

HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
February 3, 2016

MINUTES

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
  - ( ) Kenneth V. Farrall (arrived at 7:33PM)
  - (X) Stephen E. Keib
  - (X) John Kroesser
  - (X) Lawrence G. Stevens
- (X) Mayor, Robert L. Kaler III

The record shows that four members of Council were present at roll call, as well as, Mayor Robert L. Kaler III, Patrick Hitchens, Timoney Knox LLP, Borough Manager Michael J. DeFinis and Assistant Secretary, Jaime E. Snyder. Councilmember Farrall arrived at 7:33PM.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Stevens to Approve the Workshop Meeting Agenda of February 3, 2016 with additions. The motion was seconded by Councilmember Keib and was unanimously approved with a vote of 5-0.

2. PUBLIC INPUT: President Weierman asked if there was any Public Input.  
There was no public input.  
There was no media present.

3. Walk Montco Presentation

Anne Leavitt Gruberger from Montgomery County Planning Commission addressed Council this evening and spoke about the Walk Montco initiative which goes along with the County Comprehensive Plan, MONTCO2040.

Ms. Gruberger spoke about the walk ability audit that was completed in the Borough of Hatfield and addressed any comments which came up during the audit. She noted to Council that the Borough is already a very walkable community with a good sidewalk connection and that there are only a few minor recommendations in the Planning Commissions opinion that can be taken. She

mentioned addressing truck traffic on restricted roads, crosswalks which are in the wrong location, warning lights at the firehouse, addressing all ramps for ADA compliance, aligning intersections and addressing the crossing at the rail line for pedestrians coming from Hatfield Township. Ms. Gruberger also spoke about funding through the Planning Commission.

Borough Council had a brief discussion about the Walk Montco Audit and thanked Ms. Gruberger for her and the Planning Commission's time on this project.

#### 4. The PFM Group Agreement

Jamie Schlesinger from Public Financial Management (PFM), Independent Financial Advisory Services addressed Borough Council and spoke about what his organization does in reference to borrowing money for future projects.

Mr. Schlesinger stated that PFM is essentially an independent financial advisor whose job is to get the best transaction possible, structured the right way for the Borough. Mr. Schlesinger stated that most municipalities are currently looking at a bank loan or a bond issue and he stated that he thinks a bank loan; dual track would work best for the Borough at this time. Mr. Schlesinger stated that bank loans are very flexible, have lower costs of issuance, less administrative requirements, have a draw down and are payable at anytime. He added that during this process PFM will administer development of the financing plan, review all loan documents, lead issuance process, negotiate underwriter compensation and interest rates, provide a final report and coordinate with Bond Counsel to ensure smooth closing.

Mr. Schlesinger reviewed the summary of outstanding indebtedness with Borough Council and the proposed debt service. Mr. Schlesinger spoke about the bank loan and stated that once the monies were borrowed you would have two years to spend the borrowed funds. He then went on to speak about the wrap structure with the monies which would be structured at 15 years with added principle.

Councilmember Farrall stated that when BFL met previously we looked at the 15 year structure which is what we recommend.

A discussion ensued amongst Council about the specifics of the loan with Mr. Schlesinger.

Borough Council thanked Mr. Schlesinger for coming out this evening and speaking to Council.

#### 5. KCBA Municipal Complex Agreement

Manager DeFinis stated that this model that is at your places is a working model after meeting with PBZ and staff. This is still a working model but many discussion items have been achieved in this model.

Ed Mangold from KCBA Architects spoke to Borough Council this evening and walked through the model of the new municipal complex. He went over all the additions that were discussed from the committee and staff. Mr. Mangold stated that though the layout has essentially changed since the December meeting we have still kept the flow of circulation throughout the building as reflected in the new model as well as increased lighting and function.

A discussion ensued amongst Borough Council about the current layout for the new complex.

Mr. Mangold then directed Council's attention to the site changes that were made after the December meeting. He focused on the parking lot lay out for staff and the additional parking created on the side of the building as well as out front for drop offs.

Councilmember Farrall wants to address the location of the generator in the rear parking.

Mr. Mangold then went on to address the front layout with the two lane traffic entrances and exit into the complex verse the current layout with the circulation loop. Mr. Mangold added that with this new entry way it creates a destination feel for the out front park. He added that at this time though changes can be made, we are getting close to having the civil engineer look at this project.

A discussion ensued amongst Borough Council about the new proposed layout for the entrance, parking and park layout for the complex.

Councilmember Farrall wants to address the color scheme of the proposed building.

Borough Council thanked Mr. Mangold for coming out this evening and speaking to Council.

6. ANNOUNCEMENTS: Manager DeFinis made the following announcements:

- Next Council Meeting February 17, 2016 Regular Meeting @ 7:30PM
- HERC is scheduled to meet Wednesday, February 24<sup>th</sup> @ 8:00AM
- The next Planning Commission meeting is Monday, February 29, 2016

7. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Lieutenant Robertson, Hatfield Township Police addressed Borough Council and reviewed and answered questions from her monthly report.

Mayor Kaler wanted to thank the Borough Public Works Department and Manager DeFinis on their efforts through this recent snow storm.

8. MANAGERS REPORT: General Report and Project Updates. Manager DeFinis reviewed the Reports and made the following announcements:

1. Land Use & Development Updates:

- A. St. Mary St. Kyrillos Church / Sewer Escrow Under Review
- B. GLC (Grace Lutheran Church) / Under Construction / Relocate Sewer
- C. Gambone/Snyder Townhomes / Utility Billing Under Review
- D. Hatfield Auto Museum / Nothing New
- E. Crystal Rose Catering / Nothing New
- F. Hattricks / Waiver of LD Request / Requested Ordinance Change
- G. 122 ½ Towamencin Ave. / Access to Property / Nothing New

2. Utility Billing Update:

- A. Staff continues to monitor past due Electric & Sewer accounts. All past due electric accounts have been notified that disconnects will take place.
- B. Email Billing available for Electric & Sewer Accounts. I encourage all account holders to take advantage of the cost effective billing delivery opportunity.

3. Project Updates:

- A. Edgewood Drive / Towamencin Avenue Culvert Project is on hold due to weather.

4. Attachments:

- A. Thomas Anderson GASAB 67 & 68 Reporting
- B. First Niagara Portfolio Appraisal
- C. Verizon Franchise Renewal
- D. AMP Legislative Call to Action
- E. APPA Legislative Rally in March in Washington DC
- F. Snow and Ice Removal
- G. Auditor General Act 205 Report
- H. Uninvest (UPMS) December 31, 2015 Pension Report
- I. First Niagara "Talking Stock of the Market"
- J. Tax Collector 2015 Return of Taxes
- K. February PSAB Update
- L. AMP Long Term Gas Hedge

5. Items of Interest:

- A. Annual Borough Events Planning
- B. HMHS Meeting Schedule

- C. Chamber of Commerce Events
- D. MCBA Revised Dinner Schedule Being Developed
- E. PSAB Conference in June @ Hershey
- F. Fire Department Celebration in July

#### 9. MUNICIPAL COMPLEX UPDATE:

Manager DeFinis stated that internally we are renting space on Market Street and the Public Works is in the process of renovating the temporary space for us to occupy in August.

#### 10. NEW BUSINESS:

##### A. National Register of Historic Places Update

Councilmember Stevens informed Council that the Jailhouse/Substation was added to the National Register of Historic Places.

##### B. Floodplain Ordinance Update

Manager DeFinis stated that what you have in your packets is the summary which was posted in the paper and the full Ordinance is available for review at the Borough Office. Manager DeFinis added that a hearing will be on the 17<sup>th</sup>.

Patrick Hitchens, Esq. stated that we are still waiting for review from DCED but have received review from the County. Mr. Hitchens stated that we have received comments from DCED in other municipalities and we have addressed those language changes in this ordinance for the Borough.

##### C. 2016-2017 Grass Cutting Bid Packet

Manager DeFinis stated that the 2016-2017 bid packet will be ready to go at the February 17<sup>th</sup> meeting. Manager DeFinis addressed the packet additions which list staff and equipment since in the past these issues have arose.

##### D. Towamencin Avenue Reconstruction Bid Packet

Manager DeFinis stated that this packet is here and a few modifications will be made because of the work on Edgewood but we will look to advertise on February 17<sup>th</sup>.

##### E. PBA Christmas Tree Lights Donation

Manager DeFinis addressed a letter of donation for the Christmas Tree lights from the Police Benevolent Association.

##### F. Keystate Publishers

Manager DeFinis stated that Keystate Publishers will no longer be operational as of March 31, 2016. We will need to look at what is available to fill this move.

### G. Document Retention

Manager DeFinis spoke about needing to convert our documents to electronic files for the move and addressed the Montgomery County Community College program that can assist with this transition.

## 11. OLD BUSINESS:

### A. REPORTS AND CORRESPONDENCE:

Manager DeFinis and President Weierman updated and answered questions regarding the Reports and Correspondence.

- Monthly Investment Report
- Monthly EIT / LST Report
- Police Department Report
- Fire Department Report
- Public Works Department Report
- Engineering Report
- Fire Safety Inspection Report
- Zoning Officer / Property Maintenance Report
- Building Code Enforcement Officer Report

## 12. ACTION ITEMS:

## 13. ADJOURNMENT:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of February 3, 2016. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0. The meeting adjourned at 9:33PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Jaime E. Snyder  
Assistant Secretary