

HATFIELD BOROUGH COUNCIL  
REGULAR MEETING  
February 2, 2022

MINUTES

THIS MEETING WAS HELD IN-PERSON  
BOROUGH HALL 401 S. MAIN STREET, HATFIELD  
THIS MEETING WAS RECORDED

CALL TO ORDER AND ROLL CALL:

- (X) Jason Ferguson, President
- (X) Richard Girard, Vice President
- (X) James Fagan
- (X) Michelle Kroesser
- (X) Lawrence G. Stevens
  
- (X) Mayor Mary Anne Girard

The record shows that five members of the Council were present at roll call, as well as, Mayor; Mary Anne Girard, Solicitor; Catherine M. “Kate” Harper; Timoney Knox LLP, Borough Manager; Jaime E. Snyder, Public Works Director; Stephen S. Fickert, Jr. and Public Information Coordinator; Lindsay Hellmann.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Stevens to Approve the Workshop Meeting Agenda of February 2, 2022. The motion was seconded by Councilmember Girard.

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

2. PUBLIC INPUT: President Ferguson asked if there was any Public Input. No Public Comment. No Media Present.

3. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- Next Council Meeting February 16, 2022, Regular Meeting @ 7:20PM in Council Chambers
- HERC is scheduled to Meet Wednesday, February 23<sup>rd</sup> @ 8:00AM VIA ZOOM Registration is Required
- Next Planning Commission Meeting is Scheduled for February 28, 2022, @ 7:00PM in Council Chambers

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

- **Budget, Finance, and Labor Committee Report**

President Ferguson stated that since it is the beginning of the year there is not much to discuss in regards to Budget Labor and Finance. Covid Protocols has been the Committee's topic of discussion.

- **Planning, Building, and Zoning Committee Report**

Council Member Stevens informed Council that the main topic that had been discussed was the feral cat ordinance and outdoor dining and live entertained ordinances. The committee recommended some changes to the ordinances and the solicitor will have another draft for Council to review.

- **Public Safety Committee Report**

Councilmember Kroesser stated that the Public Safety Committee met and there currently are setting up meetings for the Committee to meet with the police fire departments and EMS and have a tour of the facilities.

- **Public Works & Property and Equipment Committee Report**

Councilmember Fagan stated that the Committee met on January 26, 2022 and the main item of discussion was the Heather Meadows and whether the area around the pond would be mowed and maintained regularly. Some people would like to see it maintained regularly and others would like to see it kept natural. There were several reasons that led to it being left naturally, which were ecological, safety reasons. Public Works did advise that if Committee did decide to keep natural, to not change the decision mid-season because it will be difficult to cut and maintain after it has grown. The Committee recommended that they let the area grow naturally and not be regularly maintained. Manager Snyder stated that the Committee was looking for any input from Council and their recommendation. After Council discussed they decided that the area around the pond at Heather Meadows will grow naturally with periodically maintained. Manager Snyder stated that a woman from the Borough has organized a trash clean up that does include this area of the Borough. The event is usually held in April and the Borough provides the gloves and trash bags for the collection; the next day Public Works picks up all the debris that is collected.

The Committee also discussed if a guide rail should be placed on Poplar Street where trees were cut down. A discussion was also held on upgrading the camera system that is in the Borough, due to low video quality.

- **Utilities Committee Report**

Councilmember Girard stated that the Committee met and discussed payment of bills and the AMI System has been improved. The Comcast Franchise Agreement is currently under review.

- **Hatfield Economic Revitalization Committee Report**

Councilmember Girard stated that the Borough is going to celebrate Earth Day on April 23, 2022. Founders Day will be celebrating has been scheduled for October 29, 2022.

- **Dual Action Committee Report**

President Ferguson stated that there is nothing to report for the Dual Action Committee since they have not met yet.

- **Mayor Mary Anne Girard Report**

Mayor Girard reported that she attended a meeting for the Northern Montgomery County Recycling Committee for a reorganizational meeting. Right now they are working on the 2020 Recycling Grant.

## 5. REPORTS AND CORRESPONDENCE

Manager Snyder and President Ferguson updated and answered questions regarding the Reports and Correspondence. Lieutenant Robertson answered questions regarding the Police Report.

- Monthly Investments Report
- Monthly EIT/LST Report
- Monthly YTD 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

## 6. MANAGERS REPORT

### 1. Land Use & Development Updates

- A. 371 Edgewood (formerly 122 ½ Towamencin Ave.) Demolition Completed / Driveway Permit Approved
- B. Edinburgh Square Subdivision: Building Permits Issued
- C. Bennett's Court L.D.: Revised Preliminary Plan to Re-Submitted
- D. 43 Roosevelt L.D.: Final Plan Approved / Working on Developers Agreement
- E. 127 Penn Avenue: Sketch Plan Submitted- Project on Hold
- F. SEPTA Property: Long Term Lease being developed
- G. North Penn Industrial Center (52/60 Market Street): Sketch Plan Submitted for discussion. Application for Land Development has not been submitted- No Action Required

### 2. Utility Billing Update:

Staff continues to monitor Electric & Sewer Past Due accounts. Working with the Utilities Department on a schedule for past-due notices and shut-off schedule for the next several months.

Email billing is available for Electric & Sewer Accounts. Please contact Utilities Department if you are interested in signing up.

The Electric Customer Portal has been updated. The Portal was restructured with customer input to make it more user-friendly. An updated user guide is available when opening the portal to assist with re-registration. The portal can be accessed from the Borough Website.

<https://hatf-pa0web.amppartners.org/index/php>

Please register exactly as it appears on your current billing. Example SMITH, JOHN E.

Recently the Utility Department was made aware of some issues with the real-time data being uploaded to the system. The Department is monitoring the system daily and working with AMP and IPKeys on a solution.

### 3. 2021 Outstanding Project Updates

A. The East Lincoln Avenue Bridge Replacement Project is completed, minus the restoration work under the maintenance bond. Payment Application No. 6 and 7 were approved at the January 19, 2022, Regular Meeting. The project has been started to submit all paperwork for the grant reimbursement.

B. The Orchard Forest Way CDBG Sanitary Sewer Project is nearing substantial completion. Restoration work is still needed along with a punch list of items.

C. CMAQ Grant (Synchronization of Signals) is waiting on the final connection of communication / fiber for the Borough and the Township and set up of the system on the PennDOT server.

### 4. 2022 Project Updates

A. 2022 ADA Ramp & Curb & Ramp Project bid package, advertising

B. 2022 Roadway Resurfacing Project-bid package, scheduling

C. W. Broad Street, E. Broad Street N. Market Storm and Sanitary Sewer Grant Project- finishing up survey, bid package.

### 5. PMEA Update0 January Newsletter- attached

### 6. AMP Pennsylvania R.I.C.E. BTM Peaking Project Update

A new fiber line is being run for the project from the AMP Site to the BTM Generator Connection. AMP is still working with PPL on a final punch list of items including testing. The final installation of the Generator is scheduled to be complete to capture the reporting for PPL by the end of February. AMP is still hoping to meet the end of February deadline previously communicated to the Borough.

### 7. AMI Update

The AMI system is 100% installed. Utility Billing Department is working with AMP to get the last meter integrated into the system.

8. Public Information Officer Update attached

9. Items of Interest

- A. PSAB Conference Registration
- B. NextEra Conference Attendance
- C. APPA Conference Attendance
- D. FEMA / PEMA Ida Reimbursement

## 7. NEW BUSINESS / DISCUSSION ITEMS

A. Resolution 2022-02 Transfer of Funds East Lincoln Avenue Bridge Inspection

Manager Snyder explained that this transfer of funds is on for consideration tonight to pay for the bridge inspections.

