Supervisor McIlhinney, seconded by Supervisor Torrice, and carried unanimously to appoint Supervisor Groff 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 McIlhinney, seconded by Supervisor Torrice, and carried unanimously to appoint Supervisor Groff as Chairman of the Board of Supervisors for 2023. There was no public comment.

b) Vice Chairman: – Motion was made by Supervisor McIlhinney, seconded by Chairman Groff, and carried unanimously to appoint Supervisor Torrice as Vice Chairman of the Board of Supervisors for 2023. There was no public comment.

Chairman Groff thanked Supervisor McIlhinney for being the Chairman for many years and announced there was an Executive Session prior to the meeting to discuss legal, real estate, and personnel matters.

6. PERSONNEL APPOINTMENTS: Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, 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, and Barry Isett & Associates (Caitlin Mest) as Code Enforcement Officer/Zoning Officer. There was no public comment.

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

b) Township Engineer/Flood Plain Administrator: Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously to appoint Wynn Associates, Inc. as Township Engineer, and Floodplain Administrator. There was no public comment.

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

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

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

8. BOARD APPOINTMENTS:

a) Planning Commission: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to appoint Robert Sichelstiel to a 4-year term on the Planning Commission ending 12/31/26. There was no public comment.

b) Zoning Hearing Board: Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously to reappoint Stephen Yates to a 3-year term on the Zoning Hearing Board ending 12/31/25. There was no public comment.

c) Water and Sewer Authority: Motion was made by Supervisor McIlhinney and seconded by Vice Chairman Torrice to reappoint Frank Beck to a 5-year term on the Water and Sewer Authority ending 12/31/27. Motion passed 2-0-1 with Chairman Groff abstaining from the vote. There was no public comment.

d) Vacancy Board: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to reappoint John Wietecha to a 1-year term on the Vacancy Board ending 12/31/23. There was no public comment.

Page 3
Board of Supervisors
January 3, 2023

e) Emergency Management Coordinator: Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously to reappoint Thomas Loudon to a 1-year term as the Emergency Management Coordinator ending 12/31/23. There was no public comment.

f) Deputy Emergency Management Coordinator: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to reappoint Ray Fegley to a 1-year term as the Deputy Emergency Management Coordinator ending 12/31/23. There was no public comment.

g) Emergency Management Agricultural Officer: Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously to reappoint John Wietecha to a 1-year term as the Emergency Management Agricultural Officer ending 12/31/23. There was no public comment.

h) UCC Board of Appeals: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to reappoint Stephen Yates to a 5-year term on the UCC Board of Appeals ending 12/31/27. There was no public comment

9. RECOMMENDATION OF TREASURER'S BOND LIMIT: \$2.5 Million Dollars: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to set the Treasurer's Bond Limit at \$2.5 Million Dollars for 2023. There was no public comment.

10. ADOPT RESOLUTION #2023-001 - EMPLOYEE CONTRIBUTION TO POLICE PENSION FUND: Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously to adopt Resolution #2023-001 for the employee contribution to the Police Pension Fund for 2023. There was no public comment.

11. ADOPT RESOLUTION #2023-002 - NO EMPLOYEE CONTRIBUTION TO NON-UNIFORM PENSION FUND: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to adopt Resolution #2023-002 for the no employee contribution to the Non-Uniform Pension Fund for 2023. There was no public comment.

12. ADOPT RESOLUTION #2023-003 - BOARD OF SUPERVISOR'S MEETING DATES: Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously to adopt Resolution #2023-003 for the Board of Supervisor's Meeting Dates for 2023. There was no public comment.

13. ADOPT RESOLUTION #2023-004 - PLANNING COMMISSION MEETING DATES: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried

Page 4

Board of Supervisors

January 3, 2023

unanimously to adopt Resolution #2023-004 for the Planning Commission Meeting Dates for 2023. There was no public comment.

14. ADOPT RESOLUTION #2023-005 - NON-UNIFORM EMPLOYEE HOLIDAYS: Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously to adopt Resolution #2023-005 for the Non-Uniform Employee Holidays for 2023. There was no public comment.

15. ADOPT RESOLUTION #2023-006 - FEE SCHEDULE: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to adopt Resolution #2023-006 for the Fee Schedule for 2023. There was no public comment.

16. ADOPT RESOLUTION #2023-007 – DISPOSITION OF RECORDS: Motion was made by Vice Chairman Torrice, seconded by Chairman McIlhinney, and carried unanimously to adopt Resolution #2023-007 for the Disposition of Records. There was no public comment.

17. ADOPT RESOLUTION #2023-008 – ESTABLISHING TAX RATES FOR CALENDAR YEAR 2023: Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to adopt Resolution #2023-008 for Establishing Tax Rates for Calendar Year 2023. There was no public comment.

18. ADOPT RESOLUTION #2023-009 – APPOINTING REPRESENTATIVES TO BUCKS COUNTY TAX COLLECTION COMMITTEE (TCC) FOR FISCAL YEAR 2023:

a & b) Motion was made by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously to adopt Resolution #2023-009, appointing Lorraine E. Leslie, Township Manager/Treasurer, as the Primary Voting Delegate to the Bucks County Tax Collection Committee (TCC) for Fiscal Year 2023 and Marianne Egan, Finance Director, as the Alternate Voting Delegate to the Bucks County Tax Collection Committee (TCC) for the Fiscal Year 2023. There was no public comment.

19. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATES' ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2023) – Motion was made by Supervisor McIlhinney and seconded by Chairman Groff to designate Vice Chairman Torrice as the Voting Delegate at the Annual PSATS Convention in April of 2023. Motion passed 2-0-1 with Vice Chairman Torrice abstaining from the vote. There was no public comment.

20. ANNOUNCEMENTS: Chairman Groff stated he previously announced the Executive Session that was held prior to the meeting.

21. PUBLIC COMMENT: None.

Page 5

Board of Supervisors

January 3, 2023

22. CONSENT AGENDA:

- a) Minutes of the December 12, 2022, Board of Supervisors Meeting
- b) Bills List: December 27, 2022

Motion was made by Supervisor McIlhinney, seconded by Vice Chairman Torrice, and carried unanimously to accept and approve items a) and b) on the Consent Agenda as written. There was no public comment.

23. SUPERVISORS COMMENTS: Supervisor McIlhinney wished Chairman Groff good luck as the Chairman.

24. PUBLIC COMMENT: None.

25. PRESS CONFERENCE: None.

26. ADJOURNMENT: Upon motion by Vice Chairman Torrice, seconded by Supervisor McIlhinney, and carried unanimously, the January 3, 2023, Hilltown Township Annual Re-Organization Meeting was adjourned at 7:20 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).