

HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
December 7, 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
  - (X) Richard Girard, Vice President
  - (X) James Fagan
  - (X) Michelle Kroesser
  - ( ) Lawrence G. Stevens
- 
- (X) Mayor Mary Anne Girard

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

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Girard to Approve the Workshop Meeting Agenda of December 7, 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.

Robert Boyer, 462 Edgewood Drive- Mr. Boyer wanted to express his concern about the new construction that is taking place on Edgewood Drive in regards to not displaying the permit in the window, the construction vehicles and the temporary fence that was places on the right away by the park. Manager Snyder responded to Mr. Boyer’s concerns and stated that she is currently working with the resident and the police about the construction vehicles parked on the street. She also stated that she spoke with the code enforcement officer about the building permit being posted and to make sure that it is posted. Solicitor Harper also responded that the resident received a easement over borough property for access to the property and he is building the house in the same footprint that the house was built before on that property.

3. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- Next Council Meeting December 21<sup>st</sup> Regular Meeting @ 7:30PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, December 21, 2022 @ 8:00AM in Council Chambers
- The Borough Offices will be closed from 12:00PM – 1:30PM for Employee Training on Tuesday, December 20, 2022
- The Borough Offices will be closed Friday, December 23, 2022, and Monday, December 26, 2022, in Observance of the Christmas Eve and Christmas Holidays
- The Borough Offices will be closed Friday, December 30, 2022, and Monday, January 2, 2023, in Observance of the New Year's Eve and New Year's Day Holidays
- Next Planning Commission Meeting is Scheduled for December 12, 2022 @ 7:00PM in Council Chambers

4. Public Hearing for Ordinance No. 547 Amending Chapter 7 of the Borough of Hatfield Code of Ordinances Entitled “Fire Prevention and Fire Protection” to Add Requirements for Residential Outdoor Fires

President Ferguson suspended the Regular Scheduled Public Meeting and opened for the Scheduled Public Hearing. A Court Reporter was present and the Public Hearing closed at 7:59 PM.

Official Court Reporter Minutes for this Public Hearing can be requested at the Hatfield Borough Office.

5. Public Hearing for Ordinance No. 548 Amending Chapter 2 of the Borough of Hatfield Code of Ordinances Entitled “Animals” to Add Requirements for the Responsible Handling and Leashing of Dogs and other Pets

President Ferguson suspended the Regular Scheduled Public Meeting and opened for the Scheduled Public Hearing. A Court Reporter was present and the Public Hearing closed at 8:02 PM.

Official Court Reporter Minutes for this Public Hearing can be requested at the Hatfield Borough Office.

6. Public Hearing for Ordinance No. 549 Amending Chapter 27 “Zoning” of the Borough of Hatfield Code of Ordinances to Add Requirements for the Placement of Collection Bins

President Ferguson suspended the Regular Scheduled Public Meeting and opened for the Scheduled Public Hearing. A Court Reporter was present and the Public Hearing closed at 8:08 PM.

Official Court Reporter Minutes for this Public Hearing can be requested at the Hatfield Borough Office.

#### 7. 23 N. Main Street Arbor Grove Development Sketch Plan Presentation

Manager Snyder explained that the developer was not able to make it to the meeting and will give his presentation at a later date.

#### 8. 2023 Preliminary Budget Presentation

Manager Snyder explained that at the last meeting there was a long discussion on the 2023 budget and tonight she is just going to go over some highlights of the budget. The pole replacement program line item was adjusted to \$50,000 and there is no increase in revenue for taxes. The pole rental fee on page two of the budget is what Hatfield Borough gets for anyone who would attach to our utility poles. Manager Snyder explained that they are currently working on a lease agreement with Septa and the amount that they are projecting for rent is what is reflected in the budget. The \$55,000 is what Septa is giving the Borough for upgrades that are needed to upgrade the property for renting out.

#### 9. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- Budget, Finance, and Labor Committee Report

President Ferguson explained that the committee has been working hard on the budget and is on for advertisement tonight.

- Planning, Building, and Zoning Committee Report

Manager Snyder stated that the committee will be meeting after the first of the year to discuss chickens as well as a renter inspection program.

- Public Safety Committee Report

Councilmember Kroesser stated that they have not met but are looking to meet after the new year.

- Public Works & Property and Equipment Committee Report

Councilmember Fagan stated that they have not met recently and are looking to meet in the beginning of next year.

- Utilities Committee Report

Councilmember Girard reported that they had a meeting tonight to discuss the issues with AMP and reports for residents.

- Hatfield Economic Revitalization Outreach Committee Report

Councilmember Girard stated that they have not meet recently but they continue to honor the business of the month.

- Dual Action Committee Report

- Mayor Mary Anne Girard Report

Mayor Girard states that she did not have anything to report for this month.

