

**BOROUGH COUNCIL**  
**REORGANIZATION / WORKSHOP MEETING**  
January 3, 2022  
6:00 PM

MINUTES

THIS MEETING WAS HELD ON ZOOM WITH THE PUBLIC  
AVAILABLE BY ZOOM AUDIO AND VIDEO  
THIS MEETING WAS RECORDED

SWEARING IN  
**THE HONORABLE EDWARD J. LEVINE**  
PRESIDING

6:00PM Swearing in of Councilmember James Fagan  
Swearing in of Councilmember Jason Ferguson  
Swearing in of Councilmember Richard Girard  
Swearing in of Mayor Mary Anne Girard  
Swearing in of Tax Collector Mohammad Haque

CALL TO ORDER: Lawrence G. Stevens called the Reorganization / Workshop Meeting to Order at 6:07PM.

ROLL CALL

(X) James Fagan  
(X) Jason Ferguson  
(X) Richard Girard  
(X) Michelle Kroesser  
(X) Lawrence G. Stevens

(X) Mayor Mary Anne Girard

The record shows that five members of Council were present at roll call, as well as, Solicitor; Catherine Harper, Timoney Knox, LLP, Interim Manager; Jaime E. Snyder, Public Works Director; Stephen S. Fickert, Jr. and Assistant to the Manager; Kathryn Vlahos.

PLEDGE OF ALLEGIANCE

NOMINATION AND ELECTION OF COUNCIL PRESIDENT: Lawrence Stevens informed Council at this time Chair will recognize nominations for Council President.

Motion: A motion was made by Councilmember Fagan to nominate Jason Ferguson as Council President.

The nomination was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

**NOMINATION AND ELECTION OF VICE PRESIDENT:** Lawrence G. Stevens informed Council at this time Chair will recognize nominations for Vice President.

**Motion:** A motion was made by Councilmember Fagan to nominate Richard Girard as Vice President. The nomination was seconded by President Ferguson and unanimously approved with a vote of 5-0.

**APPOINTMENT OF VACANCY BOARD CHAIR:** Lawrence G. Stevens informed Council at this time Chair will recognize nominations for Vacancy Board Chair.

**Motion:** A motion was made by Councilmember Lawrence to appoint John Kroesser as Vacancy Board Chair.

Councilmember Ferguson made a motion to appoint Larry Burns.

Councilmember Stevens asked for all in favor to appoint John Kroesser as Vacancy Board Chair to say aye. Vote was 2-3.

Councilmember Stevens asked for all in favor to appoint Larry Burns as Vacancy Board Chair to say aye. Vote was 3-2.

The motion to appoint Larry Burns as Vacancy Board Chair was approved with a vote of 3-2.

**COMMENCEMENT AND APPROVAL OF MEETING AGENDA:**

1. Motion to Approve the January 3, 2022 Workshop Meeting Agenda.

**Motion:** A motion was made by Councilmember Kroesser for Approval of Meeting Agenda, January 3, 2022 Workshop Meeting Agenda. The motion was seconded by Councilmember Stevens 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.

Interim Manager Snyder received and read out loud five questions that were submitted prior to the meeting from Paul Dowling who resides at 132 South Columbia Ave, Hatfield.

1. Is Councilmember Richard Girard and Mayor Mary Anne Girard related? Mayor Girard responded that they are related.
  2. Is Councilmember Michelle Kroesser related to a previous Councilmember? Councilmember Kroesser responded that John Kroesser is her father.
  3. Why is there so many Solicitors, it seems costly? Solicitor Harper stated that there is one Solicitor for the Borough, one Solicitor for the Zoning Board which sits in a quasi-judicial compacity like a judge which needs to be independent and have own Solicitor. Both Solicitors that are serving, serve at far less than the usual rates, giving the Borough a Municipal rate which is a lot cheaper generally.
  4. In the 11-17-21 meeting there was a mention of finding an additional power capacity, what is the nature of the research and the status? Interim Manager Snyder replied that at the November Regular Meeting there was discussion that Hatfield Borough was looking for a way to reduce the capacity charges. The Borough was looking to get additional capacity at a better rate. The capacity is something that is needed for electricity which might get used but might never get used. The status is that it did not go through and the numbers did not work out for the Borough nor were they favorable for the company. They will continue into 2022 with the Company and all other members of PMEA.
  5. What is a Vacancy Board? Solicitor Harper stated that Borough Council is five members and if one should resign, retire, leave where they can no longer serve. The remaining council members get to appoint the replacement. Sometimes the Board splits in a 2-2 vote and cannot decide or appoint anyone and when that happens the Vacancy Board is the remaining members of council and one other person which allows for a vote or a tiebreaker.
3. ANNOUNCEMENTS: Interim Manager Jaime E. Snyder made the following announcements.
- Next Council Meeting the Regular Meeting January 19, 2022 @ 7:30PM in Council Chambers
  - The Planning Commission is scheduled to meet January 31 @ 7:00PM in Council Chambers
  - HMHS is scheduled to meet January 25<sup>th</sup> @ 7:00PM at the Fire Co.

EXECUTIVE SESSION: Personnel Issues, if needed

4. ACTION ITEMS:

Motion to Appoint Timoney Knox, LLP as the Borough Solicitor for general legal service.

Motion: A motion was made by Councilmember Stevens to Appoint Timoney Knox, LLP as the Borough Solicitor for general legal service. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

Motion to Appoint Dischell, Bartle & Dooley Attorneys at Law as the Borough Zoning Hearing Board Solicitor.

Motion: A motion was made by Councilmember Stevens to Appoint Dischell, Bartle & Dooley Attorneys at Law as the Borough Zoning Hearing Board Solicitor. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0.

Motion to Appoint Bursich Engineers as the Borough Engineer for general engineering services.

Motion: A motion was made by Councilmember Girard to Appoint Bursich Engineering as the Borough Engineer for general engineering services. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

Motion to Appoint McMahon Associates Inc. as the Borough Traffic Engineer for general traffic services.

Motion: A motion was made by Councilmember Stevens to Appoint McMahon Associates Inc. as the Borough Traffic Engineer for general traffic services. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

Motion to Appoint Utility Engineers as the Borough Engineer for electric utility services.

Motion: A motion was made by Councilmember Girard to Appoint Utility Engineers as the Engineer for electric utility services. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0.

Motion to Appoint Code Inspections Inc. to administer Zoning, Code and Fire Safety enforcement & services.

Motion: A motion was made by Councilmember Stevens to Appoint Code Inspections Inc. to administer Zoning, Code and Fire Safety enforcement & services. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

Motion to Appoint Daniel Azeff from Code Inspections Inc. as the Fire Marshal for the Borough of Hatfield.

Motion: A motion was made by Councilmember Stevens to Appoint Daniel Azeff from Code Inspections Inc. as the Fire Marshal for the Borough of Hatfield. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

Motion to Appoint Jaime E. Snyder as Hatfield Borough Manager / Secretary and EMC (Emergency Management Coordinator)

Motion: A motion was made by Councilmember Girard to Appoint Jaime E. Snyder as Hatfield Borough Manager / Secretary and EMC (Emergency Management Coordinator). The motion was seconded by Councilmember Stevens and unanimously approved by a vote of 5-0.

Motion to Approve Jaime E. Snyder's Employment Agreement with the Borough of Hatfield

Motion: A motion was made by Councilmember Kroesser to Approve Jaime E. Snyder's Employment Agreement with the Borough of Hatfield. The motion was seconded by Councilmember Stevens and unanimously approved by a vote of 5-0.

Motion to Appoint Kathryn Vlahos as the Assistant to the Manager / Hatfield Borough Human Resource Manager

Motion: A motion was made by Councilmember Stevens to Appoint Kathryn Vlahos as the Assistant to the Manager / Hatfield Borough Human Resource Manager. The motion was seconded by Councilmember Kroesser and unanimously approved by a vote of 5-0.

Motion to Appoint Katelyn Farrall to the Pool Advisory Board for a Four-Year Term Expiring December 31, 2025

Motion: A motion was made by Councilmember Kroesser to Appoint Katelyn Farrall to the Pool Advisory Board for a Four-Year Term Expiring December 31, 2025. The motion was seconded by Councilmember Stevens and was unanimously approved by a vote of 5-0.

Motion to Appoint Larry Burns to the Borough of Hatfield Dual Action Committee

Motion: A motion was made by Councilmember Girard to Appoint Larry Burns to the Borough of Hatfield Dual Action Committee. The motion was seconded by Councilmember Fagan and it was unanimously approved by a vote of 5-0.

5. REPORTS FROM STANDING COMMITTEES AND MAYOR: None

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

1. Land Use & Development Updates:

- A. 371 Edgewood Drive (formerly 122 ½ Towamencin Ave.) Demolition Completed / Driveway Permit Approved
- B. Edinburgh Square Subdivision: Building Permits Issued
- C. Bennett's Court L.D. Revised Preliminary Plan to be Re-Submitted
- D. 43 Roosevelt L.D. Final Plan Approved/ Working on Developers Agreement
- E. 127 Penn Avenue Sketch Plan Submitted Project on Hold
- F. SEPTA Property / Long Term Lease being developed
- G. North Penn Industrial Center (52/60 Market Street): Sketch Plan Submitted for discussion. Application for Land Development has not been submitted- No Action required or Pending

2. Utility Billing Update:

Staff continues to monitor Electric & Sewer Past Due accounts. A total for billed, collected vs. delinquencies will be provided moving forward in the monthly Manger's report.

Email billing is available for Electric & Sewer Accounts.

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

3. 2021 Outstanding Project Updates:

A. The East Lincoln Avenue Bridge Replacement Project is completed. Payment Application No. 5 was approved at the December 15, 2021, Regular Meeting. The final payment is scheduled to be submitted over the next few weeks.

B. The Orchard Forest Way CDBG Sanitary Sewer Project is near completion. Restoration work is still needed on yards and sidewalks. Private laterals are completed and bills are being sent out to the residents. The payment request is expected in January 2022.

4. PMEA Update: December Newsletter attached

5. AMP Pennsylvania R.I.C.E. BTM Peaking Project Update:  
The AMI system is 99% installed. Public Works Director, Stephen Fickert is working with AMP to get the final meter installs completed.

6. AMI Update:  
The AMI system is functioning as intended, which enables Utility Billing Coordinator David Weiss to monitor the electric metering system daily. Daily monitoring of the system ensures billing accuracy and enables diagnostics of service connections.

7. Public Information Officer Update: attached

8. Items of Interest:

- A. VMSC Full Time Chief Announcement
- B. ARLE Grant Notice (w. Broad / Towamencin)

7. NEW BUSINESS:

**Council Committees –**

**Budget, Finance & Labor (BFL)**

Chair Jason Ferguson  
Member Richard Girard

**Public Safety (PUBS)**

Chair Michelle Kroesser  
Member James Fagan  
Mayor Mary Anne Girard

**Property and Equipment (P&E) & Public Works (PWRK)**

Chair James Fagan  
Member Lawrence G. Stevens

**Planning, Building & Zoning (P/B/Z)**

Chair Lawrence G. Stevens  
Member Michelle Kroesser

**Utilities (UTIL)**

Chair Richard Girard  
Member Jason Ferguson

**Hatfield Economic Revitalization and Outreach Committee (HEROC)**

Chair Richard Girard  
Member Lawrence G. Stevens  
Mayor Mary Anne Girard

**Dual Action Committee**

Chair Jason Ferguson  
Member Jimmy Fagan  
Mayor Mary Anne Girard  
Resident Larry Burns

Owen Wilcox 32 East School Lane, asked if the new members of Council are required to take any training courses about the Right to Know Law or the Sunshine Act.

President Ferguson responded that it is not a requirement to take any courses, but the Borough has set up training for the new members which will cover the items that were mentioned.

Solicitor Harper stated that the only training that is required is for the incoming Tax Collector.

Larry Burns 101 Jean Drive, asked Council if the Borough to look into an agreement that would allow residents to be able to get solar power if they would like to.

#### B. HERC / HEROC Discussion

President Ferguson stated that he would like to expand HERC and include outreach as well in the committee's name. He plans is to revise the ordinance that HERC falls under to add outreach.

#### C. 2022 Tentative Project Schedule:

Manager Snyder stated that she included in the packet a schedule for Curb Ramp and Road Resurfacing for 2022. Included with that is the tentative schedule for the Storm Sewer, Sanitary Sewer and Water Main Replacement Project schedule.

### 8. OLD BUSINESS:

#### A. Updated Animal Ordinance

Solicitor Harper explained that this version includes a number of cats that you can not feed. Her suggestion would be to give it to the Committee to review and let them make any comments.

Manager Snyder stated that there was a comment in the chat that asked if the Dual Action with the Township is there any information on the Biblical Seminary Property. Manager Snyder responded that there has been some interest in the property and nothing has been made public at this time.

### 9. ADJOURNMENT:

#### Motion:

A motion was made by Councilmember Stevens to adjourn the Reorganization / Workshop Meeting of January 3, 2022. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0. The meeting adjourned at 7:17 PM.

*Executive Session Litigation, Property and Personnel*

Respectfully Submitted,  
Kathryn Vlahos



