

**HATFIELD BOROUGH COUNCIL
WORKSHOP / REGULAR MEETING
July 16, 2025**

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 Weiss

(X) Mayor Mary Anne Girard

The record shows that five members of Council were present at roll call, as well as, Mayor; Mary Anne Girard, Solicitor; Kate Harper, Timoney Knox, LLP, Borough Manager; Jaime E. Snyder, and Assistant Manager; Kathryn Vlahos.

1. Motion to Approve the July 16, 2025 Workshop / Regular Meeting Agenda.

Motion: A motion was made by Councilmember Burns for Approval of Meeting Agenda, July 16, 2025, Workshop / Regular Meeting Agenda. The motion was seconded by Councilmember Weiss and unanimously approved with a vote of 5-0.

2. APPROVAL OF THE MINUTES: Motion to Approve the Minutes of the June 18, 2025 Workshop / Regular Meeting

Motion: A motion was made by Councilmember Girard to Approve the Minutes of the June 18, 2025 Workshop / Regular Meeting. The motion was seconded by Councilmember Weiss 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.

Greg Campbell, 408 S. Main Street, inquired whether the Borough has an ordinance regarding bamboo. He expressed concern that bamboo is invasive and noted there are areas in the Borough where it is present. He asked Council to consider adopting an ordinance if one does not currently exist.

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

- Next Borough Council Meetings is the August 20th Workshop/Regular Meeting @ 7:00PM in Council Chambers
- The next Planning Commission Meeting is scheduled for Monday, July 28, 2025 @ 6:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, July 23, 2025 @ 8:00AM in Council Chambers

5. Junior Council Person Program

Recognition of Service, *Presented by Mayor Mary Anne Girard*

Mayor Mary Anne Girard presented a Recognition of Service to Malachi Nisbett in appreciation of his service as Hatfield Borough's Junior Council Person during the 2024–2025 school year and expressed gratitude for his contributions to the Borough.

6. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Budget, Finance, and Labor Committee Report

Councilmember Ferguson stated that the committee did not meet and he had nothing to report at this time.

Planning, Building, and Zoning Committee Report

Councilmember Burns reported that the committee met to discuss the Fire Safety and Residential Rental Inspection Program. The committee is considering ordinance changes to clarify the differences between the two programs, noting that one applies to residential properties and the other to commercial properties. These changes are intended to provide clearer guidelines for determining which program applies in each case.

Public Safety Committee Report

Councilmember Kroesser stated the committee is scheduled to meet on Monday July 21st.

Public Works & Property and Equipment Committee Report

Councilmember Fagan stated that the committee did not meet and he had nothing to report at this time.

Utilities Committee Report

Councilmember Girard reported that the committee did not meet; however, he provided an update regarding the anticipated rate increase from AMP. He noted that the Borough experienced a 24% increase in electric usage in June compared to May. During June, Hatfield customers consumed over 2 million kilowatt-hours of electricity. This significant increase in consumption is one of the contributing factors to the upcoming electric rate adjustment.

Hatfield Economic Revitalization Outreach Committee Report

Councilmember Girard stated that the committee did not meet and he had nothing to report at this time.

Mayor Mary Anne Girard's Report

Mayor Mary Anne Girard reported that she, along with Councilmember Bruns, attended the ribbon cutting ceremony for the North Wales Arts and Cultural Center, noting that it is a lovely venue.

7. REPORTS AND CORRESPONDENCE:

- Monthly Investment Report
- Monthly EIT / LST Report
- Monthly YTD Report
- Monthly Zoning Hearing Board Applications
- MCPC Steering Committee Report
- Steve Barth, Barth Consulting Group Report
- 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
 - Asked for Escrow Release – Engineer Review
 - B. Bennetts Court Land Development
 - Paving & Final Improvements
 - Settlements Occurring
 - Escrow Release No. 1 Sitework Approved
 - C. 43 Roosevelt Land Development
 - Recorded Plans
 - Waiting for Permits – need additional info before approval
 - D. SEPTA Property
 - Long-Term Lease Agreement – Approved 6/14/2023
 - 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
- LD Resolution Approved 2/19/25
- SPM Approved – Sent to DEP
- Pre-Construction Meeting Held 7/8/25
- Demo Approved 7/10/25

