

**HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
November 5, 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, Public Works Director; Stephen S. Fickert, Jr, Junior Council Person; Giuseppe Schiano Di Cola, and Assistant Manager; Kathryn Vlahos.

**1. Motion to Approve the November 5, 2025 Workshop Meeting Agenda.**

Motion: A motion was made by Councilmember Burns for Approval of Meeting Agenda, November 5, 2025, Workshop Meeting Agenda. The motion was seconded by Councilmember Weiss 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 19<sup>th</sup> Regular Meeting at 7:00PM in Council Chambers
- 2026 Budget and Projects Meeting November 12, 2025 at 7:00PM in Council Chambers
- Planning Commission is Scheduled to Meet on Monday, November 17, 2025, at 6:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, November 19, 2025, at 8:00AM in Council Chambers
- HMHS is Scheduled to Meeting on Tuesday, November 18, 2025 at 7:00PM at the Hatfield Borough Office
- Liberty Bell Trail Clean-up is Scheduled for Saturday, November 8, 2025 at 9:00AM

- The Hatfield Borough Offices will be closed on Tuesday, November 11, 2025 in Observance of the Veterans Day Holiday and Thursday and Friday November 27<sup>th</sup> and 28<sup>th</sup> in Observance of the Thanksgiving Day Holiday
- The Borough Offices will be opening at 1:00PM on Thursday, November 20, 2025 for Employee Training
- Leaf Bag Collection Starts Monday, October 27, 2025 and will continue every Monday through December 1, 2025

**4. Partnership for Transportation Bike More, Drive Less Survey Results Presentation: Jacqui Baxter-Rollins & Lucas Oshman**

Jacqui Baxter-Rollins and Lucas Oshman explained that this project was funded through the Travel Options Program Grant from the Delaware Valley Regional Planning Commission (DVRPC). They presented the survey results to Council and provided an update on the work completed over the past year. The project began in July 2024 and is scheduled to sunset in June 2026. As part of the project, new bike lanes and sharrows were installed on Derstine Road and Elroy Road in 2024, and these improvements will now connect to the new multi-use side path along the Route 309 Connector. Monthly meetings were held with Hatfield residents, elected officials, municipal employees, and regional stakeholders to provide project updates and help guide the project's direction through regular public input. This group also provided community participants for AARP Bike Audits conducted last year and helped guide the initial concept plans for the Montco 2040 Implementation Grant Application, including draft bicycle network streets. Overall, the survey results indicated strong support for the draft map and enthusiasm for the inclusion of bike fix-it stations.

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

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

Councilmember Ferguson stated that the committee met tonight and budget talks are ongoing.

**Planning, Building, and Zoning Committee Report**

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

**Public Safety Committee Report**

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

**Public Works & Property and Equipment Committee Report**

Councilmember Fagan stated that the committee met and they discussed the Heather Meadows Pond concerns and are still gathering information of what realistic options are for the pond. They also discussed the Bamboo Ordinance.

**Utilities Committee Report**

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

**Hatfield Economic Revitalization Outreach Committee Report**

Councilmember Girard stated that they have not met recently and he has nothing to report at this time.

**Mayor Mary Anne Girard's Report**

Mayor Girard announced that there will be a trail cleanup on the Liberty Bell Trail at 9:00 AM on Saturday, November 8<sup>th</sup> and encouraged community participation.

**6. REPORTS AND CORRESPONDENCE:**

- Monthly Investment Report
- Monthly EIT / LST Report
- Monthly YTD Report
- Monthly Zoning Hearing Board Applications
- Hatfield 250 Committee Report
- 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
- Junior Council Person Report

**7. Managers Report**

**1. Land Use & Development Updates:**

- A. Edinburgh Square Subdivision
  - Maintenance Bond in Place
  - Asked for Escrow Release – Consider in November
- B. Bennetts Court Land Development
  - Paving & Final Improvements
  - Settlements Occurring
  - Escrow Release No. 1 Sitework Approved
- C. 43 Roosevelt Land Development
  - Recorded Plans
  - Starting Construction – Early September
- 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
- Looking at Receiving Funding

F. 23 N. Main Street – Hatfield Walk

- 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
- Foundation Permit Issued
- Building Permits Issued

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.
- 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 Route 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 – October 2025 Final](#)
- [Punch List Items & Final Payments August 2025](#)
- [Project Complete 18-month Maintenance Bond in Place](#)

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
- Waiting on Signed Contract Documents
- Pre-Con Meeting Held 10/29/2025

- C. Stormwater Feasibility Study Grant with HT (Local Share Funds)
- Next Meeting in November

**4. 2025 Project Updates:**

A. 2025 Roadway Resurfacing Project – N. Main Street

- Bid Awarded – 5/21/2025
- Completed
- Waiting for the Invoice

B. Montco 2040 Grant – Bike Improvements

- Signed Grant Agreement
- Checking on Funding through County / State Budget
- Kick-Off Event with Montgomery County 11/12/25

**5. PMEA Update:**

**6. Public Information Officer Update:**

**7. Items of Interest:**

- Montco 2040 Grant Kick-Off November 12<sup>th</sup>
- MCBA Dinner Invitation December 4<sup>th</sup>

**8. NEW BUSINESS / DISCUSSION ITEMS:**

**A. 2026 Preliminary Draft Budget Discussion**

President Ferguson stated that the draft budget is in the packet and this where the borough stands today with the budget. Any questions will be taken tonight and then at the next council meeting it will be on for consideration to advertise the budget.

**B. Train Station Lease Agreement: Sobe Designs, LLC**

Manager Snyder stated that a draft lease agreement with an interested tenant was included in the meeting packet. The proposed tenant intends to lease the train station and operate it as “The Station at Market,” offering coffee, baked goods, an artisan-style shop, and children’s activities. The proposed agreement is very similar to the lease that was previously presented to the last potential tenant.

**B. 2026 Proposed Meeting Dates**

Manager Snyder explained that the 2026 proposed meeting dates were in the packet and if anyone has any dates that conflict with their schedule to please let her know.

**D. Escrow Release Maintenance Security Edinburgh Square**

Manager Snyder stated that Edinburgh Square is requesting the final release of their escrow for maintenance security. The Borough Engineer conducted a final inspection, and the developer successfully completed the punch list of required items. Following this, the engineer recommended releasing the escrow for the maintenance security.

**9. OLD BUSINESS:**

**A. Ordinance Amending Chapter 10 Code of Ordinances, Weeds and Other Vegetation, to Regulate Bamboo**

Solicitor Harper explained that the draft ordinance regarding weeds and vegetation, specifically regulating bamboo, was included in the packet for Council's review. The ordinance has been revised to state that planting new bamboo is prohibited, while any existing bamboo may remain, provided it does not encroach onto a neighbor's property.

**10. ACTION ITEMS: NONE**

**11. ADJOURNMENT:**

Motion: A motion was made by Councilmember Weiss to adjourn the Workshop Meeting of November 5, 2025. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0. The meeting adjourned at 8:31 PM.

*Executive Session Litigation, Property and Personnel*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant Manager