

**HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
December 3, 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; Townsend, Timoney Knox, LLP, Borough Manager; Jaime E. Snyder, Public Works Director; Stephen S. Fickert, Jr, Junior Council Person; Giuseppe Schiano Di Cola (virtual), and Assistant Manager; Kathryn Vlahos.

1. Motion to Approve the December 3, 2025 Workshop Meeting Agenda.

Motion: A motion was made by Councilmember Burns for Approval of Meeting Agenda, December 3, 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 December 17th Regular Meeting at 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, December 17, 2025, at 8:00AM in Council Chambers
- Next Planning Commission Meeting is Scheduled for December 15, 2025, at 6:00PM in Council Chambers
- The Borough Offices will be closed Wednesday, December 24, 2025, Thursday, December 25, 2025, and Friday, December 26, 2025, in Observance of the Christmas Holidays
- The Borough Offices will be closed Wednesday, December 31, 2025, and Thursday, January 1, 2026, in Observance of the New Year's Eve and New Year's Day Holidays
- The Hatfield Borough Offices will be Closed on Wednesday, December 17th from 12:00PM-

1:30PM for Employee Training

- Public Hearing for Ordinance No. 560 Amending Chapter 10 Code of Ordinances, Weeds and Other Vegetation, to Regulate Bamboo is Scheduled for December 17, 2025, at 7:00PM
- Conditional Use Hearing for 5 S. Maple Avenue Scheduled for December 17, 2025, at 7:00PM

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Budget, Finance, and Labor Committee Report

Councilmember Ferguson stated that the committee met tonight and there have not been any changes to the agenda since the last time it was presented at the council meeting.

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 did not meet and he had nothing to report at this time.

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 stated that she did not have anything to report at this time.

5. 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

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

6. Managers Report

1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
 - Maintenance Bond in Place
 - Maintenance Escrow Released
- 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
 - Lease Agreement Approved with Sobec Designs, LLC
- 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
 - Construction Started in November
- C. Stormwater Feasibility Study Grant with HT (Local Share Funds)
 - Next Meeting in 2026

4. 2025 Project Updates:

- A. 2025 Roadway Resurfacing Project – N. Main Street
 - Bid Awarded – 5/21/2025
 - Completed
 - Waiting for the Invoice
 - Invoice Paid, Project Completed, Maintenance Bond in Place
- 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
- Meeting in Early 2026 with Hatfield Township

5. PMEA Update:

6. Public Information Officer Update:

7. Items of Interest:

7. NEW BUSINESS / DISCUSSION ITEMS:

A. 2026 Proposed Budget Discussion / Advertising / Resolution

Manager Snyder explained that this is the same budget that was presented at the previous meeting and that there are no tax or general rate increases. There are small increases to the flat rate fees for sewer and electric services.

B. Resolution No Change to the Real Estate Tax Rate for 2026

Manager Snyder stated that these are the same tax rates that were approved for 2025 and that this matter is on the agenda for consideration at the regular meeting in December.

C. Resolution Residential & GLP 1 Flat Rate Fee

Manager Snyder explained that this resolution proposes an increase to the Residential and GLP-1 flat rate fee from \$15 to \$18, which represents an average increase of approximately \$36 per year. This resolution is on the agenda for consideration at the regular meeting in December.

D. Resolution Sanitary Sewer Quarterly EDU Flat Fee

Manager Snyder explained that this resolution proposes an increase to the sanitary sewer quarterly EDU flat fee from \$50 to \$55, representing an average increase of approximately \$20 per year. This resolution is on the agenda for consideration at the regular meeting in December.

E. Expiring Terms: ZHB, HEROC, Pool Advisory

Manager Snyder explained that the expiring terms for this year are as follows: Planning Commission – John Kroesser; Zoning Hearing Board – John Pedrazzani and Paul Mullin; HEROC – Richard Girard, Mary Anne Girard, and Joe Amorosi; Pool Advisory Board – Denise Baker. These individuals will be appointed at the Reorganization Meeting in January. Council agreed to reach out to those with expiring terms to see if they wish to serve another term and to also advertise to the community for anyone interested in serving.

F. Resolution 2025-16 Honoring the 2024 Lawrence G. Stevens Distinguished Service Award Recipient

Manager Snyder stated that this resolution recognizes Joseph Guidice as the recipient of the Lawrence G. Stevens Distinguished Service Award for 2025. This resolution is on the agenda for consideration this evening.

G. Resolution 2025-17 Recognizing James Baskin Ten Years of Service to Hatfield Borough

Manager Snyder explained that this resolution is to recognize years of service to Hatfield Borough and this is on for consideration tonight.

H. Resolution 2025-18 Recognizing Lindsay Hellmann Ten Years of Service to Hatfield Borough

Manager Snyder explained that this resolution is to recognize years of service to Hatfield Borough and this is on for consideration tonight.

I. Resolution 2025-19 Recognizing Thirty-Five Years of Service for Edward Polaneczky to Hatfield Borough

Manager Snyder explained that this resolution is to recognize years of service to Hatfield Borough and this is on for consideration tonight.

9. OLD BUSINESS:

A. Ordinance No. 560 Amending Chapter 10 Code of Ordinances, Weeds and Other Vegetation, to Regulate Bamboo

Manager Snyder explained that Ordinance No. 560 will be considered at a public meeting on Wednesday, December 17, at 7:00 PM at the Hatfield Borough Municipal Building.

B. Conditional Use Hearing for 5 S. Maple Avenue

Manager Snyder stated that a conditional use hearing will take place on December 17, 2025, for 5 S. Maple Avenue to construct a 1,144-square-foot garage in the R-3 zoning district. The Borough is still awaiting additional information, including a survey.

C. 2026 Meeting Dates Advertisement

Manager Snyder stated that the 2026 meeting dates are included in the packet and are on the agenda for consideration to advertise this evening.

10. ACTION ITEMS:

A. Motion to Consider Advertising the 2026 Meeting Dates

Motion:

A motion was made by Councilmember Burns to approve Advertising the 2026 Meeting Dates. 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 Advertising the Availability of the Borough of Hatfield Budget Appropriating Specific Funds for 2026

Motion:

A motion was made by Councilmember Girard to approve Advertising the Availability of the Borough of Hatfield Budget Appropriating Specific Funds for 2026. 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 Resolution 2025-16 Honoring the 2025 Lawrence G. Stevens Distinguished Service Award Recipient

Motion:

A motion was made by Councilmember Weiss to approve Resolution 2025-16 Honoring the 2025 Lawrence G. Stevens Distinguished Service Award Recipient. 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. Motion to Consider Resolution 2025-17 Recognizing James Baskin for his 10 Years of Service to Hatfield Borough

Motion:

A motion was made by Councilmember Fagan to approve Resolution 2025-17 Recognizing James Baskin for his 10 Years of Service to Hatfield Borough. 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.

E. Motion to Consider Resolution 2025-18 Recognizing Lindsay Hellmann for her 10 Years of Service to Hatfield Borough

Motion:

A motion was made by Councilmember Weiss to approve Resolution 2025-18 Recognizing Lindsay Hellmann for her 10 Years of Service to Hatfield Borough. 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.

F. Motion to Consider Resolution 2025-19 Recognizing Edward Polaneczky for his 35 Years of Service to Hatfield Borough

Motion:

A motion was made by Councilmember Fagan to approve Resolution 2025-19 Recognizing Edward Polaneczky for his 35 Years of Service to Hatfield Borough. 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.

11. ADJOURNMENT:

Motion:

A motion was made by Councilmember Weiss to adjourn the Workshop Meeting of December 3, 2025. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0. The meeting adjourned at 7:48 PM.

Executive Session Litigation, Property and Personnel

Respectfully Submitted,
Kathryn Vlahos
Assistant Manager