

HATFIELD BOROUGH COUNCIL
REGULAR MEETING
May 20, 2020

MINUTES

THIS MEETING WAS HELD ON ZOOM WITH THE PUBLIC
AVAILABLE BY ZOOM AUDIO

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
- (X) John Kroesser, Vice President
- (X) Salvatore DiLisio Jr.
- (X) Jason Ferguson
- (X) Lawrence G. Stevens

- () Mayor, Robert L. Kaler III

The record shows that five members of Council were present at roll call, as well as, Solicitor Andrew Knox; Timoney Knox LLP, Borough Manager Michael J. DeFinis and Assistant Manager Jaime E. Snyder. Solicitor Harper, Timoney Knox LLP joined the meeting at 7:45PM.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Stevens to Approve the Regular Meeting Agenda of May 20, 2020. The motion was seconded by Councilmember DiLisio and unanimously approved with a vote of 5-0.

2. APPROVAL OF THE MINUTES:

Motion to Approve the Minutes of the April 1st Workshop Meeting and the April 15th Regular Meeting.

Motion: A motion was made by Councilmember Ferguson to Approve the Minutes of the April 1st Workshop Meeting and the April 15th Regular Meeting. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

3. PUBLIC INPUT: President Weierman asked if there was any Public Input. The Public was allowed to comment from Zoom audio during this time.

Assistant Manager Jaime Snyder read the submitted questions to Council and allowed for response and interaction from the public that were on the call. The media was not present.

Victor Lewis, 151 Orchard Lane:

1. How can you ask questions if you need permits for work you want done at your home? The work I was considering is I have a patio that is now crushed stone and slate and would like it replaced with a concrete. Do I need a permit and if so, how do I or the contractor get the permit?

Manager DeFinis stated that this work would require a permit and he should contact Matthew Traynor in the Code and Zoning Department to obtain permit information. Manager DeFinis added that he can be reached at 215-855-0781 ext. 108 or code@hatfieldborough.com.

2. When or how can you get permission and permit to replace the driveway apron?

Manager DeFinis stated that this can be directed to Matthew Traynor in the Code Department.

Mr. Lewis was asked if he had any more questions or comments for Council and he did not.

Mr. Wilcox, 32 E. School Street:

I wanted to thank both council and borough staff for making these public meetings continue to be accessible. While the circumstances for how meetings ended up being conducted via Zoom are unfortunate, my hope is that this practice can continue even when the COVID-19 pandemic has passed us.

Ease of access to information is critical to having well informed residents. Prior to the health pandemic, agendas were not always posted in time for meetings, and almost never contained the full meeting information including committee reports, correspondence, bill payments etc. I hope that these items can continue to be posted into the future as well as updated with the final packet information prior to the meeting so someone listening or watching remotely could follow along. Prompt posting of approved meeting minutes to include any resolutions and/or ordinances is also appreciated.

Additionally, I would encourage council and staff to explore opportunities to further the access to borough council meetings by streaming them live either via Zoom, Youtube, (as some of our neighboring municipalities do) both now and into the future. These videos can be recorded and played on HTV, similar to the practice of Hatfield Township. Attendance at borough council meeting as I have witnessed on some occasions is nonexistent and is understandable considering the various commitments many of us have.

I myself would like to attend all the meetings but unfortunately cannot due to regularly scheduled commitment on Wednesday evenings. By making information readily available for the residents of Hatfield Borough, they will become more informed and possible even more motivated to become active or engaged in the community on a more regular basis.

I believe while there may be a cost involved to providing these services, with today's technologies that cost would be relatively minor compared to the potential benefit.

Again, thank you for all that has been done thus far as well as the opportunity to provide comment.

President Weierman stated that the suggestion of recording the meetings and playing them on the Borough's HTV service would be a benefit for residents and good for Council to consider.

Councilmember Ferguson added that he agreed with Mr. Wilcox and that this would help those who could not attend be able to be involved.

Manager DeFinis stated that this could be looked at by the Property and Equipment Committee and Budget, Finance and Labor.

President Weierman mentioned that it should be added to the discussion during the Strategic Planning Meeting in September for the budget preparation for 2021.

Mr. Wilcox was asked if he had any more questions or comments for Council and he did not.

Assistant Manager Jaime Snyder spoke with President Weierman and it was decided that Nicholas Rizzio, who was on the call and had submitted information and comments for Council should address Council under Old Business Item D.

President Weierman asked if there were any last comments to questions for Council. None were heard.

4. ANNOUNCEMENTS: Manager DeFinis made the following announcements:

- The Planning Commission is scheduled to meet June 1st at 7:00PM
- The Next Borough Council Meeting is the Workshop / Regular Meeting June 17th at 7:30PM
- The Borough Office will be closed Monday, May 25th in Observance of the Memorial Day Holiday

5. NEW BUSINESS:

A. McNees Wallace & Nurick LLC Engagement Letter

Manager DeFinis stated that after a discussion last week with the Ephrata Borough Manager it was suggested that the Borough should further engage someone to represent the Borough with the interconnection issues surrounding the AMP R.I.C.E. project. Solicitor Knox stated that both Solicitor's reviewed the document and it looks fine.

B. Mallie Consulting Services

Manager DeFinis stated that during the course of preparing for the 2019 audit in 2020 Millie identified some issues with the balancing the fund balance and informed the Borough that it was outside the scope of work that Mallie does for the annual audit. Manger DeFinis added that this work could cost an additional \$500.00 to \$3,000.00.

C. PMEA Interim Treasurer Appointment

Manager DeFinis informed Council that the current PMREA Treasurer is going to be out on Maternity leave from August through November 2019 and that the PMEA Board has voted unanimously to have Assistant Manager Jaime Snyder serve as the Interim PMEA Treasurer.

6. OLD BUSINESS:

A. Resolution 2020-12 / HTMA Upper Interceptor Project Payment Application No. 2

President Weierman stated that we have spoken about this previously and should you should be familiar with this but does anyone have questions?

Councilmember DiLisio asked if all the work been done and checked out?

Manager DeFinis stated that yes but there is still a punch list of items that needs to be completed and there is still a retainage on the project of \$39,241.00.

Councilmember DiLisio also asked if measurements of the flow have been taken and are to satisfactory.

Manager DeFinis stated that rough measurements had been taken but with the substantial amount of rain that we had HTMA is happy with the results of the interceptor.

B. Snyder Townhomes Construction Release No. 7

President Weierman stated that this was discussed previously and the release is approved by the Borough Engineer.

C. Harleysville Bank Priority Business Savings Spread Sheet

President Weierman stated that this was requested and the Treasurer put this together to see all the accounts along with the reserves.

D. New / Temporary Hatfield Borough Polling Location

President Weierman let Nicholas Rizzio of 33 W. Lincoln Avenue give an update regarding the June 2, 2020 Primary and new location. Mr. Rizzio added that all positions have been filled and the County will be supplying PPE for everyone. Mr. Rizzo asked Council if there was a Constable for the Borough and Manager DeFinis informed him that the Constable resigned.

Councilmember DiLisio thanked Mr. Rizzio for his service at the Primary.

E. COVID-19 Returning to Work Plan

Manager DeFinis spoke about the return to work plan for Borough Employees and detailing the guidelines which include wearing PPE, taking their temperature, and practice social distancing. Manager DeFinis also went over the visitation form that anyone doing business with the Borough must fill out prior to entry or having contact with a Borough Employee. Manager DeFinis also went over employee schedules and the time frame for opening back up to the public.

Councilmember Ferguson Thanked Staff for all of their hard work during this uncertain time.

President Weierman asked for an update from Manager DeFinis regarding the North Penn Managers Group. Manager DeFinis gave a quick update about some issues and policies that are being discussed with the North Penn Managers Working Group.

7. ACTION ITEMS: (the public was taken off mute for any comments)

A. Motion to Consider Resolution 2020-12 Transferring \$111,000.00 (one hundred and eleven thousand dollars) of Funds from Harleysville Bank to the Borough Sewer Fund for the HTMA Upper Interceptor Replacement

Motion: A motion was made by Councilmember Ferguson to Approve Resolution 2020-12 Transferring \$111,000.00 (one hundred and eleven thousand dollars) of Funds from Harleysville Bank to the

Borough Sewer Fund for the HTMA Upper Interceptor Replacement. 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 unanimously approved with a vote of 5-0.

B. Motion to Consider the Snyder Townhomes Escrow Release No. 7 in the Amount of \$28,928.27 (twenty-eight thousand nine hundred twenty-eight dollars and twenty-seven cents)

Motion: A motion was made by Councilmember Ferguson to Approve the Snyder Townhomes Escrow Release No. 7 in the Amount of \$28,928.27 (twenty-eight thousand nine hundred twenty-eight dollars and twenty-seven cents). 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 unanimously approved with a vote of 5-0.

C. Motion to Consider the McNees Wallace & Nurick LLC Engagement Letter for Work Related to the AMP R.I.C.E. Project

Motion: A motion was made by Councilmember Ferguson to Approve the McNees Wallace & Nurick LLC Engagement Letter for Work Related to the AMP R.I.C.E. Project. 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 unanimously approved with a vote of 5-0.

D. Motion to Consider Obtaining Mallie LLP for Consulting Services Related to Reconciling Fund Balances

Motion: A motion was made by Councilmember Ferguson to Approve Obtaining Mallie LLP for Consulting Services Related to Reconciling Fund Balances. 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 unanimously approved with a vote of 5-0.

8. MOTION TO APPROVE PAYMENT OF THE BILLS:

President Weierman and Manager DeFinis reviewed and answered questions regarding the bill list.

Motion: A motion was made by Councilmember DiLisio to approve payment of the bills. The motion was Councilmember Ferguson.

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

President Weierman went over a few items on the bill list including the AMP bill and the ESSA Bank Loan for the Municipal Complex.

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

9. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Regular Meeting of May 20, 2020. The motion was seconded by Councilmember Ferguson

and unanimously approved with a vote of 5-0. The meeting was adjourned at 8:25PM.

Executive Session Litigation and Personnel

Respectfully Submitted,
Jaime E. Snyder
Assistant Manager

DRAFT