#### 10. REPORTS AND CORRESPONDENCE:

Monthly Investment Report

Monthly EIT / LST 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

11. MANAGERS REPORT:

1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
  - Final states of the Development
- B. Bennetts Court Land Development
  - Preliminary / Final Granted by PC
  - Final Granted by Council
  - Working on Recording the Plan and Developers Agreement
- 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
  - Received Grant for the Development
- F. 28 N. Market Street Subdivision
  - Preliminary Final Granted by PC / Council
  - Working on Recording
- G. 23 N. Main Street
  - New Sketch Plan Submitted – December PC & Council for Discussion

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.
- 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
  - Waiting for Grant Reimbursement
- B. The Orchard Forest Way CDBG Sanitary Sewer Project
  - Reimbursement Received
- 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
  - Payment Request No. 1 Approved
  - Payment Request No. 2 December
  - Punch List items
- B. 2022 Roadway Resurfacing Project
  - Payment Request No. 1 Approved
  - COR No. 1 – decrease contract amount
  - 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 re-submitted
  - Looking into Possible Additional Grants for the Project
- D. CTP Firehouse Flasher Grant
  - Payment Request No. 2 Approved
  - Working on Grant Reimbursement
  - Replacement Part Scheduled
- E. MTF / CTP Crosswalk Grants
  - Agreements received
  - Coordination with Strom and Sanitary H2O / PA Small Water Grant Project - working with Engineer

**5. PMEA Update:**

- November Newsletter attached

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

- Generator Commissioned
- Working on Policies and Procedures of Use

7. **Public Information Officer Update:** Attached

8. **Items of Interest:**

- 2023 **Estimated** Tax Valuation

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

A. Resolution 2022-32 Lawrence G. Stevens 30 Years of Service to Hatfield Borough Council

Manager Snyder explained that this resolution is recognizing Lawrence G. Stevens for his years of service on Borough Council and is on for consideration tonight.

B. Resolution 2022-33 Lawrence G. Stevens 30 Years of Service to Hatfield Borough Planning Commission

Manager Snyder explained that this resolution is recognizing Lawrence G. Stevens for his years of service on Planning Commission and is on for consideration tonight.

C. Resolution 2022-34 David Weiss 10 Years of Service to Hatfield Borough

Manager Snyder explained that this resolution is recognizing David Weiss for his years of service at Hatfield Borough and is on for consideration tonight.

D. Resolution 2022-35 Stephen S. Fickert 10 Years of Service to Hatfield Borough

Manager Snyder explained that this resolution is recognizing Stephen S. Fickert for his years of service at Hatfield Borough and is on for consideration tonight.

E. Resolution 2022-36 Jaime E. Snyder 10 Years of Service to Hatfield Borough

Manager Snyder explained that this resolution is recognizing Jaime E. Snyder for her years of service at Hatfield Borough and is on for consideration tonight.

F. Resolution 2022-37 Recognizing the 2022 Citizen of the Year

Manager Snyder announced that the 2022 Citizen of the Year is Joe Amorosi from Franconian Auto Repair who has had a positive impact on the community. This is on for consideration tonight.

G. Resolution 2022-38 America250PA Resolution

Manager Snyder stated that this committee is Hatfield Township and Hatfield Borough to celebrate America and this resolution allows Hatfield Borough to become an official partner of America250PA. This is on for consideration tonight.

H. Advertising the 2023 Borough Budget

Manager Snyder explained that the budget has to be advertised 10 days before adoption. This is on for consideration tonight.

I. Payment Request No. 2 / Final Payment for the 2022 ADA Curb Ramp Project

Manager Snyder this request is for the ADA Curb Ramp Project which is the final payment. This is on for consideration tonight.

J. COR No. 1 for the 2022 Roadway Resurfacing Project

Manager Snyder explained that this change order request before the contractor can be paid. This is on for consideration tonight.

K. Payment Request No. 2 for the 2022 Roadway Resurfacing Project

Manager Snyder explained that this payment is not final payment, this payment is for them to reconcile their books. This is on for consideration tonight.

L. 2023 Business Hours of Operation

Manager Snyder explained that the hours have been discussed for a number of years to have one night that the borough is open late. This will allow the

borough to be open until 6:00 PM for the working family and then close at 3:00 PM.

13. OLD BUSINESS:

A. 2023 Meeting Dates

Manager Snyder stated that the draft meeting dates at in the packet for 2023.

B. Planning Commission Term

Manager Snyder reminded council and Larry Stevens term for Planning Commission expires December 31, 2022 and he is interested in serving another term.

C. Zoning Hearing Board Alternate Term

Manager Snyder reminded council that Dan Ruch term for Zoning Hearing Board Alternate expires on December 31, 2022 and he is interested in serving another term.

14. ACTION ITEMS:

A. Motion to Consider Ordinance No. 547 Amending Chapter 7 of the Borough of Hatfield Code of Ordinances Entitled “Fire Prevention and Fire Protection” to Add Requirements for Residential Outdoor Fires

Motion: A motion was made by Councilmember Kroesser to approve Ordinance No. 547 Amending Chapter 7 of the Borough of Hatfield Code of Ordinances Entitled “Fire Prevention and Fire Protection” to Add Requirements for Residential Outdoor Fires 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 4-0.

B. Motion to Consider Ordinance No. 548 Amending Chapter 2 of the Borough of Hatfield Code of Ordinances Entitled “Animals” to Add Requirements for the Responsible Handling and Leashing of Dogs and other Pets

Motion: A motion was made by Councilmember Fagan to approve Ordinance No. 548 Amending Chapter 2 of the Borough of Hatfield Code of Ordinances Entitled “Animals” to Add Requirements for the Responsible Handling and Leashing of Dogs and other Pets 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.

C. Motion to Consider Ordinance No. 549 Amending Chapter 27  
 “Zoning” of the Borough of Hatfield Code of Ordinances to  
 Add Requirements for the Placement of Collection Bins

Motion: A motion was made by Councilmember Girard to approve Ordinance No. 549 Amending Chapter 27 “Zoning” of the Borough of Hatfield Code of Ordinances to Add Requirements for the Placement of Collection Bins 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.

D. Motion to Consider Resolution 2022-32 Lawrence G. Stevens  
 30 Years of Service to Hatfield Borough Council

Motion: A motion was made by Councilmember Fagan to approve Resolution 2022-32 Lawrence G. Stevens 30 Years of Service to Hatfield Borough Council 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 4-0.

E. Motion to Consider Resolution 2022-33 Lawrence G. Stevens 30  
 Years of Service to Hatfield Borough Planning Commission

Motion: A motion was made by Councilmember Kroesser to approve Resolution 2022-33 Lawrence G. Stevens 30 Years of Service to Hatfield Borough Planning Commission. 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.

F. Motion to Consider Resolution 2022-34 David Weiss 10 Years of  
 Service to Hatfield Borough

Motion: A motion was made by Councilmember Kroesser to approve Resolution 2022-34 David Weiss 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 4-0.

G. Motion to Consider Resolution 2022-35 Stephen S. Fickert 10 Years of Service to Hatfield Borough

Motion: A motion was made by Councilmember Fagan to approve Resolution 2022-35 Stephen S. Fickert 10 Years of Service to Hatfield Borough 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.

H. Motion to Consider Resolution 2022-36 Jaime E. Snyder 10 Years of Service to Hatfield Borough

Motion: A motion was made by Councilmember Kroesser to approve Resolution 2022-36 Jaime E. Snyder 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 4-0.

I. Motion to Consider Resolution 2022-37 Recognizing Joe Amorosi and Franconia Auto Repair as the 2022 Citizen of the Year

Motion: A motion was made by Councilmember Kroesser to approve Resolution 2022-37 Recognizing Joe Amorosi and Franconia Auto Repair as the 2022 Citizen of the Year 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.

J. Motion to Consider Resolution 2022-38 Supporting the Pennsylvania Commission for the United States Semi-Quincentennial (America250PA)

Motion: A motion was made by Councilmember Kroesser to approve Resolution 2022-38 Supporting the Pennsylvania Commission for the United States Semi-Quincentennial (America250PA)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 4-0.

K. Motion to Consider Advertising the 2023 Borough Budget

Motion: A motion was made by Councilmember Fagan to approve Advertising the 2023 Borough Budget .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.

L. Motion to Consider Payment Request No. 2 / Final Payment for the 2022 ADA Curb Ramp Project to Drumheller Construction Company, Inc., in the Amount of \$16,015.50 (sixteen thousand fifteen dollars and fifty cents)

Motion: A motion was made by Councilmember Fagan to approve Payment Request No. 2 / Final Payment for the 2022 ADA Curb Ramp Project to Drumheller Construction Company, Inc., in the Amount of \$16,015.50 (sixteen thousand fifteen dollars and fifty cents) 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 4-0.

M. Motion to Consider COR No. 1 for the 2022 Roadway Resurfacing Project to Blooming Glen Contractors Inc. to Decrease the Contract in the Amount of \$33,516.38 (thirty-five thousand five hundred sixteen dollars and thirty-eight cents) from \$135,992.00 (one hundred thirty-five thousand nine hundred ninety-two dollars) to a Total Contract Amount of \$102,475.62 (one hundred two thousand four hundred seventy-five dollars and sixty-two cents)

Motion:

A motion was made by Councilmember Girard to approve COR No. 1 for the 2022 Roadway Resurfacing Project to Blooming Glen Contractors Inc. to Decrease the Contract in the Amount of \$33,516.38 (thirty-five thousand five hundred sixteen dollars and thirty-eight cents) from \$135,992.00 (one hundred thirty-five thousand nine hundred ninety-two dollars) to a Total Contract Amount of \$102,475.62 (one hundred two thousand four hundred seventy-five dollars and sixty-two cents) 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.

N. Motion to Consider Payment Request No. 2 for the 2022 Roadway Resurfacing Project to Blooming Glen Contractors Inc. in the Amount of \$554.83 (five hundred fifty-four dollars and eighty-four cents)

Motion:

A motion was made by Councilmember Girard to approve Payment Request No. 2 for the 2022 Roadway Resurfacing Project to Blooming Glen Contractors Inc. in the Amount of \$554.83 (five hundred fifty-four dollars and eighty-four 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.

15. MOTION TO ADJOURN:

Motion:

A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of December 7, 2022. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 4-0. The meeting was adjourned at 9:14 PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant to the Manager