

**HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
March 6, 2024**

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:

ROLL CALL

- () Jason Ferguson, President
- (X) Richard Girard, Vice President
- (X) Larry Burns
- (X) James Fagan
- (X) Michelle Kroesser

- (X) Mayor Mary Anne Girard

The record shows that four members of Council were present at roll call, as well as, Solicitor; Catherine Harper, Timoney Knox, LLP, Borough Manager; Jaime E. Snyder, Public Works Director; Stephen S. Fickert, Jr, Junior Council Person; Aiden Weider and Assistant to the Manager; Kathryn Vlahos

1. Motion to Approve the March 6, 2024 Workshop Meeting Agenda.

Motion: A motion was made by Councilmember Burns for Approval of Meeting Agenda, March 6, 2024 Workshop Meeting Agenda. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 4-0.

2. PUBLIC INPUT: Vice President Girard asked if there was any Public Input. There was no media present. No Public Input.

3. ANNOUNCEMENTS: Manager Jaime E. Snyder made the following announcements.

- Next Council Meeting March 20th Regular Meeting at 7:00PM in Council Chambers
- Planning Commission is Scheduled to Meet on Monday, March 25, 2024 at 6:00PM in Council Chambers
- HMHS is Scheduled to Meet Tuesday, March 26, 2024, at 7:00PM at the Hatfield Borough Office, Council Chambers
- HEROC is Scheduled to Meet Wednesday, March 27, 2024, at 8:00AM in Council Chambers

- ZHB is Scheduled to Meet on Wednesday, March 27, 2024, at 7:00PM in Council Chambers to Hear the Application of Arbor Grove Development, LLC
- Hatfield Borough Offices will be Closing at 5:00PM on Wednesday, March 13, 2024 for the HPD Building Groundbreaking Ceremony
- Hatfield Borough Offices will be Closed Wednesday, March 27, 2024 from 12:00PM to 2:00PM for Employee Public Safety Training
- Hatfield Borough Offices will be Closed Friday, March 29, 2024, in Observance of the Good Friday Holiday

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Budget, Finance, and Labor Committee Report

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

Planning, Building, and Zoning Committee Report

Councilmember Burns stated that the committee has not met and there is nothing new to report to council.

Public Safety Committee Report

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

Public Works & Property and Equipment Committee Report

Councilmember Fagan reported that the committee met and they discussed the ADA ramp project for the year. They also reviewed some guidelines for snow removal which will be posted on the website. Dash cameras in the public works vehicles and 15-minute parking with additional parking in the rear signs in front of the municipal office was also discussed.

Utilities Committee Report

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

Hatfield Economic Revitalization Outreach Committee Report

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

Mayor Mary Anne Girard's Report

Mayor Mary Anne reported that the check for the 2022 recycling grant was received in the amount of \$5, 125.00.

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
 - E&S Controls Placed
 - Working on Storm Pipe
 - Working on Electric
 - Working on Sanitary
 - Working on Paving
 - Individual Lot Work / Building
- C. 43 Roosevelt Land Development
 - Developers Agreement
 - Stormwater Management Agreement
 - Submitted Items for Engineering Review
- D. SEPTA Property
 - Long-Term Lease Agreement – Approved 6/14/2023
 - Working with Consultant
- 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
 - Updated Letter of Support for Tax Credits
 - Updated “Will Serve” Letters Issued
- F. 28 N. Market Street Subdivision
 - Preliminary Final Granted by PC / Council
 - Driveway Easement Recorded
 - Working on Recording
- G. 23 N. Main Street
 - Scheduled for the ZHB – 2/27/2024 at 7:00PM
- H. George Didden Greenhouses
 - Submitted Revised Plan
 - Scheduled for the Planning Commission - 3/25/24 at 7:00PM

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
- Resolution on for Approval for Reimbursement – approved

4. 2024 Project Updates:

- A. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Utility Replacement Project
- Working on the bid package
 - HOP Application – submitting
 - Received additional grant funding – PA Small Water & H2O
 - Working with Congressman Fitzpatrick’s Office on additional funding
- B. 2024 Curb and ADA Project
- N. Main Street
- C. 2024 Roadway Resurfacing Project
- W. School Street, Jean, Jade, June Drive

5. 2024 and Beyond Project Updates:

- B. MTF / CTP Crosswalk Grants (after Utility Replacement Project)
- HOP Application – realign crosswalk to the intersection
 - Coordination with Storm and Sanitary H2O / PA Small Water Grant Project - working with Engineer

6. PMEA Update:

- February newsletter attached

7. Public Information Officer Update:

8. Items of Interest:

- Montgomery County Home Repairs Program
- 2024 Liquid Fuels Payment
- Main Street / Vine Street Intersection Update

7. NEW BUSINESS / DISCUSSION ITEMS:

A. Ordinance No. 552 Amending Chapter 18, Sewers and Sewage Disposal Local Limits

Solicitor Harper explained that this ordinance came from Hatfield Township Municipal Authority which treats our sewage, they are under new requirements for limits of chemicals that are in the system. We just need to update our ordinance to reflect the new limits.

B. Utility Replacement Project Tentative Schedule

Manager Snyder explained that this is the tentative schedule for the Broad Street and North Main Street Replacement Project. At the next council meeting, there will be an action item to authorize this project to go out to bid.

C. 2024 Public Works Seasonal Work Advertisement

The Public Works Department is looking for part-time summer laborer and this is the advertisement for that position.

D. Hatfield American Legion Memorial Day Parade Request

This is the annual request from the Hatfield American Legion for them to hold the Memorial Day Parade at Memorial Park.

E. Resolution 2024-03 Memorial Day Parade Road Closure Request

This resolution is for the closure of the roads for the Memorial Day Parade. This will be on for consideration at the regular meeting.

8. OLD BUSINESS:

9. ACTION ITEMS:

A. Motion to Consider Advertising Ordinance No. 552 Amending the Provisions of Chapter 18, Sewers and Sewage Disposal, Part 3, "Waste Discharge Regulations," Section 314 "Discharge of Processed Wastewater" of the "Code of Ordinances, Borough of Hatfield" to Revise Permissible Discharge Limits and to Permit Revisions to these Regulations by Resolution for a Public Hearing to be Held on March 20th at 7:00PM

Motion:

A motion was made by Councilmember Burns to Approve Advertising Ordinance No. 552 Amending the Provisions of Chapter 18, Sewers and Sewage Disposal, Part 3, "Waste Discharge Regulations," Section 314 "Discharge of Processed Wastewater" of the "Code of Ordinances, Borough of Hatfield" to Revise Permissible Discharge Limits and to Permit Revisions to these Regulations by Resolution for a Public Hearing to be Held on March 20th at 7:00PM. The motion was seconded by Councilmember Kroesser.

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

The motion was approved with a vote of 4-0 in favor.

10. ADJOURNMENT:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of March 6, 2024. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 4-0. The meeting adjourned at 7:33PM.

Executive Session Litigation, Property and Personnel

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager