

HATFIELD BOROUGH COUNCIL
WORKSHOP / REGULAR MEETING
July 19, 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 / Regular Meeting Agenda of July 2023. 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 June 14, 2023 Workshop / Regular Meeting.

Motion: A motion was made by Councilmember Kroesser to Approve the Minutes of the June 14, 2023 Workshop / Regular Meeting.. The motion was seconded by Councilmember Stevens and unanimously approved with a vote of 5-0.

3. PUBLIC INPUT:

President Ferguson asked if there was any Public Input. No Media Present. No Public Input.

4. ANNOUNCEMENTS:

- Next Borough Council Meetings is the August 16th Workshop/Regular Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, July 26, 2023, @ 8:00AM in Council Chambers
- The Borough Offices will be closed on August 8, 2023, from 12:00PM – 1:30PM for Employee Training
- The next Planning Commission Meeting is scheduled for August 7, 2023 @ 7:00PM in Council Chambers
- Zoning Hearing Board Meeting for 103 N. Main Street and 200 N. Main Street is scheduled for August 10, 2023 @ 7:00PM in Council Chambers
- Hatfield Borough Movie in the Park is scheduled for August 24, 2023 @ 7:30PM Centennial Park

5. REPORTS FROM STANDING COMMITTEES AND MAYOR:**Budget, Finance, and Labor Committee Report**

President Ferguson stated that the committee has not met and there is nothing to report.

Planning, Building, and Zoning Committee Report

Councilmember Stevens stated that the committee has not met and there is nothing to report.

Public Safety Committee Report

Councilmember Kroesser stated that the committee has not met and there is nothing to report.

Public Works & Property and Equipment Committee Report

Councilmember Fagan stated that the committee has not met and there is nothing to report.

Utilities Committee Report

Councilmember Girard stated that the committee has not met and there is nothing to report.

Hatfield Economic Revitalization Outreach Committee Report

Councilmember Girard stated that the committee has not met and there is nothing to report.

Mayor Mary Anne Girard Report

Mary Anne Girard reported that she attended the June Recycling Commission Meeting and the solicitor reviewed ACT 101. The solicitor determined that Condos, Apartments, and Complexes must be classified as Residential tonnage. The solicitor will send letters to all of the haulers in the area which should result in higher grant amounts.

6. REPORTS AND CORRESPONDENCE:

Monthly Investment Report
Monthly EIT / LST Report
Monthly YTD Report
Monthly Zoning Hearing Board Applications
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

7. MANAGERS REPORT

General Report and Projects Update

1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
 - Escrow Release No. 5 – on for Action 7/19/2023
- 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 – Approved 6/14/2023
- E. 200 N. Main Street (Biblical Seminary)
 - Sketch Plan submitted
 - Applying for Tax Credits for Project
 - Received Grant for the Development
 - Looking at Zoning Extension – on 8/10/2023
- F. 28 N. Market Street Subdivision

- Preliminary Final Granted by PC / Council
 - Working on Recording
- G. 23 N. Main Street
- Updated sketch Plan Submitted – being reviewed
 - H. George Didden Greenhouses
 - Updating plans. Looking to come to ZHB.

2. Utility Billing Update:

- Staff continues to monitor Electric & Sewer Past Due accounts. Shut-off's.
- 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)

- McMahon made adjustments to the intersection of E. & W. Vine and S. Main Street.

4. 2022 Outstanding Project Updates:

A. 2022 Roadway Resurfacing Project

- Punch List items – Scheduled for late July, early August

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 – submitting
- Applied for additional grant funding

C. CTP Firehouse Flasher Grant

- Working on Grant Reimbursement
- Quarterly Maintenance Scheduled

D. MTF / CTP Crosswalk Grants

- HOP Application – realign crosswalk to intersection

- Coordination with Strom and Sanitary H2O / PA Small Water Grant Project - working with Engineer
- 5. **2023 Project Updates:**
 - A. 2023 Curb and ADA Project
 - Project Started May 2023
 - Possible Partial Payment – 7/19/2023
 - B. 2023 Roadway Resurfacing Project
 - Starting late July
- 6. **PMEA Update:**
 - June newsletter attached
- 7. **AMP Pennsylvania R.I.C.E. BTM Peaking Project Update:**
 - Summer Peak Shaving Started
- 8. **Public Information Officer Update:**
- 9. **Items of Interest:**
 - Meeting with AMP Representatives

8. NEW BUSINESS / DISCUSSION ITEMS:

A. Municipal Service Team Handbook

Manager Snyder explained that the employee handbook needed some updates and, in the meeting packet there is a full list of items that were updated. Most of the items that were updated were recommendations from DVIT the insurance carrier as well as updates to FMLA for employees. The defined benefit plan will sunset on December 31, 2023. Receiving of gifts was added to the handbook which does not allow employees to accept any gift worth over \$25.00. Solicitor Harper added that under the discharge and suspension it should also read that Pennsylvania is an Employee at Will State and can be let go for any reason. This is proposed to be on for an action item for the August meeting.

B. Edinburgh Square Escrow Release No. 5 / Final

Manager Snyder stated that Edinburgh Square is looking for escrow release Number 5. There is still \$24,299.50 in escrow, they currently own Hatfield Borough \$882.40 for consultant fees, which is being taken out as well as the \$15,013.59 which would leave the total escrow at \$15,895.99. They need to have a security maintenance bond for the project. This is on for consideration for an action item this evening.

C. 2023 ADA Curb Ramp Replacement Project Payment Request No. 1

Manager Snyder explained that the Borough received a recommendation from the engineer to pay Cipolloni Jr. and Sons for the select sidewalk, curb, and driveway apron in the amount of \$17,710.20. and this is on for consideration tonight.

9. OLD BUSINESS:

1. Comcast Franchise Agreement Update

Solicitor Harper stated that we have a pole attachment agreement with Comcast since we own electric poles. They have not renewed that contract and Solicitor Harper explained that she has reached out to Comcast for the agreement and has not heard back from them. She does not advise Borough Council to sign the Comcast Franchise Agreement without first getting the Pole Attachment Agreement signed.

10. ACTION ITEMS:

A. Motion Consider Escrow Release No. 5 / Final Construction Release for the Edinburgh Square Development in the Amount of \$882.40 (eight hundred eighty-two dollars and forty cents) to Hatfield Borough for reimbursable expenses, \$8,403.51 (eight thousand four hundred three dollars and fifty-one cents) to be held by Meridian Bank for 18 Months as Security in Accordance with the Escrow Agreement During the 18 month Maintenance Period, and the balance \$15,013.59 (fifteen thousand thirteen dollars and fifty-nine cents) to the Developer, Caracausa Building and Development Inc

Motion: A motion was made by Councilmember Girard to Approve Escrow Release No. 5 / Final Construction Release for the Edinburgh Square Development in the Amount of \$882.40 (eight hundred eighty-two dollars and forty cents) to Hatfield Borough for reimbursable expenses, \$8,403.51 (eight thousand four hundred three dollars and fifty-one cents) to be held by Meridian Bank for 18 Months as Security in Accordance with the Escrow Agreement During the 18 month Maintenance Period, and the balance \$15,013.59 (fifteen thousand thirteen dollars and fifty-nine cents) to the Developer, Caracausa Building and Development Inc. 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 with a vote of 5-0.

B. Motion to Approve Payment Request No. 1 for the 2023 ADA Curb Ramp Replacement Project to Albert G. Cipolloni, Jr. and Sons Inc. in the Amount of \$17,710.20 (seventeen thousand seven hundred and ten dollars and twenty cents

Motion: A motion was made by Councilmember Stevens to Approve Payment Request No. 1 for the 2023 ADA Curb Ramp Replacement Project to Albert G. Cipolloni, Jr. and Sons Inc. in the Amount of \$17,710.20 (seventeen thousand seven hundred and ten dollars and twenty cents. 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 with a vote of 5-0.

11. 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 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.

12. MOTION to ADJOURN: EXECUTIVE SESSION

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop / Regular Meeting of July 19, 2023. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting was adjourned at 8:31PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager