

HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
February 1, 2023

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:

- () Jason Ferguson, President
- (X) Richard Girard, Vice President
- (X) James Fagan
- (X) Michelle Kroesser
- (X) 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 and Assistant to the Manager; Kathryn Vlahos

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Kroesser to Approve the Workshop Meeting Agenda of February 1, 2023. The motion was seconded by Councilmember Stevens. The motion was approved unanimously with a vote of 4-0.

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

3. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- Next Council Meeting February 16th (Thursday) Regular Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, February 22, 2023 @ 8:00AM in Council Chambers
- Next Planning Commission Meeting is Scheduled for February 27, 2023 @ 7:00PM in Council Chambers

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- Budget, Finance, and Labor Committee Report
Councilmember Girard reported that the committee met and they discussed investments and changes to the employee manual.
- Planning, Building, and Zoning Committee Report
Councilmember Stevens reported that the committee met and they discussed possible ordinances for chickens, fireworks and rental programs.
- Public Safety Committee Report
Councilmember Kroesser reported that the committee met and discussed traffic and speeding issues in the borough.
- Public Works & Property and Equipment Committee Report
Councilmember Fagan reported that they met and reviewed the ADA and roadway schedule. Heather Meadows MS4 was discussed and hopefully completed this spring. They all discussed Summer Help for Public Works for this year and if anyone is looking to apply, please contact the borough.
- Utilities Committee Report
Councilmember Girard met recently and they reviewed the borough emergency policy for the behind the meter generation.
- Hatfield Economic Revitalization Outreach Committee Report
Councilmember Girard stated that Earth Day will be held on April 15, 2023. The 125th celebration is coming up and the store is open to purchase clothing to support the event.
- Mayor Mary Anne Girard Report
Mayor Girard reported that the meeting for the recycling commission did not meet since they did not have a quorum. Since President Ferguson was not present at the meeting tonight, she will save discussing Neighbor Helping Neighbor Program for discussion when he returns. Souderton currently does the Junior Council Person Program and the Mayor of Souderton has agreed to come to a Hatfield Borough Council Meeting and answer any questions the council may have on the program.

5. 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

6. MANAGERS REPORT:

1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
 - Escrow Releases
 - Line Painting Contracted
- 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 – under Solicitor review
- 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
 - Working with Engineer on plans. Will re-submit.

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. 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 Roadway Resurfacing Project

- Payment Request No. 2 Approved
- COR No. 1 – decrease contract amount
- Punch List items – scheduled for Spring

B. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Grant Project

- Working on the bid package
- HOP – waiting on paving confirmation
- Applied for additional grant funding

C. CTP Firehouse Flasher Grant

- Working on Grant Reimbursement
- Replacement Part Scheduled – second week in January

D. MTF / CTP Crosswalk Grants

- Agreements received
- Coordination with Storm and Sanitary H2O / PA Small Water Grant Project - working with Engineer

5. PMEA Update:

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:

- Notice of EMS Merger – April 1, 2023, VMSC & Souderton

7. NEW BUSINESS / DISCUSSION ITEMS:

A. Hatfield Hello Program

Councilmember Girard explained that the mayor and himself will start this program up for when new single-family residents move into the borough, they will deliver a packet to them. In this packet it will have information regarding the borough and the businesses in the borough.

B. 125th Anniversary Clothing Store

Manager Snyder explained that there is a flyer in the packet, that has the information on the clothing store which closes on March 10, 2023.

8. OLD BUSINESS: NONE

9. ACTION ITEMS:

A. Motion to Consider Establishing the Hatfield Hello Program Administered through the Hatfield Economic Revitalization Outreach Committee (HEROC)

Motion: A motion was made by Councilmember Stevens to Establish the Hatfield Hello Program Administered through the Hatfield Economic Revitalization Outreach Committee (HEROC). The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 4-0.

Vice President Girard 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.

10. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of February 1, 2023. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 4-0. The meeting was adjourned at 7:30 PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager