

HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
October 5, 2022

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:

- (X) Jason Ferguson, President
- () Richard Girard, Vice President
- (X) James Fagan
- (X) Michelle Kroesser
- (X) Lawrence G. Stevens

- () Mayor Mary Anne Girard

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

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Stevens to Approve the Workshop Meeting Agenda of October 5, 2022. The motion was seconded by Councilmember Kroesser. The motion was approved unanimously with a vote of 4-0.

2. PUBLIC INPUT: President Ferguson asked if there was any Public Input. No Media Present. No Public Comment.

3. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- Next Council Meeting October 19th Regular Meeting @ 7:30PM in Council Chambers
- Next Planning Commission Meeting is Scheduled for October 24, 2022 @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, October 26, 2022 @ 8:00AM in Council Chambers
- HMHS Open House Scheduled for Saturday, October 8, 2022 @ 9:00AM to 3:00PM

- The Borough Offices will be closed Monday, October 10, 2022 in Observance of the Columbus Day Holiday
- Hatfield Borough Fall Park Clean-up is Scheduled for October 29th @ 9:00AM at Heritage Park
- Halloween Happy Event is Scheduled for Monday, October 31st @ 4:30PM to 7:00PM at the Borough Office

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- **Budget, Finance, and Labor Committee Report**
President Ferguson reported that there is nothing to report.
- **Planning, Building, and Zoning Committee Report**
Councilmember Stevens stated that the committee meet this evening to discuss the ordinances that they were fine-tuning and then will provide a copy to each council member for review.
- **Public Safety Committee Report**
Councilmember Kroesser reported that there is nothing to report.
- **Public Works & Property and Equipment Committee Report**
Councilmember Fagan stated that the committee met on September 14th to discuss several items. One of which was the strategic planning overview for the public works department. They also looked at different banners for the upcoming holidays. Another item that was discussed was the water feature out front of the borough office and if council would like to see that get replaced. The final discussion was about the ADA Ramps and paving schedule for 2023.
- **Utilities Committee Report**
There was no report submitted.
- **Hatfield Economic Revitalization Committee Report**
The report was provided in the packet. Councilmember Stevens clarified that the donated bench was not installed at the park yet.
- **Dual Action Committee Report**
President Ferguson stated that there was nothing to report.
- **Mayor Mary Anne Girard Report**
Manager Snyder read the report that was provided by the mayor. The mayor has scheduled a park clean up on October 29, 2022.

5. REPORTS AND CORRESPONDENCE

Manager Snyder and President Ferguson updated and answered questions regarding the Reports and Correspondence. Lieutenant Robertson answered questions regarding the Police Report.

- Monthly Investments Report
- Monthly EIT/LST Report
- Monthly YTD 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
- Pool Advisory Report

6. MANAGERS REPORT

1. **Land Use & Development Updates:**
 - A. Edinburgh Square Subdivision
 - Current construction on all four lots
 - B. Bennetts Court Land Development
 - Preliminary / Final Granted by PC
 - Final Granted by Council
 - C. 43 Roosevelt Land Development
 - Developers Agreement
 - D. SEPTA Property
 - Long Term Lease Agreement
 - E. 200 N. Main Street (Biblical Seminary)
 - Sketch Plan submitted
 - Applying for Tax Credits for Project - 2023
 - F. 28 N. Market Street Subdivision
 - Preliminary Final Granted by PC / Council
 - Working on Documents / Reviews needed for recording
 - G. 23 N. Main Street
 - New Sketch Plan Submitted
2. **Utility Billing Update:**
 - Staff continues to monitor Electric & Sewer Past Due accounts. Electric Shut-offs are being scheduled for October.
 - Email billing is available for Electric & Sewer Accounts. Please contact the Utilities Department if you are interested in signing up.
 - 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
 - Submitting reimbursement paperwork for the Grant
 - Resolution on for consideration for reimbursement
- B. The Orchard Forest Way CDBG Sanitary Sewer Project
 - County approved paperwork, waiting for reimbursement
- C. CMAQ Grant (Synchronization of Signals)
 - Waiting on PennDOT to connect to the server
 - Computer System was installed at Borough Office

4. **2022 Project Updates:**

- A. 2022 ADA Ramp & Curb & Ramp Project
 - Looking for substantial completion from the Borough
 - Punch List items
- B. 2022 Roadway Resurfacing Project
 - Looking for substantial completion from the Borough
 - Punch List items
- C. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Grant Project
 - Working on the bid package
 - HOP submitted
- D. CTP Firehouse Flasher Grant
 - Punch List items
 - Payment Request No. 2 / Final Payment
- E. MTF / CTP Crosswalk Grants
 - Agreements received
 - Coordination with Strom and Sanitary H2O / PA Small Water Grant Project - working with Engineer

5. **PMEA Update:**

- Training scheduled in October
- September Newsletter attached

6. AMP Pennsylvania R.I.C.E. BTM Peaking Project Update:

- Site sign being produced
- Working on PPL check-out list with Power Secure

7. AMI Update:

- The AMI system is 100% installed and integrated into our system

8. Public Information Officer Update: attached**9. Items of Interest:**

- Hatfield Township Golf Outing

7. NEW BUSINESS / DISCUSSION ITEMS:**A. Resolution 2022-31 Reimbursement Agreement for E. Lincoln Avenue Bridge Grant Project**

Manager Snyder explained that this resolution authorizes Manager Snyder to sign the attached agreement which would allow the Borough to get a reimbursement for the Lincoln Avenue Bridge Project. This is on for consideration tonight.

B. Payment Request No. 2 / Final Payment for the CTP Fire House Flasher Project

Manager Snyder this is a payment request for the CTP Fire House Flasher Project and it is not on for consideration tonight.

C. Payment Request No. 1 for the 2022 ADA Curb Ramp Project

Manager Snyder stated that this is on for consideration tonight to authorize payment.

D. Payment Request No. 1 for the 2022 Roadway Resurfacing Project

Manager Snyder stated that this is a discussion item for tonight and the paperwork should be coming in shortly for the next Borough Council Meeting.

E. Annual Christmas Tree Lighting Request

Manager Snyder explained that Grace Lutheran Church has taken over the event and they would like to use Railroad Plaza for the event at December 3, 2022.

8. OLD BUSINESS: NONE**9. ACTION ITEMS:**

A. Motion to Consider Resolution 2022-31 Authorizing Borough Manager, Jaime E. Snyder, to Sign the Reimbursement Agreement with PennDOT for the E. Lincoln Avenue Bridge Reimbursement Grant Project

Motion: A motion was made by Councilmember Stevens to approve Resolution 2022-31 Authorizing Borough Manager, Jaime E. Snyder, to Sign the Reimbursement Agreement with PennDOT for the E. Lincoln Avenue Bridge Reimbursement Grant Project. The motion was seconded by Councilmember Kroesser.

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 Payment Request No. 1 to Drumheller Construction Company, Inc for the 2022 ADA Curb Ramp Replacement Project in the Amount of \$144,139.50 (one hundred forty-four thousand one hundred thirty-nine dollars and fifty cents)

Motion: A motion was made by Councilmember Stevens to approve Payment Request No. 1 to Drumheller Construction Company, Inc for the 2022 ADA Curb Ramp Replacement Project in the Amount of \$144,139.50 (one hundred forty-four thousand one hundred thirty-nine dollars and fifty cents). 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.

10. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of October 5, 2022. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 4-0. The meeting was adjourned at 8:30 PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager