

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY, SEPTEMBER 22, 2025**

The regular scheduled meeting of the Hilltown Township Board of Supervisors was called to order by Chairman Caleb Torrice at 7:00 PM and opened with the Pledge of Allegiance. Also present were Vice Chairman James Groff, Township Manager Dr. Deanna Ferry, Township Solicitor Jack Wuerstle, Township Engineer Timothy Fulmer, and Hilltown Township Chief of Police Christopher Engelhart. Supervisor James Metzinger was not in attendance.

1. ANNOUNCEMENTS:

- a. Executive Session- Chairman Torrice announced that an Executive Session took place prior to the start of tonight's meeting to discuss legal and personnel matters.

2. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

3. CONSENT AGENDA:

- a. Minutes of the August 25, 2025, Board of Supervisors Meeting
- b. Bills List: September 9, 2025
- c. Bills List: September 23, 2025
- d. 2026 MMO for the Hilltown Township Uniform Employees' Police Pension Plan
- e. 2026 MMO for the Hilltown Township Non-Uniform Employees' Pension Plan

Motion was made by Mr. Groff, seconded by Mr. Torrice, and carried out unanimously to approve items 'a.-e' as written. There was no public comment.

4. CONFIRMED APPOINTMENT:

- a. Community Event: Car Show at 2730 Hilltown Pike, Perkasie; September 27, 2025, between 12:00-5:00 PM: Township Manager Dr. Deanna Ferry advised the board of the request for a Car Show to be held on September 27, 2025, at 2730 Hilltown Pike. Dr. Ferry mentioned that due to the nature of the event, police support was also requested. Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the Car Show at 2730 Hilltown Pike on September 27, 2025.

5. LEGAL SOLICITOR'S REPORT:

- a. None

6. PLANNING:

- a. Philadelphia Glider Council Land Development Waiver: Township Engineer Timothy Fulmer presented the land development waiver request from the Philadelphia Glider Council to demo an existing glider hanger and erect a larger one in its place. Mr. Fulmer noted the applicant was in compliance with all waivers mentioned in his letter dated September 3, 2025. A motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to grant the Philadelphia Glider Council preliminary and final land development approval.

- b. Robert L. Johnson Minor Subdivision: Mr. Fulmer presented the land development request for the 5-acre parcel that will be sub-divided with one new building lot out of the parent tract. The existing lot will remain with the Johnson Family as it contains their dwelling and driveway. Mr. Fulmer noted that this was part of a larger approved sub-division from a few years ago, mentioning that that Township already received a few in lieu of for the sidewalk as it is understood that that the Township already waived the sidewalk in the previous application.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the preliminary and final subject to the minor subdivision plan and compliance with the August 29, 2025, letter from Wynn Associates and approval of items '2A' and '2B'.

- c. Solar Atmospheres Land Development Capital Contribution: Mr. Fulmer advised that Solar Atmospheres was present to discuss the capital contribution. Mr. Fulmer mentioned this plan was previously before the Board, who granted preliminary and final approval of land development for the project which involved adding an additional building to the property. Mr. Fulmer noted one of the requested waivers pertaining to improvements, cartway overlay, and sidewalks along the frontage of which a cost estimate of approximately \$96,000 was received by the applicants engineer. Jamie Jones from Solar Atmospheres then spoke to the board and requested a capital contribution in the amount of \$55,895.60. Discussion ensued.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the capital contribution, in lieu of the cartway overlay and sidewalk in the amount of \$55,895.60.

- d. Village of Quiet Acres Land Development: Mr. Fulmer advised the Board that the Village of Quiet Acres was before the Planning Commission in August at which they recommended the preliminary approval of the application that proposes twenty-nine home sites which is in the mobile home park zoning district. Mr. Fulmer noted there is no capital contribution to be considered at this time and suggests that it be deferred. Mr. Fulmer recommended that '5N' of his letter be approved as the plan was changed as requested. Christen G. Pionzio, Esq., was present to represent the applicant and to request preliminary land development approval and discussion ensued with the Board.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve preliminary land development of twenty-nine mobile home units upon conditional compliance with the items noted in the August 7, 2025, letter from Wynn Associates and with an in lieu of fee to be discussed during final review approval.

7.

ENGINEERING:

- a. Auto Zone Land Development Completion: Mr. Fulmer noted that AutoZone is located at the corner of County Line Road and Rout 113 and was part of a land development application from a few years ago. Mr. Fulmer recommends the Board accepts completion of the project and authorizes release of remaining financial security to the applicant less payment of all engineering, legal, and Township fees.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve completion of the public improvements associated with the project and authorize release of the financial security to the applicant less payment of all engineering, legal and Township fees by the developer.

- b. HTWSA Well #1 Zoning Permit Application: Mr. Fulmer noted that the Hilltown Water & Sewer Authority operates within an easement area on Township open space and that the Township did authorize the easement area to be revised to accommodate improvements. Mr. Fulmer requested the Board to authorize someone to sign the Zoning Application for HTWSA on behalf of the Township in the absence of the Township Manager.

Solicitor Jack Wuerstle suggested that due to the conflict of Mr. Groff being the manager of the HTWSA as well as himself as the solicitor for both entities, that the item be tabled to a later date when Supervisor Joe Metzinger is present. Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve to table the signature request until the next Board of Supervisor's meeting in October 2025.

8. PARKS AND RECREATION RECOMMENDATIONS:

- a. Motion to approve Parks and Recreation Handbook: Mr. Torrice mentioned he spoke with Dr. Ferry regarding the benefits of a Board versus a Commission, noting that the responsibilities and authority do not significantly change, and noting that it would make regulations and meeting formats easier to follow as well as some other things. Dr. Ferry stated that the ordinance would need to be re-done and include modifying the legal requirements a Board is bound to, which would be a positive move forward with the direction Parks & Recreation would like to go. Steve Kendra, Chair of Parks & Recreation, then spoke and stated he would like to discuss it further with the entire Board as this change would also need to be reflected in the handbook.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve to table the Parks and Recreation handbook.

9. UNFINISHED BUSINESS: None.

10. NEW BUSINESS:

- a. Salt Bids for 2025-2026 Season: Dr. Ferry stated it is time for consideration of the 2026 Salt Bids, noting a recommendation to move forward with Morton Salt at the cost of \$61.86 a ton. Dr. Ferry mentioned it would be for 2,000 tons of salt, which is a standard request.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the bid for Morton Salt at \$61.86 a ton with a delivery of 2,000 tons for the 2025 – 2026 season.

- b. Motion to approve H&K Extended Hours Request for September 2025: Dr. Ferry stated she received the extended hour request on September 5, 2025, after the prior Board of Supervisors meeting, for H&K to extend hours for the month of September. Dr. Ferry noted that due to the request being over fifteen days, it was automatically approved per the agreement. Discussion ensued and it was agreed by the solicitor to make a motion.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the H&K extended hours from September 1 through September 30 from 6:30pm – 6:30am.

- c. Motion to approve H&K Extended Hours Request for October 2025: Dr. Ferry stated she received an extended hours request for the month of October. Dr. Ferry noted that there were fourteen incidents in August of working and not all of them were at night.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the H&K extended hours from October 1 through October 31 from 6:30pm – 6:30am

- d. Motion to approve advertising for Ordinance 2025-002: Dr. Ferry requested approval to advertise Ordinance 2025-002, An Ordinance Providing for Mandatory Maintenance Within Township Easements in Residential Areas. Dr. Ferry noted the ordinance would combine verbiage from other maintenance ordinances into a singular one to make it clear on maintenance responsibilities within easements. Dr. Ferry mentioned this is not an approval of the ordinance itself, just an approval of advertising.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the advertising of Ordinance 2025-002.

- e. Motion to approve advertising for Ordinance 2025-003: Dr. Ferry requested approval to advertise Ordinance 2025-003, An Ordinance of The Township of Hilltown, Bucks County, Pennsylvania, Amending the Hilltown Township Code of Ordinances to Establish a Maximum Speed Limit Of 25 M.P.H. On Narothyn Road And 30 M.P.H. On Mill Road. Dr. Ferry stated this ordinance is from the result of two traffic studies completed by the Hilltown Police Department and Chief Christopher Engelhart. Discussion ensued between Chief Engelhart and the Supervisors.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the advertising of Ordinance 2025-003.

- f. Motion to submit Ordinance 2025-004 to the Planning Commission for review, pending Solicitor Approval: Dr. Ferry requested approval to submit Ordinance 2025-004, An Ordinance Amending Chapter 160 Of The Hilltown Township Code Of Ordinances To Amend Definition Of Mobile Home; Amend Article Vi To Permit The Construction Of Single-Family Dwellings On Lots That Do Not Meet The Minimum Lot Area Or Width Requirements In Consistency With Section 160-50.B; Amend Section 160-23.; Amend The Table Of Allowable Uses To Permit I21 In The Village Center Zoning District, to the Planning Commission for review. Dr. Ferry noted this ordinance would make modifications to the zoning ordinance as requested by the zoning officer and the board regarding manufactured homes.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve the submittal of Ordinance 2025-004 to the Bucks County Planning Commission

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as well as the Hilltown Township Planning Commission for review pending solicitor approval.

- g. Motion to approve Resolution 2025-14, Signature Authorization for Traffic Signal Maintenance, pending Solicitor approval:

and

- h. Motion to approve Commonwealth and Municipal Traffic Signal Maintenance Agreement, pending Solicitor approval: Dr. Ferry advised both agenda items '10g' and 10h' are related to a project that is being completed on Rout 309 in Montgomery County. Dr. Ferry noted that the resolution and the agreement are to incorporate changes that will be necessary at the traffic light for that development and stated that Hilltown shares 25% of the maintenance and utility costs with New Britain, but that ownership is Hilltown's.

Motion was made by Mr. Groff, seconded by Mr. Torrice and carried out unanimously to approve Resolution 2025-14, Signature Authorization for Traffic Signal Maintenance, pending Solicitor approval and to approve Commonwealth and Municipal Traffic Signal Maintenance Agreement, pending Solicitor approval.

11. MANAGER UPDATE:

- a. Clifford Mungavin, Chal-Brit EMS Chief: Dr. Ferry introduced Chal-Brit EMS Chief Clifford Mungavin. Chief Mungavin spoke to the Board and mentioned he is looking forward to strengthening the EMS relationship between Hilltown and Chal-Brit EMS.
- b. 2026 Draft Budget: Dr. Ferry advised that the 2026 budget is in completed draft form and requested a motion to advertise per the Second-Class Township Code requirements. Dr. Ferry noted she will review it again to make sure that everything is included and will then have a finalized draft that will need to be advertised.

Motion was made by Mr. Groff, seconded by Mr. Torrice, and carried out unanimously to approve advertisement of the 2026 draft budget.

- c. Trunk and Treat Event: Dr. Ferry mentioned that the Trunk or Treat event will be on October 3, 2025, from 4:00pm – 8:00pm noting there will be various food vendors and games.

12. SUPERVISOR'S COMMENTS:

- a. Mr. Groff stated a resident spoke to him about her concerns with the intersection at Broad Street and Callowhill Road, noting he thought she would be present to speak but was not.

13. PUBLIC COMMENT: None

14. ADJOURNMENT: Upon a motion from Vice Chairman Groff, seconded by Chairman Torrice, and carried unanimously, the September 22, 2025, Hilltown Township Board of Supervisors Meeting was adjourned at 7:39 PM.

Respectfully submitted,



Marianne Egan
Assistant Secretary

(*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).