

**HATFIELD BOROUGH COUNCIL
WORKSHOP/REGULAR MEETING
June 19, 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
- (X) James Fagan
- (X) Michelle Kroesser

- (X) Mayor Mary Anne Girard

The record shows that five 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 Lindsay Hellmann, Public Information Coordinator.

1. Motion to Approve the June 19, 2024 Workshop Meeting Agenda.

Motion: A motion was made by Councilmember Kroesser for Approval of Meeting Agenda, June 19, 2024 Workshop Meeting Agenda. The motion was seconded by Councilmember Burns and unanimously approved with a vote of 5-0.

2. APPROVAL OF THE MINUTES: Motion to Approve the Minutes of the May 1, 2024 Workshop & the May 15, 2024 Regular Meetings

Motion: A motion was made by Councilmember Girard for Approval of to Approve the Minutes of the May 1, 2024 Workshop & the May 15, 2024 Regular Meetings. The motion was seconded by Councilmember Burns and unanimously approved with a vote of 5-0.

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

Victor Lewis, 151 Orchard Lane thanks Council and staff for everything that they do. He stated that he wanted to discuss 23 North Main the Arbor Grove Development and the traffic situation that it is going to cause. Solicitor Harper replied that the Zoning Hearing Board gave approval for the use of the property, they still have to come in and apply for land development or subdivision

approval. The Borough Planning Commission and Borough Council will review this application at a public meeting and they have a traffic engineer who will review the application that will look into these concerns.

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

- Next Borough Council Meetings is the July 17th Workshop/Regular Meeting @ 7:00PM in Council Chambers
- The next Planning Commission Meeting is scheduled for Monday, June 24, 2024 @ 6:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, June 26, 2024 @ 8:00AM in Council Chambers
- The Borough Office Will be Closed Thursday, July 4th in Observance of the July 4th Holiday

5. Public Hearing for Ordinance No. 553 Amending Hatfield Borough Ordinances Relating to the Borough's Defined Contribution Plan to Revise the Borough's Contributions

**ORDINANCE NO. 553
PROCEEDINGS**

PRESIDENT JASON FERGUSON: We will now have a Public Hearing for Ordinance No. 553 Amending Hatfield Borough Ordinances Relating to the Borough's Defined Contribution Plan to Revise the Borough's Contributions. This hearing was duly advertised.

SOLICITOR HARPER: We will open the hearing on this, Borough Council should be familiar with this ordinance you looked at it once before you suggested changes and I made them. I advertised the revised ordinance so I have two exhibits that I would like to have mentioned in the minutes of tonight's hearing. First is exhibit one which is a copy of the actual ordinance that you will be asked to vote on, what it does is it revised the contribution levels so it makes 4% for everybody except the Borough Manager who will get 7%. What we took out was the option of amending this by resolution, as opposed to an ordinance because enough members of council thought we should advertise when we do something like this. It is also retroactive to January 1, 2024 as it was approved as part of your budget. Solicitor Harper opened up for public comment. There was no public comment.

PRESIDENT JASON FERGUSON: Opened for any questions from Council, hearing no comments he stated that this was a budgeted item and was already approved. This is not anything that we were not prepared for.

SOLICITOR HARPER: The minutes should reflect that Borough Council had a public discussion on this before we advertised it and there were no comments from the public. We can close the hearing and this is on the agenda for consideration this evening.

This Public hearing is closed. (At 7:14 the hearing was closed)

6. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Budget, Finance, and Labor Committee Report

Councilmember Ferguson stated that the committee met and they talked though some of the numbers and there was nothing of any value to report on. Manager Snyder stated that they would discuss the investments later in the meeting.

Planning, Building, and Zoning Committee Report

Councilmember Burns stated that they did not meet and there was nothing to report.

Public Safety Committee Report

Councilmember Kroesser stated that they did not meet and there was nothing to report.

Public Works & Property and Equipment Committee Report

Councilmember Fagan stated that they did not meet and there was nothing to report.

Utilities Committee Report

Councilmember Girard stated that they did not meet and there was nothing to report.

Hatfield Economic Revitalization Outreach Committee Report

Councilmember Girard stated that they did not meet and there was nothing to report. Councilmember Girard asked for a moment of silence in remembrance of Dr. Gehman who was a member of HEROC and the community and send his condolences to his family.

Mayor Mary Anne Girard's Report

Mayor Mary Anne reported that she met with a new Junior Council potential candidate for the next school year, Malachi Nisbett who is present tonight. Mayor Mary Anne Girard also informed Council that a Garden Contest going on in the Borough and the Township and you can find more information at Hatfield Township's Website.

7. 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

8. MANAGERS REPORT

1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
 - Maintenance Bond in place
- B. Bennetts Court Land Development
 - Inspections
- C. 43 Roosevelt Land Development
 - Developers Agreement
 - Stormwater Management Agreement
 - Approved addresses
- 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
 - ZHB Approved with Conditions 4/24/24
- 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 are scheduled for June for both utilities.
- 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
 - All funds received; the project is closed out
 - Repayments made for debt borrowing

4. 2024 Project Updates:

- A. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Utility Replacement Project

- Placed on PennBid week of June 10th
- B. 2024 Curb and ADA Project
 - N. Main Street – project complete, waiting on payment
- C. 2024 Roadway Resurfacing Project
 - W. School Street, Jean, Jade, June Drive – award on for consideration for approval 6/19/2024
- 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
 - B. Stormwater Feasibility Study Grant with HT (Local Share Funds)
 - Meeting scheduled for July
- 6. **PMEA Update:**
- 7. **Public Information Officer Update:**
- 8. **Items of Interest:**
 - PMEA Conference Information
 - 2024-2025 NPSD Tax Certification

9. NEW BUSINESS / DISCUSSION ITEMS:

A. 2024 Roadway Resurfacing Project

Manager Snyder stated the bid opening was held on ay 16th for the 2024 for Road Way Resurfacing Project and the lowest responsible bidder was James D Morrissey Inc in the amount of \$130,351.00 and there is a recommendation letter to accept this bid from our engineer and it is on for consideration tonight.

B. Resolution 2024-13 Adopting Contractor Integrity Requirements

Solicitor Harper explained this is for the Utility Replacement Project and since we have federal grant money for a project you have to make sure that the contractors are abiding to the no discrimination laws, our engineer thought that we should have a policy saying that this. This is on for consideration for an action item tonight and if council is not comfortable approving it tonight then it can be tabled until the next meeting. We can no receive any payments until this has been approved by council. President Ferguson requested that be tabled so they can read through this again.

C. Montgomery County Planning Commission Planning Assistance Contract

Manager Snyder explained that as part of the revitalization initiative of Hatfield Borough we are looking to partner with Montgomery County Planning Commission to work on a comprehensive plan. This contract will allow up to hiring them as a planning partner. This is a very standard and

typical contract and we would not have to pay anything until Montgomery County Planning Commission until 2025 but start to work with them in September of 2024.

D. Utility Replacement Project Tentative Schedule & Bid Advertisement

Manager Snyder wanted to include in the packets the tentative schedule as the project is out to bid and the borough is moving forward and a pre-bid meeting will be held on June 26th at 2:00 PM if anyone is interested on bidding on the projects. This is a tentative schedule but construction is scheduled to begin in the fall.

E. JCP (Junior Council Person) Project Presentation

Aiden Weider Junior Council Person explained that for his project he decided to host a food drive for the community. He has volunteered for the Emmanuel Church Food Bank for years and believes giving back to the community is the best way to help others. On August 3rd and 10th, he will be collecting food at the borough office. Every person who donates will be placed in a raffle for a \$50.00 gift card.

10. OLD BUSINESS: NONE

11. ACTION ITEMS:

A. Motion to Consider Approving Ordinance No. 553 Amending Hatfield Borough Ordinances Relating to the Borough's Defined Contribution Plan to Revise the Borough's Contributions

Motion: A motion was made by Councilmember Kroesser to Approve Ordinance No. 553 Amending Hatfield Borough Ordinances Relating to the Borough's Defined Contribution Plan to Revise the Borough's Contributions. 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.

B. Motion to Consider Awarding the 2024 Roadway Resurfacing Project to James D. Morrissey Inc. in the Amount of \$130,351.00 (one hundred thirty thousand three hundred fifty-one dollars)

The motion was tabled until the next Borough Council Meeting.

C. Motion to Consider Resolution 2024-13 Adopting Contractor Integrity Requirements

Motion: A motion was made by Councilmember Burns to Approve the Montgomery County Planning Commission Planning Assistance Contract effective September 1, 2024 through December 31, 2027. 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.

E. Motion to Consider the Montgomery County Planning Commission Planning Assistance Contract effective September 1, 2024 through December 31, 2027

Motion: A motion was made by Councilmember Burns to Approve the Montgomery County Planning Commission Planning Assistance Contract effective September 1, 2024 through December 31, 2027. 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. ADJOURNMENT:

Motion: A motion was made by Councilmember Girard to adjourn the Workshop/Regular Meeting of June 19, 2024. The motion was seconded by Councilmember Burns and unanimously approved with a vote of 5-0. The meeting adjourned at 8:15PM.

Executive Session Litigation, Property and Personnel

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager