

HATFIELD BOROUGH COUNCIL

WORKSHOP MEETING

January 6, 2021



JOHN H. WEIERMAN, PRESIDENT
JOHN KROESSER, VICE PRESIDENT
SALVATORE DILISIO JR., COUNCILMEMBER
JASON FERGUSON, COUNCILMEMBER
LAWRENCE G. STEVENS, COUNCILMEMBER
ROBERT L. KALER III, MAYOR

MICHAEL J. DEFINIS, BOROUGH MANAGER
CATHERINE M. HARPER, BOROUGH SOLICITOR



Borough of Hatfield

Montgomery County, Pennsylvania

BOROUGH COUNCIL WORKSHOP MEETING

January 6, 2021

AGENDA

VIA ZOOM REGISTRATION REQUIRED

CALL TO ORDER / ROLL CALL

1. APPROVAL OF MEETING AGENDA:

Motion: To Approve the Agenda of the January 6, 2021 Workshop Meeting

2. PUBLIC INPUT:

Please rise, state your name and address and reason for addressing Council

3. ANNOUNCEMENTS:

- Next Council Meeting January 20, 2021 Regular Meeting @ 7:30PM VIA ZOOM Registration Required
- Tree Pickup is scheduled for Monday, January 4th & 11th
- HMHS is Scheduled to Meet Tuesday, January 26th @ 7:00PM via Facebook Live
- HERC is scheduled to Meet Wednesday, January 27th @ 8:00AM VIA ZOOM Registration Required
- Next Planning Commission Meeting is Scheduled for February 1, 2021 @ 7:00PM VIA ZOOM Registration Required

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

5. MANAGERS REPORT:

6. NEW BUSINESS / DISCUSSION ITEMS:

- A. Budget / Calendar Binder Distribution
- B. Mallie Proposals
- C. Public Works Director Position Update
- D. 2021 Tax Duplicate Certification Letter

7. OLD BUSINESS:

401 S. Main Street
P.O. Box 190
Hatfield, PA 19440

Phone:
215-855-0781

Fax:
215-855-2075

Email:
admin@
hatfieldborough.com

Website:
www.hatfieldborough.com

8. REPORTS AND CORRESPONDENCE:

Monthly Investment Report

Monthly EIT / LST Report

Police Department Report

Fire Department Report

Public Works Department Report

Engineering Report

Zoning Officer, Building Code, Property Maintenance Report

Fire Marshal / Fire Safety Inspection Report

Pool Advisory Report

9. ACTION ITEMS:

10. MOTION to ADJOURN:

Executive Session: Personnel, Litigation, Real Estate

2. PUBLIC INPUT:

Please rise, state your name and address
and reason for addressing Council

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**4. REPORTS FROM STANDING COMMITTEES
AND MAYOR:**

5. MANAGERS REPORT:



Borough of Hatfield

Montgomery County, Pennsylvania MANAGER'S REPORT General Report and Projects Update

1. Land Use & Development Updates:

- A. St. Mary St Kyrillos Coptic Church / Use Under Review
- B. Hatfield Auto Museum / **Nothing New**
- C. 122 ½ Towamencin Ave. **Demolition Permit Pending Easement Recording**
- D. Salter's / Old Fire House – **Renovation in Progress / January Opening**
- E. Edinburgh Square Subdivision **Grading and Utility Installation Proceeding**
- F. Bennett's Court L.D. **Preliminary Plan Under Review**
- G. 43 Garfield L.D. **Preliminary Plan Under Review**
- H. 127 Penn Avenue **Preliminary Plan in Development**
- I. SEPTA Property / **License Agreement in Progress**

2. Utility Billing Update:

Staff continues to monitor Electric & Sewer Past Due accounts.

Electric & Sewer delinquent notices are being sent as a reminder. The new electric billing process encountered one inaccuracy during the December readings. The issue was corrected remotely.

Email Billing is available for Electric & Sewer Accounts. I encourage all account holders to take advantage of the cost effective efficient billing delivery opportunity.

The Electric Customer Portal <https://hatf-pa-web.amppartners.org/index.php> is being updated to make the system more user friendly. Please register exactly as it appears on your current billing. Example SMITH, JOHN E

3. 2021 Project Updates:

A. The East Lincoln Avenue Bridge Replacement is moving forward with a bid packet expected for review late January.

B. The ADA Curb & Ramp Bid packet has been advertised. A mandatory preconstruction meeting both in person and virtual is scheduled for January 7, 2021 @ 10:00AM. Bid opening is scheduled for January 21, 2021 @ 2:00PM. The Bid opening will be in person and virtual. (INVITATION TO BID ATTACHED)

C. Roadway Resurfacing Bid is scheduled to be advertised early February with Bid opening in early March. (Tentative Bid Schedule Attached)

D. Stormwater projects will be scheduled around the Public Works workload.

4. PMEA Update:

New website goes live - www.papublicpower.org

5. AMP Pennsylvania R.I.C.E. BTM Peaking Project Update:

The Fiber Optic Cable segment of the project is being coordinated with McMahon, Armour & Sons, AMP and the Borough Public Works Department. Carr & Duff completed maintenance updates to the electric system to support the project.

401 S. Main Street
P.O. Box 190
Hatfield, PA 19440

Phone:
215-855-0781

Fax:
215-855-2075

Email:
admin@hatfieldborough.com

Website:
www.hatfieldborough.com

6. AMI Update:

1156 meters have been replaced and the Borough is now operating two separate systems. The final round of meter installation is being delayed by the poly phase meter testing. We are down to three properties that still require repairs prior to meter installation.

I am confident when the system is totally operational Borough Council, residents, business owners and staff will recognize the value of this major upgrade to the Borough's ELECTRIC System

7. HERC Update:

8. 2021 Conference Updates:

- A. The NEXtera Public Power Summit will be virtual this year. Details to be released mid-January
- B. The APPA Legislative Rally will be virtual this year. Details to be released mid-January

9. Items of Interest:

- A. PSAB 2020 Honoree Social Media
- B. PSAB 2020 Honoree Website
- C. PSAB 2020 Honoree Newsletter
- D. COSTARS PROPOSAL 2021 Public Works Vehicle

Respectfully Submitted January 6, 2021
Michael J. DeFinis Borough Manager

INVITATION TO BID
NOTICE TO CONTRACTORS FOR CONTRACT NO.: HAT 21-01

Online sealed bids for the 2021 ADA Curb Ramp Replacement Project in Hatfield Borough, Montgomery County, PA will be received by Hatfield Borough via PennBid™ until 2:00 pm local time, January 21, 2021. The bids will be publicly opened and read aloud at the Hatfield Borough Office, 401 South Main Street, Hatfield, PA 19440 at 2:00 pm local time, January 21, 2021.

The project includes the replacement of ADA curb ramps at the intersections of N. Wayne Ave. & June Dr., S. Main St. & Blaine Ave., and S. Main St. & Poplar St. The project also includes removing one existing ADA curb ramp along N. Wayne Ave. near its intersection with June Dr., permanently eradicating one crosswalk, and installing two stormwater inlets.

The contract Documents and solicitation details are available at no cost at PennBid™ – <https://pennbid.procurement.com>.

Each document shall be accompanied by a certified check or bank draft, payable to the order of the Borough of Hatfield, negotiable U.S. Government Bonds (at par value), or a satisfactory Bid Bond executed by the Bidder and an acceptable surety, in an amount equal to ten percent (10%) of the total bid amount. Bids shall remain open for a period of 60 days from the date of Bid opening unless award is delayed by a required approval from a governmental agency, the sale of bonds, or the award of a grant or grants, in which event the Bids shall remain open for a period of 120 days from the date of Bid opening. Bids may not be withdrawn during this period. All Bidders must bid on all items listed on the Bid Form. The successful Bidder shall be required to furnish satisfactory Performance and Payment Bonds in the amount of 100% of the Contract Price and a Maintenance Bond in the amount equal to fifteen (15%) of the Contract amount thereafter required on the specified Bond Forms included in the Contract Documents and Waiver of Lien. The successful Bidder shall substantially complete the project within 60 calendar days of receipt of Notice to Proceed and shall be ready for final payment within 90 days of receipt of Notice to Proceed.

This contract is subject to the following: the Federal Occupational Safety and Health Act of 1970 (OSHA) conditions; the Pennsylvania Act 229 of 2002; the Pennsylvania One Call Act, also known as the Underground Utility Line Protection Law, Act 287 of 1974, as amended; the Pennsylvania Human Relations Act 222 Conditions; and the non-discrimination in Employment/Contract Compliance Regulations Conditions.

Attention is called to the fact that not less than the minimum salaries and wages set forth in the Contract Documents must be paid on this project, and that the Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Hatfield Borough reserves the right to reduce the scope of this project based upon the availability of funding. The Borough also reserves the right to accept or reject any or all Bids. The Borough also reserves the right, in its sole discretion, to waive bid defects which is deemed most favorable to the Owner, at the time and under the circumstances stipulated.

A Mandatory Pre-Bid meeting will be held on January 7, 2021 at 10:00 am at the Hatfield Borough Office, 401 South Main Street, Hatfield, PA 19440. The meeting will also be available via Zoom. Login information will be available on PennBid.

Michael J. DeFinis,
Hatfield Borough Manager
215-855-0781

2021 Hatfield Borough ADA Curb Ramps and Roadway Resurfacing Projects

Tentative Schedules

11/16/20

ADA Curb Ramps (Contract No. HAT 21-01)				Notes	Roadway Resurfacing (Contract No. HAT 21-02)				Notes
Milestone	Date	Days	(from)		Milestone	Date	Days	(from)	
(1) HOP Received	3/13/20								
HOP Expires	3/13/21		(Need to Extend)						
(2) Authorization to Bid	12/16/20	Wed.		Council Mtg.					
(3) Advertise for Bidding	12/17/20	Thurs.	1 (2)						
Pre-bid Meeting	1/7/21	Thurs.	21 (3)						
(4) Bid Open	1/21/21	Thurs.	35 (3)						
(5) Contract Award	2/3/21	Wed.	13 (4)	Council Mtg.	(A) Authorization to Bid	2/3/21	Wed.		Council Mtg.
(6) Issue Notice of Award	2/4/21	Thurs.	1 (5)		(B) Advertise for Bidding	2/4/21	Thurs.	1 (A)	
					Pre-bid Meeting	2/18/21	Thurs.	14 (B)	
(7) Effective Date (NtP)	3/4/21	Fri.	28 (6)		(C) Bid Open	3/4/21	Thurs.	28 (B)	
Substantial Completion	5/3/21	Thurs.	60 (7)		(D) Contract Award	5/19/21	Wed.	76 (C)	Council Mtg.
					(E) Issue Notice of Award	5/20/21	Thurs.	1 (D)	
(8) Ready for Final Payment	6/2/21	Thurs.	90 (7)						
					(F) Effective Date (NtP)	6/18/21	Fri.	29 (E)	
					Substantial Completion	8/17/21	Tues.	60 (F)	
					Ready for Final Payment	9/16/21	Thurs.	90 (F)	
					Approx. Paving Deadline	10/30/21			

* Events in red have not yet occurred



PENNSYLVANIA

Borough News

THE OFFICIAL MAGAZINE OF THE PENNSYLVANIA STATE ASSOCIATION OF BOROUGHS


Association Recognition Award presented to

Hatfield Borough

in the 2,501 to 5,000 Population Category

2020 HONOREE

2020 Social Media


Thomas C. Gramling, Sr., President


Christopher Cap, Executive Director

PSAB



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Hatfield Borough

in the 2,501 to 5,000 Population Category

2020 HONOREE

2020 Borough News Municipal Newsletter Contest


Thomas C. Gramling, Sr., President


Christopher Cap, Executive Director

PSAB

Prepared for: **Steve Fickert, Hatfield Borough**
37 N. Market St., PO Box 190
Hatfield, PA 19440 | Mobile: 267-718-0718
Email: sfickert@hatfieldborough.com

**Turn-key Quote Includes:
Service Body Upfitting, Fisher Plow & Spray Liner**

2021 F-350 Chassis 4x4 SD Regular Cab 145" WB SRW XL (F3F)

Price Level: 115



Client Proposal

Prepared by:

Jordan DiClemente

Office: 717-354-4901

Email: jdiclemente@newhollandauto.com

Quote ID: 12-28-20-1

Date: 12/28/2020



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu



New Holland Auto Group | 508 West Main Street, New Holland, Pennsylvania, 17557
Office: 717-354-4901

Prepared for: Steve Fickert
Hatfield Borough
Prepared by: Jordan DiClemente
12/28/2020



New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

2021 F-350 Chassis 4x4 SD Regular Cab 145" WB SRW XL (F3F)

Price Level: 115 | Quote ID: 12-28-20-1

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$38,625.00
Options & Colors	\$4,270.00
Upfitting	\$28,400.00
Destination Charge	\$1,695.00
Subtotal	\$72,990.00
<i>Pre-Tax Adjustments</i>	
Description	
COSTARS #25-117 Municipal Vehicle Discount	-\$8,425.00
Total	\$64,565.00

Customer Signature

Acceptance Date

Turn-key Quote Includes:
Service Body Upfitting, Fisher Plow & Spray Liner



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See

6. NEW BUSINESS / DISCUSSION ITEMS:
A. Budget / Calendar Binder Distribution

6. NEW BUSINESS / DISCUSSION ITEMS:
B. Mallie Proposals

December 15, 2020

To the Borough Council
Borough of Hatfield
401 South Main Street
Hatfield, PA 19440-2578

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

You have asked our firm to provide you with consulting services related to matters reported as part of the 2019 audit. This will include review and recommendations related to the December 2020 bank statements and reconciliations, the reconciliation of fund balances as of December 31, 2020, and the reconciliation of interfund due to/from amounts and transfers as of December 31, 2020. Consulting services will be provided in January 2021 upon the Borough's closing of the December 2020 month. We will provide you with guidance and information; however, management of Borough of Hatfield will be responsible for making all decisions related to this guidance.

Our fees for this work will be at our regular hourly rates for the individuals involved plus out-of-pocket expenses. Based on the time needed, we anticipate the total fee for these services will be approximately \$10,000, and we will notify you immediately of any circumstances we encounter that will affect this initial fee estimate. Payment for services is due when rendered and interim billings may be submitted as work progresses and expenses are incurred. Billings become delinquent if not paid within 30 days of the invoice date. If billings are past due in excess of 30 days, we may stop all work until your account is brought current, or withdraw from this engagement. The Borough of Hatfield acknowledges and agrees that we are not required to continue work in the event of the Borough of Hatfield's failure to pay on a timely basis for services rendered as required by this engagement letter. The Borough of Hatfield further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of the Borough of Hatfield's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to the Borough of Hatfield for any damages that occur as a result of our ceasing to render services.

It is our policy to keep records related to this engagement for seven years. However, Maillie LLP does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Maillie LLP shall be free to destroy our records related to this engagement.

Maillie[®]

ACCOUNTANTS • ADVISORS

To the Borough Council
Borough of Hatfield

- 2 -

December 15, 2020

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

If you agree with the terms of this engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

MAILLIE LLP



Christopher N. Herr, CPA

Borough of Hatfield

Signature

Borough Manager

Title



Maillie LLP | maillie.com
500 North Lewis Road, Limerick, PA 19468
600 Willowbrook Lane, Suite 624, West Chester, PA 19382
PO Box 11847, Wilmington, DE 19850-1847

December 15, 2020

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401 South Main Street
Hatfield, PA 19440-2578

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MAILLIE LLP



Christopher N. Herr, CPA

Borough of Hatfield

Signature

Borough Manager

Title



Maillie LLP | maillie.com
500 North Lewis Road, Limerick, PA 19468
600 Willowbrook Lane, Suite 624, West Chester, PA 19382
PO Box 11847, Wilmington, DE 19850-1847

December 15, 2020

To the Borough Council
c/o Mr. Michael DeFinis
Borough of Hatfield
401 South Main Street
Hatfield, PA 19440-2578

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Borough of Hatfield as of December 31, 2020, 2021, 2022, 2023 and 2024, and for the years then ended and the related notes to the financial statements, which collectively comprise the Borough of Hatfield's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule
3. Schedule of Changes in Net Pension Plan Liability and Related Ratios
4. Schedule of Pension Plan Contributions
5. Schedule of Pension Plan Investment Returns



To the Borough Council
c/o Mr. Michael DeFinis
Borough of Hatfield
December 15, 2020
Page 2

Supplementary information other than RSI will accompany the Borough of Hatfield's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Non-Major Governmental Funds
 - Combining Balance Sheet
 - Combining Schedule of Revenues, Expenditures and Changes in Fund Balances
2. Fiduciary Funds
 - Combining Schedule of Fiduciary Net Position
 - Combining Schedule of Changes in Fiduciary Net Position

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

AUDITOR RESPONSIBILITIES

We will conduct our audit in accordance with GAAS. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

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ACCOUNTANTS • ADVISORS

To the Borough Council
c/o Mr. Michael DeFinis
Borough of Hatfield
December 15, 2020
Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with third parties (e.g., creditors or financial institutions). As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.
- Obtain reasonable assurance about whether the financial statements are free of material misstatement, and will perform tests of the Borough of Hatfield's compliance with certain provisions of laws, regulations, contracts and grants that could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit, and, accordingly, we will not express such an opinion.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Borough of Hatfield's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

REPORTING

We will issue a written report upon completion of our audit of the Borough of Hatfield's basic financial statements. Our report will be addressed to the governing body of the Borough of Hatfield. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.



