

# HATFIELD BOROUGH COUNCIL

## WORKSHOP/ REGULAR MEETING

August 16, 2023

**Hatfield Borough's Annual  
"Movie in the Park"  
Centennial Park– Cherry Street  
Thursday, August 24th**

**Estimated start time: 7:45-8:00 pm.**



**Bring your own blankets, low back chairs, bug spray and snacks to join us for a free family-friendly movie night in the park!**

JASON FERGUSON, PRESIDENT

RICHARD GIRARD, VICE PRESIDENT

JAMES FAGAN, COUNCILMEMBER

MICHELLE KROESSER, COUNCILMEMBER

LAWRENCE G. STEVENS, COUNCILMEMBER

MARY ANNE GIRARD, MAYOR

JAIME E. SNYDER, BOROUGH MANAGER

CATHERINE M. HARPER, BOROUGH SOLICITOR



# Borough of Hatfield

Montgomery County, Pennsylvania

## BOROUGH COUNCIL WORKSHOP / REGULAR MEETING

August 16, 2023

### AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION

1. APPROVAL OF MEETING AGENDA:

Motion: To Approve the Agenda of August 16, 2023 Workshop /  
Regular Meeting

2. APPROVAL OF THE MINUTES:

Motion to Approve the Minutes of the July 19, 2023 Workshop /  
Regular Meeting

3. PUBLIC INPUT:

Please rise, state your name and address and the reason for addressing  
Council

4. ANNOUNCEMENTS:

- Next Borough Council Meetings is the August 30<sup>th</sup> (September)  
Workshop Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, August 23, 2023, @  
8:00AM in Council Chambers
- The next Planning Commission Meeting is scheduled for August 28, 2023  
@ 7:00PM in Council Chambers
- Hatfield Borough Movie in the Park is scheduled for August 24, 2023 @  
7:30PM Centennial Park
- The Borough Office will be closed Monday, September 4, 2023 in  
Observance of the Labor Day Holiday

5. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- Budget, Finance, and Labor Committee Report
- Planning, Building, and Zoning Committee Report
- Public Safety Committee Report

401 S. Main Street  
P.O. Box 190  
Hatfield, PA 19440

**Phone:**  
215-855-0781

**Fax:**  
215-855-2075

**Email:**  
admin@  
hatfieldborough.com

**Website:**  
www.hatfieldborough.com

- Public Works & Property and Equipment Committee Report
- Utilities Committee Report
- Hatfield Economic Revitalization Outreach Committee Report
- Mayor Mary Anne Girard Report

6. REPORTS AND CORRESPONDENCE:

Monthly Investment Report  
 Monthly EIT / LST Report  
 Monthly YTD Report  
 Monthly Zoning Hearing Board Applications/Correspondence  
 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

7. MANAGERS REPORT:

8. NEW BUSINESS / DISCUSSION ITEMS:

- A. Change Order Request No. 1 for the 2023 ADA Curb Replacement Ramp Project
- B. 2023 ADA Curb Ramp Replacement Project Payment Request No. 2 / Final Payment

9. OLD BUSINESS:

- A. Municipal Service Team Handbook Resolution 2023-11

10. ACTION ITEMS:

- A. Motion Consider Resolution 2023-11 Adopting the Borough of Hatfield Municipal Service Team Handbook
- B. Motion to Consider Change Order Request No. 1 for the 2023 ADA Curb Ramp Replacement Project to Decrease the Contract Price from \$150,220.00 (one hundred fifty thousand two hundred twenty dollars) to \$78,578.00 (seventy-eight thousand five hundred seventy-eight dollars)

C. Motion to Consider Payment Request No. 2 / Final Payment for the 2023 ADA Curb Ramp Replacement Project to Albert G. Cipolloni, Jr. & Sons, Inc. in the Amount of \$60,867.80 (sixty thousand eight hundred sixty-seven dollars and eighty cents)

11. Motion to Approve the Payment of the Bills

12. MOTION to ADJOURN: EXECUTIVE SESSION: Real Estate, Litigation, & Personnel

## **2. APPROVAL OF THE MINUTES:**

**Motion to Approve the Minutes of the  
July 19, 2023 Workshop / Regular  
Meeting**

HATFIELD BOROUGH COUNCIL  
WORKSHOP / REGULAR MEETING  
July 19, 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:**

(X) 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 five 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 and Assistant to the Manager; Kathryn Vlahos

**1. APPROVAL OF MEETING AGENDA:**

Motion: A motion was made by Councilmember Kroesser to Approve the Workshop / Regular Meeting Agenda of July 2023. The motion was seconded by Councilmember Girard. The motion was approved unanimously with a vote of 5-0.

**2. APPROVAL OF THE MINUTES:**

Motion to Approve the Minutes of the June 14, 2023 Workshop / Regular Meeting.

Motion: A motion was made by Councilmember Kroesser to Approve the Minutes of the June 14, 2023 Workshop / Regular Meeting.. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

**3. PUBLIC INPUT:**

President Ferguson asked if there was any Public Input. No Media Present. No Public Input.

**4. ANNOUNCEMENTS:**

- Next Borough Council Meetings is the August 16th Workshop/Regular Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, July 26, 2023, @ 8:00AM in Council Chambers
- The Borough Offices will be closed on August 8, 2023, from 12:00PM – 1:30PM for Employee Training
- The next Planning Commission Meeting is scheduled for August 7, 2023 @ 7:00PM in Council Chambers
- Zoning Hearing Board Meeting for 103 N. Main Street and 200 N. Main Street is scheduled for August 10, 2023 @ 7:00PM in Council Chambers
- Hatfield Borough Movie in the Park is scheduled for August 24, 2023 @ 7:30PM Centennial Park

**5. REPORTS FROM STANDING COMMITTEES AND MAYOR:****Budget, Finance, and Labor Committee Report**

President Ferguson stated that the committee has not met and there is nothing to report.

**Planning, Building, and Zoning Committee Report**

Councilmember Stevens stated that the committee has not met and there is nothing to report.

**Public Safety Committee Report**

Councilmember Kroesser stated that the committee has not met and there is nothing to report.

**Public Works & Property and Equipment Committee Report**

Councilmember Fagan stated that the committee has not met and there is nothing to report.

**Utilities Committee Report**

Councilmember Girard stated that the committee has not met and there is nothing to report.

**Hatfield Economic Revitalization Outreach Committee Report**

Councilmember Girard stated that the committee has not met and there is nothing to report.

### **Mayor Mary Anne Girard Report**

Mary Anne Girard reported that she attended the June Recycling Commission Meeting and the solicitor reviewed ACT 101. The solicitor determined that Condos, Apartments, and Complexes must be classified as Residential tonnage. The solicitor will send letters to all of the haulers in the area which should result in higher grant amounts.

## **6. REPORTS AND CORRESPONDENCE:**

Monthly Investment Report  
Monthly EIT / LST Report  
Monthly YTD Report  
Monthly Zoning Hearing Board Applications  
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

## **7. MANAGERS REPORT**

### General Report and Projects Update

#### **1. Land Use & Development Updates:**

- A. Edinburgh Square Subdivision
  - Escrow Release No. 5 – on for Action 7/19/2023
- 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 – Approved 6/14/2023
- E. 200 N. Main Street (Biblical Seminary)
  - Sketch Plan submitted
  - Applying for Tax Credits for Project
  - Received Grant for the Development
  - Looking at Zoning Extension – on 8/10/2023
- F. 28 N. Market Street Subdivision



- Preliminary Final Granted by PC / Council
- Working on Recording
- G. 23 N. Main Street
- Updated sketch Plan Submitted – being reviewed
- H. George Didden Greenhouses
- Updating plans. Looking to come to ZHB.

**2. Utility Billing Update:**

- Staff continues to monitor Electric & Sewer Past Due accounts. Shut-off's.
- 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.ampppartners.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)
  - McMahon made adjustments to the intersection of E. & W. Vine and S. Main Street.

**4. 2022 Outstanding Project Updates:**

- A. 2022 Roadway Resurfacing Project
  - Punch List items – Scheduled for late July, early August
- 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 Application – submitting
  - Applied for additional grant funding
- C. CTP Firehouse Flasher Grant
  - Working on Grant Reimbursement
  - Quarterly Maintenance Scheduled
- D. MTF / CTP Crosswalk Grants
  - HOP Application – realign crosswalk to intersection

- Coordination with Strom and Sanitary H20 / PA Small Water Grant Project - working with Engineer
- 5. **2023 Project Updates:**
  - A. 2023 Curb and ADA Project
    - Project Started May 2023
    - Possible Partial Payment – 7/19/2023
  - B. 2023 Roadway Resurfacing Project
    - Starting late July
- 6. **PMEA Update:**
  - June newsletter attached
- 7. **AMP Pennsylvania R.I.C.E. BTM Peaking Project Update:**
  - Summer Peak Shaving Started
- 8. **Public Information Officer Update:**
- 9. **Items of Interest:**
  - Meeting with AMP Representatives

## **8. NEW BUSINESS / DISCUSSION ITEMS:**

### **A. Municipal Service Team Handbook**

Manager Snyder explained that the employee handbook needed some updates and, in the meeting packet there is a full list of items that were updated. Most of the items that were updated were recommendations from DVIT the insurance carrier as well as updates to FMLA for employees. The defined benefit plan will sunset on December 31, 2023. Receiving of gifts was added to the handbook which does not allow employees to accept any gift worth over \$25.00. Solicitor Harper added that under the discharge and suspension it should also read that Pennsylvania is an Employee at Will State and can be let go for any reason. This is proposed to be on for an action item for the August meeting.

### **B. Edinburgh Square Escrow Release No. 5 / Final**

Manager Snyder stated that Edinburgh Square is looking for escrow release Number 5. There is still \$24,299.50 in escrow, they currently own Hatfield Borough \$882.40 for consultant fees, which is being taken out as well as the \$15,013.59 which would leave the total escrow at \$15,895.99. They need to have a security maintenance bond for the project. This is on for consideration for an action item this evening.

### **C. 2023 ADA Curb Ramp Replacement Project Payment Request No. 1**

Manager Snyder explained that the Borough received a recommendation from the engineer to pay Cipolloni Jr. and Sons for the select sidewalk, curb, and driveway apron in the amount of \$17,710.20. and this is on for consideration tonight.

## **9. OLD BUSINESS:**

### **1. Comcast Franchise Agreement Update**

Solicitor Harper stated that we have a pole attachment agreement with Comcast since we own electric poles. They have not renewed that contract and Solicitor Harper explained that she has reached out to Comcast for the agreement and has not heard back from them. She does not advise Borough Council to sign the Comcast Franchise Agreement without first getting the Pole Attachment Agreement signed.

## **10. ACTION ITEMS:**

A. Motion Consider Escrow Release No. 5 / Final Construction Release for the Edinburgh Square Development in the Amount of \$882.40 (eight hundred eighty-two dollars and forty cents) to Hatfield Borough for reimbursable expenses, \$8,403.51 (eight thousand four hundred three dollars and fifty-one cents) to be held by Meridian Bank for 18 Months as Security in Accordance with the Escrow Agreement During the 18 month Maintenance Period, and the balance \$15,013.59 (fifteen thousand thirteen dollars and fifty-nine cents) to the Developer, Caracausa Building and Development Inc

Motion: A motion was made by Councilmember Girard to Approve Escrow Release No. 5 / Final Construction Release for the Edinburgh Square Development in the Amount of \$882.40 (eight hundred eighty-two dollars and forty cents) to Hatfield Borough for reimbursable expenses, \$8,403.51 (eight thousand four hundred three dollars and fifty-one cents) to be held by Meridian Bank for 18 Months as Security in Accordance with the Escrow Agreement During the 18 month Maintenance Period, and the balance \$15,013.59 (fifteen thousand thirteen dollars and fifty-nine cents) to the Developer, Caracausa Building and Development Inc. 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 with a vote of 5-0.

**B. Motion to Approve Payment Request No. 1 for the 2023 ADA Curb Ramp Replacement Project to Albert G. Cipolloni, Jr. and Sons Inc. in the Amount of \$17,710.20 (seventeen thousand seven hundred and ten dollars and twenty cents**

**Motion:** A motion was made by Councilmember Stevens to Approve Payment Request No. 1 for the 2023 ADA Curb Ramp Replacement Project to Albert G. Cipolloni, Jr. and Sons Inc. in the Amount of \$17,710.20 (seventeen thousand seven hundred and ten dollars and twenty 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 with a vote of 5-0.

### **11. Motion to Approve Payment of the Bills**

President Ferguson and Manager Snyder reviewed and answered questions regarding the bill list.

**Motion:** A motion was made by Councilmember Stevens to Approve the payment of the bills. 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 5-0.

### **12. MOTION to ADJOURN: EXECUTIVE SESSION**

**Motion:** A motion was made by Councilmember Kroesser to adjourn the Workshop / Regular Meeting of July 19, 2023. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting was adjourned at 8:31PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant to the Manager

### **3. PUBLIC INPUT:**

**Please rise, state your name and  
address and the reason for  
addressing Council**

## **4. ANNOUNCEMENTS:**

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  - **HEROC is Scheduled to Meet Wednesday, August 23, 2023, @ 8:00AM in Council Chambers**
  - **The next Planning Commission Meeting is scheduled for August 28, 2023 @ 7:00PM in Council Chambers**
- **Hatfield Borough Movie in the Park is scheduled for August 24, 2023 @ 7:30PM Centennial Park**
- **The Borough Office will be closed Monday, September 4, 2023 in Observance of the Labor Day Holiday**

## **5. REPORTS FROM STANDING COMMITTEES AND MAYOR:**

- **Budget, Finance, and Labor  
Committee Report**

**5. REPORTS FROM STANDING  
COMMITTEES AND MAYOR:**

- **Planning, Building, and Zoning  
Committee Report**



## **5. REPORTS FROM STANDING COMMITTEES AND MAYOR:**

- **Public Safety Committee Report**

## **5. REPORTS FROM STANDING COMMITTEES AND MAYOR:**

- **Public Works & Property and Equipment Committee Report**

**5. REPORTS FROM STANDING  
COMMITTEES AND MAYOR:**

- **Utilities Committee Report**

## **5. REPORTS FROM STANDING COMMITTEES AND MAYOR:**

- **Hatfield Economic Revitalization  
Outreach Committee Report**

## **5. REPORTS FROM STANDING COMMITTEES AND MAYOR:**

- **Mayor Mary Anne Girard Report**

## **6. REPORTS AND CORRESPONDENCE:**

### **Monthly Investment Report**

INVESTMENT TRACKING OF  
T-BILLS BONDS

INVESTMENTS	FEDERAL COST	MATURE TO PAR	M.V. APRIL 2023	M.V.MAY 2023	M.V.JUNE 2023	DIFFERENCE
ELECTRIC MANAGED						
6 MONTH 9/14/2023	\$244,335.52	\$250,000.00	\$244,637.50	\$246,307.50	\$247,385.00	\$1,971.98
12 MONTH 2/22/2024	\$240,230.21	\$250,000.00	\$239,985.00	\$241,085.00	\$241,760.00	\$854.79
24 MONTH 2/15/2025	\$238,447.27	\$250,000.00	\$238,165.00	\$237,335.00	\$235,957.50	(\$1,112.27)
SEWER MANAGED						
6 MONTH 9/21/2023	\$244,218.06	\$250,000.00	\$245,250.00	\$246,035.00	\$247,132.50	\$1,816.94

**HATFIELD BOROUGH****CASH ACCOUNTS****June 30, 2023**

<b>OPERATING ACCOUNT</b>	<b>BANK BALANCE</b>	<b>AMOUNT</b>
<b>01 - GENERAL</b>		
Bank Balance	\$322,607.06	
O/S CHECKS		(\$98,581.81)
DIT		0.00
		<u>(\$98,581.81)</u>
<b>07- ELECTRIC</b>		
Bank Balance	\$295,762.76	
O/S CHECKS		(\$12,250.00)
DIT		3,881.77
		<u>(\$8,368.23)</u>
<b>08 - SEWER</b>		
Bank Balance	\$167,780.92	
O/S CHECKS		
DIT		\$1,670.72
		<u>\$1,670.72</u>
	\$786,150.74	\$1,670.72
Bank Balance		\$786,150.74
Book Balance		\$680,871.42
<b>18 - CAPITAL PROJECTS SINKING</b>		\$1,064.04
<b>35 - HIGHWAY AID</b>		\$111,992.18
<b>HARLEYSVILLE SAVINGS BANK</b>		
Priority Business Savings		\$111,197.19
Priority Business Savings (Loans)		\$323,361.66
<b>TOTAL OF ACCOUNTS</b>		\$1,228,486.49
<b>ESSA</b>		
Checking account		\$32,035.73
<b>KEY PRIVATE INVESTMENTS</b>		
1131 CAPITAL RESERVE MANAGED		\$428,523.40
1132 SEWER CAPITAL RESERVE MANAGED		786,248.74
1133 SEWER MANAGED		491,480.08
1134 ELECTRIC FUND MANAGED		915,786.07
		<u>\$2,622,038.29</u>
<b>TOTAL OF TD BANK, HSB, ESSA &amp; KEY PRIVATE BANK INVESTMENTS</b>		\$3,882,560.51



**Hatfield Borough Total Income & Disbursements  
YEAR 2023**

	<u>Gain/(Loss)</u>	<u>Income</u>	<u>Disbursements</u>	<u>Fees</u>	<u>Total Disbursements</u>	<u>Difference Income/Disbursements</u>
Capital Reserve	(\$4,625.00)	\$9,365.42	(\$12,777.44)	(\$1,487.08)	(\$14,264.52)	(\$4,899.10)
Sewer Capital Reserve	(13,057.20)	18,362.62	(24,505.63)	(3,061.10)	(27,566.73)	(\$9,204.11)
Sewer Managed	883.09	9,688.42	(13,517.90)	(2,001.43)	(15,519.33)	(\$5,830.91)
Electric	41,381.27	23,215.16	(22,538.58)	(3,384.48)	(25,923.06)	(\$2,707.90)
<b>Total</b>	<b>\$24,582.16</b>	<b>\$60,631.62</b>	<b>(\$73,339.55)</b>	<b>(\$9,934.09)</b>	<b>(\$83,273.64)</b>	<b>(\$22,642.02)</b>

# HATFIELD BOROUGH CAPITAL RESERVE INVESTMENT ACCOUNT SUMMARY

## YEAR 2023

2023	Capital Reserve	+/-	% Change	Income	Disbursements	Fees	Total Disbursements	Difference Income/Disbursements
Beginning Balance	\$427,968.87							
January	\$436,605.31	\$8,636.44	2.02%	\$3,412.02	(\$6,824.04)	(\$247.11)	(\$7,071.15)	(\$3,659.13)
February	\$424,775.13	(\$11,830.18)	-2.71%	\$1,177.00	(\$1,177.00)	(\$251.08)	(\$1,428.08)	(\$251.08)
March	\$432,532.74	\$7,757.61	1.83%	\$1,175.77	(\$1,175.77)	(\$245.69)	(\$1,421.46)	(\$245.69)
April	\$434,039.15	\$1,506.41	0.35%	\$1,184.86	(\$1,184.86)	(\$248.99)	(\$1,433.85)	(\$248.99)
May	\$428,523.40	(\$5,515.75)	-1.27%	\$1,197.64	(\$1,197.64)	(\$249.55)	(\$1,447.19)	(\$249.55)
June	\$423,343.87	(\$5,179.53)	-1.21%	\$1,218.13	(\$1,218.13)	(\$244.66)	(\$1,462.79)	(\$244.66)
July								\$0.00
August								\$0.00
September								\$0.00
October								\$0.00
November								\$0.00
December								\$0.00
		(\$4,625.00)		\$9,365.42	(\$12,777.44)	(\$1,487.08)	(\$14,264.52)	(\$4,899.10)

# HATFIELD BOROUGH SEWER CAPITAL RESERVE INVESTMENT ACCOUNT SUMMARY

## YEAR 2023

2023	Sewer Capital	+/-	% Change	Income	Disbursements	Fees	Total Disbursements	Difference Income/Disbursements
Beginning Balance	\$799,305.94							
January	\$805,840.10	\$6,534.16	0.82%	\$6,143.01	(\$12,286.02)	(\$461.52)	(\$12,747.54)	(\$6,604.53)
February	\$790,700.73	(\$15,139.37)	-1.88%	\$2,275.88	(\$2,275.88)	(\$463.41)	(\$2,739.29)	(\$463.41)
March	\$801,515.81	\$10,815.08	1.37%	\$2,201.94	(\$2,201.94)	(\$457.35)	(\$2,659.29)	(\$457.35)
April	\$801,867.57	\$351.76	0.04%	\$2,667.91	(\$2,667.91)	(\$461.39)	(\$3,129.30)	(\$461.39)
May	\$793,871.35	(\$7,996.22)	-1.00%	\$2,576.02	(\$2,576.02)	(\$461.02)	(\$3,037.04)	(\$461.02)
June	\$786,248.74	(\$7,622.61)	-0.96%	\$2,497.86	(\$2,497.86)	(\$756.41)	(\$3,254.27)	(\$756.41)
July							\$0.00	\$0.00
August							\$0.00	\$0.00
September							\$0.00	\$0.00
October							\$0.00	\$0.00
November							\$0.00	\$0.00
December							\$0.00	\$0.00
		(\$13,057.20)	-1.61%	\$18,362.62	(\$24,505.63)	(\$3,061.10)	(\$27,566.73)	(\$9,204.11)

# HATFIELD BOROUGH SEWER INVESTMENT ACCOUNT SUMMARY

## YEAR 2023

2023	Sewer Managed	+/-	% Change	Income	Disbursements	Fees	Total Disbursements	Difference Income/Disbursements
Beginning Balance	\$490,596.99							
January	\$495,353.80	\$4,756.81	0.97%	\$3,826.48	(\$7,652.96)	(\$283.27)	(\$7,936.23)	(\$4,109.75)
February	\$485,815.48	(\$9,538.32)	-1.93%	\$1,413.16	(1,416.16)	(284.86)	(\$1,701.02)	(\$287.86)
March	\$494,111.48	\$8,296.00	1.71%	\$1,371.16	(1,371.16)	(281.00)	(\$1,652.16)	(\$281.00)
April	\$494,612.45	\$500.97	0.10%	\$1,412.17	(1,412.17)	(284.43)	(\$1,696.60)	(\$284.43)
May	\$493,123.49	(\$1,488.96)	-0.30%	\$849.92	(849.92)	(284.36)	(1,134.28)	(\$284.36)
June	\$491,480.08	(\$1,643.41)	-0.33%	\$815.53	(815.53)	(583.51)	(1,399.04)	(\$583.51)
July							0.00	\$0.00
August							0.00	\$0.00
September							0.00	\$0.00
October							0.00	\$0.00
November							0.00	\$0.00
December							0.00	\$0.00
<b>TOTALS</b>		\$883.09	0.22%	\$9,688.42	(13,517.90)	(2,001.43)	(15,519.33)	(5,830.91)

# HATFIELD BOROUGH ELECTRIC INVESTMENT ACCOUNT SUMMARY

## YEAR 2023

2023	Electric	+/-	% Change	Income	Disbursements	Fees	Total Disbursements	Difference Income/Disbursements
Beginning Balance	\$874,404.80							
January	\$892,742.46	\$18,337.66	2.10%	\$15,193.38	(\$13,812.38)	(\$504.88)	(\$14,317.26)	\$876.12
February	\$874,972.03	(\$17,770.43)	-1.99%	\$2,534.31	(\$2,534.31)	(\$513.38)	(\$3,047.69)	(\$513.38)
March	\$892,856.28	\$17,884.25	2.04%	\$2,847.02	(\$3,551.44)	(\$506.07)	(\$4,057.51)	(\$1,210.49)
April	\$902,274.11	\$9,417.83	1.05%	\$1,362.44	(\$1,362.44)	(\$513.95)	(\$1,876.39)	(\$513.95)
May	\$917,495.04	\$15,220.93	1.69%	\$620.88	(\$620.88)	(\$518.73)	(\$1,139.61)	(\$518.73)
June	\$915,786.07	(\$1,708.97)	-0.19%	\$657.13	(\$657.13)	(\$827.47)	(\$1,484.60)	(\$827.47)
July							\$0.00	\$0.00
August							\$0.00	\$0.00
September							\$0.00	\$0.00
October							\$0.00	\$0.00
November							\$0.00	\$0.00
December							\$0.00	\$0.00
<b>TOTALS</b>		\$41,381.27		\$23,215.16	(\$22,538.58)	(\$3,384.48)	(\$25,923.06)	(\$2,707.90)

## **6. REPORTS AND CORRESPONDENCE:**

### **Monthly EIT / LST Report**

HATFIELD BOROUGH  
 Berkheimer Comparative  
 2018-2023 Earned Income Tax

(Report as of 8/11/2023)

Month	2023	2022	2021	2020	2019	2018	Month	2023	2022	2021	2020	2019	2018
January	1,269.46	349.65	897.63	1,605.42	973.81	1,305.76	July	708.62	2,313.69	1,314.93	744.95	2,462.73	1,973.92
	1,246.16	874.13	1,174.92	868.35	815.69	592.07		1,023.96	1,298.39	3,976.44	1,223.01	2,481.10	644.89
	1,551.37	800.44	1,119.74	998.92	914.12	1,125.14		2,690.59	873.81	2,035.02	634.31	805.36	1,323.77
	1,912.97	1,248.17	516.76	2,805.81	722.35	1,090.52		1,244.54	1,769.36	1,205.94	2,200.77	1,689.60	604.96
	1,359.06	2,798.24	2,033.58	1,700.01	1,293.40	2,436.46		3,100.86	2,265.33		1,050.49	886.99	3,058.34
	2,748.75	1,308.02	637.60	1,175.67	1,251.89	1,968.25			2,145.23		1,067.68	678.38	1,488.77
	2,907.77	1,028.54		1,753.74	702.34						2,380.30	1,251.28	
		3,445.15			1164.51						2,707.21		
		2,941.43			3245.28						2,733.27		
		1,295.00									620.75		
											1,381.49		
<b>Month Total</b>	<b>12,995.54</b>	<b>16,088.77</b>	<b>6,380.23</b>	<b>10,907.92</b>	<b>11,083.39</b>	<b>8,518.20</b>	<b>Month Total</b>	<b>8,768.57</b>	<b>10,665.81</b>	<b>8,532.33</b>	<b>16,744.23</b>	<b>10,255.44</b>	<b>9,094.65</b>
<b>YTD Total</b>	<b>12,995.54</b>	<b>16,088.77</b>	<b>6,380.23</b>	<b>10,907.92</b>	<b>11,083.39</b>	<b>8,518.20</b>	<b>YTD Total</b>	<b>280,214.03</b>	<b>257,175.24</b>	<b>235,461.52</b>	<b>230,792.09</b>	<b>231,307.96</b>	<b>224,674.16</b>
February	4,002.84	1,896.88	1,015.31	2,618.99	5,353.21	761.04	August	2,612.45	287.65	558.35	4,689.38	5,185.15	800.24
	745.39	3,389.65	1,404.67	1,154.47	10,607.93	1,935.45		3,341.65	4,102.97	1,052.73	3,713.54	715.54	2,944.87
	1,068.20	2,253.01	3,413.92	6,737.26	4,967.27	951.90		2,938.53	598.85	2,072.03	943.13	1,004.48	1,593.23
	2,322.17	7,894.07	6,497.09	2,195.49	9,525.63	2,202.98		12,092.09	1,579.27	3,129.20	2,366.86	2,024.31	2,452.77
	2,136.35	3,450.18	2,685.50	1,739.30	7,476.14	4,089.83			796.15	3,391.96	3,342.63	3,236.05	2,983.92
	1,096.05	7,284.23	5,027.63	6,758.94	4,242.59	5,829.73			2,858.40	974.10	4,374.60	2,802.73	1,721.57
	6,451.52	6,401.96	12,077.62	5,019.71	5,744.09	5,627.93			2,999.52	3,656.99	4,402.94	9,448.79	3,287.03
	3,084.17	3,938.27	7,563.81	8,048.59	5,982.69	2,705.79			3,872.55	9,490.48	9,414.71	4,396.99	3,918.13
	2,957.36	9,162.41	12,150.83	5,962.24	4,466.18	5,767.75			2,002.72	4,257.91	6,009.96	2,023.85	7,931.75
	3,474.97	5,285.32	6,064.53	626.35	3,705.99	4,625.01			10,922.42	2,301.14	3,748.13	1,227.10	5,778.05
	6,582.47	2,990.39	4,692.13	3,399.64	3,383.48	3,007.26			3,133.12	3,039.24	4,924.28	4,730.84	4,209.91
	8,598.03	1,792.57	3,249.18	2,867.27	5,083.00	5,548.80			2,890.37	9,084.47	5,107.35	9,964.78	5,835.90
	3,307.50	6,598.77	3,987.61	6,582.96	2,401.37	2,356.02			3,089.07	6,918.54	6,633.39	12,334.88	3,485.34
	4,743.36	6,810.35	8,765.07	5,083.15	1,406.49	2,329.15			3,645.45	6,723.87	6,603.46	4,071.89	5,736.19
	2,607.12	2,690.03	2,068.74	12,700.19		2,302.49			7,891.69	5,651.24	8,446.28	4,674.67	5,294.07
		8,666.29	2,455.14	4,639.66		5,741.68			3,646.00	2,964.63	2,726.28	3,347.94	10,119.90
						2,938.40			12,713.22	10,120.00		5,911.40	6,949.50
						7,832.19			3,842.87			2,123.39	1,829.36
									3,930.48				
<b>Month Total</b>	<b>53,177.50</b>	<b>80,504.38</b>	<b>83,118.78</b>	<b>76,134.21</b>	<b>74,346.06</b>	<b>66,553.40</b>	<b>Month Total</b>	<b>20,984.72</b>	<b>74,802.77</b>	<b>75,386.88</b>	<b>77,446.92</b>	<b>79,224.78</b>	<b>76,871.73</b>
<b>YTD Total</b>	<b>66,173.04</b>	<b>96,593.15</b>	<b>89,499.01</b>	<b>87,042.13</b>	<b>85,429.45</b>	<b>75,071.60</b>	<b>YTD Total</b>	<b>301,198.75</b>	<b>331,978.01</b>	<b>310,848.40</b>	<b>308,239.01</b>	<b>310,532.74</b>	<b>301,545.89</b>
March	3,697.59	248.37	1,405.81	495.61	1,100.74	4,889.69	September	6,748.05	985.69	772.18	466.77	188.66	
	14,873.64	657.58	2,778.22	712.45	338.84	470.52		5,660.63	5,439.47	5,186.01	2,067.30	870.99	
	10,297.61	1,626.56	6,670.97	4,732.80	949.19	2,662.29		1,046.01	4,890.58	4,827.34	3,894.70	5,016.64	
	7,124.89	641.62	2,530.21	4,074.50	9,631.68	3,309.44		3,657.63	2,727.80	2,168.47	2,679.82	5,218.07	
	514.00	3,875.06	786.63	2,324.82	5,753.80	3,267.60		3,472.75		712.23	4,281.46	4,416.91	
	2,603.71	2,934.35	1,241.80	1,067.87	1,558.27	7,571.44		2,238.47		2,332.14	2,529.21	853.66	
	6,202.80	3,259.45	3,221.94	2,413.31	603.40	1,082.75			1,715.33			887.17	
	2,451.97	2,226.26	1,440.49	1,989.90		573.60			2,027.57				
	5,990.71	1,842.27	684.16	788.00		595.31			2,956.02				
	2,962.04	1,958.44	969.07	2,306.85		1,347.03			1,953.55				
	3,277.81					768.52							
	1,399.37												
<b>Month Total</b>	<b>61,396.14</b>	<b>19,269.96</b>	<b>21,729.30</b>	<b>20,906.11</b>	<b>19,935.92</b>	<b>26,538.19</b>	<b>Month Total</b>	<b>-</b>	<b>31,476.01</b>	<b>14,043.54</b>	<b>15,998.37</b>	<b>15,919.26</b>	<b>17,452.10</b>

HATFIELD BOROUGH  
 Berkheimer Comparative  
 2018-2023 Earned Income Tax

(Report as of 8/11/2023)

Month	2023	2022	2021	2020	2019	2018	Month	2023	2022	2021	2020	2019	2018
<b>YTD Total</b>	<b>127,569.18</b>	<b>115,863.11</b>	<b>111,228.31</b>	<b>107,948.24</b>	<b>105,365.37</b>	<b>101,609.79</b>	<b>YTD Total</b>	<b>301,198.75</b>	<b>363,454.02</b>	<b>324,891.94</b>	<b>324,237.38</b>	<b>326,452.00</b>	<b>318,997.99</b>
April	509.44	1,870.53	536.24	1,027.46	1,031.04	1,338.50	October		1,019.45	2,377.93	609.87	2,348.14	904.13
	1,322.59	313.47	806.74	723.41	1,847.21	912.30			624.14	538.51	1,738.74	261.22	1,298.78
	2,000.12	568.00	1,055.19	740.23	722.22	512.40			1,451.03	713.11	759.95	523.41	507.60
	1,714.05	1,210.64	1,634.74	2,858.30	2,373.57	537.87			1,269.68	1,485.07	2,555.52	1,716.83	2,112.50
	2,171.11	1,382.41	2,774.38	1,355.13	933.47	2,859.64			1,238.73	1,613.33	1,133.62	2,523.08	501.20
	3,157.99	2,075.59	2,051.28	4,655.27	594.25	3,930.29			1,850.91	1,191.30			1,083.69
	923.82	2,151.54	868.91		1,000.01				1,111.31	2,265.95			2,521.28
	5,228.72	2,851.71	1,148.07		1,372.78					2,332.25			
		2,427.63			4,087.56					3,735.80			
		2,194.57											
<b>Month Total</b>	<b>17,027.84</b>	<b>17,046.09</b>	<b>10,875.55</b>	<b>11,359.80</b>	<b>13,962.11</b>	<b>10,091.00</b>	<b>Month Total</b>	<b>-</b>	<b>8,565.25</b>	<b>16,253.25</b>	<b>6,797.70</b>	<b>7,372.68</b>	<b>8,929.18</b>
<b>YTD Total</b>	<b>144,597.02</b>	<b>132,909.20</b>	<b>122,103.86</b>	<b>119,308.04</b>	<b>119,327.48</b>	<b>111,700.79</b>	<b>YTD Total</b>	<b>301,198.75</b>	<b>372,019.27</b>	<b>341,145.19</b>	<b>331,035.08</b>	<b>333,824.68</b>	<b>327,927.17</b>
May	4,628.44	4,459.17	1,188.18	1,911.19	2,763.50	2,063.67	November		2,783.30	1,336.32	2,777.41	1,569.44	4,903.59
	4,483.43	1,765.84	3,580.10	2,579.52	7,579.38	2,437.85			2,389.34	2,617.40	1,732.81	2,268.14	1,625.24
	2,466.54	1,748.54	2,678.53	2,859.13	1,763.69	4,620.35			2,560.64	2,526.80	874.72	818.68	3,145.82
	1,140.31	2,575.59	4,367.02	2,845.53	2,027.48	1,778.76			2,071.58	2,168.99	4,203.85	2,397.84	3,656.73
	3,207.24	5,949.59	2,494.40	5,645.72	4,147.01	3,357.84			2,420.45	3,060.98	6,702.32	4,520.15	4,768.69
	4,531.82	6,157.15	6,748.51	18,479.47	7,949.59	1,226.35			6,962.82	2,349.77	7,316.81	3,334.51	7,437.73
	3,725.51	2,148.79	6,484.23	7,738.65	8,653.93	3,876.62			2,738.99	4,210.67	4,442.98	3,381.56	10,469.84
	2,092.75	7,045.81	5,750.03	3,788.42	4,299.39	1,262.14			4,376.47	5,545.46	10,961.95	2,643.88	9,624.91
	2,075.65	3,065.62	4,046.08	2,642.49	3,555.35	5,090.04			3,997.12	3,304.73	4,260.51	7,852.77	5,206.41
	2,928.69	5,923.99	5,506.50	8,941.10	6,754.05	5,949.56			6,450.32	15,209.01	9,768.05	4,072.46	3,705.72
	21,852.25	18,540.07	3,706.88	7,561.21	12,334.81	7,191.94			3,281.06	8,007.43	4,132.62	10,653.14	3,977.15
	6,033.62	6,503.78	3,567.78	2,400.69	5,969.28	8,073.18			4,063.54	2,132.28	2,736.33	2,409.28	3,144.20
	4,481.61	6,660.43	2,235.76	5,726.76	4,123.29	8,706.53			6,912.04	7,163.09	2,172.42	6,616.07	5,863.74
	3,541.50	1,471.61	7,804.52		11,393.38	1,883.10			3,977.28	3,819.24	7,410.22	4,281.24	2,708.89
	5,035.92	7,016.30	4,180.55			3,029.22			1,736.51	3,303.78	5,745.19	3,932.62	2,800.94
	7,383.56	3,351.15	2,707.44			2,291.71			2,920.31	6,288.34		10,793.56	1,395.09
	2,876.43	3,067.50	1,524.99			4,593.12						2,496.96	
	5,586.13	5,787.70	13,490.65			4,876.07							
	6,421.33		2,709.41										
	6,856.58												
<b>Month Total</b>	<b>101,349.31</b>	<b>93,238.63</b>	<b>84,771.56</b>	<b>73,119.88</b>	<b>83,314.13</b>	<b>72,308.05</b>	<b>Month Total</b>	<b>-</b>	<b>59,641.77</b>	<b>73,044.29</b>	<b>75,238.19</b>	<b>74,042.30</b>	<b>74,434.69</b>
<b>YTD Total</b>	<b>245,946.33</b>	<b>226,147.83</b>	<b>206,875.42</b>	<b>192,427.92</b>	<b>202,641.61</b>	<b>184,008.84</b>	<b>YTD Total</b>	<b>301,198.75</b>	<b>431,661.04</b>	<b>414,189.48</b>	<b>406,273.27</b>	<b>407,866.98</b>	<b>402,361.86</b>
June	2,460.29	749.82	1,854.95	3,220.50	2,713.22	10,891.42	December		4,535.30	1,050.17	410.13	2,714.23	3,352.11
	1,446.48	1,451.89	719.21	577.58	1,216.36	2,456.00			3,659.25	1,162.50	1,005.12	4,944.30	1,486.54
	761.57	821.85	938.37	590.96	3,154.10	943.66			6,066.51	623.74	2,575.16	3,451.39	3,390.81
	1,688.05	779.03	6,367.26	3,746.29	3,972.34	1,977.77			3,291.29	549.87	6,791.38	3,114.23	4,611.90
	3,921.83	922.16	4,549.27	4,143.04	3,190.49	5,675.44			10,873.28	6,957.47	4,079.92	658.42	1,867.02
	13,916.30	3,719.00	3,905.34	3,179.13	726.06	1,490.64			3,202.02	4,385.64	3,129.30	1,843.41	2,310.93
	1,304.61	2,593.17	1,122.69	2,157.65	3,438.34	2,388.63			7,231.21	1,974.99	1,123.08		
		3,000.31	596.68	3,345.94		882.36			827.51	1,126.54			
		3,194.42		658.85		4,864.75			3,312.80				
		3,129.95							2,178.68				
									5,890.55				
									5,138.18				
									3,132.98				
									510.41				
									286.32				
<b>Month Total</b>	<b>25,499.13</b>	<b>20,361.60</b>	<b>20,053.77</b>	<b>21,619.94</b>	<b>18,410.91</b>	<b>31,570.67</b>	<b>Month Total</b>	<b>-</b>	<b>60,136.29</b>	<b>17,830.92</b>	<b>19,114.09</b>	<b>16,725.98</b>	<b>17,019.31</b>
<b>YTD Total</b>	<b>271,445.46</b>	<b>246,509.43</b>	<b>226,929.19</b>	<b>214,047.86</b>	<b>221,052.52</b>	<b>215,579.51</b>	<b>Grand Total</b>	<b>-</b>	<b>491,797.33</b>	<b>432,020.40</b>	<b>425,387.36</b>	<b>424,592.96</b>	<b>419,381.17</b>



HATFIELD BOROUGH  
Berkheimer Comparative  
2018 - 2023 LST TAX

Month	2023	2022	2021	2020	2019	2018	Month	2023	2022	2021	2020	2019	2018
January	2,756.36	332.14	93.44	168.99	33.72	15.58	July		106.14	377.25	27.49	524.30	259.31
	1,333.13					508.63			537.61	632.68	593.29		727.57
										910.77			
<b>Month Total</b>	<b>4,089.49</b>	<b>332.14</b>	<b>93.44</b>	<b>168.99</b>	<b>33.72</b>	<b>524.21</b>	<b>Month Total</b>	<b>-</b>	<b>643.75</b>	<b>1,920.70</b>	<b>620.78</b>	<b>524.30</b>	<b>986.88</b>
<b>YTD Total</b>	<b>4,089.49</b>	<b>332.14</b>	<b>93.44</b>	<b>168.99</b>	<b>33.72</b>	<b>524.21</b>	<b>YTD Total</b>	<b>32,318.06</b>	<b>24,431.35</b>	<b>21,978.62</b>	<b>19,393.79</b>	<b>20,939.03</b>	<b>20,771.05</b>
February	1,527.79	1,403.93	436.37	350.79	576.73	672.03	August	738.18	820.39	615.85	15.72	988.39	1,021.80
	530.52	600.29	1,364.20	900.92	748.10			835.62	816.85	582.08	1,073.14	681.02	
	6,599.42	794.83	4,918.01	500.10	995.27	1,668.98		1,573.00	1,041.91	4,919.27	6,412.04	1,285.27	700.94
		5,118.23	1,371.18	611.10	653.32	2,770.93			1,610.06	1,707.15	774.35	6,305.29	2,969.69
		1,417.42	865.50	1,042.25	2,319.88	2,590.00			5,563.93			567.04	2,500.79
			528.58	4,235.56	2,607.58	254.47			2,346.73				2,480.47
<b>Month Total</b>	<b>8,657.73</b>	<b>9,334.70</b>	<b>9,483.84</b>	<b>7,640.72</b>	<b>7,900.88</b>	<b>7,956.41</b>	<b>Month Total</b>	<b>3,146.80</b>	<b>12,199.87</b>	<b>7,824.35</b>	<b>8,275.25</b>	<b>9,827.01</b>	<b>9,673.69</b>
<b>YTD Total</b>	<b>12,747.22</b>	<b>9,666.84</b>	<b>9,577.28</b>	<b>7,809.71</b>	<b>7,934.60</b>	<b>8,480.62</b>	<b>YTD Total</b>	<b>35,464.86</b>	<b>36,631.22</b>	<b>29,802.97</b>	<b>27,669.04</b>	<b>30,766.04</b>	<b>30,444.74</b>
March	2,548.99	1,676.71	714.70	1,676.03	2,341.35	763.13	September		12.79	792.30	463.51	315.28	376.14
	2,754.35	719.06			25.47	81.55				285.87			
	677.50												
<b>Month Total</b>	<b>5,980.84</b>	<b>2,395.77</b>	<b>714.70</b>	<b>1,676.03</b>	<b>2,366.82</b>	<b>844.68</b>	<b>Month Total</b>	<b>-</b>	<b>12.79</b>	<b>1,078.17</b>	<b>463.51</b>	<b>315.28</b>	<b>376.14</b>
<b>YTD Total</b>	<b>18,728.06</b>	<b>12,062.61</b>	<b>10,291.98</b>	<b>9,485.74</b>	<b>10,301.42</b>	<b>9,325.30</b>	<b>YTD Total</b>	<b>35,464.86</b>	<b>36,644.01</b>	<b>30,881.14</b>	<b>28,132.55</b>	<b>31,081.32</b>	<b>30,820.88</b>
April	12.78	34.39		60.43	196.71	352.66	October			311.77	146.06	63.69	330.79
	704.28				509.66	584.34				734.10	634.69		556.04
	102.20										53.07		
<b>Month Total</b>	<b>819.26</b>	<b>34.39</b>	<b>-</b>	<b>60.43</b>	<b>706.37</b>	<b>937.00</b>	<b>Month Total</b>	<b>-</b>	<b>-</b>	<b>1,045.87</b>	<b>833.82</b>	<b>63.69</b>	<b>886.83</b>
<b>YTD Total</b>	<b>19,547.32</b>	<b>12,097.00</b>	<b>10,291.98</b>	<b>9,546.17</b>	<b>11,007.79</b>	<b>10,262.30</b>	<b>YTD Total</b>	<b>35,464.86</b>	<b>36,644.01</b>	<b>31,927.01</b>	<b>28,966.37</b>	<b>31,145.01</b>	<b>31,707.71</b>
May	917.64	302.48	460.51	402.30	905.86	1,173.10	November		168.78	919.18	1,607.87	964.30	1,036.52
	898.99	630.75	1,692.90	1,275.28	375.32	1,797.10			1,869.63	818.70	1,716.84	955.64	1,201.68
	6,126.23	1,636.87	517.49	521.37	752.26	2,818.16			558.15	1,731.16	4,065.74	4,150.70	2,863.12
	1,529.61	4,688.75	5,320.14	3,739.00	2,351.25	1,540.23			634.79	4,311.42	827.46	962.79	1,440.98
	2,371.80	1,415.42	715.32	2,047.16	2,961.22	566.94			5,849.85			1,791.10	
		1,642.82	7.86	575.37	669.24				1,857.02			200.36	
				107.68	683.76				1,083.96				
									1,770.42				
<b>Month Total</b>	<b>11,844.27</b>	<b>10,317.09</b>	<b>8,714.22</b>	<b>8,668.16</b>	<b>8,698.91</b>	<b>7,895.53</b>	<b>Month Total</b>	<b>-</b>	<b>13,792.60</b>	<b>7,780.46</b>	<b>8,217.91</b>	<b>9,024.89</b>	<b>6,542.30</b>
<b>YTD Total</b>	<b>31,391.59</b>	<b>22,414.09</b>	<b>19,006.20</b>	<b>18,214.33</b>	<b>19,706.70</b>	<b>18,157.83</b>	<b>YTD Total</b>	<b>35,464.86</b>	<b>50,436.61</b>	<b>39,707.47</b>	<b>37,184.28</b>	<b>40,169.90</b>	<b>38,250.01</b>
June	590.01	141.38	536.24	558.68	77.62	1,626.34	December		71.87	1,677.02	13.76		474.53
	336.46	521.24	515.48		630.41				769.15	26.53			
		710.89							150.32	585.76			
<b>Month Total</b>	<b>926.47</b>	<b>1,373.51</b>	<b>1,051.72</b>	<b>558.68</b>	<b>708.03</b>	<b>1,626.34</b>	<b>Month Total</b>	<b>-</b>	<b>991.34</b>	<b>2,289.31</b>	<b>13.76</b>	<b>0.00</b>	<b>474.53</b>
<b>YTD Total</b>	<b>32,318.06</b>	<b>23,787.60</b>	<b>20,057.92</b>	<b>18,773.01</b>	<b>20,414.73</b>	<b>19,784.17</b>	<b>Grand Total</b>	<b>35,464.86</b>	<b>51,427.95</b>	<b>41,996.78</b>	<b>37,198.04</b>	<b>40,169.90</b>	<b>38,724.54</b>

## **6. REPORTS AND CORRESPONDENCE:**

### **Monthly YTD Report**

**Combination of Funds 2023  
YTD as of JULY 31, 2023**

	Revenues	Expenses	Budgeted			
			Revenues	% Revenues Received	Expenses	% Expenses Used
January	\$648,616.30	\$575,529.70	\$9,668,073.62	6.71%	\$9,426,367.13	6.11%
February	527,900.02	665,186.71	\$9,668,073.62	5.46%	\$9,426,367.13	7.06%
March	665,672.40	593,164.10	\$9,668,073.62	6.89%	\$9,426,367.13	6.29%
April	412,026.11	510,785.63	\$9,668,073.62	4.26%	\$9,426,367.13	5.42%
May	889,809.65	711,583.98	\$9,668,073.62	9.20%	\$9,426,367.13	7.55%
June	410,666.33	372,267.40	\$9,668,073.62	4.25%	\$9,426,367.13	3.95%
July	578,824.38	591,827.70	\$9,668,073.62	5.99%	\$9,426,367.13	6.28%
August			\$9,668,073.62	0.00%	\$9,426,367.13	0.00%
September			\$9,668,073.62	0.00%	\$9,426,367.13	0.00%
October			\$9,668,073.62	0.00%	\$9,426,367.13	0.00%
November			\$9,668,073.62	0.00%	\$9,426,367.13	0.00%
December			\$9,668,073.62	0.00%	\$9,426,367.13	0.00%
<b>Total</b>	<b>\$4,133,515.19</b>	<b>\$4,020,345.22</b>		<b>42.75%</b>		<b>42.65%</b>

**6. REPORTS AND CORRESPONDENCE:**

**Monthly Zoning Hearing Board  
Applications/Correspondence**

**6. REPORTS AND CORRESPONDENCE:**

**Police Department Report**

## **6. REPORTS AND CORRESPONDENCE:**

### **Fire Department Report**

## **6. REPORTS AND CORRESPONDENCE:**

### **EMS Report**

# Hatfield Borough VMSC EMS Zone Report

July 2023

Total Zone Calls: 20

Total VMSC 911 Calls: 1,003

Average Chute Time: 0m:40s

Average Response Time: 5m:44s

## Top 5 Call Types

Type of Incident	#
Falls	7
No Other Appropriate Choice	3
Sick Person	2
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2
Assault	1

## Transport Disposition

Disposition	#
Transported No Lights/Siren	11
Cancelled on Scene/No Patient Found	3
Transported Lights/Siren	3
Patient Refused Evaluation/Care (Without Transport)	2
Patient Treated, Released (per protocol)	1

## Hospital Transport



## Community Response

### VMSC's Level of Service

Unit Level of Service	# of Calls
ALS-Paramedic	6
BLS-AEMT	5
BLS-Basic /EMT	9

### Barriers to Provide Care

Barriers To Care	#
None Noted	14
State of Emotional Distress	1
Unconscious	1
Uncooperative	1
Language	1

### Additional Agencies on Scene

Additional Agencies	#
Law Enforcement	10
No Other Agency On Scene	9
Non-VMSC EMS Unit	1

# of Overdoses

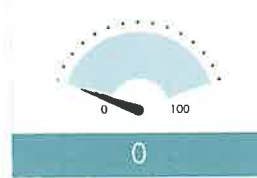
0

## Critical Response Triad

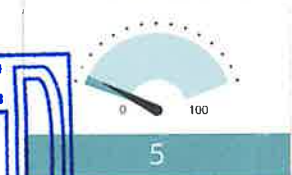
### Cardiac Related Incidents



### Stroke Related Incidents



### Trauma Related Incidents





**6. REPORTS AND CORRESPONDENCE:**

**Public Works Department Report**

Stephen S. Fickert Jr

Public Works Director/Report for July, 2023

Saturday, July 1, 2023

Sunday, July 2, 2023

Monday, July 3, 2023

- Collected trash from parks & buildings
- Continued replacing manhole frames & lids
- James off
- Steve off

Tuesday, July 4, 2023

- Happy 4<sup>th</sup> of July

Wednesday, July 5, 2023

- Cut grass at various locations
- Continued replacing manhole frames & lids
- Steve off

Thursday, July 6, 2023

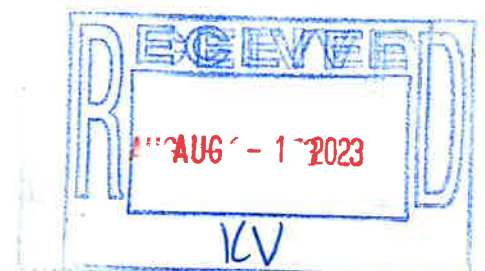
- Continued replacing manhole frames & lids
- Cut grass at various locations
- Marked PA 1 Calls
- Jack off ½ day

Friday, July 7, 2023

- Collected trash from parks & buildings
- Blacktopped around new manhole frames
- Cut grass at various locations
- Serviced zero turn mowers

Saturday, July 8, 2023

Sunday, July 9, 2023



Monday, July 10, 2023

- Collected trash from parks & buildings
- Worked with Sewer Specialty Services televising the sewer system
- Pulled weeds in tot-lots

Tuesday, July 11, 2023

- Swept Streets
- Separated trash from the sweeper pile
- Worked with Sewer Specialty Services televising the sewer system
- James off

Wednesday, July 12, 2023

- Worked with Sewer Specialty Services televising the sewer system
- Continued replacing manhole frames & lids
- Replaced bucket seat at Heritage Park
- James off

Thursday, July 13, 2023

- Worked with Sewer Specialty Services televising the sewer system
- Blacktopped around new manhole frames
- Pulled weeds at various locations

Friday, July 14, 2023

- Collected trash from parks & buildings
- Cut grass at various locations
- Pulled weeds at various locations
- Hauled fill to the quarry

Saturday, July 15, 2023

Sunday, July 16, 2023

Monday, July 17, 2023

- Collected trash from parks & buildings
- Painted roads
- Ed off

Tuesday, July 18, 2023

- Painted roads
- Cut grass at various locations
- Attended Mill & Overlay Pre-constructions meeting
- Ed off

Wednesday, July 19, 2023

- Started televising sewer laterals along N Main St
- Cut grass at various locations
- Ed off

Thursday, July 20, 2023

- Cut grass at various locations
- Painted roads
- Ed off

Friday, July 21, 2023

- Collected trash from parks & buildings
- Swept streets
- Pulled weeds at various locations
- Ed off

Saturday, July 22, 2023

Sunday, July 23, 2023

Monday, July 24, 2023

- Collected trash from parks & buildings
- Pulled weeds at various locations
- Ed off
- Jack off

Tuesday, July 25, 2023

- Sprayed weeds in Right of Ways
- Sprayed weeds in parks
- Jack off

Wednesday, July 26, 2023

- Sprayed weeds in Right of Ways
- Sprayed weeds in parks
- Jack off

Thursday, July 27, 2023

- Hauled sweeper debris to Barnside for recycling
- Cut grass at various locations
- Swapped out bad electrical meters
- Steve off
- Jack off

Friday, July 28, 2023

- Collected trash from parks & buildings
- Swept streets
- Cut grass at various locations
- Ed off ½ day
- Steve off
- Jack off

Saturday, July 29, 2023

Sunday, July 30, 2023

Monday, July 31, 2023

- Collected trash from parks & buildings
- Sprayed weeds along Right of Ways
- Continued replacing manhole frames & lids
- Blooming Glenn started the 2023 Mill & Overlay project
  - E School St, Forest Way, & Orchard Lane were milled
  - Base repair was marked

## **Hatfield Borough Council**

**From:** Stephen S. Fickert

**Subject:** Work accomplished during the month of July, 2023

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**Parks Maintenance** -Trash was collected at parks & buildings as needed. Cut grass as needed. Sprayed weeds in mulch beds. Pulled weeds in Tot Lots. Replaced bucket seat at Heritage Park. Replaced swing parts at Centennial Park.

