

HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
October 4, 2017

MINUTES

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
- ( ) Kenneth V. Farrall
- (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, Solicitor Catherine M. Harper; Timoney Knox LLP, Borough Manager Michael J. DeFinis, and Assistant Secretary Jaime E. Snyder.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Keib to Approve the Workshop Meeting Agenda of October 4, 2017 with additions. The motion was seconded by Councilmember Stevens and was unanimously approved with a vote of 4-0.

2. PUBLIC INPUT: President Weierman asked if there was any Public Input.  
No Public Input.  
Media Not Present.

3. ANNOUNCEMENTS: Manager DeFinis made the following announcements:

- Next Borough Council Meeting October 18, 2017 Regular Meeting @ 7:30PM at the HVFC
- HERC is scheduled to meet Wednesday, October 25<sup>th</sup> @ 8:00AM at the HVFC
- Next Planning Commission Meeting is Scheduled for Monday, October 30<sup>th</sup> @ 7:00PM at the HFVC
- The Borough Offices will be closed on Monday, October 9<sup>th</sup> in Observance of the Columbus Day Holiday

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

**Public Safety:** Councilmember Kroesser shared that he attended at Upper Gwynedd's Municipal Building an open discussion with the public and the Police Chiefs of the surrounding area.

#### 5. MUNICIPAL COMPLEX UPDATE:

Manager DeFinis informed Council that the demolition of the building is now 100% complete and the Borough is waiting on paperwork from the contractor.

Manager DeFinis added that he and Assistant Secretary Jaime Snyder have been working to finalize all plans with the KCBA. Manager DeFinis went over the time frame with Council for the municipal building bid.

#### 6. 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 / Use Under Review
- B. GLC (Grace Lutheran Church) / Construction Complete
- C. Gambone/Snyder Townhomes / Project Near Completion
- D. Hatfield Auto Museum / Nothing New
- E. Crystal Rose Catering / Nothing New
- F. Hatricks / Waiver of LD Request Granted / Bar enclosure installed under a building permit / Flea Market Approval Pending
- G. 122 ½ Towamencin Ave. / Access to Property / Nothing New
- H. PIRHL - Biblical Seminary Project / Zoning Application Approved
- I. Salter's / Woodburners Improvements
- J. Edinburgh Square Subdivision / Caracausa Development
- K. 138 Diamond Street reconstruction

##### 2. Utility Billing Update:

- A. Staff continues to monitor past due Electric & Sewer accounts. Electric disconnects are scheduled for October 17<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.
- C. Borough staff has committed to securing a vendor for Credit card and online payments in 2017.

##### 3. 2017 Project Updates:

###### Bid Items for 2017:

- A. Centennial Park Sanitary Sewer Project is under review
- B. The East School Street CDBG Grant Application has been awarded Staff is waiting on formal notification from Montgomery County Department of Housing & Development.

## 4. Items of Interest:

- A. 2018 Liquid Fuels Allocation \$85,699.73
- B. MontCo. Public Library Contribution Request \$3,290.00
- C. HTMA Year End March 31, 2017 Financial Report
- D. PMEA 2017 Annual Treasurer's Report
- E. PMPA 2017 Annual Treasurer's Report
- F. DVIT Liability Trust Dividend \$13,435.00
- G. DVIT Workers Comp Trust Dividend \$4,791.00
- H. Commonwealth Pension State Aid Allocation \$41,294.28

7. NEW BUSINESS:

- A. Public Power Week October 1<sup>st</sup> to 7<sup>th</sup>

Manager DeFinis spoke about Public Power Week.

- B. Fire Prevention Week October 8<sup>th</sup> to 14<sup>th</sup>

Manager DeFinis spoke about Fire Prevention Week and spoke about the Fire Company's open house event.

- C. R&L Carriers / PennDOT (HOP) Letter

Manager DeFinis informed Council at your places is a letter that was drafted with a whole packet of information that will be distributed to PennDOT regarding R&L Carriers.

- D. Hatfield Township ADA Ramp Invoice

Manager DeFinis informed Council that this invoice is for work that was done on the island, on the side of Towamencin Avenue that the Borough owns, as part of the Townships curb ramp project that was bid out.

- E. Sewer Specialty Service Co. Inc. Change Order

Manager DeFinis stated Sewer Specialties has been doing I & I work for several years in the Borough and they want to be paid out for the retainer that the Borough has with them in holding.

#### F. Sewer Specialty Service Co. Inc. Final Billing

Manager DeFinis stated this is the final bill after the close out of the contract.

Solicitor Harper mentioned the original process of getting Sewer Specialties and asked if we were going to continue with this type of work. Manager DeFinis stated that we have now televised the entire Borough and we are moving away from televising and into replace and repair.

#### G. Electric Funds Transfer to Harleysville Bank

President Weierman stated that there were funds in the electric fund that we wanted to transfer for general loan payments.

#### H. Spotted Lantern Fly Quarantine

Manager DeFinis informed Council that the Borough is under the Spotted Lantern Fly quarantine and what exactly that means for the Borough. Manager DeFinis also added that the Borough has been working with the Department of Agriculture and had a staff meeting to help keep the public informed of the quarantine and how the Borough can comply.

#### I. Volunteer Firefighter Relief Association

Manager DeFinis stated that he wanted Council and Mayor Kaler to be aware that they will be distributing to the check to the Fire Company.

#### J. Borough Informer

Manager DeFinis informed Council to contact Public Information Coordinator Lindsay Hellmann with any additions or corrections to the Informer as it will be going to print within the next week.

#### K. Committee Meeting Schedule

Manager DeFinis spoke about the committee meeting schedules for the upcoming month.

#### L. MCBA Dinner

Manager DeFinis shared the MCBA invitation and asked if anyone was interested to please contact him by the RSVP date.

#### M. Grace Lutheran Church

Manager DeFinis gave an update on Grace Lutheran Church's escrow accounts with the Borough; one for the electric and one for construction.

Solicitor Harper asked why this was not released 100% and Manager DeFinis stated that GLC Engineer has not provided adequate as built to date.

#### N. PSAB

Manager DeFinis wanted to bring to the attention of Council that in the PSAB newsletter is an article that states how PSAB opposed HB1440 regarding municipal electric.

#### O. Fire House Sign

Manager DeFinis informed Council that Jaime Snyder, the Borough Assistant Secretary is the designee for the Borough to post information on the Fire Company sign.

### 8. OLD BUSINESS DISCUSSION ITEMS: REPORTS AND CORRESPONDENCE:

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

LT. Robertson went over the monthly police department report and addressed any questions.

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

9. ACTION ITEMS:

10. ADJOURNMENT:

Motion: A motion was made by Councilmember Keib to adjourn the Workshop Meeting of October 4, 2017. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 4-0. The meeting adjourned at 8:33PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Jaime E. Snyder  
Assistant Secretary