

**HATFIELD BOROUGH COUNCIL
WORKSHOP/REGULAR MEETING
September 18, 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; Malachi Nisbett and Assistant to the Manager; Kathryn Vlahos.

1. Motion to Approve the September 18, 2024 Workshop Meeting Agenda.

Motion: A motion was made by Councilmember Kroesser for Approval of the Meeting Agenda, September 18, 2024 Workshop/Regular Meeting Agenda. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

2. APPROVAL OF THE MINUTES: Motion to Approve the Minutes of the August 21, 2024 Workshop/ Regular Meeting

Motion: A motion was made by Councilmember Kroesser to Approve the Minutes of the August 21, 2024 Workshop/Regular Meeting. The motion was seconded by Councilmember Burns 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 Comment.

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

- Next Borough Council Meetings are the October 2nd Workshop Meeting and the October 16th Regular Meeting @ 7:00PM in Council Chambers
- The next Planning Commission Meeting is scheduled for Monday, September 23, 2024 @ 6:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, September 25, 2024 @ 8:00AM in Council Chambers
- Fall Festival and Car Show scheduled for Saturday, September 21, 2024 @ 3:00PM E. Lincoln Avenue
- ZHB Meeting for 350 W. Broad Street, Schiano Properties LLC, is scheduled for Thursday, September 26, 2024 @ 7:00PM in Council Chambers
- Hatfield Borough Offices will be Open from 8:00AM – 11:30AM on Friday, September 27, 2024

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

Councilmember Ferguson stated that the committee met prior to the council meeting, they reviewed the draft budget and they will have a draft budget presentation at the workshop meeting in November.

Planning, Building, and Zoning Committee Report

Councilmember Burns stated they met this past Tuesday to review a residential rental inspection program. They also reviewed the current fee schedule and are looking to adjust some fees. He also informed the council that the zoning hearing board requested a change to the zoning hearing application, and the committee is currently reviewing that request.

Public Safety Committee Report

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

Public Works & Property and Equipment Committee Report

Councilmember Fagan stated that they did not meet and that 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 reported that the committee met and discussed Fall Fest and volunteer requirements, which they are currently reviewing.

Mayor Mary Anne Girard's Report

Mayor Mary Anne stated she would like to schedule a park clean-up for November 9, 2024. She also met with Pastor Robbie to see what project the youth group from the church could complete in the borough.

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
 - Paving & Final Improvements
 - Settlements Occurring
- 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
 - Working on a Lease Agreement with Tenant
- 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
 - Tentatively looking at 9/23 PC and 1162 Council
- 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.ampppartners.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
 - Pre-Con Meeting 8/16/24
 - Borrowing Advertisement 9/18 Ordinance 10/2
- B. 2024 Curb and ADA Project
- N. Main Street – project complete
- C. 2024 Roadway Resurfacing Project
- Substantial Completion Issued 8/15/24
 - COR on 9/18 Final Payment Pending
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 October
6. **PMEA Update:**
7. **Public Information Officer Update:**
8. **Items of Interest:**

- PMEA Conference Update

8. NEW BUSINESS / DISCUSSION ITEMS:

A. Ordinance No. 554 Non-Electoral General Obligation Debt

Manager Snyder explained this ordinance is to borrow the 2.9 million dollars for the utility replacement project. The solicitor and the manager have both reviewed these documents and it is on for consideration tonight to advertise for the public hearing on October 2, 2024.

B. Ordinance No. 555 Municipal Waste and Recycling Ordinance

Solicitor Harper explained that the Northern Montgomery County Recycling Commission has come up with a new formula for how they will distribute the grant funds to the municipalities. They want us to reenact the agreement and recycling ordinance. She has reviewed both documents and does not see any concerns with them.

C. Northern Montgomery County Recycling Commission Intermunicipal Agreement

Solicitor Harper explained that she reviewed this document and has no concerns with the agreement. This is on for consideration tonight.

D. Resolution 2024-19 American Municipal Power Training Agreement

Manager Snyder explained that this is an agreement that American Municipal Power would like its members who participate in training to sign. This is on for consideration tonight.

E. Montgomery County Consortium of Communities (MCCC) 2024-2025 Rock Salt Bid Results

Manager Snyder explained that the past several years Hatfield Borough has been the host for Montgomery County Consortium for the joint rock salt bid. The lowest bidder was Riverside Construction Materials Incorporated for \$62.60 per delivered ton. This is a decrease of \$2.24 per delivered ton from last years bid who was awarded to Morton Salt. This is on for consideration tonight for Hatfield Borough to award this bid to Riverside Construction Incorporated for \$62.60 per delivered ton.

F. 2024 Roadway Resurfacing Project Change Order Request No. 1

Manager Snyder stated that this change order request is for the reconciliation of what was installed quantities. The original contract was \$130,351.00, it increased by \$2,285.20 for an additional 197 square yards of milling and overlay that was completed above estimated quantities. The contract will now cost \$132,636.20. This is on for consideration tonight.

G. 2024 Roadway Resurfacing Project Payment Request No. 1 / Final Payment

Manager Snyder explained that this is the final payment that was submitted by James Morrissey Incorporated in the total amount of \$132,636.20 which was recommended by the borough engineer and this is on for consideration tonight.

9. OLD BUSINESS:

10. ACTION ITEMS:

A. Ordinance No. 554 Non-Electoral General Obligation Debt

Motion: A motion was made by Councilmember Burns to Approve Ordinance No. 554 Non-Electoral General Obligation Debt. 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. Ordinance No. 555 Municipal Waste and Recycling Ordinance

Motion: A motion was made by Councilmember Fagan to Approve Ordinance No. 555 Municipal Waste and Recycling Ordinance. 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.

C. Northern Montgomery County Recycling Commission Intermunicipal Agreement

Motion: A motion was made by Councilmember Kroesser to Approve the Northern Montgomery County Recycling Commission Intermunicipal Agreement. 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. Montgomery County Consortium of Communities (MCCC) 2024-2025 Rock Salt Bid Results

Motion: A motion was made by Councilmember Kroesser to Approve Montgomery County Consortium of Communities (MCCC) 2024-2025 Rock Salt Bid Results. 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.

E. 2024 Roadway Resurfacing Project Change Order Request No. 1

Motion: A motion was made by Councilmember Girard to Approve 2024 Roadway Resurfacing Project Change Order Request No. 1. 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.

F. 2024 Roadway Resurfacing Project Payment Request No. 1 / Final Payment

Motion: A motion was made by Councilmember Burns to Approve 2024 Roadway Resurfacing Project Payment Request No. 1 / Final Payment. 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.

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 September 18, 2024. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting adjourned at 8:14 PM.

Executive Session Litigation, Property and Personnel

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager