

**HATFIELD BOROUGH COUNCIL
WORKSHOP/REGULAR MEETING
July 17, 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 Assistant to the Manager; Kathryn Vlahos.

1. Motion to Approve the July 17, 2024 Workshop Meeting Agenda.

Motion: A motion was made by Councilmember Kroesser for Approval of Meeting Agenda, July 17, 2024 Workshop/Regular 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 June 19, 2024 Workshop/ Regular Meeting

Motion: A motion was made by Councilmember Girard for Approval of to Approve the Minutes of the June 19, 2024 Workshop/Regular Meeting. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

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

No Public Input.

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

- Next Borough Council Meetings is the August 21st Workshop/Regular Meeting @ 7:00PM in Council Chambers
- The next Planning Commission Meeting is scheduled for Monday, July 22, 2024 @ 6:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, July 24, 2024 @ 8:00AM in Council Chambers
- Movie in the Park is scheduled for Thursday, August 22, 2024 @ 7:30PM Centennial Park, Cherry Street

5. **REPORTS FROM STANDING COMMITTEES AND MAYOR:**

Budget, Finance, and Labor Committee Report

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

Planning, Building, and Zoning Committee Report

Councilmember Burns stated that they did not meet and there was nothing to report but they are working on scheduling a meeting date soon.

Public Safety Committee Report

Councilmember Kroesser stated that they met prior to tonight's meetings and they discussed the Bike More Drive Less Program. It was explained that Bike More Drive Less is an AARP Grant which provides things such as bike lanes, crosswalks, and traffic calming devices. There are also temporary traffic calming devices that can be put in a location to see if they help in that location. This grant is with Hatfield Township and it started on July 1, 2024. This grant is for 2 years and if anyone is interested, they can be part of the committee and they need some residents involved in the committee.

Public Works & Property and Equipment Committee Report

Councilmember Fagan stated that they did not meet but there is a meeting scheduled for August 20, 2024.

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.

Mayor Mary Anne Girard's Report

Mayor Mary Anne stated that she had nothing to report tonight to council.

6. 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

7. MANAGERS REPORT

1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
 - Maintenance Bond in place
- B. Bennetts Court Land Development
 - Inspections – looking for final U&O’s
- 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
 - Spoke with Builder
- H. George Didden Greenhouses
 - Went to Planning Commission – preliminary approval given

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. *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
 - Bid Opened 7/10/24
- B. 2024 Curb and ADA Project
- N. Main Street – project complete
- C. 2024 Roadway Resurfacing Project
- W. School Street, Jean, Jade, June Drive
 - Pre-con Meeting 7/17/24

5. 2024 and Beyond Project Updates:

- A. 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
- 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 Registration – closes August 4th
- Bike More, Drive Less Grant

8. NEW BUSINESS / DISCUSSION ITEMS:

A. Resolution 2024-14 Designation of Agent Resolution COVID-19

Manager Snyder explained that this resolution is for the grant money that was received and to close out the grant the prior manager has to be taken off as a signer for the grant so that she can sign to close out the grant.

B. Resolution 2024-15 Pennsylvania Municipal Power Agency (PMPA)

Manager Snyder explained that this resolution will allow Steve and herself to represent the borough and take part in attending meetings with Pennsylvania Municipal Power Agency (PMPA)

C. Resolution 2024-16 Authorizing the Reimbursement of Funds from the Investment Accounts

Manager Snyder stated that the borough borrowed \$500,000 from investments and this resolution is for the repayment of it in 5 years.

D. Broad Street and North Main Street Utility Replacement Project Bid Results

Manager Snyder informed council that KBC Construction was the lowest bidder for the Broad Street and North Main Street Utility Replacement Project in the amount of \$3,175,264.75 and North Penn Water Authority will award the bid at their next meeting.

E. Malachi Nisbett, Junior Council Person Nominee

Malachi Nisbett explained to council why he would like to be considered for the Junior Council Position and council had a chance to ask questions about his impressive resume.

9. OLD BUSINESS:

A. Resolution 2024-13 Adopting Contractor Integrity Requirements

Solicitor Harper stated that she cleaned up the resolution and there were no additional comments or questions on the resolution from council.

10. ACTION ITEMS:

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

Motion: A motion was made by Councilmember Burns to Approve the Resolution 2024-13 Adopting Contractor Integrity Requirements. 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 Resolution 2024-14 Designating Borough Manager, Jaime E. Snyder, as the Designation of Agent for the DR-4506-COVID-19 Small Project

Motion: A motion was made by Councilmember Kroesser to Approve the Motion to Consider Resolution 2024-14 Designating

Borough Manager, Jaime E. Snyder, as the Designation of Agent for the DR-4506-COVID-19 Small Project. 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 unanimously with a vote of 5-0.

C. Motion to Consider Resolution 2024-15 Appointing Jaime E. Snyder as the Borough of Hatfield Representative and Director for the Pennsylvania Municipal Power Agency (PMPA) and Stephen S. Fickert, Jr. as the Borough of Hatfield Representative and Alternate Director for the Pennsylvania Municipal Power Agency (PMPA)

Motion: A motion was made by Councilmember Kroesser to Approve Resolution 2024-15 Appointing Jaime E. Snyder as the Borough of Hatfield Representative and Director for the Pennsylvania Municipal Power Agency (PMPA) and Stephen S. Fickert, Jr. as the Borough of Hatfield Representative and Alternate Director for the Pennsylvania Municipal Power Agency (PMPA). 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.

D. Motion to Consider Resolution 2024-16 Authorizing the Reimbursement of Funds from the Investment Accounts at Key Bank to Repay Bond Financing

Motion: A motion was made by Councilmember Burns to Approve the Resolution 2024-16 Authorizing the Reimbursement of Funds from the Investment Accounts at Key Bank to Repay Bond Financing. 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 unanimously with a vote of 5-0.

E. Motion to Consider Awarding the Broad Street and N. Main Street Utility Replacement Project to KBC Construction, LLC in the total amount of \$3,175,264.75 (three million and one hundred seventy-five thousand two hundred sixty-four dollars and seventy-five cents)

Motion: A motion was made by Councilmember Burns to Approve the Awarding the Broad Street and N. Main Street Utility Replacement Project to KBC Construction, LLC in the total

amount of \$3,175,264.75 (three million and one hundred seventy-five thousand two hundred sixty-four dollars and seventy-five cents). 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.

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 Girard to Approve the payment of the bills. The motion was seconded by Councilmember Burns.

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 Kroesser to adjourn the Workshop/Regular Meeting of July 17, 2024. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting adjourned at 8:17PM.

Executive Session Litigation, Property and Personnel

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager