

HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
November 7, 2018

MINUTES

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
- (X) Kenneth V. Farrall
- (X) Jason Ferguson
- (X) John Kroesser
- (X) Lawrence G. Stevens

- () Mayor, Robert L. Kaler III

The record shows that five members of Council were present at roll call, as well as, Solicitor Catherine M. Harper; Timoney Knox LLP, Borough Manager Michael J. DeFinis, and Assistant Manager Jaime E. Snyder.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Farrall to Approve the Workshop Meeting Agenda of November 7, 2018 with additions. The motion was seconded by Councilmember Kroesser and was unanimously approved with a vote of 5-0.

2. PUBLIC INPUT: President Weierman asked if there was any Public Input.

Keith Snyder, 62 E. School Street shared with Borough Council his interest in serving the community as a Honeybee Swarm Retriever. Mr. Snyder handed out a flyer outlining his services and encourages Council to share this information with the community.

3. ANNOUNCEMENTS: Manager DeFinis made the following announcements:

- Next Council Meeting November 21, Regular Meeting @ 7:30PM at the HVFC
- The Borough Offices will be closed Monday November 12th in Observance of Veterans Day and Thursday & Friday November 22nd & 23rd in Observance of the Thanksgiving Holiday
- HMHS Meeting November 20th @ 7:00PM HVFC

- HERC is scheduled to meet Wednesday, November 21st @ 8:00AM at the HVFC
- Chamber Tree Lighting & Caroling December 1st @ 6:30PM
- The Borough Brunch is scheduled for December 2nd 11:30AM-3:30PM at Pinecrest Country Club
- MCBA Holiday Dinner Meeting December 13th 6:00PM Location TBD

4. Edinburgh Square Subdivision Final Plan:

Manager DeFinis updated Council that a plan was delivered for a final approval request.

Solicitor Harper asked if the Manager or the Zoning Officer clocked the ninety-day period when the plan came in.

Manager DeFinis stated that the discussion he had with the Engineer was that once Council received the plans this evening, the ninety-day clock would start. Manager DeFinis stated that the last Resolution granted by Council when it was a phase plan did not have to go back to the Planning Commission for approval but now that a new plan was submitted, eliminating the phasing, the question is should it go back to the Planning Commission?

Solicitor Harper stated that previously because of the phasing we stated it did not need Planning Commission approval but now I assume we are back to four lots so it would be up to Council as the Planning Commission is advisory. Solicitor Harper stated that the big problem is the lack of sewer.

Manager DeFinis stated he agreed but he would place this on the Planning Commission Agenda for December to show them that a new plan has been submitted.

Manager DeFinis stated that at this time we are waiting for the Engineer's review letter.

A discussion ensued amongst Council about the submitted plan that was officially accepted by Borough Council at the November 7, 2018 Borough Council Meeting and this will be conveyed to the developer.

5. REPORTS FROM STANDING COMMITTEES AND MAYOR:

6. MUNICIPAL COMPLEX UPDATE:

A. Clerk of the Works Report

President Weierman reviewed the Clerk of the Works Report with Council. Manager DeFinis gave an update on the building progress.

B. Allowance Adjustment Report

Assistant Manager Jaime Snyder reviewed the Allowance Adjustment Report with Council.

7. MANAGERS REPORT: General Report and Project Updates. Manager DeFinis reviewed the Reports and made the following announcements:

1. Land Use & Development Updates:

- A. St. Mary St. Kyrillos Coptic Church / Sewer Escrow Under Review
- B. GLC (Grace Lutheran Church) / Construction Complete
- C. Gambone/Snyder Townhomes / Project Near Completion
- D. Hatfield Auto Museum / Nothing New
- E. Crystal Rose Catering / Nothing New
- F. Hattricks / Waiver of LD Request Granted / Bar enclosure installed under a building permit / Flea Market Under Review
- G. 122 ½ Towamencin Ave. / Access to Property / Nothing New
- H. PIRHL-Biblical Seminary Project / Zoning-time extension approved
- I. Salter's / Woodburners Improvements
- J. Edinburgh Square Subdivision / Revised Plan Submitted
- K. Maple Avenue Proposed Development / Revised Sketch Plan

2. Utility Billing Update:

- A. Staff continues to monitor past due Electric & Sewer accounts. Sewer disconnects are scheduled for December 1st.
- B. Email Billing available for Electric & Sewer Accounts. I encourage all account holders to take advantage of the cost-effective billing delivery opportunity.
- C. Borough staff is working through minor glitches with the MunicIPAY system.
- D. The Utility Billing Coordinator has experienced several issues with the system. AMI vendor interviews have been completed. Staff and Utility Engineers and finalizing system preferences.

3. 2018 Project Updates:

Bid Items for 2018:

- A. The East School Street Sanitary Project began on October 10th. Gus Meyer from Bursich has been onsite to monitor the progress.
- C. Towamencin Avenue Reconstruction Phase II appears to be complete. A final walk through of the punch list will be performed prior to payment.

4. Items of Interest:

- A. NextERA Energy Public Power Summit Save the Date
- B. APPA Legislative Rally
- C. HVFC thank you note

- D. DVWC 2018 Annual Report
- E. PSAB November Update
- F. SEPTA License & Sublicense Agreement / Salter's Invoice
- G. 2019 Executive Committee Election Process

8. 2019 Preliminary Budget Presentation:

Manager DeFinis outlined the Borough budget in detail with Council. Manager DeFinis highlighted the major fund allocations, the 2019 project list, grant opportunities, employee compensation, and that there would be no increase in taxes or to electric or sewer rates in 2019.

President Weierman told Council to look over the proposed budget and send any comments or questions to Manager DeFinis.

9. NEW BUSINESS / DISCUSSION ITEMS:

A. Resolution 2018-31 Amending the PMEA Bylaws, Dues Structure and Approving the Strategic Plan

President Weierman stated that we discussed this Resolution, bylaws and due structure change in past meetings.

Manager DeFinis added that he has been working hard with the Strategic Planning Committee of PMEA to develop the new amendments to the bylaws and due structure to get this information out and considered by the thirty-five municipal owned electric companies in the Commonwealth. Manager DeFinis stated that the goal is to provide better public power service.

B. Municipal Complex Payment Request No. 7

Manager DeFinis stated that we will consider Payment Request No. 7 at the Regular Meeting in November and the project is about 40% completed at the moment.

C. AFEC Participant Certificate

Manager DeFinis informed Council that every year AMP goes through an auction of the gas for Freemont to run the plant and this is just to show you how the process works.

D. Pool Advisory Board Candidate

Manager DeFinis stated that we still have openings on the Pool Advisory Board.

E. Years of Service Recognitions

President Weierman informed Council that this is part of the years of service recognitions that the Borough does for the committee members and staff.

F. 2019 Meeting Dates

President Weierman stated that these are the 2019 Meeting Dates.

G. Sunesy's Pole Attachment Agreement

Manager DeFinis informed Council that Sunesy's is looking for information on their pole attachment agreement which we found out they never executed. Manager DeFinis stated that this was triggered by their interest to come down West Vine Street to service Brooks. Manager DeFinis added that there will be some type of pole attachment agreement for consideration in the future.

H. Beekeeper's Permit Fee

Manager DeFinis informed Council that we will need to consider the permit fee to be added to the fee schedule to cover the newly adopted Ordinance for Beekeeping in the Borough.

A discussion ensued amongst Council about the suggested permit fee and the Code Departments time for inspection. It was decided that this will be addressed in an updated fee schedule.

I. Amp Portfolio Realignment

Manager DeFinis informed Council that this is a portfolio realignment opportunity through Amp who is interested to know if we want to buy into anymore of their property such as Freemont because someone would like to get out of their obligation. Manager DeFinis stated that if no one is interested in buying this, the Borough would obtain a small portion by default but we are not offering to buy any at this time.

10. OLD BUSINESS:

A. REPORTS AND CORRESPONDENCE:

Manager DeFinis and President Weierman updated and answered questions regarding the Reports and Correspondence. Lieutenant Robertson from the Hatfield Township Police Department reviewed the monthly police report and addressed any questions.

- Monthly Investment Report
- Monthly EIT / LST Report
- Police Department Report
- Fire Department Report
- Public Works Department Report
- Engineering Report
- Zoning Officer, Building Code, Property Maintenance Report
- Fire Marshal / Fire Safety Inspection Report

11. ACTION ITEMS:

A. Motion to Consider the AFEC Participant Certificate

Motion: A motion was made by Councilmember Farrall to Approve the AFEC Participant Certificate. The motion was seconded by Councilmember Kroesser.

President Weierman 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. ADJOURNMENT:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of November 7, 2018. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0. The meeting adjourned at 8:54PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Jaime E. Snyder
Assistant Manager