

HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
January 4, 2023

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 four 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, Treasurer; Diane Farrall and Public Information Coordinator, Lindsay Hellmann.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Kroesser to Approve the Workshop Meeting Agenda of January 4, 2023. 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 Media Present. No Public Input.

3. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- Next Council Meeting January 18th Regular Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, January 25, 2023 @ 8:00AM in Council Chambers
- Next Planning Commission Meeting is Scheduled for January 30, 2023 @ 7:00PM in Council Chambers
- HMHS is Scheduled to Meet Tuesday, January 24, 2023 @ 7:00PM at the HVFC
- Tree Pickup is scheduled for Monday, January 9th & 16th

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- Budget, Finance, and Labor Committee Report

President Ferguson stated that they finalized the budget for 2023 and they are going to start meeting soon to start working on road maps for moving forward.

- Planning, Building, and Zoning Committee Report

Councilmember Stevens reported that they have not met yet but are scheduled to meet later this month.

- Public Safety Committee Report

Councilmember Kroesser stated that they have not met but are looking to meet on January 18, 2023.

- Public Works & Property and Equipment Committee Report

Councilmember Fagan stated that they have not met but they are scheduled to meet January 11, 2023.

- Utilities Committee Report

Councilmember Girard reported that they have not met and are looking to meet soon.

- Hatfield Economic Revitalization Outreach Committee Report

Councilmember Girard stated they met in December and they have a opening on the committee if anyone is interested in joining. They also discussed a new resident program, which would provide information to new residents in the Borough.

- Mayor Mary Anne Girard Report

Mayor Girard provided a report in the packet and she wanted to review a few items on that report. She said that she received a letter complimented on the Borough Informer and how much they appreciate it. In PSAB book there was a program for Junior Council and she would like to look into this program and getting it started in the Borough.

5. REPORTS AND CORRESPONDENCE:

Monthly Investment Report

Monthly EIT / LST Report

Police Department Report

Fire Department Report

EMS 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. Edinburgh Square Subdivision

- Escrow Releases

- Line Painting Contracted
- B. Bennetts Court Land Development
 - Preliminary / Final Granted by PC
 - Final Granted by Council
 - Working on Recording the Plan and Developers Agreement
- C. 43 Roosevelt Land Development
 - Developers Agreement
- D. SEPTA Property
 - Long Term Lease Agreement – under Solicitor review
- E. 200 N. Main Street (Biblical Seminary)
 - Sketch Plan submitted
 - Applying for Tax Credits for Project – 2023
 - Received Grant for the Development
- F. 28 N. Market Street Subdivision
 - Preliminary Final Granted by PC / Council
 - Working on Recording
- G. 23 N. Main Street
 - Working with Engineer on plans. Will re-submit.

2. Utility Billing Update:

- Staff continues to monitor Electric & Sewer Past Due accounts.
- Email billing is available for Electric & Sewer Accounts. Please contact the 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-pa-web.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
 - Waiting for Grant Reimbursement
- B. CMAQ Grant (Synchronization of Signals)
 - Waiting on PennDOT to connect to the server
 - Computer System was installed at Borough Office

4. 2022 Project Updates:

- A. 2022 Roadway Resurfacing Project

- Payment Request No. 2 Approved
- COR No. 1 – decrease contract amount
- Punch List items – scheduled for Spring

B. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Grant Project

- Working on the bid package
- HOP – waiting on paving confirmation
- Applied for additional grant funding

C. CTP Firehouse Flasher Grant

- Working on Grant Reimbursement
- Replacement Part Scheduled – second week in January

D. MTF / CTP Crosswalk Grants

- Agreements received
- Coordination with Strom and Sanitary H2O / PA Small Water Grant Project - working with Engineer

5. **PMEA Update:**

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

- Generator Commissioned
- Working on Policies and Procedures of Use

7. **Public Information Officer Update:** Attached

8. **Items of Interest:**

- Notice of EMS Merger – April 1, 2023, VMSC & Souderton

7. **NEW BUSINESS / DISCUSSION ITEMS:**

A. Budget / Calenda Binder Distribution

Manager Snyder explained that the calendar binder is provided with them for current information regarding the Borough for 2023.

8. **OLD BUSINESS:**

9. **ACTION ITEMS:**

10. MOTION TO ADJOURN:

Council Meeting Minutes

January 4, 2023

Motion:

A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of January 4, 2023. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0. The meeting was adjourned at 7:34 PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager