

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL REORGANIZATION MEETING  
TUESDAY, JANUARY 2, 2024**

The Hilltown Township Board of Supervisors Reorganization Meeting of January 2, 2024, was called to order by Supervisor James Groff at 7:00 PM and opened with the Pledge of Allegiance. Notary Public, Ms. Carol Aubertin, proceeded with the swearing in and gave the Oath of Office to new Supervisor, Joseph Metzinger. Also in attendance were 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 Metzinger, seconded by Supervisor Groff, and carried unanimously to appoint Supervisor Torrice as Temporary Chairman. There was no public comment.
3. SELECTION OF TEMPORARY SECRETARY: Motion was made by Supervisor Groff, seconded by Supervisor Metzinger, 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 Groff, seconded by Supervisor Metzinger, and carried unanimously to appoint Supervisor Torrice as Chairman of the Board of Supervisors for 2024. There was no public comment.
  - b) Vice Chairman – Motion was made by Supervisor Metzinger, seconded by Chairman Torrice, and carried unanimously to appoint Supervisor Groff as Vice Chairman of the Board of Supervisors for 2024. There was no public comment.
6. PERSONNEL APPOINTMENTS: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, 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 (Caitlin Mest) as Code Enforcement Officer/Zoning Officer, and Lisa Faust as Zoning Hearing Board Secretary. There was no public comment.
7. PROFESSIONAL SERVICE APPOINTMENTS: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to appoint The Law Office of Jack D. Wuerstle as Township Solicitor, Wynn Associates, Inc. as Township Engineer and Floodplain Administrator, DunlapSLK as the Township Certified Public Accountant, Penn Community Bank as the Township Depository, and Heinrich & Klein Associates, Inc. as Township Traffic Engineer. There was no public comment.

8. BOARD APPOINTMENTS:

a) Planning Commission: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint Jon Apple to a 4-year term on the Planning Commission ending 12/31/27 and appoint Dave Bartholomew to a 4-year term on the Planning Commission ending 12/31/27. There was no public comment.

b) Zoning Hearing Board: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to reappoint Brook Rush to a 3-year term on the Zoning Hearing Board ending 12/31/26. There was no public comment.

c) Water and Sewer Authority: Motion was made by Vice Chairman Groff and seconded by Supervisor Metzinger to reappoint Bruce Knipe to a 5-year term on the Water and Sewer Authority ending 12/31/28. 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 a 1-year term on the Vacancy Board ending 12/31/24. There was no public comment.

e) Emergency Management Coordinator: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to reappoint Thomas Loudon to a 1-year term as the Emergency Management Coordinator ending 12/31/24. There was no public comment.

f) Deputy Emergency Management Coordinator: 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 12/31/24. There was no public comment.

g) Emergency Management Agricultural Officer: 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 Officer ending 12/31/24. There was no public comment.

h) UCC Board of Appeals: No action was taken.

9. 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 2024. There was no public comment.

Page 3

Board of Supervisors

January 2, 2024

10. ADOPT RESOLUTION #2024-001 - EMPLOYEE CONTRIBUTION TO POLICE PENSION FUND: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to adopt Resolution #2024-001 for the employee contribution to the Police Pension Fund for 2024. There was no public comment.

11. ADOPT RESOLUTION #2024-002 - 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 #2024-002 for the no employee contribution to the Non-Uniform Pension Fund for 2024. There was no public comment.

12. ADOPT RESOLUTION #2024-003 - BOARD OF SUPERVISOR'S MEETING DATES: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to adopt Resolution #2024-003 for the Board of Supervisor's Meeting Dates for 2024. There was no public comment.

13. ADOPT RESOLUTION #2024-004 - PLANNING COMMISSION MEETING DATES: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2024-004 for the Planning Commission Meeting Dates for 2024. There was no public comment.

14. ADOPT RESOLUTION #2024-005 - NON-UNIFORM EMPLOYEE HOLIDAYS: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2024-005 for the Non-Uniform Employee Holidays for 2024. There was no public comment.

15. ADOPT RESOLUTION #2024-006 - FEE SCHEDULE: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to table the 2024 Fee Schedule to the January 22, 2024, Board of Supervisors Meeting. There was no public comment.

16. ADOPT RESOLUTION #2024-007 – DISPOSITION OF RECORDS: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2024-007 for the Disposition of Records. There was no public comment.

17. ADOPT RESOLUTION #2024-008 – ESTABLISHING TAX RATES FOR CALENDAR YEAR 2024: Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously to adopt Resolution #2024-008 for Establishing Tax Rates for Calendar Year 2024. There was no public comment.

18. ADOPT RESOLUTION #2024-009 – APPOINTING REPRESENTATIVES TO BUCKS COUNTY TAX COLLECTION COMMITTEE (TCC) FOR FISCAL YEAR 2024:

Page 4

Board of Supervisors

January 2, 2024

a. Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously to adopt Resolution #2024-009, appointing Lorraine E. Leslie, 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 2024. There was no public comment.

19. DESIGNATE VOTING DELEGATE AND CERTIFY OTHER DELEGATES' ATTENDANCE AT ANNUAL PSATS CONVENTION (April 2024) – 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 in April of 2024 and authorizing Supervisor Metzinger and Lorriane Leslie to attend the Convention. There was no public comment.

20. ANNOUNCEMENTS: Chairman Torrice stated there was an executive session prior to the meeting to discuss legal matters and Vice Chairman Groff stated all of the resolutions will be on the website.

21. PUBLIC COMMENT: None.

22. CONSENT AGENDA:

a) Minutes of the December 11, 2023, Board of Supervisors Meeting - Motion was made by Vice Chairman Groff and seconded by Chairman Torrice, to approve the Minutes of the December 11, 2023, Board of Supervisors meeting as written. Motion passed 2-0-1 with Supervisor Metzinger abstaining. There was no public comment.

b) Bills List: December 26, 2023 – Motion was made by Vice Chairman Groff, seconded by Chairman Torrice to approve the bills list of December 26, 2023. Motion passed 2-0-1 with Supervisor Metzinger abstaining. There was no public comment.

23. SUPERVISORS COMMENTS: Chairman Torrice and Vice Chairman Groff welcomed Supervisor Metzinger as a Supervisor for Hilltown Township.

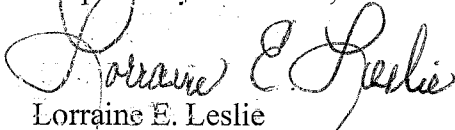
24. PUBLIC COMMENT: None.

25. PRESS CONFERENCE: None.

Page 5  
Board of Supervisors  
January 2, 2024

26. ADJOURNMENT: Upon motion by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried unanimously, the January 2, 2024, Hilltown Township Annual Re-Organization Meeting was adjourned at 7:23 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).