To the Borough Council
c/o Mr. Michael DeFinis
Borough of Hatfield
December 15, 2020
Page 4

MANAGEMENT RESPONSIBILITIES

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report, if applicable; and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report, if applicable.
4. For including the auditors' report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities; and



To the Borough Council
c/o Mr. Michael DeFinis
Borough of Hatfield
December 15, 2020
Page 5

6. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work; and
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets; and
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided; and
11. For informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

Nonattest Services

We will perform the following nonattest services:

1. Preparation of financial statements based on your trial balances
2. Preparation of the Commonwealth of Pennsylvania Department of Community and Economic Development Municipal Annual Audit and Financial Report.



To the Borough Council
c/o Mr. Michael DeFinis
Borough of Hatfield
December 15, 2020
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We will not assume management responsibilities on behalf of the Borough of Hatfield. However, we will provide advice and recommendations to assist management of Borough of Hatfield in performing its responsibilities.

With respect to any nonattest services we perform, the Borough of Hatfield's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

As part of our audit process, we will request from management and those charged with governance, written confirmation concerning representations made to us in connection with the audit.

OTHER

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

In accordance with the terms and conditions of this agreement, Borough of Hatfield shall be responsible for the accuracy and completeness of all data, information and representations provided to us for purposes of this engagement. Because of the importance of oral and written management representations to the effective performance of our services, Borough of Hatfield releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.



To the Borough Council
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We may from time to time and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms with a third-party service provider, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature below, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Christopher N. Herr, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Maillie LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required by the individuals assigned to the engagement, plus direct out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Invoices will be rendered as work progresses and expenses are incurred and are payable upon presentation. We estimate that our fee for the audit will be \$22,000, \$22,500, \$23,000, \$23,500 and \$24,000 for the years ending December 31, 2020, 2021, 2022, 2023 and 2024, respectively. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. The estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.



To the Borough Council
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Borough of Hatfield
December 15, 2020
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In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not resume until your account is paid in full. Borough of Hatfield further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of Borough of Hatfield's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. If we elect to terminate our services for nonpayment, our engagement will be deemed complete upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

The audit documentation for this engagement is the property of Maillie LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to various regulators pursuant to authority given to them by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Maillie LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to various regulators. The various regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

It is our policy to keep records related to this engagement for seven years. Original client records will be returned to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for any future use, including potential examination by government or regulatory agencies. Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete and that upon the expiration of the seven year period, Maillie LLP shall be free to destroy our records related to this engagement.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;

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ACCOUNTANTS • ADVISORS

To the Borough Council
c/o Mr. Michael DeFinis
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- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultation with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

MAILLIE LLP



Christopher N. Herr, CPA

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the **Borough of Hatfield** by:

Name: Michael DeFinis

Signature: _____

Title: Borough Manager

**6. NEW BUSINESS / DISCUSSION ITEMS:
C. Public Works Director Position Update**

6. NEW BUSINESS / DISCUSSION ITEMS:
D. 2021 Tax Duplicate Certification Letter

**MONTGOMERY COUNTY
BOARD OF COMMISSIONERS**
VAL A. ARKOOSH, MD, MPH, CHAIR
KENNETH E. LAWRENCE, JR., VICE CHAIR
JOSEPH C. GALE, COMMISSIONER



BOARD OF ASSESSMENT APPEALS
MONTGOMERY COUNTY COURTHOUSE • PO Box 311
NORRISTOWN, PA 19404-0311
610-278-3761
WWW.MONTCOPA.ORG

JOSEPH S. FOSTER, CHAIRMAN
PATRICK J. COSTELLO, BOARD MEMBER
ROBERT L. ADSHEAD, BOARD MEMBER

December 23, 2020

DEC 28 2020

MJ

Dear Sir/Madam:

This letter certifies that for the tax year of **2021** the tax duplicate for:

HATFIELD BOROUGH

The ASSESSED VALUE is:	\$136,260,400
The TAX AMOUNT is:	\$494,906
The MCCC TAX AMOUNT is:	\$53,125
The County General Millage rate for 2020 is:	3.632
MCCC Millage rate for 2020 is:	.39

Respectfully,

**Robert E Wright Jr., Chief Assessor
Montgomery County Board of Assessment Appeals**

Cc: TAX COLLECTOR
MUNICIPAL SECRETARY/MANAGER
SCHOOL DISTRICT SECRETARY/BUS MANAGER

6. NEW BUSINESS / DISCUSSION ITEMS:
E. East Lincoln Avenue Bridge Bid Advertisement

A. ADVERTISEMENT

Notice is hereby given that Hatfield Borough will accept sealed proposals for the Lincoln Avenue Bridge Replacement Project in Hatfield Borough, Montgomery County. Bids will be accepted electronically until 11:00 AM, February 25, 2020, via PennBid (<https://pennbid.procureware.com/home>) only.

Plans and specifications are available online at no charge via PennBid (<https://pennbid.procureware.com/home>). Click on the “Bids” button then navigate to “Hatfield Borough, Montgomery County” under “Number” and “Lincoln Avenue Bridge Replacement Project” under “Title.”

Questions must be submitted via PennBid by February 12, 2020 at 12:00 PM.

All proposals (bids) are to be accompanied by a bid bond or certified check in the amount of 10% of the total bid. The Borough reserves the right to waive any minor informalities, irregularities or defects in the bid; or to reject any or all of the bids. The successful Bidder must comply with Pennsylvania Prevailing Wage Act.

All Bidders are required to establish proof of competency and responsibility, in accordance with 67 PA Code Chapter 457, Regulations Governing Pre-qualification of Prospective Bidders and PennDOT Form 408/2020, as supplemented and amended, Section 102. Subcontractors must pre-qualify in the same manner, if listed in the proposal or if Bidder subsequently undertakes the partial or total construction of one or more items of work. All Bidders and Subcontractors must be PennDOT pre-qualified.

Borough Council
Hatfield Borough

7. OLD BUSINESS:

**8. REPORTS AND CORRESPONDENCE:
Monthly Investment Report**

HATFIELD BOROUGH CAPITAL RESERVE INVESTMENT ACCOUNT SUMMARY

YEAR 2020

2019	Capital Reserve	+/-	% Change	Income	Disbursements	Fees	Total Disbursements	Difference Income/Disbursements
Beginning Balance	\$490,224.14							
January	\$491,598.31	\$1,374.17	0.28%	\$1,054.27	(\$838.76)	(\$215.51)	(\$1,054.27)	\$0.00
February	\$495,290.10	\$3,691.79	0.75%	\$1,006.95	(\$791.09)	(\$215.86)	(\$1,006.95)	\$0.00
March	\$501,716.93	\$6,426.83	1.30%	\$1,003.53	(\$786.48)	(\$217.05)	(\$1,003.53)	\$0.00
April	\$503,528.27	\$1,811.34	0.36%	\$1,117.95	(\$898.71)	(\$219.24)	(\$1,117.95)	\$0.00
May	\$503,055.20	(\$473.07)	-0.09%	\$933.74	(\$713.82)	(\$219.92)	(\$933.74)	\$0.00
June	\$501,367.83	(\$1,687.37)	-0.34%	\$877.78	(\$358.18)	(\$519.60)	(\$877.78)	\$0.00
July	\$499,976.56	(\$1,391.27)	-0.28%	\$777.38	(\$558.73)	(\$218.65)	(\$777.38)	\$0.00
August	\$499,293.83	(\$682.73)	-0.14%	\$610.53	(\$828.53)	(\$218.00)	(\$1,046.53)	(\$436.00)
September	\$498,167.02	(\$1,126.81)	-0.23%	\$617.60	(\$835.36)	(\$217.76)	(\$1,053.12)	(\$435.52)
October	\$497,256.97	(\$910.05)	-0.18%	\$740.28	(\$523.10)	(\$217.18)	(\$740.28)	\$0.00
November	\$496,793.77	(\$463.20)	-0.09%	\$631.10	(\$414.40)	\$216.70	(\$197.70)	\$433.40
December							\$0.00	\$0.00
		\$6,569.63		\$9,371.11	(\$7,547.16)	(\$2,262.07)	(\$9,809.23)	(\$438.12)

HATFIELD BOROUGH SEWER CAPITAL RESERVE INVESTMENT ACCOUNT SUMMARY

YEAR 2020

2019	Sewer Capital	+/-	% Change	Income	Disbursements	Fees	Total Disbursements	Difference Income/Disbursements
Beginning Balance	\$887,748.07							
January	\$881,394.48	(\$6,353.59)	-0.72%	\$1,352.15	(\$1,352.19)	(\$390.27)	(\$1,742.46)	(\$390.31)
February	\$890,505.10	\$9,110.62	1.03%	\$3,257.61	(\$3,257.61)	(\$390.06)	(\$3,647.67)	(\$390.06)
March	\$894,606.60	\$4,101.50	0.46%	\$1,266.07	(\$1,266.07)	(\$390.24)	(\$1,656.31)	(\$390.24)
April	\$895,468.16	\$861.56	0.10%	\$1,033.88	(\$1,033.88)	(\$390.93)	(\$1,424.81)	(\$390.93)
May	\$894,757.93	(\$710.23)	-0.08%	\$754.51	(\$754.51)	(\$391.11)	(\$1,145.62)	(\$391.11)
June	\$893,134.72	(\$1,623.21)	-0.18%	\$973.86	(\$673.80)	(\$690.59)	(\$1,364.39)	(\$390.53)
July	\$891,775.07	(\$1,359.65)	-0.15%	\$598.31	(\$598.31)	(\$389.52)	(\$987.83)	(\$389.52)
August	\$891,086.62	(\$688.45)	-0.08%	\$2,435.14	(\$2,435.14)	(\$388.83)	(\$2,823.97)	(\$388.83)
September	\$890,060.49	(\$1,026.13)	-0.12%	\$484.63	(\$484.63)	(\$388.63)	(\$873.26)	(\$388.63)
October	\$889,017.71	(\$1,042.78)	-0.12%	\$475.73	(\$475.73)	(\$388.04)	(\$863.77)	(\$388.04)
November	\$888,329.90	(\$687.81)	-0.08%	\$481.41	(\$481.41)	(\$387.43)	(\$868.84)	(\$387.43)
December								\$0.00
		\$581.83	\$0.00	\$13,113.30	(\$12,813.28)	(\$4,585.65)	(\$17,398.93)	(\$4,285.63)

HATFIELD BOROUGH SEWER INVESTMENT ACCOUNT SUMMARY

YEAR 2020

2019	Sewer Managed	+/-	% Change	Income	Disbursements	Fees	Total Disbursements	Difference Income/Disbursements
Beginning Balance	\$546,790.88							
January	\$541,996.89	(\$4,793.99)	-0.88%	\$855.49	(\$855.49)	(\$240.38)	(\$1,095.87)	(\$240.38)
February	\$549,062.42	\$7,065.53	1.30%	\$2,514.37	(2,514.37)	(240.31)	(\$2,754.68)	(\$240.31)
March	\$552,315.66	\$3,253.24	0.59%	\$805.17	(805.17)	(240.62)	(\$1,045.79)	(\$240.62)
April	\$553,045.80	\$730.14	0.13%	\$695.11	(695.11)	(241.36)	(\$936.47)	(\$241.36)
May	\$552,556.17	(\$489.63)	-0.09%	\$553.19	(553.19)	(241.55)	(794.74)	(\$241.55)
June	\$551,292.20	(\$1,263.97)	-0.23%	\$803.59	(803.59)	(541.20)	(1,344.79)	(\$541.20)
July	\$550,296.49	(\$995.71)	-0.18%	\$446.78	(446.78)	(240.43)	(687.21)	(\$240.43)
August	\$549,825.38	(\$471.11)	-0.09%	\$2,047.50	(2,047.50)	(239.94)	(2,287.44)	(\$239.94)
September	\$549,090.09	(\$735.29)	-0.13%	\$360.20	(360.20)	(239.79)	(599.99)	(\$239.79)
October	\$548,340.24	(\$749.85)	-0.14%	\$358.56	(358.56)	(239.39)	(597.95)	(\$239.39)
November	\$547,869.45	(\$470.79)	-0.09%	\$364.81	(364.81)	(238.97)	(603.78)	(\$238.97)
December								\$0.00
TOTALS		\$1,078.57	0.21%	\$9,804.77	(9,804.77)	(2,943.94)	(12,748.71)	(2,943.94)

HATFIELD BOROUGH ELECTRIC INVESTMENT ACCOUNT SUMMARY

YEAR 2020

2019	Electric	+/-	% Change	Income	Disbursements	Fees	Total Disbursements	Difference Income/Disbursements
Beginning Balance	\$776,180.19							
January	\$785,763.84	\$9,583.65	1.23%	\$1,281.00	(\$1,281.00)	(\$341.23)	(\$1,622.23)	(\$341.23)
February	\$798,099.05	\$12,335.21	1.57%	\$5,395.41	(\$5,395.41)	(\$345.02)	(\$5,740.43)	(\$345.02)
March	\$813,668.73	\$15,569.68	1.95%	\$1,242.41	(\$1,242.41)	(\$349.75)	(\$1,592.16)	(\$349.75)
April	\$815,403.03	\$1,734.30	0.21%	\$1,335.98	(\$1,335.98)	(\$355.55)	(\$1,691.53)	(\$355.55)
May	\$822,778.82	\$7,375.79	0.90%	\$1,115.22	(\$1,115.22)	(\$356.14)	(\$1,471.36)	(\$356.14)
June	\$837,112.66	\$14,333.84	1.74%	\$1,044.65	(\$1,344.65)	(\$659.17)	(\$2,003.82)	(\$959.17)
July	\$843,369.26	\$6,256.60	0.75%	\$926.66	(\$926.66)	(\$365.08)	(\$1,291.74)	(\$365.08)
August	\$842,495.99	-\$873.27	-0.10%	\$4,889.82	(\$4,889.82)	(\$367.72)	(\$5,257.54)	(\$367.72)
September	\$849,315.63	\$6,819.64	0.81%	\$744.38	(\$744.38)	(\$367.44)	(\$1,111.82)	(\$367.44)
October	\$856,094.64	\$6,779.01	0.80%	\$879.71	(\$879.71)	(\$370.27)	(\$1,249.98)	(\$370.27)
November	\$863,489.34	\$7,394.70	0.86%	\$773.49	(\$773.49)	(\$373.08)	(\$1,146.57)	(\$373.08)
December								\$0.00
TOTALS		\$87,309.15		\$19,628.73	(\$19,928.73)	(\$4,250.45)	(\$24,179.18)	(\$4,550.45)

**Hatfield Borough Total Income & Disbursements
YEAR 2020**

	<u>Gain/(Loss)</u>	<u>Income</u>	<u>Disbursements</u>	<u>Fees</u>	<u>Total Disbursements</u>	<u>Difference Income/Disbursements</u>
Capital Reserve	\$6,569.63	\$9,371.11	(\$7,547.16)	(\$2,262.07)	(\$9,809.23)	(\$438.12)
Sewer Capital Reserve	581.83	13,113.30	(12,813.28)	(4,585.65)	(17,398.93)	(\$4,285.63)
Sewer Managed	1,078.57	9,804.77	(9,804.77)	(2,943.94)	(12,748.71)	(\$2,943.94)
Electric	87,309.15	19,628.73	(19,928.73)	(4,250.45)	(24,179.18)	(\$4,550.45)
Total	\$95,539.18	\$51,917.91	(\$50,093.94)	(\$14,042.11)	(\$64,136.05)	(\$12,218.14)

8. REPORTS AND CORRESPONDENCE:
Monthly EIT / LST Report

HATFIELD BOROUGH
 Berkheimer Comparative
 2015 - 2020 LST TAX

(Report as of 1/4/2021)

Month	2020	2019	2018	2017	2016	2015		Month	2020	2019	2018	2017	2016	2015
January	168.99	33.72	15.58	56.20	148.40			July	27.49	524.30	259.31	76.64		307.66
			508.63						593.29		727.57	607.02		
Month Total	168.99	33.72	524.21	56.20	148.40	0.00		Month Total	620.78	524.30	986.88	683.66	0.00	307.66
YTD Total	168.99	33.72	524.21	56.20	148.40	0.00		YTD Total	19,393.79	20,939.03	20,771.05	18,298.78	17,688.83	2,960.19
February	350.79	576.73	672.03	468.04	1,044.40	63.78		August	15.72	988.39	1,021.80	445.60	274.27	
	900.92	748.10							1,073.14	681.02				
	500.10	995.27	1,668.98	1,330.23	630.70				6,412.04	1,285.27	700.94	1,127.18	613.28	
	611.10	653.32	2,770.93	696.91	1,627.04				774.35	6,305.29	2,969.69	1,063.01	1,035.75	
	1,042.25	2,319.88	2,590.00							567.04	2,500.79	2,549.94	1,524.19	
	4,235.56	2,607.58	254.47								2,480.47	2,285.24		
												1,771.63		
Month Total	7,640.72	7,900.88	7,956.41	2,495.18	3,302.14	63.78		Month Total	8,275.25	9,827.01	9,673.69	9,242.60	3,447.49	0.00
YTD Total	7,809.71	7,934.60	8,480.62	2,551.38	3,450.54	63.78		YTD Total	27,669.04	30,766.04	30,444.74	27,541.38	21,136.32	2,960.19
March	1,676.03	2,341.35	763.13	1,261.86	673.44			September	463.51	315.28	376.14	214.19	727.81	620.10
		25.47	81.55	840.11	1,595.40							431.32	2,292.22	668.26
				2,619.22										
				1,419.36										
Month Total	1,676.03	2,366.82	844.68	6,140.55	2,268.84	0.00		Month Total	463.51	315.28	376.14	645.51	3,020.03	1,288.36
YTD Total	9,485.74	10,301.42	9,325.30	8,691.93	5,719.38	63.78		YTD Total	28,132.55	31,081.32	30,820.88	28,186.89	24,156.35	4,248.55
April	60.43	196.71	352.66	240.48	1,668.06	191.72		October	146.06	63.69	330.79			
		509.66	584.34	847.76	718.70				634.69		556.04			
					48.15				53.07					
					1,569.47									
Month Total	60.43	706.37	937.00	1,088.24	4,004.38	191.72		Month Total	833.82	63.69	886.83	0.00	0.00	0.00
YTD Total	9,546.17	11,007.79	10,262.30	9,780.17	9,723.76	255.50		YTD Total	28,966.37	31,145.01	31,707.71	28,186.89	24,156.35	4,248.55
May	402.30	905.86	1,173.10	51.09	983.07	1,415.05		November	1,607.87	964.30	1,036.52	1,038.18	254.14	534.50
	1,275.28	375.32	1,797.10	1,280.28	585.66	681.85			1,716.84	955.64	1,201.68	556.11	1,131.56	505.96
	521.37	752.26	2,818.16	1,661.39	534.44				4,065.74	4,150.70	2,863.12	1,048.94	516.09	1,245.48
	3,739.00	2,351.25	1,540.23	2,587.86	691.98				827.46	962.79	1,440.98	1,023.72		
	2,047.16	2,961.22	566.94							1,791.10		1,364.69		
	575.37	669.24								200.36		2,586.01		
	107.68	683.76										1,676.30		
Month Total	8,668.16	8,698.91	7,895.53	5,580.62	2,795.15	2,096.90		Month Total	8,217.91	9,024.89	6,542.30	9,293.95	1,901.79	2,285.94
YTD Total	18,214.33	19,706.70	18,157.83	15,360.79	12,518.91	2,352.40		YTD Total	37,184.28	40,169.90	38,250.01	37,480.84	26,058.14	6,534.49
June	558.68	77.62	1,626.34	1,529.82	909.01	300.13		December	13.76		474.53	97.30	1,207.51	203.38
		630.41		209.35	1,586.76								2,548.04	669.74
				515.16	1,726.76								1,486.84	1,797.63
					947.39								56.20	
Month Total	558.68	708.03	1,626.34	2,254.33	5,169.92	300.13		Month Total	13.76	0.00	474.53	97.30	5,298.59	2,670.75
YTD Total	18,773.01	20,414.73	19,784.17	17,615.12	17,688.83	2,652.53		Grand Total	37,198.04	40,169.90	38,724.54	37,578.14	31,356.73	9,205.24

**8. REPORTS AND CORRESPONDENCE:
Police Department Report**

**The Hatfield Police Department's
monthly report to the
Council of the Borough of Hatfield**



December 30, 2020

Submitted by Lt. Jane E. Robertson

Hatfield Police Report for Borough Council

11/24/2020 through 12/28/2020



Assault: On November 27 at about 7:15 p.m., officers responded to a Girard Avenue residence for a report of a domestic disturbance that resulted in the female receiving an injury to her hand and forehead. Officers spoke with both parties and determined that the male had been requested to put some laundry in the dryer and then bring a knife to the kitchen to cut pizza, causing the male to complain about how much he does for the family. This sparked a verbal argument that turned physical. The male, who was intoxicated, was arrested for domestic-related assault.



Theft: On December 17 at about 5:30 p.m., officers spoke with the director of Helping Hands and Recovery in the 300 block of Union Street regarding missing rent money. According to the director, the rent money is collected each week and turned over to a house supervisor. The money was reported stolen from the house supervisor's room. The investigation is ongoing.



Fraud: On December 21 at about 12:15 p.m., officers spoke with a Union Street resident who advised that he applied for an online personal loan for \$3,000 through speedycash.com. A total of \$2,975.24 was deposited over two days. After the resident withdrew money from his bank account, he was advised that the deposits had not cleared and appeared to be from a fraudulent source. The bank is working with the resident to remedy the issue. The investigation is ongoing.

Fraud: On December 23 at about 10:45 a.m., a West Broad Street resident reported to officers that he discovered unauthorized withdraws from his bank account totaling \$5,400. He had determined someone utilized his social security number at a branch of his bank in New Jersey to obtain access to his account. The resident was reimbursed his money and the investigation is ongoing.

Criminal Mischief: On November 27 at about 11 a.m., officers were notified of a broken window at the rear of a chiropractic business in the unit block of Market Street. It was determined the window had been shattered by a rock but no entry was made into the business. There are no suspects.

Disturbance: On November 30 at about 6:15 p.m., officers responded to Penn and Union streets for a report of people screaming in the area. Officers checked the area and spoke with business owners nearby, who advised they had heard nothing. No problem was found.

Disturbance: On December 23 at about 7 p.m., officers responded to the 500 block of South Main Street for a report of a resident there pointing a blue laser light out his window at people. Officer spoke to the resident who advised he does this to “entertain” himself and has been doing it for a year. He advised he felt he had a right to do this. He was advised that laser lights can be injurious to a person’s eyes and told he must stop or he would be cited for the continuing course of harassing conduct.

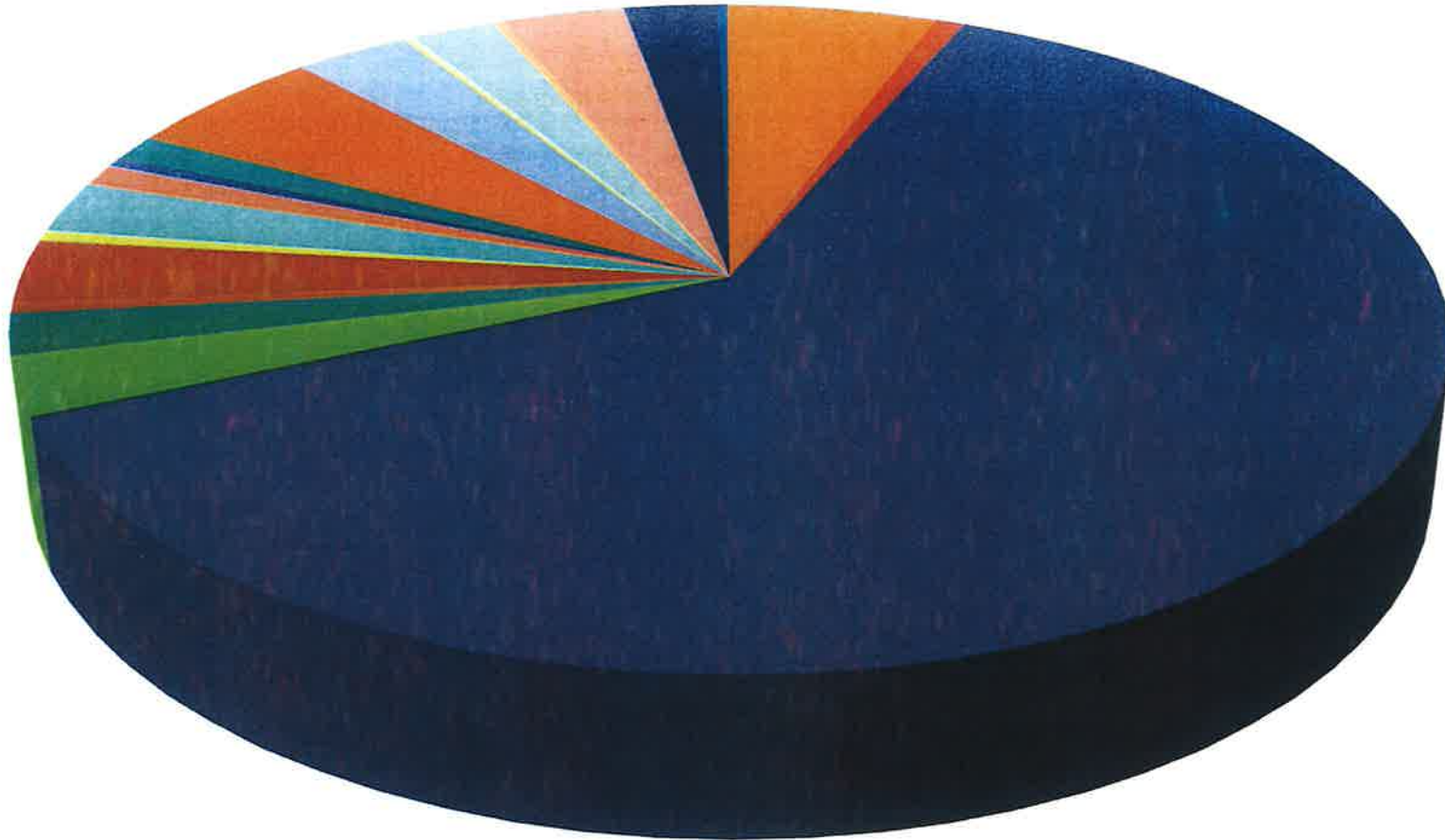
Ordinance violations: On December 16, officers handled two improperly parked vehicle complaints that were in violation of the borough code – one on West Vine Street and one on East Broad Street.

Activity in brief

Between 11/24/2020 and 12/28/2020

- 464 agency cases originated in Hatfield Borough
- 13 traffic stops were conducted
- 48 incidents were handled in the Borough’s core district
- 242 Borough patrols were conducted
- 12 selective enforcements were conducted
- 11 traffic citations were issued
- 10 traffic warnings were issued
- 8 crashes were investigated
- 23 building overnight checks (“NightEyes”) were completed

November 24, 2020 through December 28, 2020 activity overview



■ Aggravated assault investigations - 0	■ Alcohol-related offenses - 0	■ Animal complaints - 0
■ Arson investigations - 0	■ Assist other agencies - 22	■ Borough ordinance violations - 3
■ Borough Patrol activity - 242	■ Burglary investigations - 0	■ Citations issued - 11
■ Crashes - 8	■ Criminal mischief complaints - 2	■ Domestic disturbance investigations - 12
■ Drug law violation investigations - 0	■ DUI arrests - 0	■ Fraud/forgery complaints - 2
■ General disturbance investigations - 10	■ Harassment/threats investigations - 0	■ Infrastructure - 4
■ Motor vehicle complaints - 2	■ Motor vehicle theft reports - 0	■ Murder investigations - 0
■ Parking enforcement - 5	■ Public assist calls - 21	■ Robbery investigations - 0
■ Selective enforcements - 12	■ Sex offense investigations - 0	■ Simple assault investigations - 1
■ Suspicious activity investigations - 9	■ Theft reports - 1	■ Traffic stops - 13
■ Traffic warnings - 10	■ Truck route enforcement - 1	

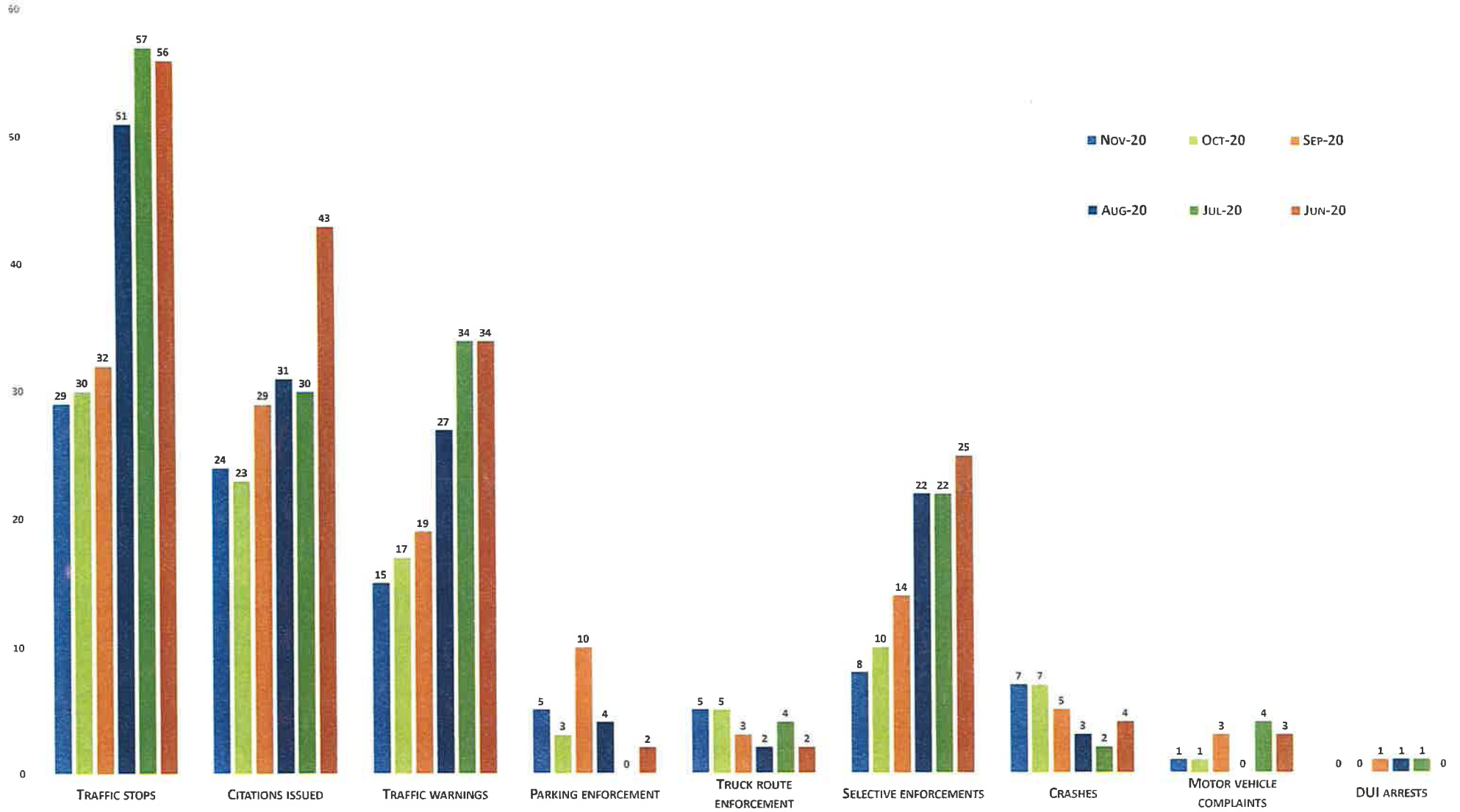
Traffic Enforcement Map

November 24, 2020 - December 28, 2020

● Single stop ● Multiple stops

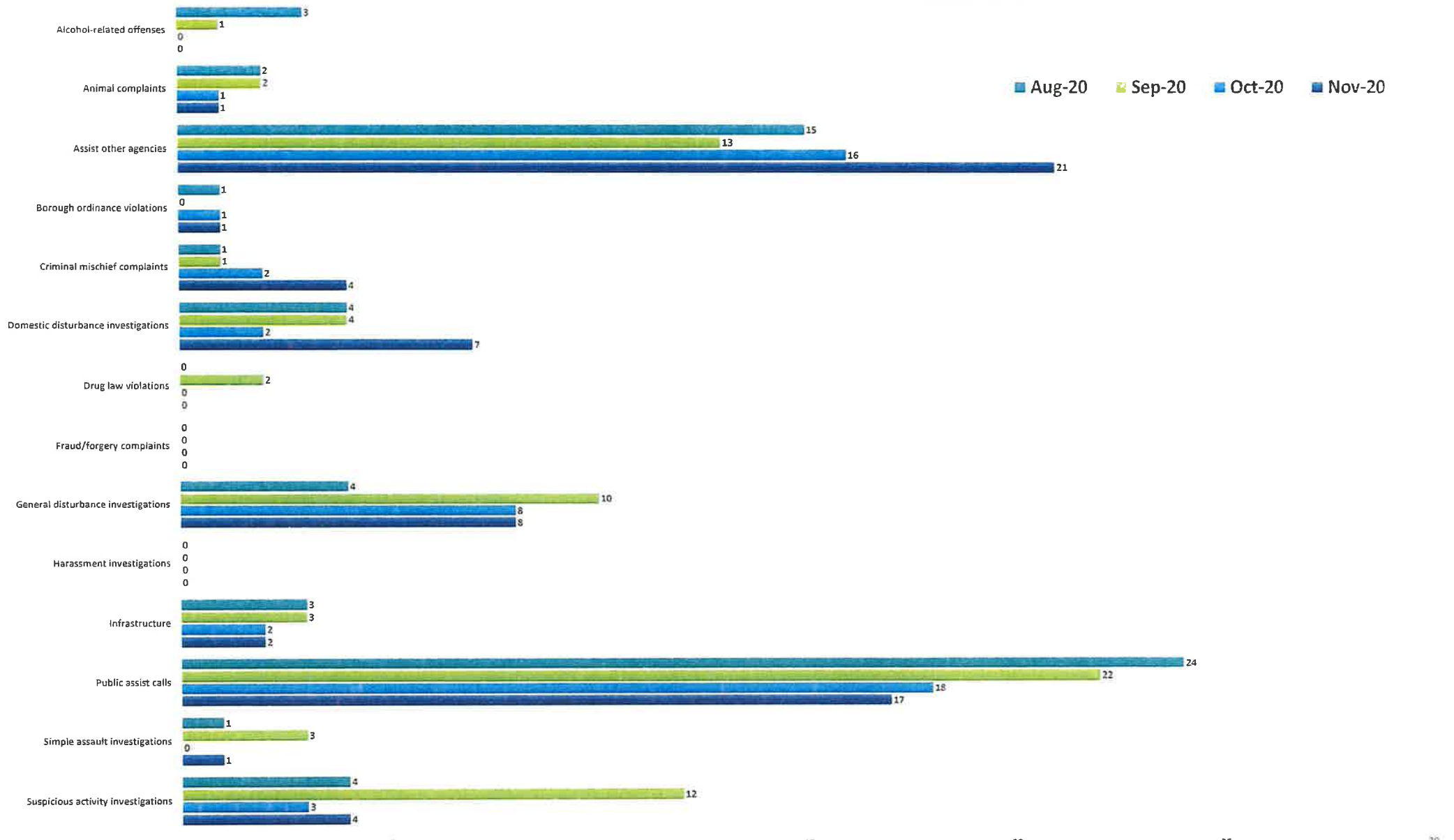


TRAFFIC ACTIVITY AND TRENDS
6 MONTH TABLE



Nov-20	29	24	15	5	5	8	7	1	0
Oct-20	30	23	17	3	5	10	7	1	0
Sep-20	32	29	19	10	3	14	5	3	1
Aug-20	51	31	27	4	2	22	3	0	1
Jul-20	57	30	34	0	4	22	2	4	1
Jun-20	56	43	34	2	2	25	4	3	0

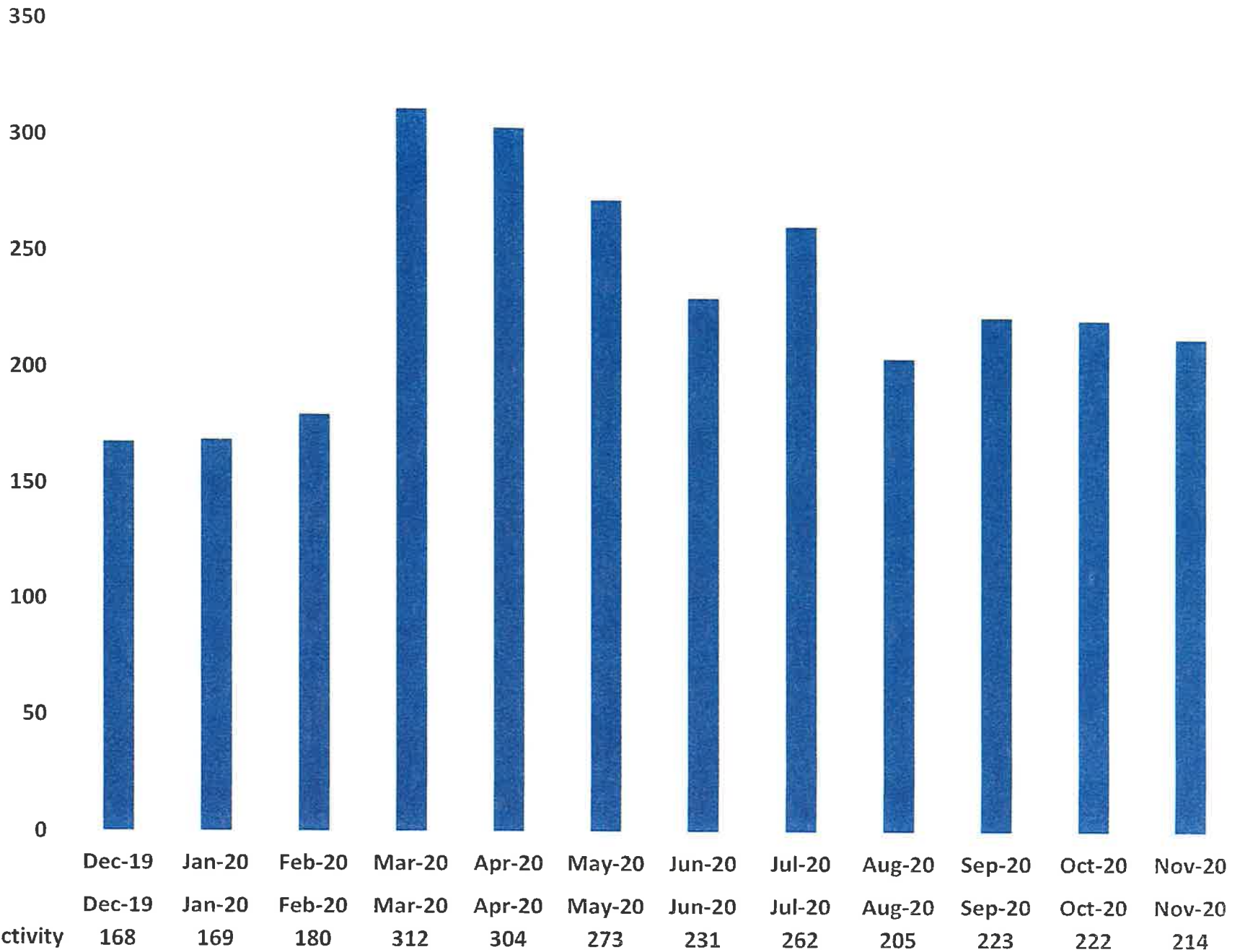
Call for Service Activities & Trends 4 Month Table



	0	5	10	15	20	25	30
Suspicious activity investigations	4						
Simple assault investigations	1						
Public assist calls	24						
Infrastructure	3						
Harassment investigations	0						
General disturbance investigations	4						
Fraud/forgery complaints	0						
Drug law violations	0						
Domestic disturbance investigations	4						
Criminal mischief complaints	1						
Borough ordinance violations	1						
Assist other agencies	15						
Animal complaints	2						
Alcohol-related offenses	3						

	Aug-20	Sep-20	Oct-20	Nov-20
Suspicious activity investigations	4	12	3	4
Simple assault investigations	1	3	0	1
Public assist calls	24	22	18	17
Infrastructure	3	3	2	2
Harassment investigations	0	0	0	0
General disturbance investigations	4	10	8	8
Fraud/forgery complaints	0	0	0	0
Drug law violations	0	2	0	0
Domestic disturbance investigations	4	4	2	7
Criminal mischief complaints	1	1	2	4
Borough ordinance violations	1	0	1	1
Assist other agencies	15	13	16	21
Animal complaints	2	2	1	1
Alcohol-related offenses	3	1	0	0

Borough Patrol activity



PART 1 OFFENSES

□ Aug-20
 □ Sep-20
 □ Oct-20
 □ Nov-20

MOTOR VEHICLE THEFT REPORTS

THEFT REPORTS

ARSON INVESTIGATIONS

BURGLARY INVESTIGATIONS

ROBBERY INVESTIGATIONS

AGGRAVATED ASSAULT...

SEX OFFENSE INVESTIGATIONS

HOMICIDE INVESTIGATIONS

	HOMICIDE INVESTIGATIONS	SEX OFFENSE INVESTIGATIONS	AGGRAVATED ASSAULT INVESTIGATIONS	ROBBERY INVESTIGATIONS	BURGLARY INVESTIGATIONS	ARSON INVESTIGATIONS	THEFT REPORTS	MOTOR VEHICLE THEFT REPORTS
□ Aug-20	0	0	0	0	0	0	1	0
□ Sep-20	0	0	0	0	0	0	0	0
□ Oct-20	0	0	0	0	1	0	1	0
□ Nov-20	0	0	0	0	1	0	1	0

8. REPORTS AND CORRESPONDENCE:
Fire Department Report

**8. REPORTS AND CORRESPONDENCE:
Public Works Department Report**

Fred Leister

Public Works Director/Report for December, 2020

Tuesday, December 1, 2020

- Steve off, personal day.
- Read meters for office.
- Picked up leaf bags.
- Hauled leaf bags to be recycled.

Wednesday, December 2, 2020

- Serviced sweeper.
- Marked out PA - 1 calls.
- Hauled sweeper leaf pile to Barnside composting

Thursday, December 3, 2020

- Steve off, personal day.
- Serviced backhoe.
- Repaired Street signs.

Friday, December 4, 2020

- Fred off, vacation day.
- Ed off personal day.
- Collect the trash from parks and buildings.
- Filled holes in alleys with millings.

Monday, December 7, 2020

- Derik off 1/2 day, personal day.
- Collect the trash from parks and buildings.
- Collected leaf bags.

Tuesday, December 8, 2020

- Steve off, personal day.
- Greased small dump trucks.
- Read meters for office.

Wednesday, December 9, 2020

- James off, vacation day.
- Repaired Street signs.
- Marked out PA - 1 calls.
- Read meters for office.

Thursday, December 10, 2020

- Car and Duff were into install new reclosure.
- Carr and Duff had a problem causing power outage closure at 12:41 - 12:50pm, nine minutes of outage on Main Street circuit.

Friday, December 11, 2020

- Fred off, vacation day.
- Ed off, vacation day.
- Collect the trash from parks and buildings.

Monday, December 14, 2020

- Ed off, personal day.
- Derik off, 1/2 day personal.
- Collect the trash from parks and buildings.

Tuesday, December 15, 2020

- Crew prepped for snowstorm.
- Put plow markers in office parking lot.
- Removed pedestrian signs off roads.
- Fueled and loaded trucks.
- Read meters for office.

Wednesday, December 16, 2020

- Read meters for monthly billing.
- Mounted snowplows.
- Pre-salted office parking lot
- Crew started to salt roads at 2:30 PM.

- Crew started to plow roads at 4:30 PM.

Thursday, December 17, 2020

- Crew plowed roads from midnight to 8 AM.

Friday, December 18, 2020

- Fred and James off, vacation day.
- Steve off personal day.
- Derik and Ed cleaned sidewalks.

Monday, December 21, 2020

- Ed and James off, vacation day.
- Collect the trash from parks and buildings.
- Finish cleaning sidewalks.

Tuesday, December 22, 2020

- Unloaded salt trucks.
- Power washed salt trucks.
- Ordered 100 ton of road salt.

Wednesday December 23, 2020

- Fred off, vacation day.
- Steve 1/2 personal day.
- Collect the trash from parks and buildings.
- Washed trucks.

Thursday, December 24, 2020

- Holiday.

Friday, December 25, 2020

- Holiday.

Monday, December 28, 2020

- Fred, Ed and James off, vacation day.
- Collect the trash from parks and buildings.

- Cleaned up fallen branches at Edgewood open space.
- Carr and Duff were into replace transformer on E. Lincoln Ave.

Tuesday, December 29, 2020

- Fred and Ed off, vacation day.
- Spot salted roads.
- Dropped off for 57 - 3 for service and state inspection.
- Read meters for office.

Wednesday, December 30, 2020

- Fred and Ed off, vacation day.
- Dropped off bucket truck for service and state inspection.
- Washed trucks.

Thursday, December 31, 2020

- Holiday.

Borough Council

From: Fred Leister

Subject: Work accomplished during the month of December, 2020

January 3, 2021

Parks Maintenance -Trash was collected at parks & buildings as needed. Cleaned up fallen branches in parks. New cameras were installed at Centennial Park.

Street Maintenance - Inlets were cleaned as needed. Marked out PA-1 calls. Leaf bag collection is completed. All leaf bags & sweeper leaf pile was hauled off for recycling. Roads were plowed & salted as needed.

Electrical Work - Meters were read as needed. Carr & Duff were called to install new reclosure & replace transformer on E. Lincoln Ave.

Electric Power Outage -December 10, 2020, Carr & Duff were installing reclosure and inadvertently grounded out one phase of primary, causing power outage on Main St. circuit. Power was restored within 10 minutes.

Equipment Maintenance - Greased & power washed equipment as needed. Bucket truck & 57-3 were sent out to be serviced and state inspected.

8. REPORTS AND CORRESPONDENCE: Engineering Report

**8. REPORTS AND CORRESPONDENCE:
Zoning Officer, Building Code, Property
Maintenance Report**

Code, Zoning and Fire Safety Report – DECEMBER 2020

Mike DeFinis' Memorandum List

Items on the list continue to be monitored

Fire Inspections

Suspended due to CoVid-19

Resale Inspections (3 Total)

- (2) Use and Occupancy Certifications issued
- (2) Failed Inspections

Permits (14 Total Processed)

- (2) Mechanical
- (2) Electrical
- (1) Sign
- (1) Generator
- (1) Roofing
- (3) New Building
- (3) Zoning
- (1) Shed

Notice of Violations (2 Total)

- (1) Occupancy Limitations
- (1) Work without Permit


Non-Traffic Citations (0 Total)

None

Other Notes

2020 TOTALS
148 Permits
36 Notices of Violation
33 U&Os issued

Submitted by,



Matthew J Traynor
Code & Zoning Enforcement

**8. REPORTS AND CORRESPONDENCE:
Fire Marshal / Fire Safety Inspection Report**

8. REPORTS AND CORRESPONDENCE:
Pool Advisory Report

9. ACTION ITEMS:

10. MOTION to ADJOURN:
Executive Session: Personnel, Litigation,
Real Estate