



**AGENDA**  
**HILLTOWN TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**ANNUAL REORGANIZATION MEETING**  
**Tuesday, January 2, 2024**

**Next Ordinance # 2024-001**

**Next Resolution # 2024-010**

Meeting Opening - Time: \_\_\_\_\_

JCG\_\_\_\_\_

LEL\_\_\_\_\_

CT\_\_\_\_\_

CEE\_\_\_\_\_

JAM \_\_\_\_\_

ME \_\_\_\_\_

1. Call to Order/Pledge of Allegiance
2. Selection of Temporary Chairman
3. Selection of Temporary Secretary
4. Public Comment (Agenda Items Only: 2 ½ minutes per individual)
5. Officer Appointments:
  - a. Chairman
  - b. Vice-Chairman
6. Personnel Appointments:
  - a. Township Manager/Treasurer/  
Secretary/Open Records Officer: **Lorraine E. Leslie**
  - b. Chief of Police/Police Open Records Officer: **Christopher Engelhart**
  - c. Director of Public Works: **Thomas Hess**
  - d. Finance Director: **Marianne Egan**
  - e. Code Enforcement Officer/Zoning Officer: **Barry Isett & Assoc.**  
**Caitlin Mest, EIT, BCO, CFM, CZO**
  - f. Zoning Hearing Board Secretary: **Lisa Faust**
7. Professional Service Appointments:
  - a. Township Solicitor: **The Law Office of Jack D. Wuerstle**
  - b. Township Engineer/  
Flood Plain Administrator: **Wynn Associates, Inc.**
  - c. Township Certified Public Accountant: **DunlapSLK**
  - d. Township Depository: **Penn Community Bank**
  - e. Township Traffic Engineer: **Heinrich & Klein Associates, Inc.**

8. Board Appointments:
  - a. Planning Commission:
    - i. One 4-year term ending 12/31/27: **Jon Apple (Seeking Reappointment),  
Frank Henofer (Not Seeking Reappointment)**
    - ii. Other Applicants:
      - **David Bartholomew, Jr. – 18 Florence Circle**
  - b. Zoning Hearing Board:
    - i. One 3-year term ending 12/31/26: **Brook Rush (Seeking Reappointment)**
    - ii. Other Applicants: None
  - c. Water and Sewer Authority:
    - i. One 5-year term ending 12/31/28: **Bruce Knipe (Seeking Reappointment)**
    - ii. Other Applicants: None
  - d. Vacancy Board:
    - i. One 1-year term ending 12/31/24: **John Wietecha (Seeking Reappointment)**
    - ii. Other Applicants: None
  - e. Emergency Management Coordinator:
    - i. One 1-year term ending 12/31/24: **Thomas Loudon (Seeking Reappointment)**
    - ii. Other Applicants: **Jeffery B. James – 602 Cherry Rd.**
  - f. Deputy Emergency Management Coordinator:
    - i. One 1-year term ending 12/31/24: **Ray Fegley (Seeking Reappointment)**
    - ii. Other Applicants: **Jeffery B. James – 602 Cherry Rd.**
  - g. Emergency Management Agricultural Officer:
    - i. One 1-year term ending 12/31/24: **John Wietecha (Seeking Reappointment)**
    - ii. Other Applicants: None
  - h. UCC Board of Appeals:
    - i. One 5-year term: **Open Seat**
    - ii. Other Applicants: None
9. Recommendation of Treasurer’s Bond Limit: \$2.5 Million Dollars:
10. Adopt Resolution #2024-001: Employee Contribution to Police Pension Fund
11. Adopt Resolution #2024-002: No Employee Contribution to Non-Uniform Pension Fund
12. Adopt Resolution #2024-003: Board of Supervisor’s Meeting Dates
13. Adopt Resolution #2024-004: Planning Commission Meeting Dates
14. Adopt Resolution #2024-005: Non-Uniform Employee Holidays
15. Adopt Resolution #2024-006: Fee Schedule
16. Adopt Resolution #2024-007: Disposition of Records
17. Adopt Resolution #2024-008: Establishing Tax Rates for Calendar Year 2024
18. Adopt Resolution #2024-009: Appointing Representatives to Bucks County Tax Collection Committee (TCC) for Fiscal Year 2024
  - a. Primary Voting Delegate: Lorraine E. Leslie, Township Manager/Treasurer
  - b. Alternate Voting Delegate: Marianne Egan, Finance Director

19. Designate Voting Delegate and Certify Other Delegates' Attendance at the Annual PSATS Convention (April 2024)

20. Announcements:

a. Executive Sessions

21. Public Comment (Agenda Items Only: 2 ½ minutes per individual)

22. Consent Agenda:

*[Items and materials listed under the Consent Agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired by Board Members, that item will be identified and removed from the Consent Agenda and will be considered separately at the appropriate place on the agenda.]*

a. Minutes of the December 11, 2023, Board of Supervisor's Meeting

b. Bills List: December 26, 2023

As Written \_\_\_\_\_ With Corrections \_\_\_\_\_

JCG \_\_\_\_\_ CT \_\_\_\_\_ JAM \_\_\_\_\_

23. Supervisor's Comments

24. Public Comment

25. Press Conference

26. Adjournment

\_\_\_\_\_ Time

## **HILLTOWN TOWNSHIP PUBLIC COMMENT RULES**

All Hilltown residents are encouraged to make comments to the Board of Supervisors. An individual has several opportunities to comment:

- “Public Comment on Agenda Items Only” (2 ½ minutes per individual)
- Immediately following any presentation and before possible Board action (2 ½ minutes per individual)
- “Public Comment” (5 minutes per individual)

Any person desiring to make public comment shall have only one comment period for each of the opportunities regardless of actual time used for public comment. Any person desiring to make public comment shall be required to abide by the following rules:

- The Chairperson of the Board shall preside over public comments.
- Once acknowledged by the Chairperson, the individual shall proceed to the podium and speak clearly into the microphone and shall identify himself/herself by name and location of residences or by firm represented.
- Written record of “Public Comment” can only be produced when speaking into the microphone. Written record of public comment will not be produced when speaking to public assembled at meeting.
- The individual shall address their comments to the Board as a whole entity. The polling of or debating with an individual Supervisor is not permitted.
- The individual shall address their comments to the professional appointees of the Board or Township employees only with the permission of the Chairperson.
- The Township Manager shall enforce these public comment rules by announcing “One (1) Minute Remaining” and “Time Expired.”
- The only exception to these procedures is Press and Media Time and/or Press Conference. Detailed minutes are not provided for Press Conference.

- a. Adopted: January 6, 1997
- b. Revised: November 23, 1998
- c. Revised: August 9, 1999
- d. Revised: June 26, 2006