

HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
March 1, 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 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 and Assistant to the Manager; Kathryn Vlahos

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Kroesser to Approve the Workshop Meeting Agenda of March 1, 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 March 15th Regular Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, March 22, 2023 @ 8:00AM in Council Chambers
- ZHB is Scheduled to Meet Thursday, March 23, 2023 @ 7:00PM in Council Chambers
- HMHS is Scheduled to Meet Tuesday, March 28, 2023 @ 7:00PM at the HVFC
- Next Planning Commission Meeting is Scheduled for April 3, 2023 @ 7:00PM in Council Chambers

- The Borough Offices will be closed Thursday, March 9th from 11:00AM-1:00PM for Training

4. Junior Council Person Program: Honorable Dan Yocum, Souderton Borough Mayor Dan Yocum introduced himself to council and stated that he was a Junior Council Person in Souderton in high school which was influential in his life in the career path that he chose. The Junior Council Person in Souderton comes to the meetings and sits in on any committee meeting that they are interested in and provides feedback from a different perspective than council has. Souderton has found this program to be very beneficial to the borough. Mr. Yocum answered any questions that council had in regards to the program and stated that he is a huge advocate for the program. Manager Snyder asked council if they would like to move forward with the program, if so, she will put the resolution on a future agenda. Council decided that they will put a resolution on the next agenda.

5. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- Budget, Finance, and Labor Committee Report
President Ferguson reported that the met prior to the meeting as well two weeks ago. The discussed the audit that was presented at the last council meetings. Updates to the employee handbook was also discussed which will be presented to council once it has been reviewed by the solicitor. Investments were discussed and looking into what the borough should do in the future for investments.
- Planning, Building, and Zoning Committee Report
Councilmember Stevens stated that there was nothing to report at the time.
- Public Safety Committee Report
Councilmember Kroesser stated that there was nothing to report at this time.
- Public Works & Property and Equipment Committee Report
Councilmember Fagan stated that there was nothing to report at this time.
- Utilities Committee Report
Councilmember Girard stated that there was nothing to report at this time.
- Hatfield Economic Revitalization Outreach Committee Report
Councilmember Girard stated that there was nothing to report at this time.
- Mayor Mary Anne Girard Report

Mayor Girard reported that the recycling commission is reviewing the current recycling ordinances and looking to revise it and take in

consideration for hazardous waste and e waste. The 904-recycling grant was submitted and currently being reviewed. Mayor Girard also brought up an idea that came from a resident for a dog park at Heritage Park.

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 No. 3 – approved / submitted
- 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
 - Asking for review from Fire Marshal
- H. George Didden Greenhouses
 - Hatfield Township Planning Commission on 2/21/23
 - Hatfield Borough Planning Commission 2/27/23

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.ampppartners.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)
 - Requested update on 1/16/2023

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 Application – waiting on paving confirmation
 - Applied for additional grant funding
- C. CTP Firehouse Flasher Grant
 - Working on Grant Reimbursement
 - Warranty Parts Installed
 - Quarterly Maintenance Scheduled
- D. MTF / CTP Crosswalk Grants
 - HOP Application
 - Coordination with Strom and Sanitary H2O / PA Small Water Grant Project - working with Engineer

5. PMEA Update:

- February newsletter attached

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:**

- PSAB Conference Registration
- Mobile Office Hours: Senator Collett and Congressman Fitzpatrick

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

A. 2023 Public Works Seasonal Help Advertisement

Manager Snyder explained that Hatfield Borough is looking for Public Works summer help for 2023.

B. 2023 Liquid Fuels Notice of Payment

Manager Snyder explained that the Borough received \$85,329.70 for this year's liquid fuels payment which is higher than last year's payment of \$83,475.55.

9. **OLD BUSINESS:** NONE

10. **ACTION ITEMS:** NONE

11. **MOTION TO ADJOURN:**

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of March 1, 2023. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting was adjourned at 8:11 PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager