

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY, AUGUST 25, 2025**

The regular scheduled meeting of the Hilltown Township Board of Supervisors was called to order by Chairman Torrice at 7:01 PM and opened with the Pledge of Allegiance. Also present were Vice Charman James Groff, Supervisor Joseph Metzinger, Township Manager Deanna Ferry, Township Solicitor Jack Wuerstle, and Township Engineer Timothy Fulmer.

1. ANNOUNCEMENTS:

- a. Executive Session- Chairman Caleb Torrice announced that an Executive Session took place prior to the start of tonight's meeting to discuss legal and personnel matters as well as a meeting prior to today on July 29th, 2025 to discuss a personnel issue.

2. CONSENT AGENDA:

- a. Minutes of the July 28, 2025, Board of Supervisors Meeting
- b. Bills List: August 12, 2025
- c. Bills List: August 26, 2025

Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried out unanimously, to approve items 'a' through 'c' on the consent agenda.

3. CONFIRMED APPOINTMENT:

- a. Police Officer Swearing in Ceremony, Isaac Fries: Chief of Police Christopher Englehart noted that an officer retired earlier in the year creating a vacancy in the department. After an extensive search to fulfill the position, Isaac Fries was offered and accepted the position. Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff and carried unanimously, to approve to swear in Isaac Fries as the newest Police Officer for Hilltown Township Police Department. Mr. Fries was then sworn in by Judge Regina Armitage of Bucks County.

4. LEGAL SOLICITOR'S REPORT:

- a. Zoning Hearing Board 2025-009 Charles A. Drischer 629 Schoolhouse Rd. – Requesting Variance and Special Exception: Township Solicitor Jack Wuerstle noted that Mr. Drischer was not present. Mr. Wuerstle stated that Mr. Drischer is seeking five variances and special exemptions on a .588-acre lot for outdoor wholesale storage use. Mr. Wuerstle mentioned that some of the requests were significant and that one request for the Board of Supervisors to consider to waive was for the required flood study per ordinance, Sec. 160.8.A2 – variance relief for flooding. Discussion ensued regarding floodplain impacts and setbacks from the stream. Mr. Wuerstle recommended the Board authorizing him to write a letter to the Zoning Hearing Board about the concerns and opposition to the flood study waiver request. Further discussion ensued resulting in the Board agreeing to proceed with Mr. Wuerstle sending a letter to the Zoning Hearing Board about the various concerns and oppositions.

5. PLANNING:

- a. Cablevision Lightpath, LLC Land Development: Township Engineer Fulmer noted that Scott Mease was present to represent Cablevision Lightpath, LLC who is requesting a capital contribution in lieu of waived street improvements. Mr. Fulmer noted the itemized calculations for the cost of the improvements came to \$71,405.70. Mr. Fulmer mentioned that this total did not include the overlay, which would add about an additional \$13,000, making the total approximately \$85,000. Mr. Mease requested that the capital contribution fee be \$50,000 to be fair for this property versus other properties and noted that Cablevision Lightpath, LLC is not opposed to the calculated amount, however they would prefer fair pricing like other developers. A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried out unanimously, to approve a capital contribution of \$50,000 for waived street improvements for Cablevision Lightpath, LLC.

6. ENGINEERING:

- a. Johnson Subdivision (Schultz Rd.) Completion Status: Township Engineer Fulmer stated that the associated roadway and stormwater management improvements for this project are still incomplete. Mr. Fulmer recommended the Board approves a motion for completion by the next Board meeting date with failure to complete by then to find the developer in default of the terms of the Development Agreement. Mr. Fulmer also noted that the residents of lots 4 and lot 3 are requesting the fence to not be installed around the basin, which they own, located on their properties. The resident of Lot 4, Athena Bauerie, spoke and stated the main concern for the fence was the ongoing overall maintenance once the project is completed.

A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff and carried unanimously, to require the basin conversion to be completed to the Township's satisfaction by September 22nd, 2025. A second motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried out unanimously, to authorize relief from installation of the fence provided a written letter from both lot owners is received by the Township with a formal request.

- b. HTWSA Well No. 1 Revision Approval: Township Engineer Timothy Fulmer stated that at the June 23, 2025 Board Meeting, authorization was given to the Township Solicitor to amend easement documents for the Hilltown Township Water & Sewer Authority. Mr. Fulmer noted the documents are complete and ready for Board approval. A motion was made by Supervisor Metzinger, seconded by Chairman Torrice, and carried out 2-1-0, with Vice Chairman Groff abstaining, to approve the easement documents.

7. PARKS & RECREATION RECOMMENDATIONS:

- a. Requesting permission to discuss the issue with Chief Englehart: Chairman Caleb Torrice advised that Parks & Recreation would like to speak with Hilltown Police Chief Englehart about cameras and security at the parks.
- b. Requesting the Township provide the schedule for all athletic fields and other park usage to the Parks and Recreation Board, and that this schedule also be made available to the public online: Chairman Torrice inquired if there is any reason why the request would not be able to happen. Township Manager Ferry advised that at this time our current website does not have the capacity to handle an interactive calendar. Dr. Ferry noted that she does

Page 3
August 25, 2025
Board of Supervisors

respond almost immediately to all requests and provides the calendar to Parks and Recreation when requested.

- c. Requesting that the Township create an official email address for the Parks and Recreation Board accessible by the chair or other members of the Board as needed: Chairman Torrice mentioned the request for the email and no Board members expressed a concern. Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff and carried unanimously, to approve items 'a' through 'c' of the Parks and Recreation recommendations.
- d. Requesting a pumpkin painting station at the Trunk or Treat event, with a budget of up to \$1,000 for pumpkins and supplies: After a brief discussion regarding the event, Vice-Chairman Groff called on Steve Kendra, Chairman of Parks and Recreation, who stated that Parks and Recreation was only interested in having one hundred pumpkins. Vice Chairman Groff noted that he and his wife would like to purchase and donate the pumpkins to the event and would coordinate with Chairman Torrice to purchase them wholesale. Dr. Ferry advised the Township would purchase the paint and brushes.

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS:

- a. PPL Grant Right of Way: Solicitor Wuerstle explained this Right of Way is to wrap up the relocation of the powerlines off of the Tennis Courts at Civic Park. A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and approved 2-1-0, with Vice Chairman Groff abstaining, to approve the amendment to the general utility easement with PPL to grant the right of way
- b. Hilltown Township Water and Sewer Authority Amendment to General Utility Easement Agreement: Solicitor Wuerstle advised that this agreement is for the easement discussed under agenda item 6.b. A motion was made by Supervisor Metzinger Groff, seconded by Chairman Torrice, and approved 2-1-0, with Vice Chairman Groff abstaining, to authorize the Hilltown Township Water and Sewer Authority Amendment to General Utility Easement Agreement to be signed.
- c. Deep Run Lease Agreement, Civic Park & Blooming Glen Park: Township Manager Ferry stated that after months of meetings the Township and Deep Run came to a mutual agreement that benefits all parties involved for both Civic Park and Blooming Glen Park. After a brief discussion, a motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried out unanimously, to approve the signing of the Deep Run Lease Agreement for Civic Park and Blooming Glen Park.

Motion to approve Ordinance 2025-001: Dr. Ferry noted the Board voted at their June meeting to advertise Ordinance 2025-001 as modified with the addition of Article 3, Section F, which will assist the Township in better understanding the economic needs of the Fire Departments. A motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff and carried unanimously, to approve Ordinance 2025-001, An Ordinance of Hilltown Township Recognizing the Authority of Fire Companies to Seek

- d. Reimbursement for Hazardous Abatement Incidents, Environmental Incidents and Fire Safety and Rescue Responses.
- e. Motion to authorize Township professional staff to draft a Zoning Ordinance Amendment: Dr. Ferry stated that the Township Zoning Official, Caitlin Mest, sent a memo to the Board advising of a discrepancy in the definition of 'mobile home' within the Zoning Ordinance, and her recommendation for it to be amended. A Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried out unanimously, to authorize Township professional staff to draft a Zoning Ordinance Amendment to amend the definition of a 'mobile home'.

10. MANAGER UPDATE:

- a. Clifford Mungavin, Chal-Brit EMS Chief: Dr. Ferry noted that Chal-Brit EMS Chief Clifford Mungavin was unable to attend. A motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried out unanimously, to table item 'a' due to Chief Mungavin's absence.
- b. Fire Meeting Update: Dr. Ferry advised that herself and Chief Engelhart met with the Fire Departments for their quarterly meeting on August 13th at which time the Fire Departments made three requests of the Township for assistance. The first request was to send a letter of support to the County of Bucks, regarding the Warrington Burn Building Training Facility that is currently out of operation. Dr. Ferry advised she sent a letter to the County regarding the fire departments concerns and has already received a response from various Emergency Service Departments at the County sharing an update on plans to get it back up and running. The second request was for door hangers to leave at residences that do not have clearly marked house numbers. Dr. Ferry stated Chief Engelhart was able to get a proof from prior hangers, Zoning Officer Mest approved the language, and the hangers were printed, and are ready to be picked up by the Fire Departments at our office. The third request was for the Township to advise when there are buildings that come in for demolition, to see if the owner would be interested in allowing the Fire Departments to run training drills in the building that is set to be demolished. Dr. Ferry advised Solicitor Wuerstle is looking into the legalities of this request, and that we hope to get back to the Departments soon.

11. SUPERVISOR'S COMMENTS: Vice Chairman Groff advised that a request was submitted to the State for the Civic Park water line for a Road Occupancy Permit. Vice Chairman Groff noted the water line would run under the parking lot and mentioned the only thing the Board would need to discuss and decide on next month is what type of unit to install – freestanding versus mounted.

12. PUBLIC COMMENT:

Mr. Glen Wimmer, inquired about an update on amending an ordinance on target shooting in Hilltown Township. Solicitor Jack Wuerstle apologized that he still needs to review the ordinance and speak with the Township Manager and noted he would like to do a site visit with the Zoning Officer as well to see the location and the issues at question. Dr. Ferry advised that she put a report together but has not shared it yet as she had a few questions for Mr. Wimmer. Discussion ensued between Mr. Wimmer and Dr. Ferry. Mr. Wuerstle advised he would be reaching out to him for a site visit in coming weeks.

Page 5
August 25, 2025
Board of Supervisors

Mr. Don Hall, requested the opinion of the Board on changing the zoning of his property to enable a small retail village. Discussion ensued and Mr. Hall was advised by the Township professionals

to obtain a Land Use Attorney and noted that the Board would not be able to give their opinion on the matter this evening.

13. PRESS CONFERENCE: None

14. ADJOURMENT: Upon a motion from Supervisor Metzinger, seconded by Vice Chairman Groff and carried unanimously, the August 25, 2025, Hilltown Township Board of Supervisors meeting was adjourned at 8:19 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Deanna Ferry".

Deanna Ferry, DPA
Township Manager

(*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).