2. Utility Billing Update:

- Staff continues to monitor Electric & Sewer Past Due accounts. Shut-offs will resume continue through the Spring & Summer.
- 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.
- Electric Rate Increase Information / PJM Information Posted

3. 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
- Detour Rote in Place
- Borrowing Secured
- <https://www.hatfieldborough.com/information/utility-replacement-project/>
- Payment App. No. 11,12,13,14 Approved 6/18/25
- Grant Extension Approved
- Grant Reimbursements Occurring

B. MTF / CTP Crosswalk Grants (after Utility Replacement Project)

- HOP Application - realign crosswalk to the intersection
- Grant Extension Approved
- Advertise for Authorization – 2025/2026 projected works dates
- Bid Opening August 2025

C. Stormwater Feasibility Study Grant with HT (Local Share Funds)

- Next Meeting in July

4. 2025 Project Updates:

A. 2025 Roadway Resurfacing Project – N. Main Street

- Bid Awarded – 5/21/2025

B. Montco 2040 Grant – Bike Improvements

- Signed Grant Agreement
- 5. PMEA Update:
- 6. Public Information Officer Update:
- 7. Items of Interest:
 - PMEA Conference Registration

9. NEW BUSINESS / DISCUSSION ITEMS:

A. Resolution 2025-12 Junior Council Person Program

Mayor Mary Anne Girard explained that the resolution has been updated to allow for more than one Junior Council Person to serve at a time, and to permit participation by residents of both Hatfield Borough and Hatfield Township. Additional guidelines have been included to provide a clearer understanding of the expectations for a Junior Council Person in Hatfield Borough. She noted that this item is on the agenda for consideration as an action item this evening.

B. Utility Replacement Project – Payment Request No. 15

Manager Snyder reported that Payment Request No. 15 for the Utility Replacement Project is in the amount of \$171,149.36. This item is on the agenda for consideration as an action item this evening.

C. Utility Replacement Project – Payment Request No. 16

Manager Snyder reported that Payment Request No. 16 for the Utility Replacement Project is in the amount of \$74,817.00. This item is also on the agenda for consideration as an action item this evening.

10. OLD BUSINESS: NONE

11. ACTION ITEMS:

A. Motion to Consider Resolution 2025-12 Updating the Junior Council Person Program

Motion: A motion was made by Councilmember Burns to approve Resolution 2025-12 Updating the Junior Council Person Program. The motion was seconded by Councilmember Weiss.

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 Payment Request No. 15 for the Utility Replacement Project to KBC Construction LLC in the amount of \$171,149.36 (one hundred seventy-one thousand one hundred forty-nine dollars and thirty-six cents)

Motion: A motion was made by Councilmember Girard to approve Payment

Request No. 15 for the Utility Replacement Project to KBC Construction LLC in the amount of \$171,149.36 (one hundred seventy-one thousand one hundred forty-nine dollars and thirty-six). 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 Payment Request No. 16 for the Utility Replacement Project to KBC Construction LLC in the amount of \$74,817.00 (seventy-four thousand eight hundred seventeen dollars)

Motion: A motion was made by Councilmember Burns to approve Payment Request No. 16 for the Utility Replacement Project to KBC Construction LLC in the amount of \$74,817.00 (seventy-four thousand eight hundred seventeen dollars.) The motion was seconded by Councilmember Weiss.

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. 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.

13. ADJOURNMENT:

Motion: A motion was made by Councilmember Weiss to adjourn the Workshop / Regular Meeting of July 16, 2025. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting adjourned at 8:00 PM.

Executive Session Litigation, Property and Personnel

Respectfully Submitted,
Kathryn Vlahos
Assistant Manager