

HATFIELD BOROUGH COUNCIL  
WORKSHOP / REGULAR MEETING  
June 15, 2022

MINUTES

THIS MEETING WAS HELD IN-PERSON & LIVE STREAMED  
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 Assistant to the Manager; Kathryn Vlahos.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Stevens to Approve the Workshop / Regular Meeting Agenda of June 15, 2022. The motion was seconded by Councilmember Girard.

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

2. APPROVAL OF THE MINUTES:

Motion to Approve the Minutes of the May 4, 2022 Workshop Meeting and the May 18, 2022 Regular Meetings.

Motion: A motion was made by Councilmember Kroesser to Approve the Minutes of the May 4, 2022 Workshop Meeting and the May 18, 2022 Regular Meeting. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0.

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

4. SURCO / Hatfield Rubber 60 Years of Business in Hatfield Borough Resolution Presentation

President Ferguson announced that SURCO / Hatfield Rubber was not able to attend the meeting tonight.

5. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- HEROC is Scheduled to Meet Wednesday, June 22, 2022@ 8:00AM in Council Chambers
- Founder's Day is scheduled for Monday, June 27 from 5:00PM-8:00PM in Centennial Park
- The Borough Office will be Closed Monday, July 4 in Observance of the July 4<sup>th</sup> Holiday
- The next Planning Commission Meeting is scheduled for July 11<sup>th</sup> @ 7:00PM in Council Chambers
- Next Borough Council Meetings is the July 20<sup>th</sup> Workshop/Regular Meeting @ 7:30PM in Council Chambers

6. Bennets Court Preliminary Land Development Presentation

Howard Brown, the attorney for Prestige Property Partners LLC the applicants for Bennets Court Subdivision and Land Development Application. With him this evening is Jim D'Angelo who is the principal of Prestige and Kris Reiss who is a principal engineer at Level Engineering. Tonight, they are looking for preliminary plan approval for the application. Mr. Reiss summarized the project stating that it is 2.7 acres which consist of 4 properties that are going to be combined and subdivided into 18 townhomes. There will be a road right of way, two open space areas and a single-family lot that will remain on the land. The road right of way is 33 feet wide where it exists and where Prestige takes over as the owner the road will increase to 40 feet wide which is a Borough requirement for right of way. Since last year when Borough Council first saw the plan, they did add 21 additional parking spaces at the Planning Commission's request. Solicitor Harper asked if they could address the comments that were in the letter from the Fire Marshal. Mr. Reiss stated that Borough requirements only require a 20-foot road way without any parking. It was recommended to have a 24-foot cartway to allow for more space which they agreed to. The recent letter states that the fire code has a 26-foot-wide roadway requirement for cul-de-sac between 500 and 750 feet, less than 500 feet it allows for a 20-foot-wide roadway. The cul-de-sac is around 650 feet at Bennets Court. Mr. Reiss highlighted some of the things that they are doing which are the depressed curbs and driveway aprons along the whole stretch. The parking is set back off the road the area on both sides of the road is going to have useable area from 29 to 33 feet. The fire hydrant is located in the cul-de-sac which will provide enough room for the fire truck.

EXECUTIVE SESSION:

Meeting was adjourned for Legal Advice and reconvened after executive session.

Solicitor Harper explained that during executive session the Borough Engineer review the plans with Borough Council in which they believe they have a solution for an aerial fire truck. Chad Camburn the Borough Engineer explained that the majority of Bennets Court will be depressed curbing in front of all the buildings and the driveway apron will have reinforced concrete, they would have the ability to use the driveway apron. What was discussed was to keep the depressed curb along the entire areas of all the lots, the cul-de-sac and to the handicap ramp, so with these changes the development will meet the intent that the Fire Marshal requested. Solicitor Harper asked the developer if he would agree to this condition, which Mr. D'Angelo agreed to.

- B. Motion to Consider Resolution 2022-15 Granting Preliminary Land Development Approval for Prestige Property Partners LLC, Bennetts Court

Motion: A motion was made by Councilmember Stevens to Approve Resolution 2022-15 Granting Preliminary Land Development Approval for Prestige Property Partners LLC, Bennetts Court with the addition of the depressed curb on the north side of the development be added as a condition. 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.

Manager Snyder asked President Ferguson if he would consider moving the decision for Stephen Cole under Old Business up on the agenda. President Ferguson agreed.

11. OLD BUSINESS:

- A. Conditional Use Hearing Decision for Stephen Cole, 390 West Vine Street Hatfield Borough, for a Residential Accessory Building of 1200 Square Feet and Two Stories or 22 Feet Tall

Stephen Cole of 390 West Vine Street stated that tonight he brought a list of signatures from his neighbors approving his building the accessory building. One neighbor did not sign but they did verbally approve his building. Solicitor Harper stated that she will add the signatures to the record.

## 12. ACTION ITEM:

- A. Motion to Consider Approving Resolution 2022-14, Granting Conditional Use Approval to Stephen Cole, 390 West Vine Street Hatfield Borough, for Conditional Use Approval for a Residential Accessory Building of 1200 Square Feet and Two Stories or 22 Feet Tall for the property located at 390 West Vine Street

Motion: A motion was made by Councilmember Stevens to Approve Resolution 2022-14, Granting Conditional Use Approval to Stephen Cole, 390 West Vine Street Hatfield Borough, for Conditional Use Approval for a Residential Accessory Building of 1200 Square Feet and Two Stories or 22 Feet Tall for the property located at 390 West Vine Street. 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.

## 7. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- **Budget, Finance, and Labor Committee Report**  
Manager Snyder stated that she did not have anything to report at this time since the committee did not meet but they are scheduled to meet in the month of July.
- **Planning, Building, and Zoning Committee Report**  
Councilmember Stevens stated they have not met yet and they will be meeting on July 5, 2022.
- **Public Safety Committee Report**  
Councilmember Kroesser stated that she does not have anything to report at this time.
- **Public Works & Property and Equipment Committee Report**  
Councilmember Fagan stated that the committee met before the meeting and stated that they have a draft resolution regarding the displaying of flags on Borough property. This is something that the Solicitor drafted so that the Borough has a policy in place if someone would request to fly a flag on the Borough property. Other Municipalities have come across this issue and the Committee decided to take action and only the American Flag, the Commonwealth Flag, Montgomery County Flag, Hatfield Borough Flag and the POW-MIA Flag will be allowed to be flown on Borough property. Solicitor Harper stated that from a

Lawyers point of view you can not regulate content, someone comes to with a flag that you want to put up and you allow it then if someone else comes to you with a flag that you do not feel is appropriate you cannot choose what the content is allowed to fly. Council decided to keep looking into

Councilmember Fagan explained that it was discussed before about the water feature in Electric Plant Park and he wanted to know if there is a final decision on if Council would like to add a new water feature or not. The decision made was to keep looking into options that would be less likely to be vandalized.

Council Stevens brought up another discussion that was held at a prior meeting which was the historical signs at two locations and wanted to know if Council would like him to move forward with it. Council would like to move forward with the project.

- **Utilities Committee Report**

Councilmember Girard reported that they have not met but he did speak with the Utility Billing Clerk about the deliquescences and more people are paying on their accounts.

- **Hatfield Economic Revitalization Committee Report**

Councilmember Girard stated that the Committee has not met and there was nothing to discuss.

- **Dual Action Committee Report**

President Ferguson is working on setting up a meeting.

- **Mayor Mary Anne Girard Report**

Mayor Girard stated that she has two quick items to review. The first is the recycling check for 2018 was received. The second item is the tour of Mascaro's Recycling Facility went really well and it was an impressive operation that they have going on.

## 8. 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

## 9. MANAGERS REPORT

### 1. Land Use & Development Updates

#### A. Edinburgh Square Subdivision

- Current construction on all four lots

#### B. Bennett's Court Land Development

- Preliminary / Final Granted by PC

#### C. 43 Roosevelt L.D

- Developers Agreement

#### D. SEPTA Property:

- Appraisal
- Long Term Lease Agreement

#### E. 200 N Main Street (Biblical Seminary)

- Sketch Plan Submitted
- ZHB Scheduled for July 13, 2022 7:00PM-Borough
- ZHB Scheduled for June 16, 2022 7:00PM-Township (attached)

#### F. 28 N. Market Street Subdivision

- Under Plan Review

#### G. 23 N. Main Street

- Sketch Plan Submitted

### 2. Utility Billing Update:

Staff continues to monitor Electric & Sewer Past Due accounts. Electric shutoffs are being evaluated for summer months. Significant progress was made in May.

Utility Survey in Borough Informer. Putting together responses for Utilities Committee to review.

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.

### 3. 2021 Outstanding Project Updates

- A. The East Lincoln Avenue Bridge Replacement Project
  - Submitting reimbursement paperwork for the Grant
- B. The Orchard Forest Way CDBG Sanitary Sewer Project
  - Working on final restoration and final payment—Waiting on County
- C. CMAQ Grant (Synchronization of Signals)
  - Waiting on PennDOT to connect to the server

### 4. 2022 Project Updates

- A. 2022 ADA Ramp & Curb & Ramp Project
  - Projected start date of June 27, 2022
- B. 2022 Roadway Resurfacing Project
  - Projected start date of August 2022
- C. W. Broad Street, E. Broad Street N. Market H2O / PA Small Water Storm and Sanitary Sewer Grant Project
  - Working on the bid package
- E. MTF / CTP Crosswalk Grants
  - Agreements received
  - Coordination with Storm and Sanitary H2O / PA Small Water Grant Project – working with Engineer

### 5. PMEA Update

- May Newsletter-attached
- Training being offered in the East & West for Electric
- Good Turnout at PSAB for PMEA informal gathering

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

- Site sign being produced
- Target date of June 23, 2022

### 7. AMI Update

- The AMI system is 100% installed and integrated into our system.

