

HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
April 6, 2016

MINUTES

CALL TO ORDER AND ROLL CALL:

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

The record shows that five members of Council were present at roll call, as well as, Mayor Robert L. Kaler III, Solicitor Patrick M. Hitchens, Timoney Knox LLP, Borough Manager Michael J. DeFinis and Assistant Secretary, Jaime E. Snyder. Solicitor Harper arrived at 7:35PM.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Farrall to Approve the Workshop Meeting Agenda of April 6, 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. Dan Sokil from the North Penn Reporter was present at the meeting.

Michelle Kroesser 130 Chestnut Street addressed Council with concerns about the entrance and exit of the proposed layout for the New Municipal Complex. She stated she was concerned with the lay out as is, that it will create stacking of cars on Main Street and will eliminate access to Chestnut Street.

President Weierman thanked Ms. Kroesser for her comments and stated that we will address the entrance way this evening when we hear the Land Development Presentation.

3. Year End Draft Presentation:

Ed Furman and Representative's from Mallie addressed Borough Council this evening and thanked them for appointing them for the financial audit. They stated they are finished with the numbers at this point and are drafting the final audit

with the financial statements. Mr. Furman stated that what we have found with the financial software is that it stays open for 90 days to add any final adjustments for the previous year and we did complete that process so the internal financials will match the audited financials. Mr. Furman went over the government wide financial statements with Borough Council and did a comparison to previous years. Mr. Furman did a general overview of all the accounts including the general fund, electric fund and sewer fund and addressed the pension liability with Borough Council. Mr. Furman also addressed general revenue and expenses and highway aid. Mr. Furman concluded that the Borough of Hatfield has an extremely strong balance sheet in accounts and is in good standing.

President Weierman stated that we appreciate the time and effort spent on this audit and Mr. Furman from Mallie stated that the staff was well prepared and very corporative through the process.

#### 4. Municipal Complex Land Development Plan Presentation:

Manager DeFinis stated that Chad Camburn will address Council this evening with the preliminary plan for Land Development and walk you through from start to where we are out now. Manager DeFinis stated that all Council should have a list of waivers that are addressed on the plan.

Chad Camburn from Bursich Associates, the Borough Engineer, addressed Borough Council. Mr. Camburn showed an outline of the existing property vs. the new Municipal Complex proposal lay out. He stated that this lay out will bring the new building closer to the road with a better site line from Main Street with a nice site of the park. Mr. Camburn added that this is a very challenging site with constraints; the Kroesser property line and the creek. Mr. Camburn stated that parking will be in the rear with 25 parking spaces and with handicapped accessible spaces out front along with a few other spots with quick access the main entrance. Mr. Camburn addressed the retaining wall, guiderail and elevation of the property for safety and draining purposes. Mr. Camburn addressed, the previous vision of a garage out back of the building in the future space but because of the slope of the property, this is not accessible.

It was discussed by Borough Council to possibly have a double door in the future space for pallets and larger items to be loaded in the rear of the building.

Mr. Camburn spoke about incorporating the park to the complex, with pavement and sidewalk access. He also addressed some concerning site lines and additional landscaping options. Mr. Camburn also addressed the improvements of the existing non-conforming issues on this site. He also addressed some additional landscaping options.

Mr. Camburn spoke about the entrance / exit to the new Municipal Complex and discussed the entrance / exit to the complex which was addressed at the Planning

Commission Meeting and trying to straighten it out to avoid stacking or blocking on surrounding streets. Mr. Camburn addressed some concerns with the entrance / exit with Borough Council.

A discussion ensued, with Council about the layout for the entrance / exit of the complex and the site disruption with the fence. Mr. Camburn stated he would take all suggestions and work with them for the best possible solution.

Manager DeFinis stated that the three items mentioned at the Planning Commission Meeting were the entrance/ exit to the complex, preference for guiderail was wood and since the property presents challenges were other locations looked at. Manager DeFinis stated since 1994, other options have been looked at and this current location is the best option.

Solicitor Harper asked if the wood guide rail is approved. Mr. Camburn stated that since this is not a PennDOT road, we would address this to liability with the insurance provider. Mr. Camburn stated he believes this would be a safe option if Council would prefer that.

Councilmember Farrall stated since this plan does not include all landscaping, lighting and features can we include the layout to have these additions to the upper part of the complex where we would connect to the trail system. Councilmember Farrall also spoke about the addition of bollards and landscaping berms in the complex.

Finally, Mr. Camburn informed Council that they have been waiting to hear from DEP due to the new flood plain ordinance recently passed that any new structures or additions within 25 feet of the stream would need DEP approval.

President Weierman thanked Mr. Camburn for this time this evening and the presentation to Borough Council.

5. ANNOUNCEMENTS: Manager DeFinis made the following announcements:

- Next Council Meeting April 20, 2016 Regular Meeting @ 7:30PM
- HERC is scheduled to meet Wednesday, April 27, 2016 @ 8:00AM

6. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Recycling: Mayor Kaler stated there was a meeting but he was unable to attend. He will report on the meeting when he receives the minutes.

Mayor Kaler also added that the PA Mayor's Association stated that according to the Borough Code he must inform Council if he will be officiating a wedding. Mayor Kaler stated he has a wedding upcoming in late April.

Public Safety: Lt. Robertson of the Hatfield Township Police Department went over the monthly report and addressed any questions or concerns.

7. 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 Coptic Church / Sewer Escrow Under Review
- B. GLC (Grace Lutheran Church) / Under Construction
- 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 / Several Requests
- 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 will be notified by April 4<sup>th</sup> and disconnects will take place on April 20<sup>th</sup>.
- 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. Bids for 2016 Projects in Progress Towamencin Ave. Reconstruction, Stormwater and Sanitary Sewer Repairs, Montco2040 Grants, Electric Re-closures Opening April 7<sup>th</sup>.

4. Earth Day:

April 23<sup>rd</sup> 8AM-12PM

Document Shredding, Cardboard Recycling

Electronic Recycling, Oil, Tires & Batteries

Godshalls Auto Partnering on three auto related items

5. PNC Bank Property:

- A. Possible Dunkin Donuts or Other Chain

6: Attachments:

- A. PSAB Conference June 5<sup>th</sup> – 8<sup>th</sup> in Hershey
- B. PSAB Conference Voting Delegate
- C. E-waste Collection Registration
- D. Towamencin Ave. Culvert Punch List

#### 7. Items of Interest:

- A. Heather Meadows / Heritage Park Clean up April 16<sup>th</sup> 8AM
- B. MCBA April 28<sup>th</sup> Pinecrest / Hatfield, Souderton, Telford
- C. HMHS Meeting Tuesday, May 24 HVFC 7:30PM
- D. Memorial Day Parade Monday, May 30<sup>th</sup>

#### 8. MUNICIPAL COMPLEX UPDATE:

##### A. Bank Loan RFP

Jamie Schlesinger from PFM addressed Council and spoke about the Bank Loan RFP results. Mr. Schlesinger addressed the current debt with the Borough and then stated they received the RFP's from the bank asking for fixed rates for the term of the loan. Mr. Schlesinger stated that most banks provided fixed rates for 3, 7, 10 or full term along with fixed / variable rates for a specific years of the loans. He proceeded to analyze and explain the results of the RFP's with Borough Council including those proposals for the full fixed term of the loan vs proposals for fixed / variable rates for the term of the loan. After comparison, Mr. Schlesinger stated he was very happy with the RFP's and it is his suggestion to go with ESSA Bank & Trust which gave an initial rate of 2.010 for the initial ten years of the loan along with a cap rate for the last five years of the loan at a maximum which it cannot go above of 2.950 for a total of a 15 year loan.

Mr. Schlesinger stated that he has done about four loans with the bank in the past at which none were structured as well as this loan with these rates.

President Weierman asked to address the construction loan aspect, and the withdrawals and Mr. Schlesinger stated the Borough would be working with the bond counsel with invoices and you fill out a requisition form to send to the bank, in turn they would deposit the money in whatever account you set up.

Jamie Schlesinger then addressed the amortization schedule with Borough Council and the different scenarios for drawling the monies out of the bank.

President Weierman thanked Mr. Schlesinger for the presentation to Borough Council.

##### B. Ordinance # 522 General Obligation Note

Manager DeFinis stated we will have a hearing on the 20<sup>th</sup> and take action that same evening. This is the ordinance that allows you to enter into the loan with the bank.

Solicitor Harper stated this is drafted by Bond Counsel and meets the requirements of the local government debt act. Solicitor Harper added that there is an annual compliance review for the borrowing of the money.

#### C. Relocation Plan Update

President Weierman stated there is an outline of the accomplishments in your packet.

Solicitor Harper added that just a reminder we will need to advertise the new meeting location with the dates and times when we move to the temporary space.

#### D. IT Service Update

Manager DeFinis stated we have gone through the IT proposals for relocating and future service and I will send this to the Property and Equipment Committee for a recommendation.

### 9. NEW BUSINESS:

#### A. Grass Cutting Bid Recommendation

Manager DeFinis stated we received two bids for the 2016/2017 Grass Cutting and Biase Landscaping was the lowest bidder and supplied all necessary materials.

#### B. NPWA Water Tower Update

Councilmember Farrall stated that the NPWA is going to re-paint the Hatfield Tank even though it will be going out of commission because the storage is not needed but they want to keep the tank up. Councilmember Farrall added that we have a chance to talk about and design the look of the tank and we should also think about the star and the lighting.

A discussion ensued amongst Council.

#### C. American Legion Memorial Day Parade May 30, 2016 Road Closing

Manager DeFinis stated that we are waiting for a letter from the American Legion.

#### D. Resolution 2016-06 Supporting Local Radar

Manger DeFinis stated that this was drafted and in your packets. Action will take place on this for the 20<sup>th</sup>.

#### E. Resolution 2016-07 Authorizing the Montco 2040 Implementation Grant

Manager DeFinis stated this is for the cross walk on Lincoln, parking stalls on East Broad and South Main Street and truck traffic control.

#### F. 2015 Defined Contribution Benefit Pension Plan Financial Statements

Manager DeFinis stated he and staff met with the pension provider to discuss the 2015 numbers. Manager DeFinis added that upon review and status of us being a long standing customer, the Borough will be receiving a reduction in fees and if Budget, Finance and Labor wanted to meet to discuss the investment to the pension we can schedule a meeting after they see how the first quarter of 2016 turns out.

#### 10. 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
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#### 11. ACTION ITEMS:

A. Motion to Award two single year Grass Cutting Contracts for 2016 & 2017 to Biase Landscaping of Telford in the amount of \$16, 744 per year for a total of \$33, 488 for two years.

Motion: A motion was made by Councilmember Farrall to Award two single year Grass Cutting Contracts for 2016 & 2017 to Biase Landscaping of Telford in the amount of \$16, 744 per year for a total of \$33, 488 for two years. The motion was seconded by Councilmember Kroesser.

President Weierman asked if there were any comments or questions. There were no comments or questions.

The motion was approved unanimously with a vote of 5-0.

12. ADJOURNMENT:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of April 6, 2016. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0. The meeting adjourned at 9:10PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Jaime E. Snyder  
Assistant Secretary