B. COR No. 1 Hatfield Vol. Fire Co. Flasher

Manager Snyder explained that the pole that it was determined that where the pole was going to be placed was where the underground utilities are. This change order request allows the pole to go from 25 feet to 30 feet and is on for consideration tonight.

C. 2022 ADA and Curb Ramp Project Advertisement to Bid

Manager Snyder stated that this is on for consideration tonight.

D. HERC Appointment

Manager Snyder stated that Robert Weimer is interested in serving on the HERC committee and is on for consideration tonight.

E. Resolution 2022-03 Berkheimer Point of Contact

Manager Snyder explained that since the manager retired, she needed to update the contact for Berkheimer. This resolution lists position titles that are allowed to receive the information so that way if there is a change a new resolution does not have to be passed. This is on for consideration tonight.

8. OLD BUSINESS:

A. Feral Cat Ordinance No. 543

Manager Snyder stated that the draft ordinance was advertised in the paper and is on for public hearing at the next Borough Council meeting on February 16, 2022.

B. Ordinance No. 544 Hatfield Economic Revitalization Outreach Committee (HEROC) Ordinance

Manager Snyder stated that the draft ordinance was advertised in the paper and is on for public hearing at the next Borough Council meeting on February 16, 2022.

9. ACTION ITEMS:

A. Motion to Consider Resolution 2022-02 Transfer of Funds for the E. Lincoln Avenue Bridge Project Inspection in the Amount of \$10,896.25 (ten thousand eight hundred ninety-six dollars and twenty-five cents)

Motion: A motion was made by Councilmember Girard to Approve Resolution 2022-02 Transfer of Funds for the E. Lincoln Avenue Bridge Project Inspection in the Amount of \$10,896.25 (ten thousand eight hundred ninety-six dollars and twenty-five cents). The motion was seconded by Councilmember Stevens.

President Ferguson 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.

B. Motion to Consider COR No. 1 for the Hatfield Vol. Fire Co. Flasher in the Amount of \$4,287.00 (four thousand two hundred eighty-seven dollars) to Charles A. Higgins for a Total Contracted Amount off \$65,338.40 (sixty-five thousand three hundred thirty-eight dollars and forty cents)

Motion: A motion was made by Councilmember Stevens to Approve COR No. 1 for the Hatfield Vol. Fire Co. Flasher in the Amount of \$4,287.00 (four thousand two hundred eighty-seven dollars) to Charles A. Higgins for a Total Contracted Amount off \$65,338.40 (sixty-five thousand three hundred thirty-eight dollars and forty cents). The motion was seconded by Councilmember Fagan.

President Ferguson 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.

C. Motion to Consider Advertising the 2022 ADA and Curb Ramp Project Bid Specifications.

Motion: A motion was made by Councilmember Stevens to Approve Advertising the 2022 ADA and Curb Ramp Project Bid Specifications. The motion was seconded by Councilmember Kroesser.

President Ferguson 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.

D. Motion to Consider Appointing Robert Weimer to the Hatfield Economic Revitalization Committee (HERC) to fill the Vacant Term Expiring December 21, 2024.

Motion: A motion was made by Councilmember Girard to Appoint Robert Weimer to the Hatfield Economic Revitalization Committee (HERC) to fill the Vacant Term Expiring December 21, 2024. The motion was seconded by Councilmember Fagan.

President Ferguson 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.

E. Motion to Consider Resolution 2022-03 Appointing the Borough Manager / Secretary and the Borough Treasurer the Point of Contacts for Confidential Tax Information through Berkheimer.

Motion: A motion was made by Councilmember Stevens to Approve Resolution 2022-03 Appointing the Borough Manager / Secretary and the Borough Treasurer the Point of Contacts for Confidential Tax Information through Berkheimer. The motion was seconded by Councilmember Girard.

President Ferguson 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.

#### 10. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Regular Meeting of February 2, 2022. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting was adjourned at 8:42 PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant to the Manager

DRAFT