### 8. Public Information Officer Update- attached

### 9. Items of Interest

- A. Pension Compliance Audit for DB and DC
- B. Centennial Park Vandalism
- C. Main and Vine Traffic Signal
- D. Indian Valley Chamber Commerce Thank you

10. NEW BUSINESS / DISCUSSION ITEMS:

- A. Resolution 2022-16 Demand Response for Retail Customers

Manager Snyder explained that this Resolution is needed for demand response for Behind the Meter Generation Project according to PJM. This will allow for Hatfield Borough to implement demand response on behalf of our customers and authorize and designate Hatfield only to authorize demand response peak shaving. Solicitor Harper stated that this was part PJM approving the Behind the Meter Generation.

- B. 200 N. Main Street, Alliance Housing Development, Letter of Support

Manager Snyder explained that Alliance Housing needs a general letter of support since they are going to Housing Authority for low-income tax credits.

Council decided that they would like Solicitor Harper to attend the Zoning Hearing that is Scheduled for July 13, 2022 in support of the application.

- C. Resolution 2022-17 Draft Pollution Reduction Plan Public Comment Period for the MS4 Permit

Manager Snyder explained that this resolution is for the MS4 program that we have documented that we received no public comment regarding the pollution reduction plan and that the financing for the plan is included in the annual MS4 budget in our general fund.

- C. Resolution 2022-18 Closing of Borough Roads for Founder's Day

Manager Snyder stated that this is an annual resolution for Council to close certain streets in the Borough for Founder's Day which will take place on June 27, 2022. The streets that will be closed are Cherry Street and a portion of Union Street.

- D. Policy for the Displaying of Flags and or Banners on Borough Electric Utility Poles, Flag Poles, and Borough Property

Manager Snyder stated that we discussed this during the Public Works Committee report and she wanted to add that if Council is ok with this it will be put on the July agenda.



E. PSAB Conference Summary of Activities Report

Councilmember Stevens stated that he submitted a summary of activities that took place at the PSAB Conference.

F. Hatfield Borough Cyber Security

Manager Snyder informed Council that in response to Larry's overview of the PSAB Conference Cyber Security was discussed and Councilmember Stevens asked Manager Snyder several questions regarding the Boroughs Cyber Security and what we have in place. Manager Snyder stated that Hatfield Borough is doing what they can to protect against Cyber Security and without going into too much detail there is liability insurance that covers Cyber Security and every year though DVIT they send a full application on how data is stored data and protected to make sure that we are doing everything correctly. Our IT department monitors the system daily.

G. Public Hearing to Solicit Comment for the Comcast Cable Franchise Renewal

Manager Snyder explained that the Borough is going through the process to renew the Comcast Cable Franchise Agreement and there needs to be a public hearing to allow for public comment. On for an action item is to advertise for a Public Hearing on July 20<sup>th</sup> to solicit for public comment.

12. ACTION ITEMS:

- C. Motion to Consider Resolution 2022-16 Authorizing Hatfield Borough Alone to Manage and Offer a Demand Response and Demand Response Program for its Hatfield Borough Electric Customers

Motion: A motion was made by Councilmember Stevens to Approve Resolution 2022-16 Authorizing Hatfield Borough Alone to Manage and Offer a Demand Response and Demand Response Program for its Hatfield Borough Electric Customers 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 Authorizing the Borough Manager and Borough Solicitor to Provide a Letter of Support to Alliance Housing Development

for the Proposed Development at 200 N. Main Street as well as send the Solicitor to the Zoning Hearing Board to support the project and to represent the Boroughs interest.

Motion: A motion was made by Councilmember Stevens to Approve Authorizing the Borough Manager and Borough Solicitor to Provide a Letter of Support to Alliance Housing Development for the Proposed Development at 200 N. Main Street as well as send the Solicitor to the Zoning Hearing Board to support the project and to represent the Boroughs interest. 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.

E. Motion to Consider Resolution 2022-17 Addressing the Draft Pollution Reduction Plan Public Comment Period for the MS4 Permit

Motion: A motion was made by Councilmember Kroesser to Approve Resolution 2022-17 Addressing the Draft Pollution Reduction Plan Public Comment Period for the MS4 Permit. 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.

F. Motion to Consider Resolution 2022-18 Closure of Certain Borough Roads for the Annual Founder's Day Event

Motion: A motion was made by Councilmember Kroesser to Approve Resolution 2022-18 Closure of Certain Borough Roads for the Annual Founder's Day Event. 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.

- G. Motion to Consider Advertising for a Public Hearing to Solicit Public Comment Regarding the Comcast Cable Franchise Renewal for July 20, 2022 at 7:30PM

Motion: A motion was made by Councilmember Stevens to Approve Advertising for a Public Hearing to Solicit Public Comment Regarding the Comcast Cable Franchise Renewal for July 20, 2022 at 7:30PM. 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.

### 13. MOTION TO APPROVE PAYMENT OF THE BILLS:

President Ferguson and Manager Snyder reviewed and answered questions regarding the bill list.

Motion: A motion was made by Councilmember Stevens to Approve the payment of the bills. 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.

### 14. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Regular Meeting of June 15, 2022. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting was adjourned at 10:01 PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant to the Manager