

HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
October 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 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, Junior Council Person; Aiden Wieder and Public Information Coordinator; Lindsay Hellmann.

A moment of silence was held in honor of retired Borough Councilmember Salvatore DiLisio in memory of his passing.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Stevens to Approve the Workshop Meeting Agenda of October 4, 2023. The motion was seconded by Councilmember Kroesser. 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

- Next Council Meeting October 18th Regular Meeting @ 7:00PM in Council Chambers
- Next Planning Commission Meeting is Scheduled for October 30, 2023 @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, October 25, 2023 @ 8:00AM in Council Chambers

- The Borough Offices will be closed Monday, October 9, 2023 in Observance of the Columbus Day Holiday
- Halloween Happy Event is Scheduled for Tuesday, October 31st @ 4:30PM to 6:30PM at the Borough Office
 - Chambers
 - HMHS is Scheduled to Meet Tuesday, September 26, 2023 @ 7:00PM at the Hatfield Borough Building, Council Chambers
 - Next Planning Commission Meeting is Scheduled for October 2, 2023 @ 7:00PM in Council Chambers
 - The Borough Offices will be closed Monday, September 4th in Observance of the Labor Day Holiday
 - Hatfield Borough Fall Festival September 23rd 3:00PM – 7:00PM on East Lincoln Avenue

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Budget, Finance, and Labor Committee Report

President Ferguson noted that the budgeting process began that evening.

Planning, Building, and Zoning Committee Report

Councilmember Stevens stated that the committee had not met so there was nothing new to report.

Public Safety Committee Report

Councilmember Kroesser stated that the committee had not met so there was nothing new to report.

Public Works & Property and Equipment Committee Report

Councilmember Fagan gave a brief update on future projects including an automatic door for the Borough office. He mentioned that the committee also discussed the vegetation at Heritage Park.

Utilities Committee Report

Councilmember Girard stated that the committee had not met so there was nothing new to report.

Hatfield Economic Revitalization Outreach Committee Report

Councilmember Girard stated the committee is working to create a revamped Business of the Month program. He also stated that the Communications sub-committee is beginning

to develop a policy for communications through social media. He mentioned that they are also looking into replacing some event equipment when it falls into the budgetary guidelines.

Mayor Mary Anne Girard Report

Mayor Girard spoke about attending the Grandview Hospital annual meeting. She mentioned she is very impressed that they are remaining an independent hospital. She mentioned that she also attended the NMCRC meeting. She presented the numbers of how recycling is down and that decreases any grant funding Hatfield Borough would receive from recycling. There will be a new consultant from the commission to increase recycling numbers and grant funding.

5. REPORTS AND CORRESPONDENCE:

Monthly Investment Report
 Monthly EIT / LST 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

6. MANAGERS REPORT:

1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
 - Maintenance Bond in place
- B. Bennetts Court Land Development
 - Grading Permit Received
 - E & S Controls Placed
- 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 – received 8/10/23

- F. 28 N. Market Street Subdivision
 - Preliminary Final Granted by PC / Council
 - Working on Recording
- G. 23 N. Main Street
 - Updated sketch Plan Submitted – Council 8/30/23
- 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- PennDOT Que
- 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 – Completed – waiting for payment paperwork
- 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 the 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

- Completed

B. 2023 Roadway Resurfacing Project

- Completed – waiting for payment paperwork

6. **PMEA Update:**

- September newsletter attached

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

8. **Public Information Officer Update:**

9. **Items of Interest:**

- Indian Valley Tastings event

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

A. Tax Collector Letters of Interest

Manager Snyder informed Borough Council that Letters of Interest for the Tax Collector position were to be submitted by September 29, 2023. She stated that interested people were invited to attend the meeting. She stated that one letter was received and that the candidates would have the opportunity to answer questions from Borough Council and the Mayor. She informed Borough Council that one letter was received from Marie Snyder, a resident of South Farview Avenue. Candidate Snyder answered questions and stated her qualifications and background.

Solicitor Harper informed Borough Council that they could appoint the candidate at the current meeting or continue the search. Borough Council agreed to appoint candidate Marie Snyder later in the meeting.

B. Comcast Pole Attachment Agreement

Solicitor Harper informed Borough Council that they were able to increase the Pole Attachment with Comcast. She stated that they would be paying their 10 years in a lump sum.

C. Resolution 2023-15 Comcast Franchise Renewal Agreement

Solicitor Harper stated that the agreement has not changed much. She stated that there was a public hearing and no one attended. Manager Snyder stated that Hatfield Borough will be able to hold Comcast accountable for customer complaints.

D. Resolution 2023-16 PennDOT Winter Services Agreement

Manager Snyder stated that the agreement outlines the PennDOT Winter Services agreement and authorizes Borough Council President Jason Ferguson to sign the agreement. She stated that PennDOT slightly increased its rates of payment to Hatfield Borough. She stated that once the agreement is signed, it will be forwarded to PennDOT and the agreement will begin this year.

8. OLD BUSINESS:

9. ACTION ITEMS:

A. Motion to Consider Authorizing the Execution of the Pole Attachment Agreement between the Borough of Hatfield and Comcast of Southeast Pennsylvania, LLC

Motion: A motion to Consider Authorizing the Execution of the Pole Attachment Agreement between the Borough of Hatfield and Comcast of Southeast Pennsylvania, LLC was made by Councilmember Stevens and seconded by Councilmember Girard. The motion was unanimously approved with a vote of 5-0.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

B. Motion to Consider Resolution 2023-15 Authorizing the Execution of the Cable Franchise Agreement between the Borough of Hatfield and Comcast of Southeast Pennsylvania, LLC

Motion: A motion to Consider Resolution 2023-15 Authorizing the Execution of the Cable Franchise Agreement between the Borough of Hatfield and Comcast of Southeast Pennsylvania, LLC was made by Councilmember Stevens and seconded by Councilmember Kroesser. The motion was unanimously approved with a vote of 5-0.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

C. Motion to Consider Resolution 2023-16 Authorizing the Execution of the Winter Maintenance Services Agreement between The Borough of Hatfield and the Pennsylvania Department of Transportation (PennDOT)

Motion: A motion to Consider Resolution 2023-16 Authorizing the Execution of the Winter Maintenance Services Agreement between The Borough of Hatfield and the Pennsylvania Department of Transportation (PennDOT) was made by Councilmember Girard and seconded by Councilmember Kroesser. The motion was unanimously approved 5-0.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

D. Motion to Consider the appointment of Marie Snyder as Tax Collector for the remainder of the term replacing Mohammed Haque.

Motion: A Motion to Consider the appointment of Marie Snyder as Tax Collector for the remainder of the term replacing Mohammed Haque was made by Councilmember Girard and seconded by Councilmember Kroesser. The motion was unanimously approved 5-0.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

10. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of October 4th, 2023. The motion was seconded by Councilmember Stevens and unanimously approved with a vote of 5-0. The meeting was adjourned at 7:53 PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Lindsay Hellmann
Public Information Coordinator