

**HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
November 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

- (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; Andrew Knox, Timoney Knox, LLP, Borough Manager; Jaime E. Snyder, Public Works Director; Stephen S. Fickert, Jr, Junior Council Person; Malachi Nisbett and Assistant Manager; Kathryn Vlahos.

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

Motion: A motion was made by Councilmember Kroesser for Approval of Meeting Agenda, November 6, 2024 Workshop Meeting Agenda. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

**2. PUBLIC INPUT:** President Ferguson asked if there was any Public Input. There was no media present. None.

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

- Next Council Meeting November 20<sup>th</sup> Regular Meeting at 7:00PM in Council Chambers
- 2025 Budget and Projects Meeting November 13, 2024 at 7:00PM in Council Chambers
- Planning Commission is Scheduled to Meet on Monday, November 18, 2024, at 6:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, November 20, 2024, at 8:00AM in Council Chambers
- HMHS is Scheduled to Meeting on Tuesday, November 19, 2024 at 7:00PM at the Hatfield Borough Office
- The Hatfield Borough Offices will be closed on Monday, November 11, 2024 in Observance of the Veterans Day Holiday and Thursday and Friday November 28<sup>th</sup> and

29<sup>th</sup> in Observance of the Thanksgiving Day Holiday

- Leaf Bag Collection Starts Monday, October 28, 2024 and will continue every Monday through December 2, 2024

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

**Budget, Finance, and Labor Committee Report**

Councilmember Ferguson stated that the committee met and they started to discuss the 2025 budget.

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

**Utilities Committee Report**

Councilmember Girard stated that the committee met prior to tonight's meeting where they discussed the PGM Capacity Auction and the impact on the Boroughs Finances for 2025.

**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 Girard reported that she and the privilege to attend the 120<sup>th</sup> Anniversary of Grace Lutherans Church and it was a nice event which they provide so much to the community. She also reported that she attended the recycling committee meeting and there is no new son the 2022 grant and the 2023 grant is not a big payout due to the changes made on how each municipality is paid out.

**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
  - Paving & Final Improvements
  - Settlements Occurring
  - Escrow Release
- C. 43 Roosevelt Land Development
  - Developers Agreement
  - Stormwater Management Agreement
- 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 – 10/29/24
  - Updated “Will Serve” Letters Issued
- F. 23 N. Main Street
  - ZHB Approved with Conditions 4/24/24
  - Spoke with Builder
  - Tentatively looking at 11/18 PC and 11/20 Council
- H. George Didden Greenhouses
  - Went to Planning Commission – preliminary approval given
  - Needs to go to ZHB - waiting for application

### 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

- Project Started: NPWA Main Work
- Detour Rote in Place
- Borrowing Secured
- <https://www.hatfieldborough.com/information/utility-replacement-project/>

- B. 2024 Curb and ADA Project

- Project Complete

- C. 2024 Roadway Resurfacing Project

- Project Complete
- COR No. 2 & Final Payment Updated

**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)

**6. PMEA Update:****7. Public Information Officer Update:****8. Items of Interest:**

- MCBA Dinner December 5, 2024 Presidential

**7. NEW BUSINESS / DISCUSSION ITEMS:****A. 2025 Draft Budget Discussion**

President Furguson stated that the draft budget is in the packet and On November 13, 2024 they will spend the entire meeting going over the budget line by line. There are some new expenses in the 2025 budget including a rise in capacity charges, increase in police service, EMS support and Steve Barth Consulting. For 2025 they are looking at implementing a rental inspection ordinance which will add some revenue, adjusted the EIT and LST numbers, Sewer EDU Audit, and electric and tax increase as well.

**B. Ordinance No. 556 Updating the International Property Maintenance Code from 2003 to 2021**

Manager Snyder explained that currently we have adopted the 2003 International Property Maintenance Code and they are looking to update the code to the 2021 International Property

C. 2024 Roadway Resurfacing Project Change Order Request No. 2

Manager Snyder explained that the change order request and the revised 2024 Roadway Resurfacing project Payment Request No. 2 / Final Payment were both in the packet. She stated that this payment was approved in August and PennDOT flagged it since there were no 4071 certs that could be provided for the base repair line item. PennDOT stated that we can modification the payment application to account for the same costs in the overlay line item rather than the base repair line item since the material was 9.5 mm and we have the 4171 certs for that. Since that is happening, we have to do change order request number 2 which includes the minor total cost adjustment of additional \$6.30. The application is for the revised payment application for the increase of the \$6.30 then we can pay the full amount of \$132,642.50 out of liquid fuels.

D. Revised 2024 Roadway Resurfacing Project Payment Request No. 1 / Final Payment

This was discussed under New Business Item C.

E. Escrow Release No. 1 Lennar (Bennetts Court)

Manager Snyder stated he site work escrow release is in your packets in the amount of \$814,128.77 and will be on for consideration the November 20<sup>th</sup> meeting. The borough will still hold \$274,309.20 in escrow.

F. 2025 Proposed Meeting Dates

Manager Snyder stated that the proposed meeting dates are in the packet and the only issue we ran into scheduling was that we are closed January 1<sup>st</sup> and the week after that you would have back-to-back meetings. If you would like to have one meeting in January since it is not a reorganization year.

**10. OLD BUSINESS:** None

**11. ACTION ITEMS:**

**A. Motion to Consider Advertising Ordinance No. 556 Updating the International Property Maintenance Code for a Public Hearing to be held on December 4, 2024 at 7:00PM in Council Chambers**

Motion: A motion was made by Councilmember Burns to Advertise Ordinance No. 556 Updating the International Property Maintenance Code for a Public Hearing to be held on December 4, 2024 at 7:00PM in Council Chambers. 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 Change Order Request No. 2 for the 2024 Roadway Resurfacing Project from \$132,636.20 (one hundred thirty-two thousand six hundred thirty-six dollars and twenty cents) to \$132,642.50 (one hundred thirty-two thousand six hundred forty-two dollars and fifty cents) for a Contract Increase of \$6.30 (six dollars and thirty cents)**

Motion: A motion was made by Councilmember Kroesser to Approve Change Order Request No. 2 for the 2024 Roadway Resurfacing Project from \$132,636.20 (one hundred thirty-two thousand six hundred thirty-six dollars and twenty cents) to \$132,642.50 (one hundred thirty-two thousand six hundred forty-two dollars and fifty cents) for a Contract Increase of \$6.30 (six dollars and thirty cents). 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 Revised Payment Request No. 1 / Final Payment for the 2024 Roadway Resurfacing Project to James D. Morrissey, Inc. in the Amount of \$132,642.50 (one hundred thirty-two thousand six hundred forty-two dollars and fifty cents)**

Motion: A motion was made by Councilmember Girard to Approve Revised Payment Request No. 1 / Final Payment for the 2024 Roadway Resurfacing Project to James D. Morrissey, Inc. in the Amount of \$132,642.50 (one hundred thirty-two thousand six hundred forty-two dollars and fifty cents). 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.

**10. ADJOURNMENT:**

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of November 6, 2024. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0. The meeting adjourned at 7:50 PM.

*Executive Session Litigation, Property and Personnel*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant Manager