

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
WORKSESSION MEETING
MONDAY, DECEMBER 8, 2025**

The work session 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, Director of Finance David Boscola, Township Solicitor Jack Wuerstle, Township Engineer Timothy Fulmer and Chief of Police Christopher Engelhart.

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 November 10, 2025 Board of Supervisors Meeting
- b. Bills List: November 25, 2025
- c. Bills List: December 9, 2025

Motion was made by Vice Chairman Groff, seconded by Chairman Torrice, and carried out unanimously to approve items as written. There was no public comment.

4. CONFIRMED APPOINTMENT:

- a. Police Officer swearing in ceremony for Jason Barish: Chief of Police Christopher Engelhart noted that an officer resigned earlier in 2025 creating a vacancy in the department. After an extensive search to fill the position, Jason Barish was offered and accepted the position. Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff and carried out unanimously, to approve the swearing in of Jason Barish as the newest Police Office of Hilltown Township Police Department. Mr. Barish was then sworn in by Honorable Regina Armitage of Bucks County.

5. LEGAL: None

6. PLANNING:

- a. Rosenthal Tract Subdivision: Chairman Torrice advise that the Rosenthal subdivision plan was to be considered for preliminary approval. Discussion would proceed with allowance for public comment with each topic. Chairman Torrice then asked Rich Carroll of Hallmark Homes and Rob Cunningham of Holmes Cunningham Engineering to go through and elaborate on each of the requested waivers noted under item #6 on the Wynn Associates letter dated December 2, 2025.

Rich Carroll explained that the Township requirement for detention basins to have a slope of 2% was in contradiction to current DEP guidelines to have flatter bottom basins to promote longer water retention and infiltration. Waiver one would allow developer to follow DEP guidelines. There was no public comment on this requested waiver.

Mr. Carroll explained that constructed basins are no longer regularly maintained and vegetation growth is allowed to promote water infiltration on site. Waiver two would exempt developer from

constructing basin access ramps for maintenance. There was no public comment on this requested waiver.

Mr. Carroll explained that the developer would be making no improvements to parcels on the south side of Swartley Road. Developers' plans are to widen Swartley Road at points of entry to provide deceleration lanes and to mill/overlay only the north side lane along the length of the two parcels. Mr. Carroll also explained that developer would be making water and sewer improvements in and along Swartley Road west of the development and that portions of the road would need to be reconstructed/milled/overlayed as needed. Waiver three would provide relief for developer to mill/overlay south side lane of Swartley Road and developer would provide a capital contribution in lieu of improvements. Supervisor Metzinger opined that a complete milling and overlay of Swartley Road was preferable, would address any damage that may occur on the south side lane during construction and would provide for a more completed project in the end. Chairman Torrice and Vice Chairman Groff agreed with comments and Mr. Carroll agreed to withdraw requested waiver. There was no public comment.

Mr. Carroll explained that the developer was constructing a boulevard style entrance to the retirement village. This encompasses two separate roadways with a median in between. This would allow for separate access points along Swartley Road if one was to be blocked. The developer was also constructing an emergency access between the retirement village and the single-family cul-de-sac road. Waiver four would provide relief from constructing a secondary roadway in and out of the retirement village. Vice Chairman Groff asked if the local fire department has had input on the development layout yet. Rob Cunningham responded that developer will be reaching out to get input from local fire department before final subdivision approval. Mr. Carroll stated that plans were submitted with overlay templates to illustrate adequacy of site design and access. Supervisor Metzinger inquired about moving the emergency access to Swartley Road instead of the cul-de-sac. Mr. Carroll said it could be something they would consider possibly utilizing a portion of the pedestrian walkway. Public comment: Dale Ott of 246 Mill Road responded that neither the boulevard style entrance nor the emergency access satisfied the requirement to construct two public street accesses from the village to an existing public roadway. He also had concerns that the fire department has not yet had input on the design and that certain roadways and intersections would not be adequate for the fire department equipment. There was no other public comment on this requested waiver.

Mr. Carroll explained that the single-family cul-de-sac road was longer than maximum allowable length of 500 feet. Waiver five would allow for a longer cul-de-sac road. There was no public comment on this requested waiver.

Mr. Carroll explained that the developer was planning to construct curbing on Swartley Road only at the two entrances and not the full property frontage. There is an existing water main owned by North Penn Water Authority that would run under the new improvements. Any repair to the main at that site of intersection would entail demolition prior to and reconstruction of the curbing following the repair. It is preferred to stop the curbing to avoid the conflicting infrastructure. Vice Chairman Groff agreed it would be preferred to avoid the conflict. Waiver six would provide relief from installing curbing along the full property frontage. There was no public comment on this requested waiver.

Mr. Carroll explained that the developer was planning to install Belgian block curb instead of the plain cement concrete curb for the new roads within both developments. Regular cement concrete

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curb would be installed at both entrances and along Swartley Road. Vice Chairman Groff said this type of curbing is used in other developments in the Township. Waiver seven would allow the use of Belgian block on interior development roads only. There was no public comment on this requested waiver.

Mr. Carroll explained that the developer was planning to install an asphalt pedestrian walkway along Swartley Road instead of a concrete sidewalk. The walkway would be integrated with the development walking trail and would provide a more rural feel associated with a meandering path along Swartley. Waiver eight would allow for the asphalt walkway instead of the standard concrete sidewalk. Supervisor Metzinger said he preferred a concrete sidewalk along Swartley Road. Chairman Torrice agreed and stated a concrete sidewalk could provide consistency with other properties along Swartley Road if there was future development. Vice Chairman Groff also said he preferred a concrete sidewalk. Carroll agreed to withdraw requested waiver. There was no public comment.

Mr. Carroll explained that the developer was planning to prioritize the number of parking spaces for the retirement village clubhouse. The planned spaces would put limitations on the placement of trees to provide shading for 50% of the impervious area. Waiver nine would provide relief from planting four additional trees to meet the 50% coverage requirement. Developer would provide a capital contribution in lieu of improvements. Supervisor Metzinger asked how many parking spaces would be lost if the four additional trees were installed. Mr. Cunningham said possibly three or four. Supervisor Metzinger preferred that the trees be included in the plan. Chairman Torrice and Vice Chairman Groff stated they had no preference and Mr. Carroll agreed to withdraw requested waiver. There was no public comment.

Mr. Carroll explained that the developer would be removing 300 trees from the property. There are buffer areas in which reforestation trees will be planted and extensive landscaping will be provided throughout the development, but there are insufficient areas in which to meet the requirement to replace all the trees. The plan proposes to provide for 50% of the required number or reforestation trees. Waiver ten would provide relief to provide the additional 50%, and developer would provide a capital contribution for the remaining reforestation trees. Mr. Carroll stated that the developer would be providing over 600 trees in total when you include the other landscaping. Public comment: Michelle (Last Name?) of (Address?) spoke in favor of planting additional trees between the two developments along the property lines. There were no more public comments.

Mr. Carroll explained that the developer was planning to utilize high density polyethylene (HDPE) pipe in some areas throughout the development instead of reinforced concrete pipe (RCP). Waiver eleven would make allowance for this change. Township Engineer Timothy Fulmer stated that HDPE was used in other developments and did not oppose as long as RCP was used in all property that the Township would own and maintain. There was no public comment on this requested waiver.

Mr. Carroll explained that the developer is requesting relief from the requirement that storm sewer pipe of differing diameters are designed to match crowns. Mr. Carroll explained that the storm sewer system has been designed to ensure conveyance of a 100-year storm event, which will be verified by the Township Engineer. There was no public comment on this requested waiver.

Mr. Carroll explained that a requirement to provide ballfields and tot lots for an age restricted community was not an appropriate use of space. In lieu of these improvements, the plan includes

walking paths and bocce courts to satisfy recreational uses for the retirement village. Waiver thirteen would provide relief from requirement to construct ballfields and tot lots. Public comment: Dale Ott of 246 Mill Road stated that according to his calculations the plan does not meet the 40% open space requirement. Mr. Carroll and Mr. Cunningham both stated that the plan meets the requirement and that the additional space by foregoing the four parking spaces will only increase that percentage.

Chairman Torrice then asked Rich Carroll to discuss the Traffic Impact Assessment prepared by Horner & Canter Associates.

Mr. Carroll explained that the traffic impact assessment concluded that any traffic associated with the new development would not warrant improvements at the intersection of Swartley Road and Route 309 nor the intersection of Swartley Road and Hilltown Pike. Additionally, the developer was only responsible for improvements along the development road frontage. Any improvements outside the road frontage were the responsibility of the Township. Mr. Carroll and Mr. Cunningham also discussed the possibility of adding traffic restriction signage during peak hours. Public comment: Dale Ott of 246 Mill Road stated that he waited to make a lefthand turn onto Bethlehem Pike for a longer amount of time and discounted the assessment's conclusions. He also stated that people would not pay attention to signs restricting lefthand turns. Carol Pierce of 839 Callowhill Road stated her opposition to the plan and reiterated her comments from the previous months Planning Commission meeting.

Township Solicitor Jack Wuerstle stated that the Board of Supervisors have a defined role in this process and are prohibited from imposing any requirements outside of their purview.

Chairman Torrice said there would be a short recess.

Chairman Torrice reconvened the meeting. Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried out unanimously to table the matter and accept an extension of the plan review period through January 31, 2026. It was further determined that the only issue to be discussed and considered at the public meeting on January 26, 2026 would be the matter of a separate/additional access from the retirement village or an emergency access from same.

7. ENGINEERING: None

8. PARKS & RECREATION RECOMMENDATIONS:

- a. Park benches: Steve Kendra, Chairman of the Parks & Recreation Board, noted that the Committee would like to recommend purchasing Inground Rinnova Contemporary Benches out of the remaining 2025 budget. These benches would be permanently mounted along walking paths and would allow sponsorship plaques to be added. Chairman Torrice noted there was available budget and benches would need to be received before year end. Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried out unanimously to approve purchase of benches not to exceed \$12,900.
- b. Shade trees: Steve Kendra noted that the committee would like to recommend purchasing of shade trees to be planted alongside the benches and walking paths. Chairman Torrice noted the trees could be purchased out of this year's budget, stored and planted next year with the installation of the benches. Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried out unanimously to approve purchase of shade trees not to exceed \$12,900.

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- c. Hazardous tree removal: Steve Kendra noted that there were numerous dead and dying trees along the walking path at Berry Brow. The Committee would like to recommend approval of a quote from Arbor-Tech to the remove hazardous trees. Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried out unanimously to approve spending \$9,800 for hazardous tree removal at Berry Brow.

9. UNFINISHED BUSINESS:
 - a. 2026 Budget: Motion was made by Supervisor Metzinger, seconded by Vice Chairman Groff, and carried out unanimously to approve the 2026 Budget. Director of Finance David Boscola thanked both the Township Manager Dr. Deanna Ferry and Board of Supervisors for their work and input on the budget.
 - b. Motion to Submit Ordinance 2026-001 Amending Chapter 160 of the Hilltown Township Code of Ordinances to Amend Definition of Mobile Home and to Amend the Table of Allowable Uses to Permit I21 in the Village Center Zoning District to the Planning Commission for Review: Township Engineer Timothy Fulmer explained action was to amend the outdated definition of mobile home in the ordinance. Mr. Fulmer further explained action was twofold; to amend the outdated definition of mobile home and also allow for solar panel installation within the Village Center District. Chairman Torrice stated the original ordinance limited solar panel installation when they were bulky and considered an eyesore, and now they are more streamlined and not so objectionable. Motion was made by Vice Chairman Groff, seconded by Supervisor Metzinger, and carried out unanimously to approve submission of Ordinance 2026-001 to the Planning Commission for review.

10. NEW BUSINESS: None

11. MANAGER UPDATE: None

12. SUPERVISOR'S COMMENTS: Chairman Torrice, Vice Chairman Groff and Supervisor Metzinger wished everyone a Merry Christmas and Happy Holidays.

13. PUBLIC COMMENT: None

14. ADJOURMENT: Upon a motion from Vice Chairman Groff, seconded by Supervisor Metzinger, and carried unanimously, the December 8, 2025, Hilltown Township Board of Supervisors meeting was adjourned at 9:57 PM.

Respectfully submitted,



David Boscola
Assistant to the 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).

