

**HATFIELD BOROUGH COUNCIL
WORKSHOP / REGULAR MEETING
August 20, 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
- () Richard Girard, Vice President
- (X) Larry Burns
- (X) James Fagan
- (X) Michelle Weiss

- () Mayor Mary Anne Girard

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

1. Motion to Approve the August 20, 2025 Workshop / Regular Meeting Agenda.

Motion: A motion was made by Councilmember Burns for Approval of Meeting Agenda, August 20, 2025, Workshop / Regular Meeting Agenda. The motion was seconded by Councilmember Weiss and unanimously approved with a vote of 4-0.

2. APPROVAL OF THE MINUTES: Motion to Approve the Minutes of the July 16, 2025 Workshop / Regular Meeting

Motion: A motion was made by Councilmember Weiss to Approve the Minutes of the July 16, 2025 Workshop / Regular Meeting. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 4-0.

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

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

- Strategic Planning Meeting is scheduled for Wednesday, September 10, 2025 at 6:00PM

- Next Borough Council Meeting is the September 17th Workshop/Regular Meeting at 7:00PM in Council Chambers
- The next Planning Commission Meeting is scheduled for Monday, August 25, 2025, at 6:00PM in Council Chambers
- HEROC is Scheduled to Meet on Wednesday, August 27, 2025, at 8:00AM in Council Chambers
- The Borough Offices will be closed on Monday, September 1, 2025, in Observance of the Labor Day Holiday
- Movie in the Park is scheduled for Thursday, August 21, 2025 at 7:30PM Centennial Park, Cherry Street
- The Hatfield 250 Committee will be hosting a Plaque Dedication in Memory of Revolutionary War Officer Lt. Col. Jacob Reed on Saturday, September 6, 2025, at 10:00AM at 3226 Penn Street in Hatfield Township
- Fall Festival and Car Show scheduled for Saturday, September 13, 2025 at 3:00PM E. Lincoln Avenue

5. 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 stated that the committee did not meet and he had nothing to report.

Public Safety Committee Report

Councilmember Kroesser reported that the committee met and reviewed a block party request. Based on the opinion of the Borough's insurance carrier, the request was not approved. The committee also discussed a request for quiet zones at railroad crossings; after discussion, it was determined that such zones would be unsafe and cost-prohibitive.

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

Manager Snyder stated that Councilmember Girard was not in attendance for tonight's meeting but had submitted a statement included in the packet:

"July 2025 saw a continued string of above-normal temperatures combined with high humidity. Hatfield customers consumed a large amount of electricity during the month in an attempt to stay cool. For July, electricity usage was 2.5 million kWh. July power demand was 21% higher than June and 50% higher than May."

Hatfield Economic Revitalization Outreach Committee Report

Councilmember **Burns** 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 was not present at the meeting.

6. 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

7. 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
- Plans Recorded August 2025
- Grading Permit Issued August 2025

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.amppartners.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. 15,16 Approved 7/16/25
 - Grant Extension Approved
 - Grant Reimbursements Occurring
 - Punch List Items & Final Payments August 2025
- 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 Award 8/20/25
- C. Stormwater Feasibility Study Grant with HT (Local Share Funds)
- Next Meeting in September

4. **2025 Project Updates:**

- A. 2025 Roadway Resurfacing Project – N. Main Street
- Bid Awarded – 5/21/2025

- Start Work Week of August 11th – Weather Pending
- B. Montco 2040 Grant – Bike Improvements
- Signed Grant Agreement

5. PMEA Update:

6. Public Information Officer Update:

7. Items of Interest:

- NPWA Save the Date 60th Anniversary September 18th
3:00PM-7:00PM

8. NEW BUSINESS / DISCUSSION ITEMS:

A. Change Order Request (COR) No. 2 – Utility Replacement Project

Manager Snyder stated that Change Order No. 2 adds line items for additional work due to existing pipe encased in concrete, excavation of rock, conflicts with existing utilities, and modifications to sidewalk ramps. The change order also includes a credit to the Borough for survey stakeout of the sidewalk ramps. This will increase the project cost by \$69,050.90, for a new total contract cost of \$3,250,546.35. This item is on the agenda for consideration as an action item this evening.

B. Change Order Request (COR) No. 3 – Utility Replacement Project

Manager Snyder explained that Change Order No. 3 reconciles the final contract cost based on measured quantities installed in the field. This reduces the overall cost by \$271,491.33, for a new total contract cost of \$2,979,055.02. The final contract cost is \$196,209.76 below the original contract price. This item is on the agenda for consideration as an action item this evening.

C. Utility Replacement Project – Payment No. 17

Manager Snyder reported that Payment Request No. 17 for the Utility Replacement Project is in the amount of \$302,408.21. This item is on the agenda for consideration as an action item this evening.

D. Utility Replacement Project – Payment No. 18

Manager Snyder reported that Payment Request No. 18 for the Utility Replacement Project is in the amount of \$132,162.90. This item is on the agenda for consideration as an action item this evening.

E. Utility Replacement Project – Payment No. 19 (Final Payment)

Manager Snyder reported that Payment Request No. 19, the final payment for the Utility Replacement Project, is in the amount of \$73,017.85. This item is on the agenda for consideration as an action item this evening.

F. Pedestrian Crossing Project – Bid Results

Manager Snyder explained that the bid results for the Pedestrian Crossing Project identified Armor and Sons Electric as the lowest bidder, at \$270,253.75. This item is on the agenda for consideration as an action item this evening.

G. Defined Benefit Plan – 2026 Minimum Municipal Obligation

Manager Snyder explained that the 2026 minimum municipal obligation for the Defined Benefit Plan is \$61,858. This item is on the agenda for consideration as an action item this evening.

H. Defined Contribution Plan – 2026 Minimum Municipal Obligation

Manager Snyder explained that the 2026 minimum municipal obligation for the Defined Contribution Plan is \$26,300. This item is on the agenda for consideration as an action item this evening.

I. Defined Contribution Plan – 2026 Minimum Municipal Obligation (Manager)

Manager Snyder explained that the 2026 minimum municipal obligation for the Manager's Defined Contribution Plan is \$7,840. This item is on the agenda for consideration as an action item this evening.

J. Resolution 2025-13 – Closure of Certain Borough Roads

Manager Snyder explained that this is the annual resolution authorizing the closure of certain Borough roads for the Fall Festival and Car Show. This item is on the agenda for consideration as an action item this evening.

K. MCCC 2025-2026 Rock Salt Bid

Manager Snyder explained that the Borough administers the Rock Salt Bid for MCCC since our engineer also serves as the consortium engineer. Morton Salt was the lowest bidder at \$63.61 per delivered ton and \$63.00 per picked-up ton. This item is on the agenda for consideration as an action item this evening.

9. OLD BUSINESS: NONE

10. ACTION ITEMS:

- A. Motion to Consider Change Order Request (COR) No. 2 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$69,050.90 (sixty-nine thousand fifty dollars and ninety cents) to Increase the Project Cost to \$3,250,546.35 (three million two hundred fifty thousand five hundred forty-six dollars and thirty-five cents)**

Motion:

A motion was made by Councilmember Burns to approve Change Order Request (COR) No. 2 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$69,050.90 (sixty-nine thousand fifty dollars and ninety cents) to Increase the Project Cost to \$3,250,546.35 (three million two hundred fifty thousand five hundred

forty-six dollars and thirty-five cents). 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 4-0.

B. Motion to Consider Change Order Request (COR) No. 3 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$271,491.33 (two hundred seventy-one thousand four hundred ninety-one dollars and thirty-three cents) to Decrease the Project Cost to \$2,979,055.02 (two million nine hundred seventy-nine thousand fifty-five dollars and two cents)

Motion: A motion was made by Councilmember Fagan to approve Change Order Request (COR) No. 3 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$271,491.33 (two hundred seventy-one thousand four hundred ninety-one dollars and thirty-three cents) to Decrease the Project Cost to \$2,979,055.02 (two million nine hundred seventy-nine thousand fifty-five dollars and two 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 4-0.

C. Motion to Consider Payment Request No. 17 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$302,408.21 (three hundred two thousand four hundred eight dollars and twenty-one cents)

Motion: A motion was made by Councilmember Fagan to approve Payment Request No. 17 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$302,408.21 (three hundred two thousand four hundred eight dollars and twenty-one 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 4-0.

D. Motion to Consider Payment Request No. 18 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$132,162.90 (one hundred thirty-two thousand one hundred sixty-two dollars and ninety cents)

Motion: A motion was made by Councilmember Weiss to approve Payment Request No. 18 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$132,162.90 (one hundred thirty-two thousand one hundred sixty-two dollars and ninety cents) The motion was seconded by Councilmember Fagan.

President Ferguson asked if there were any comments or questions. There were no comments or

The motion was approved unanimously with a vote of 4-0.

E. Motion to Consider Payment Request No. 19, Final Payment, for the Utility Replacement Project to KBC Construction LLC in the Amount of \$73,017.85 (seventy-three thousand seventeen dollars and eighty-five cents)

Motion: A motion was made by Councilmember Weiss to approve Payment Request No. 19, Final Payment, for the Utility Replacement Project to KBC Construction LLC in the Amount of \$73,017.85 (seventy-three thousand seventeen dollars and eighty-five 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 4-0.

F. Motion to Consider Awarding the Pedestrian Crossing Grant to Armour & Sons Electric, Inc. in the Amount of \$270,253.75 (two hundred seventy thousand two hundred fifty-three dollars and seventy-five cents)

Motion: A motion was made by Councilmember Burns to Award the Pedestrian Crossing Grant to Armour & Sons Electric, Inc. in the Amount of \$270,253.75 (two hundred seventy thousand two hundred fifty-three dollars and seventy-five cents) 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 4-0.

G. Motion to Consider the Defined Benefit Pension Plan 2026 Minimum Municipal Obligation in the Amount of \$61,858.00 (sixty-one thousand eight hundred fifty-eight dollars)

Motion: A motion was made by Councilmember Weiss to approve the Defined Benefit Pension Plan 2026 Minimum Municipal Obligation in the Amount of \$61,858.00 (sixty-one thousand eight hundred fifty-eight **dollars**). 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 4-0.

H. Motion to Consider the Defined Contribution Pension Plan 2026 Minimum Municipal Obligation for Employees Receiving Contributions of their Annual Income in the Amount of \$26,300.00 (twenty-six thousand three hundred dollars)

Motion: A motion was made by Councilmember Weiss to approve the Defined

Contribution Pension Plan 2026 Minimum Municipal Obligation for Employees Receiving Contributions of their Annual Income in the Amount of \$26,300.00 (twenty-six thousand three hundred dollars)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 4-0.

I. Motion to Consider the Defined Contribution Pension Plan 2026 Minimum Municipal Obligation for the Borough Manager Receiving Contributions of their Annual Income in the Amount of \$7,840.00 (seven thousand eight hundred forty dollars)

Motion: A motion was made by Councilmember Burns to approve the Defined Contribution Pension Plan 2026 Minimum Municipal Obligation for the Borough Manager Receiving Contributions of their Annual Income in the Amount of \$7,840.00 (seven thousand eight hundred forty 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 4-0.

J. Motion to Consider Resolution 2025-13 Closure of Certain Borough Roads for the Annual Fall Fest and Car Show Event

Motion: A motion was made by Councilmember Weiss to approve Resolution 2025-13 Closure of Certain Borough Roads for the Annual Fall Fest and Car Show Event 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 4-0.

K. Motion to Consider Awarding the 2025-2026 MCCC Rock Salt Bid to Morton Salt, Inc. in the Amount of \$63.61 (sixty-three dollars and sixty-one cents) per Delivered Ton and \$63.00 (sixty-three dollars) per Non-Delivered Ton

Motion: A motion was made by Councilmember Weiss to Award the 2025-2026 MCCC Rock Salt Bid to Morton Salt, Inc. in the Amount of \$63.61 (sixty-three dollars and sixty-one cents) per Delivered Ton and \$63.00 (sixty-three dollars) per Non-Delivered Ton. 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 4-0.

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 Burns to Approve the payment of the bills. 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 4-0.

12. ADJOURNMENT:

Motion: A motion was made by Councilmember Weiss to adjourn the Workshop / Regular Meeting of August 20, 2025. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 4-0. The meeting adjourned at 8:00 PM.

Executive Session Litigation, Property and Personnel

Respectfully Submitted,
Kathryn Vlahos
Assistant Manager