

**HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
April 3, 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

- (X) Jason Ferguson, President
- (X) Richard Girard, Vice President
- (X) Larry Burns
- ( ) James Fagan- arrived at 7:24PM
- (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. Councilmember Fagan arrived at 7:34PM.

Lieutenant Jane Robertson Years of Liaison Service Presentation  
Presented by Mayor Mary Anne Girard and  
Councilwomen Michelle Kroesser

Aiden Wieder Junior Council Person  
Recognition Certificate Presentation  
Presided by Mayor Mary Anne Girard and  
Presented by Immediate PSAB Past President Edward Child

**1. Motion to Approve the April 3, 2024 Workshop Meeting Agenda.**

Motion: A motion was made by Councilmember Burns for Approval of Meeting Agenda, April 3, 2024 Workshop Meeting Agenda. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

**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 April 17<sup>th</sup> Regular Meeting at 7:00PM in Council Chambers
- Planning Commission is Scheduled to Meet on Monday, April 22, 2024, at 6:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, April 24, 2024, at 8:00AM in Council Chambers
- ZHB is Scheduled to Meet Wednesday, April 24, 2024, at 7:00PM in Council Chambers to Render a Decision on 23 N. Main Street, Arbor Grove Development LLC
- Earth Day Event is Scheduled for Saturday, April 20, 2024, from 9AM-12PM at 615 Dain Avenue

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

Councilmember Girard stated that the committee met and they are working on making changes to the employee handbook. They also discussed the investments and the Septa Property.

**Planning, Building, and Zoning Committee Report**

Councilmember Burns reported that the committee met to discuss a new Rental Inspection Program that they wanted to start in the Borough.

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

**Utilities Committee Report**

Councilmember Girard reported that the committee met and they discussed billing delinquencies, and April shut-offs. They also discussed a new promotion for E-Billing for the residents.

**Hatfield Economic Revitalization Outreach Committee Report**

Councilmember Girard informed council that the Earth Day Event will take place on April 20<sup>th</sup> from 9:00AM to 12:00PM.

**Mayor Mary Anne Girard's Report**

Mayor Mary Anne stated that there is nothing new to report to council.

**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. 23 N. Main Street
  - Scheduled for the ZHB – 4/24/2024 at 7:00PM for decision
- H. George Didden Greenhouses
  - Went to Planning Commission – preliminary approval given

### 2. Utility Billing Update:

- Staff continues to monitor Electric & Sewer Past Due accounts. Shut-offs will resume in April.
- Email billing is available for Electric & Sewer Accounts. Please contact the Utilities Department if you are interested in signing up. \*Details were in the Spring Borough Informer, on the Borough website, and on the back of all utility bills.

- 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
- Partial funds received. Working on remainder with PennDOT

**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:**

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

**6. PMEA Update:**

- March newsletter attached

**7. Public Information Officer Update:**

**8. Items of Interest:**

- NPWA Annual Hydrant Flushing
- MCBA Dinner Meeting April 25, 2024
- Community Survey – Due April 12<sup>th</sup>!

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

**A. 2024 Roadway Resurfacing Project Advertisement**

Manager Snyder explained that this advertisement is for the resurfacing of West School, Jean, Jade, and June Drive in the borough. This is on for consideration at the regular council meeting.

**B. Resolution 2024-04 Recognizing Safe Digging Month**

Manager Snyder stated that this is an annual resolution that gets passed and will be on for consideration at the regular meeting.

**C. Resolution 2024-05 Supporting Local Radar Enforcement**

Manager Snyder stated that Mayor Girard was the driving force for this resolution she did all the back work for this resolution. This resolution is for Hatfield Borough to stand in support of Pennsylvania Senate Bill 459 and Pennsylvania House Bill 1368, they will allow police officers including the Hatfield police force to more effectively protect the safety and welfare of our residents by being able to use radar. This is on for consideration at the regular meeting.

**D. 2024 PSAB Voting Delegate and Alternate**

Manager Snyder the PSAB Conference is coming up in June and they need to select a voting delegate and alternate for voting. She stated that she is attending PSAB and she is happy to be the voting delegate if no one can attend the conference.

**8. OLD BUSINESS:**

**9. ACTION ITEMS:**

**10. ADJOURNMENT:**

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of April 6, 2024. The motion was seconded by Councilmember Burns and unanimously approved with a vote of 5-0. The meeting adjourned at 7:56PM.

*Executive Session Litigation, Property and Personnel*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant to the Manager