

HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
December 7, 2016

MINUTES

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
 - (X) Kenneth V. Farrall
 - (X) Stephen E. Keib
 - (X) John Kroesser
 - (X) Lawrence G. Stevens
- (X) Mayor, Robert L. Kaler III

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

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Farrall to Approve the Workshop Meeting Agenda of December 7, 2016 with additions. The motion was seconded by Councilmember Keib and was unanimously approved with a vote of 5-0.

2. PUBLIC INPUT: President Weierman asked if there was any Public Input.
No Public Input.
Media Not Present.

3. MUNICIPAL COMPLEX BID SPECIFICATIONS UPDATE:

Mark Buckelew from KCBA Architects was present at the meeting to discuss the bid specifications update.

The following items were discussed:

- Dates for the 00116 Invitation to Bid.

Dates to release the bid packet were discussed with a mandatory pre-bid meeting at the Hatfield Vol. Fire Co. prior to the bid opening.

A discussion ensued about who would do the advertising for the bid specs.

- Council's recommendation of single or multiple prime contract.

The Planning, Building and Zoning Committee is recommending a single prime contract.

- Information available to bidders: ESA Phase I Report

A discussion ensued about what information to put into the bid.

- Preferred method of Document Delivery (hard copy, CD, ftp, combination)

A discussion took place about how the bid documents would be released and whether PennBid would be utilized for this project. A decision was made that whatever KCBA, the Engineer and Staff decided would work best for the project will be done.

- Clarify Alternates

A discussion ensued and it was stated that there would be a list made available for alternate choices if any but that the bid would list all specifics.

- Progress payment dates

All payments must be approved at a public meeting.

- Verify NIC Items
 - Office Furnishings
 - Exterior Sign / Mediation
 - Break Room / Kitchen Appliances

Chad Camburn, Bursich Associates (Borough Engineer) was also present at the meeting and stated it has been a pleasure to work with KCBA, Council and Staff and he is ready to move the project to the next phase.

4. ANNOUNCEMENTS: Manager DeFinis made the following announcements:

- Next Council Meeting December 21, 2016 Regular Meeting @ 7:30PM at the Hatfield Fire Co.

- The Borough Office will be closed at 12 noon for a hour training session on December 21, 2016
- The Borough Office will be closed Friday, December 23rd and Monday, December 26th in Observance of the Christmas Holiday. The Borough Offices will be closed Friday, December 30th and Monday, January 2, 2017 in Observance of the New Year Holiday.

5. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Police Report: Lt. Robertson reviewed and answered questions regarding the monthly police report.

Recycling: Mayor Kaler stated there was a Recycling meeting he attended and some misinformation has been circulating about municipalities banding together to submit reports would no longer be allowed. This is not true. The Borough can continue to be a part of the NMCRC.

Budget Finance & Labor: President Weierman stated that EIT collections for the month of November were strong and it looks like we will hit our budgeted numbers for the year.

6. 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) / Under Construction
- C. Gambone/Snyder Townhomes / Utility Billing – Resolved Final 6 Construction Permit issued for Borough Portion of the Project
- D. Hatfield Auto Museum / Nothing New
- E. Crystal Rose Catering / Nothing New
- F. Hatricks / Waiver of LD Request Granted / Bar enclosure installed under a building permit / Flea Market Approval Pending
- G. 122 ½ Towamencin Ave. / Access to Property / Nothing New

2. Utility Billing Update:

- A. Staff continues to monitor past due Electric & Sewer accounts. Electric and Sewer disconnects are scheduled for December 19th.
- B. Email Billing available for Electric & Sewer Accounts. I encourage all account holders to take advantage of the cost effective billing delivery opportunity.

3. 2016 Project Updates:

- A. Bid Items for 2016:

Towamencin Avenue Reconstruction, bid ready for advertisement
Electric Circuit Reclosers installation installed and operational
Centennial Park Sanitary Sewer Repairs are underway

4. Municipal Complex Update

5. Attachments:

- A. NEXT era Energy Public Power Summit Announcement
- B. 2017 *estimated* assessed valuation for tax letter
- C. 2017 Bursich Rate Schedule for Engineering Service
- D. Hatfield Vol. Fire Co. Compilation Engagement Letter
- E. Clerk of Works RFP
- F. Zoning Application Certification of Occupancy & Decision Letter
- G. Wisler Pearlstine Recycling Letter

Discussion Items:

- A. 341 Union Street, Hatfield PA
- B Coptic Church Occupancy

7. NEW BUSINESS:

8. OLD BUSINESS:

A. REPORTS AND CORRESPONDENCE:

Manager DeFinis and President Weierman updated and answered questions regarding the Reports and Correspondence.

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

9. DISCUSSION ITEMS:

A. Ordinance 523 Satellite Dishes, Solar Panels, Impervious Coverage

Solicitor Harper stated that this was advertised for a hearing at the Regular Meeting in December. Solicitor Harper added that we have been discussing this Ordinance for the last few meetings and we added solar equipment for residential use only and it is stated to remove all satellite dishes after 30 days of non-use.

Solicitor Harper also spoke about the impervious coverage charts that were established in the Residential Districts.

Manager DeFinis stated that during the Planning Commission Meeting it was asked if we can regulate the cable utility companies to remove wires after their utility is out of use.

Solicitor Harper and Council had a discussion about regulations and she stated she will look into the regulations.

Solicitor Harper added that for the public hearing it would be important to have the Planning Commission meeting minutes and the Montgomery County Planning Commission letter for exhibits.

A discussion took place regarding the Ordinance updates in 2017 and having all Ordinances included.

B. R&R Voice and Data, Inc. RFP Response

Manager DeFinis stated that R & R Data is present at the meeting. The Borough put out an RFP for items that are needed on regular basis for the new building including:

- PA System
- Sound Reinforcement System
- A/V and Projection Systems
- Computer/Data Systems (network switches, wireless access points)
- Fire Alarm System
- Cable TV System
- Security (Burg) System (Digital Addressable Security/Intrusion System)
- Door Access System (Access Control – Card Readers)
- Video Surveillance System
- Structured cabling – for all systems - MDF/IDF, Racks, etc.

Manager DeFinis stated that R & R Data's RFP is being recommended and they have been working with KCBA already for the new building. They are on the Agenda for approval as the Borough's professional consultant for the listed items.

Solicitor Harper asked about the individual components of the projects and a discussion ensued about the bid laws and regulations as some these components are part of the larger project that is being bid.

R & R Data spoke about the work that they have been coordinating with KCBA for this project (placement of items and installation plans).

President Weierman asked about references, which R & R stated they provided. President Weierman stated that Manager DeFinis did make contact about the references.

C. Bursich Payment Recommendation

President Weierman stated that the letter of approval for C&R Outdoor Services payment in the amount of \$6, 975.00 was in your packets for the lateral work.

D. Portable Storage Units Ordinance

Manager DeFinis stated that this came up because we currently do not have guidelines in place for Portable Storage Units in the Borough.

President Weierman asked that this is for Portable Storage Units and not roll off dumpsters, correct? What about the length of time for the PSU to be on the driveway?

Solicitor Harper went through the timelines, approval stages and guidelines for placement of PSU's and adjusted the ordinance per council's request.

A discussion ensued about the PSU Ordinance layout and sequence and Solicitor Harper stated that she will revise the Ordinance for next meeting and get a new copy for the next meeting packet.

President Weierman asked about the Borough Website and a short discussion ensued regarding the new layout.

10. ACTION ITEMS:

A. Motion to Appoint R&R Voice and Data, Inc. to provide the Professional Services listed below to the Borough of Hatfield:

- PA System
- Sound Reinforcement System
- A/V and Projection Systems
- Computer/Data Systems (network switches, wireless access points)
- Fire Alarm System
- Cable TV System
- Security (Burg) System (Digital Addressable Security/Intrusion System)
- Door Access System (Access Control – Card Readers)

- Video Surveillance System
- Structured cabling – for all systems - MDF/IDF, Racks, etc.

Motion: A motion was made by Councilmember Farrall to Motion to Appoint R&R Voice and Data, Inc. to provide the Professional Services listed to the Borough of Hatfield. The motion was seconded by Councilmember Keib.

President Weierman asked if there were any comments or questions.

President Weierman spoke briefly about the R & R fee schedule.

The motion was approved unanimously with a vote of 5-0.

11. ADJOURNMENT:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of December 7, 2016. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0. The meeting adjourned at 9:48PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Jaime E. Snyder
Assistant Secretary