**Electric Department-** Worked with Eddie's Electric replacing bad meters.

**Equipment Maintenance** - Serviced zero turn mowers.

**Street Maintenance** - Inlets were cleaned as needed. Marked out PA-1 calls. Replaced/fixed street signs as needed. Started painting roads.

**Building Maintenance** -

**Storm/Sanitary Sewer Department** - Continued replacing sanitary sewer manhole frames & lids. Worked with Sewer Specialties televising sanitary sewer mains. Started televising sewer laterals along N Main St.

## **6. REPORTS AND CORRESPONDENCE:**

### **Engineering Report**

Memorandum

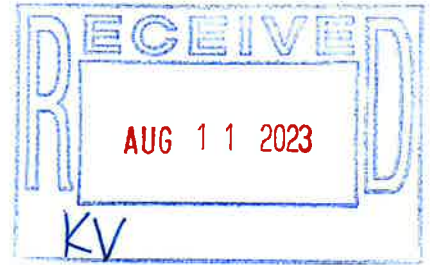
Date: August 11, 2023

To: Ms. Jaime E. Snyder, Manager, Hatfield Borough

pc: Ms. Katie Vlahos, Assistant to the Manager, Hatfield Borough  
Mr. Steve Fickert, Public Works Director, Hatfield Borough  
Ms. Kate Harper, Borough Solicitor  
Hatfield Borough Council

From: Chad E. Camburn, P.E.

Subject: August 2023 Engineering Report  
Bursich Project No. HAT-01/065075



The following is a highlighted list of recent activities for the Borough Council Meeting:

CAPITAL IMPROVEMENT PROJECTS:

- 2023 ADA Ramp Replacement Project  
*The scope of work includes replacing ten ramps at the intersections of W. School Street / N. Wayne Ave., W. School St. / Jade Dr., Jean Dr. / Jade Dr., and W. School Street at the crossing to the school sidewalk; and replacing select areas of sidewalk along E. School St., Forest Way, and Orchard Lane. The contract was awarded to Albert G. Cipolloni & Sons, Inc.*

All work has been completed. A Change Order has been recommended to decrease the contract cost by \$71,642.00 to a final cost of \$78,578.00. A Final Payment recommendation was issued on August 11, 2023.

- 2023 Roadway Resurfacing Project  
*The scope of work includes milling and overlaying E. School St., Forest Way, and Orchard Lane, with select areas of base repair to be determined once the milling is completed. The contract was awarded to Blooming Glen Contractors.*

All work has been completed. We are currently awaiting the closeout documents form the contractor prior to recommending payment.

ENGINEERS, LAND SURVEYORS, LANDSCAPE ARCHITECTS



2129 E. High Street | Pottstown, PA 19464  
N 40° 14' 40.2" W 075° 36' 09.6"

610.323.4040  
www.bursich.com



- **2022 Roadway Resurfacing Project**

*Completion of the final punchlist items, which include pavement corrections at two ramps and submission of closeout documents, will be done in Summer 2023 in conjunction with the 2023 Roadway Resurfacing work.*

All work has been completed. We are currently awaiting the closeout documents from the contractor prior to recommending payment.

- **Broad Street Storm Sewer & N. Main Street Storm and Sanitary Sewer Improvements**

*The project will replace the entire storm sewer system in West and East Broad Street and North Main Street, 280 LF of deteriorated 30"x52" CMP through private properties, and the entire sanitary sewer system in North Main Street. \$1.09M of the project will be funded with Commonwealth Financing Authority (CFA) Pa Small Water and Sewer and H2O PA grants. The NPWA will replace their water main from Towamencin Ave. to Main Street under the contract with the Borough's work. Once the work in E. Broad Street is complete PennDOT will mill and overlay E. Broad Street. While W. Broad Street is not currently on PennDOT's five-year plan for repaving, the Borough could attempt to have PennDOT add it as the construction scope and schedule develop.*

*Applications for two additional grants were submitted to the PA Commonwealth Financing Authority on December 21, 2022. Awards are expected to be announced by September 2023.*

We are currently awaiting the PennDOT Highway Occupancy Permit and notification of the grant awards.

#### **SUBDIVISION / LAND DEVELOPMENT / PERMITS:**

- **Didden Greenhouses Land Development**

*The application proposes to construct 121,525 sf of new greenhouses, associated parking lot, and stormwater management facilities on an 18-acre tract in Hatfield Township and Hatfield Borough. The new structures and parking lot are proposed primarily within the Township, while the stormwater basin and access driveway to W. Vine Street are proposed within the Borough.*

Our first review letter was issued on January 12, 2023 pertaining primarily to Stormwater Management, Flood Area Analysis, Driveway, and Trail within the Borough. We are currently awaiting revised documents. We will be meeting with the design engineer on August 15, 2023 to discuss the results of the Floodplain Analysis and its impact on the site design and required zoning relief.

- **Bennetts Court (Prestige Building Partners Townhomes)**

*The application proposes the construction of 18 townhouse units in three buildings taking access off a new cul-de-sac street, partially comprising an area of undedicated E. Broad Street.*

The development will now be constructed by Lennar (U.S. Home, LLC.). The Applicant's team and Borough staff have been coordinating the completion of the remaining items to be completed prior to recording the plans.

- **23 N. Main St. Sketch Plan:**

Our review of the sixth sketch plan, last revised June 2, 2023, was issued on July 18. Zoning relief will be required for the proposed development. The plan was discussed with the Planning Commission at its August 7, 2023 meeting. The applicant is considering making design changes based on the Planning Commission's feedback.

- 28 N. Market St. Minor Subdivision:

*The project includes the subdivision of the property at 28 N. Market Street into two residential lots. Preliminary/Final Approval was granted by Resolution No. 2022-19 at the July 20, 2022 Borough Council meeting.*

**No Change from Previous Report** - The applicant is working on finalizing the shared driveway easement agreement and subdivision documents for recording.

- Edinburgh Square:

The remaining development financial security was released on July 20, 2023. Maintenance Security will remain in place until December 2024.

#### SANITARY SEWER:

- EDU Audit

**No Change from Previous Report** - We are currently reviewing water usage records for the non-residential properties in the Borough to determine if their usage is commensurate with the sewage EDUs being charged.

#### MISCELLANEOUS:

- MCCC 2023-2024 Salt Bid

Hatfield Borough will again be the designated "Owner" of the contract for the Montgomery County Consortium of Communities Salt Bid for the 2023-2024 season. Bursich is the MCCC's consultant for bidding and contract management. The contract was advertised on PennBid on August 9, 2023, and the bids will be opened on August 23.

As always, please feel free to contact me at 484-941-0418 or [chad.camburn@bursich.com](mailto:chad.camburn@bursich.com) with any questions.

## **6. REPORTS AND CORRESPONDENCE:**

**Zoning Officer, Building Code,  
Property Maintenance Report**

## Code, Zoning and Fire Safety Report – July 2023

### Jamie Snyder's Memorandum List

Items on the list continue to be monitored, most are inactive or resolved.

### Fire Inspections

2023 Fire Inspections are being received and scheduled. Currently 50.83% of total inspections have been initiated.

### Resale Inspections (4 Total)

- (3) Use and Occupancy Certification issued
- (1) Conditional Use and Occupancy Certification issued
- (0) Failed Inspections (not issued)

### Permits (11 Total Processed)

- (4) Sewer lateral repair/replace
- (2) Fence
- (2) HVAC
- (3) Sidewalk / Apron

### Notice of Violations (6 Total new)

- ██████████ - Temp fence installed without Permit
- ██████████ - High Grass (resolved)
- ██████████ - Contractor sign obstructing sight lines (resolved)
- ██████████ - High Grass
- ██████████ - Unsafe electric service cable
- ██████████ - High Grass

### Non-Traffic Citations (0 Total New)

### Notes:

Submitted by,  
Robert J. Heil  
Code & Zoning Enforcement



**6. REPORTS AND CORRESPONDENCE:**

**Fire Marshal /  
Fire Safety Inspection Report**

# 2023 Hatfield Borough Fire Inspections

Current Fire Inspection Standing as of 8/1/23

Property Type	Number of Properties	Inspection initiated	Percent initiated by Type
Commercial:	59	28	47.46%
Multi family Dwelling	104	54	51.92%
Institutional:	11	5	45.45%
Industrial:	7	5	71.43%
<b>Overall Totals:</b>	<b>181</b>	<b>92</b>	<b>50.83%</b>



## **6. REPORTS AND CORRESPONDENCE:**

### **Pool Advisory Report**

## 7. MANAGERS REPORT:





# Borough of Hatfield

Montgomery County, Pennsylvania

## MANAGER'S REPORT General Report and Projects Update

### 1. Land Use & Development Updates:

- A. Edinbrough Square Subdivision
  - Maintenance Bond in place
- 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 – Approved 6/14/2023
- E. 200 N. Main Street (Biblical Seminary)
  - Sketch Plan submitted
  - Applying for Tax Credits for Project
  - Received Grant for the Development
  - Looking at Zoning Extension – on 8/10/2023
- F. 28 N. Market Street Subdivision
  - Preliminary Final Granted by PC / Council
  - Working on Recording
- G. 23 N. Main Street
  - Updated sketch Plan Submitted – being reviewed
- H. George Didden Greenhouses
  - Updating plans. Looking to come to ZHB.

### 2. Utility Billing Update:

- Staff continues to monitor Electric & Sewer Past Due accounts. Shut-off's.
- 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

401 S. Main Street  
P.O. Box 190  
Hatfield, PA 19440

**Phone:**  
215-855-0781

**Fax:**  
215-855-2075

**Email:**  
admin@  
hatfieldborough.com

**Website:**  
[www.hatfieldborough.com](http://www.hatfieldborough.com)

- B. CMAQ Grant (Synchronization of Signals)
  - McMahon made adjustments to the intersection of E. & W. Vine and S. Main Street.
  
- 4. **2022 Outstanding Project Updates:**
  - A. 2022 Roadway Resurfacing Project
    - Punch List items – Completed – waiting for payment paperwork
  
  - 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 Application – submitting
    - Applied for additional grant funding
  
  - C. CTP Firehouse Flasher Grant
    - Working on Grant Reimbursement
    - Quarterly Maintenance Scheduled
  
  - D. MTF / CTP Crosswalk Grants
    - HOP Application – realign crosswalk to the intersection
    - Coordination with Storm and Sanitary H2O / PA Small Water Grant Project - working with Engineer
  
- 5. **2023 Project Updates:**
  - A. 2023 Curb and ADA Project
    - Completed – CO & payment consideration 8/16/23
  
  - B. 2023 Roadway Resurfacing Project
    - Completed – waiting for payment paperwork
  
- 6. **PMEA Update:**
  - July newsletter attached
  
- 7. **AMP Pennsylvania R.I.C.E. BTM Peaking Project Update:**
  - Summer Peak Shaving Started
  
- 8. **Public Information Officer Update:**
  
- 9. **Items of Interest:**
  - MCBA September Dinner
  - NPWA Customer Appreciation Golf Outing

Respectfully Submitted,  
Jaime E. Snyder, Borough Manager  
August 16, 2023



## Save these Dates!

### **\*New Location\***

**REGISTRATION CLOSES SOON - REGISTER TODAY!**

**PMEA 2023 Annual Conference – September 6 – 8, 2023**

**@ Omni Bedford Springs Resort, Bedford**

The PMEA Annual Conference is on the move! Next year, plan to join us at this beautiful and historic property – the hotel has hosted 10 U.S. presidents, including visits by seven presidents during their time in office. *Watch your inbox for exciting updates and details!*

**PMEA Finance Workshop – September 6, 2023 @ Omni Bedford Springs**

In person this year! Plan to join and then stay for the annual conference. Registration is now open in conjunction with annual conference registration.

2023 Trainings for Line Crews – **\*REGISTRATION CLOSING SOON FOR AUGUST\***

Registration is now open for August. Additional classes added – see below for all dates.

Classes to be included for 2023 are:

- **EPZ Grounding** - August 7 & 8 in Lansdale and August 10 & 11 in Grove City  
August 14 & 15 in Chambersburg
- **Rubber Glove Certification** – September 18 -22 in Lansdale
- **Rigging** - October 23 & 24 in Lansdale and October 26 & 27 in Grove City  
October 31 & November 1 in Chambersburg

Stay tuned for more details and please remember that class sizes are limited so be certain to register as early as possible to take advantage of this free training!

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## In 31 States, Utilities Can Shut off Electricity for Nonpayment in Heat Wave

### America's Power Disconnection Crisis Commentary

Millions of Americans have already been sweltering through heat waves this summer, and forecasters warn of hot months ahead. July 3 and 4, 2023, were two of the hottest days, and possibly the hottest, on satellite record globally.

For people who struggle to afford air conditioning, the rising need for cooling is a growing crisis.

An alarming number of Americans risk losing access to utility service altogether because they can't pay their bills. Energy utility providers shut off electricity to at least 3 million customers in 2022 who had missed a bill payment. Over 30% of these disconnections happened in the three summer months, during a year that was the fifth hottest on record.

In some cases, the loss of service lasted for just a few hours. But in others, people went without electricity for days or weeks while scrambling to find enough money to restore service, often only to face disconnection again.

As researchers who study energy justice and energy insecurity, we believe the United States is in the midst of a disconnection crisis. We started tracking these disconnections utility by utility around the country, and we believe that the crisis will only get worse as the impacts of climate change become more widespread and more severe. In our view, it is time government agencies and utilities start treating household energy security as a national priority.

### 1 in 4 households face energy insecurity

Americans tend to think about the loss of electricity as something infrequent and temporary. For most, it is a rare inconvenience stemming from a heat wave or storm.

*(continued on next page)*

**Shut Offs (continued)**

But for millions of U.S. households, the risk of losing power is a constant concern. According to the most recent data from the U.S. Energy Information Administration, 1 in 4 American households experience some form of energy insecurity each year, with no appreciable improvement over the past decade.

For many low-income households, the risk of a power shut-off reoccurs month after month. In a recent study, we found that over the course of a single year, half of all households whose power was disconnected dealt with disconnections multiple times as they struggled to pay their bills.

Energy insecurity like this is especially common among low-income Americans, people of color, families with young children, individuals who rely on electronic medical devices or those living in poor housing conditions. During the first year of the COVID-19 pandemic, we found that Black and Hispanic households were three and four times, respectively, more likely to lose service than white households.

Along with existing financial constraints, people are facing rising electricity rates in many areas, rising inflation and higher temperatures that require cooling. Some also face a history of redlining and poor city planning that has concentrated certain populations in less efficient homes. Taken together, the crisis is apparent.

**Coping strategies can put health at risk**

We have found that over half of all low-income households engage in some coping strategies, and most of them find they need multiple strategies at once.

They might leave the air conditioner off in summer, allowing the heat to reach uncomfortable and potentially unsafe temperatures to reduce costs. Or they might forgo food or medicine to pay their energy bills, or strategically pay down one bill rather than another, known as “bill balancing.” Others turn to payday loans that might help temporarily but ultimately put them in deeper debt. In our research, we have found that the most common coping strategies are also the most risky.

**Coping strategies when power bills get too high**

A survey of more than 5,000 Americans living within 200% of the federal poverty line in 2020-21 found many took on debt or faced dangerous temperatures to afford their power bills.



Chart: The Economics of Energy Poverty: A Study of Energy Insecurity in the United States

Once people fall behind on their bills, they are at risk of being disconnected by their utility providers.

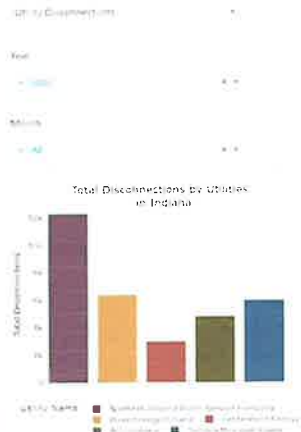
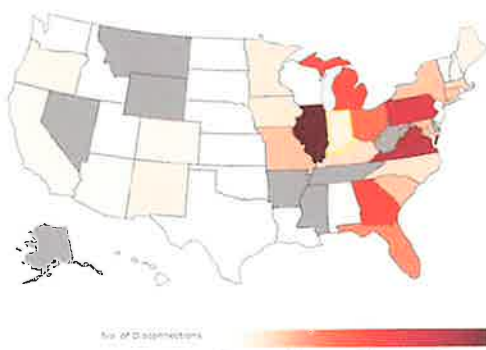
The loss of critical energy services may mean that affected people cannot keep their homes cool – or warm during the winter months – or food refrigerated during any season. Shut-offs may mean that people with illnesses or disabilities cannot keep medicines refrigerated or medical devices charged. And during times of extreme cold or heat, the loss of energy utility services can have deadly consequences.

**Where disconnection rates are highest**

Our research team recently launched the [Utility Disconnections Dashboard](#) in which we track utility disconnections in all places where data is available.

In recent years, more states have required regulated utilities across the country to disclose the number of customers they disconnect. However, state regulations only apply to the utilities that they regulate. Public utilities and cooperatives, which serve over 20% of U.S. electricity customers, often aren't covered. That leaves massive gaps in understanding of the full magnitude of the problem.

**Utility Disconnection Dashboard**



The Utility Disconnections Dashboard shows the number and rate of disconnections by utility in each state ([Energy Justice Lab, CC BY-ND](#)).

## Shut Offs (continued)

The data we do have reveals that disconnection rates soar during the summer months and are typically highest in the Southeast – the same states that were baking under a heat dome in June and July 2023.

Places with particularly high disconnection rates include Alabama, where the city of Dothan's municipal utility has disconnected an average of 5% of its customers, and Florida, where the city of Tallahassee has a disconnection rate of over 4%.

Large investor-owned utilities in Florida, Georgia, South Carolina, and Indiana also top the charts in disconnections, with average rates near 1%.

### Only 19 states restrict summer shut-offs

State public utility commissions place certain restrictions on the circumstances when utilities can disconnect customers, but summer heat is often overlooked.

All but a handful of states limit utilities from shutting off customers during winter months or on extremely cold days. Most have at least some medical exemptions.

Yet, the majority of states do not place any limits on utility disconnections during summer months or on very hot days. Only 19 states have such summer protections, which typically take the form of designating time periods or temperatures when customers cannot be disconnected from their service. We believe this is untenable in an era of climate change, as more parts of the country will increasingly experience excessive-heat days.

#### States with rules limiting disconnections during high heat

Only 19 states have mandatory limits on utility disconnections during high heat to protect consumers from losing electricity service due to nonpayment, as of July 1, 2023.

Heat-based protections

No Yes



A Washington state law goes into effect on July 23, 2023

Map: Heat-based protections on utility disconnections. Utility Disconnection: Disabled & Disabled with Disabling

These state-level policies provide a baseline of protection. We learned during the COVID-19 pandemic that moratoriums that prohibit utility disconnections can alleviate energy insecurity by establishing a strong mandate against disconnections.

But these policies are highly variable across the country and particularly insufficient during hot summer months. Moreover, customer protections can be difficult for people to find and understand, since the language can be overly convoluted and confusing, placing an additional burden on already vulnerable Americans to discover for themselves how they can avoid losing service.

### Better rules and a new mindset on right to energy

As we see it, the U.S. needs more robust customer protections, with states, if not the federal government, mandating better disclosure of when and where disconnections occur to identify any systemic biases.

Most of all, we believe Americans need a collective change in mindset about energy access. That should start with a principle that all people should have access to critical energy services and that utilities should only shut off service to customers as a last resort, especially during health-compromising weather events. The country cannot wait for deadly heat waves to prove how important it is to protect American households.

*Sanya Carley is the Presidential Distinguished Professor of Energy Policy and City Planning at the University of Pennsylvania. David Konisky is the Lynton K. Caldwell Professor at Indiana University. They wrote this piece for The Conversation, where it first appeared. Republished from Pennsylvania Capitol Star under Creative Commons license CC BY-NC-ND 4.0.*

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## Still Time to Apply for APPA RP3 Designation

APPA is now accepting 2023 applications for [APPA's Reliable Public Power Provider \(RP3\)](#) designation! This program recognizes utilities that excel in reliability, safety, workforce development, and system improvement.

By achieving the RP<sub>3</sub> designation, you demonstrate your commitment to operating a safe and reliable electric system. Currently, only 271 out of over 2,000 public power utilities nationwide hold this prestigious designation.

To learn more about the RP<sub>3</sub> program and its application process, visit the APPA website and [watch the recordings](#) of the "Strengthening your RP<sub>3</sub> application" webinar series.

[Register now](#) to apply for an RP<sub>3</sub> designation and earn points for your outstanding practices and accomplishments in each of the four disciplines. **The application deadline is September 30.** If you have any questions or need assistance, contact [RP3@PublicPower.org](mailto:RP3@PublicPower.org).



## State Budget Still Up in the Air

By Joe Uliana, Managing Principal, J.M. Uliana & Associates

Over the past 20 years, 13 Pennsylvania state budgets have been late. So, it is not surprising that this year's budget is still unresolved three weeks after the end of fiscal year. What is unique and new are the circumstances surrounding the delay.

The House and the Senate have both passed the same budget. The Governor has agreed to sign the \$45.074 Billion spending plan they passed. In most years, the budget would be finished, but not this year.

At issue is a battle over the Senate's inclusion of \$100 Million for the Pennsylvania Award for Student Success (PASS) scholarships. This program provides funding for students in Pennsylvania's lowest performing school districts to attend private schools.

The House Democrat Majority adamantly opposes this school voucher program. Before the Senate passed their budget, which included PASS scholarships, Governor Shapiro stated his support and negotiated a budget with the Senate Republican Majority that included it. When that plan went to the House, the House Democrat Majority said they would not approve the Senate budget. The Governor then changed his position, siding with the House Democrat Majority and pledged to line-item veto the PASS scholarship program. With the Governor assuring a line-item veto, the House approved the budget.

The Governor's position change alienated the Senate Majority. The Senate recessed, before the budget Bill could come back to them. Now it sits in limbo, waiting for the Senate to return, so it can go to the Governor for his signature. The Senate has said only that they are returning on September 18<sup>th</sup>.

Now the fate of the FY 23-24 budget is uncertain.

All the discussion around the PASS scholarships has diverted attention from the other \$44.974 Billion in the state budget. The budget that was passed by the House and Senate provides over \$1.68 Billion in state funding to replace enhanced Federal Medicaid funding that was provided as part of the COVID 19 emergency.

Basic education programs and special education received a \$717 million increase in funding, with \$567 million going to all five hundred school districts, \$100 million being distributed to the one hundred lowest-spending school districts through the "Level Up" supplement and an additional \$50 million for special education support.

Pennsylvania's State System of Higher Education received a \$33.1 million increase in funding, with a \$65.4 million supplemental appropriation to address the new PennWest University's debt. This will allow PASHE schools to have no tuition increase this school year.

Local and statewide transportation received funding increases in the House and Senate budget, with an 11% increase in funding for municipal traffic signals and a 3.5% increase in local road maintenance. The state Highway and Safety Improvements program received \$150 million more money and the Highway Maintenance budget got a \$73.41 Million increase.

It is important to note that Pennsylvania's finances are fairly good. This budget requires no tax increases, because Pennsylvania's General Fund revenues tax receipts were \$44.9 billion, which was \$1.3 billion or 3.1 % above estimates. As of July 20, 2023, Pennsylvania's Rainy-Day Fund has a balance of \$4.9 billion, buoyed by ARPA funds which are yet to be spent.

Adding to the uncertainty is the resignation of one House Democrat Member, bringing the House partisan split to 101-101. It looks like we may have to wait until September for a final resolution to the state budget in this unique year.

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## Informative Lineup for Finance Workshop & Conference Register Today

Registration for the hotel and conference close on August 4 – after that date, hotel rooms and conference rate cannot be guaranteed. At the Finance Workshop, we will focus on tightening up policies and rate methodologies to help ensure equitable rate recovery, changing rules for ACH, the financial aspects of EV charging, and more!

At the conference, learn more about planning and responding to disasters and emergencies. Pennsylvania is focusing on becoming a hub for hydrogen power – learn more about what this could mean for your community. The state Energy Office will share details about an upcoming grant opportunity that could provide dollars for your community to improve your systems and infrastructure.

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## Charging Infrastructure Free Webinar

Join the Electrification Coalition on August 17, October 16 & 19, and December 14 to learn about the latest developments in EV charging infrastructure, take deep dives into various policy and market opportunities, and discuss strategies for your own successful charging infrastructure projects!

### Educating Employees: Workforce Development & EVITP Partnerships

Thursday, August 17, 2:00 p.m. ET

Join us as we spotlight how different organizations are creating a solid foundation for an electric future, through qualified electrician training and apprenticeships. We will be joined by partners to discuss the positive future for EV workforce training, ensuring safe installation and maintenance of EVs and chargers.

[Register for the August 17 Webinar](#)

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## Associate Member Spotlight



With over fifty years of experience in the transformer services industry, Emerald Transformer is the premier solution for electrical equipment. Emerald provides a wide range of transformer services, including remanufactured transformer stock, repairs, decommission, field technical services, parts, PCB disposal and recycling. Their national network of factories and service centers are

strategically located to serve their broad and diverse customer base.

Emerald is committed to extending the life cycle of a customer's equipment and protecting their capital investment. They partner with customers to exceed their expectations by delivering valuable solutions. Emerald strives to have the lowest repair failure rate in the industry. They ensure the proper handling of any type of hazardous material in compliance with all federal and state environmental regulations. Please visit [www.emeraldtransformer.com](http://www.emeraldtransformer.com) to learn more or contact Monica Olivencia, Local Sales Rep, at [molivencia@emeraldtransformer.com](mailto:molivencia@emeraldtransformer.com).

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## We Want to Hear From You

Please share with us your exciting projects and photos for future newsletters. Your submissions should be sent to [bosak@papublicpower.org](mailto:bosak@papublicpower.org) at any time and we will use them in upcoming editions. We also welcome your suggestions for topics of interest for our newsletters.

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### Pennsylvania Municipal Electric Association

1801 Market St., Suite 300  
Camp Hill, PA 17011  
Tel: 717-489-2088  
[info@papublicpower.org](mailto:info@papublicpower.org)

MONTGOMERY COUNTY  
BOROUGH ASSOCIATION

SEPTEMBER

**DINNER**

**Guest Speaker: Commissioner Cook  
State Fire Commission Office**



NORTH PENN FIRE  
HOUSE SOCIAL CLUB

141 S MAIN ST, NORTH WALES, PA 19454

**SEPTEMBER  
28TH, 2023**

COCKTAIL HOUR @ 6 PM

DINNER @ 7 PM

**\$10 PER PERSON**

PAY TO HATBORO BOROUGH OR AT DOOR

**CASH BAR**

**PLEASE RSVP TO VIKKI TROST AT  
VIKKIT@BRYNATHYNBORO.ORG**







Forest Park Owned and Operated by the North Penn and North Wales Water Authorities

# 2023 Forest Park Water Customer Appreciation Day Golf Outing

Monday · September 25, 2023

The Bucks Club · 2600 York Road · Jamison PA 18929

Registration Opens 11:30 AM · Boxed Luncheon 11:30 AM - 12:45 PM

Shotgun Start 1:00 PM · Cocktails - Dinner - Awards 6:00 PM

Gift Basket Raffle · Putting Contest · Mulligan Packs

*Benefits Water For People*

**Please Complete Form & Return to NWWA by September 20, 2023**

Questions? Contact: Ritajean Joyce or Joseph Murphy

Ritajean Joyce: RJoyce@nwwater.com · 215-699-4836 x1147 · cell 215-207-6969

Joseph Murphy: JMurphy@nwwater.com · 215-699-4836 x1115

Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_

In Case of Cancellation Email: \_\_\_\_\_

In Case of Cancellation Phone: \_\_\_\_\_

Sorry, We Cannot Attend This Year

Yes, We Will Attend & Will Be Entering a Foursome:

Player 1: \_\_\_\_\_  Will Attend Dinner

Player 2: \_\_\_\_\_  Will Attend Dinner

Player 3: \_\_\_\_\_  Will Attend Dinner

Player 4: \_\_\_\_\_  Will Attend Dinner

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

**A. Change Order Request No. 1 for  
the 2023 ADA Curb Replacement  
Ramp Project**

August 10, 2023

Hatfield Borough  
401 South Main Street  
P.O. Box 190  
Hatfield PA 19440



Attention: Jaime E. Snyder, Borough Manager (*via email*)

RE: 2023 ADA Curb Ramps Replacement Project  
Contract No. HAT 23-01  
Change Order 1 Recommendation  
Bursich Project No: HAT-01 / 197973-04

Dear Jaime:

Enclosed please find Change Order No. 1. This Change Order reconciles the final contract cost based on the installed quantities. The original contract price of \$150,220.00 is decreased by \$71,642.00. Upon approval of the Change Order, the **contract cost will be \$78,578.00.**

Once approved, please execute the Change Order, return a copy to our office, and retain a copy for your files. We will forward one copy to the contractor.

Should you have any questions or need further information, please feel free to contact me at 484-941-0418 or [chad.camburn@bursich.com](mailto:chad.camburn@bursich.com).

Very truly yours,



Chad E. Camburn, P.E.  
Director of Municipal Engineering  
Bursich Associates, Inc.

Enclosures: Change Order No. 1 – Issued August 10, 2023  
Change Order 1 Cost Summary – dated August 10, 2023

pc: Kate Harper, Borough Solicitor (*w/ encl.; via email*)  
Katie Vlahos, Assistant to the Manager (*w/ encl.; via email*)  
Steve Fickert, Director of Public Works (*w/ encl.; via email*)

ENGINEERS, LAND SURVEYORS, LANDSCAPE ARCHITECTS



2129 E. High Street | Pottstown, PA 19464  
N 40° 14' 40.2" W 075° 36' 09.6"

610.323.4040  
[www.bursich.com](http://www.bursich.com)

CHANGE ORDER  
No. 1

PROJECT: 2023 ADA Curb Ramps Replacement Project

DATE OF ISSUANCE: August 10, 2023

EFFECTIVE DATE: August 16, 2023

OWNER: Hatfield Borough

OWNER'S CONTRACT NO.: HAT 23-01

CONTRACTOR: Albert G. Cipolloni, Jr. & Sons, Inc.

ENGINEER: Bursich Associates, Inc.

You are directed to make the following changes in the Contract:

Description: 1) Reconciliation of contract bid items from bid quantity to installed quantity

Reason for Change Order: 1) Reconciliation of installed quantities

Attachments: 1) Change Order 1 Cost Summary dated August 10, 2023

<u>CHANGE IN CONTRACT PRICE:</u>	<u>CHANGE IN CONTRACT TIMES:</u>
Original Contract Price <u>\$150,220.00</u>	Original Contract Times: Substantial Completion: <u>September 2, 2023</u> Ready for final payment: <u>October 2, 2023</u>
Net changes from previous Change Order No. <u>0</u> to <u>0</u> <u>\$0.00</u>	Net change from previous Change Order No. <u>0</u> to <u>0</u> <u>0 days</u>
Contract Price prior to this Change Order <u>\$150,220.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>September 2, 2023</u> Ready for final payment: <u>October 2, 2023</u>
Net Increase (decrease) of this Change Order <u>(\$71,642.00)</u>	Net Increase (decrease) of this Change Order <u>0 days</u>
Contract Price with all approved Change Orders <u>\$78,578.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>September 2, 2023</u> Ready for final payment: <u>October 2, 2023</u>

RECOMMENDED

By:   
Engineer (Authorized Signature)

Date: 8/10/23

APPROVED

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED

By:   
Contractor (Authorized Signature)

Date: 8/10/23

**CHANGE ORDER 1 COST SUMMARY**  
Haffield Borough  
**2023 ADA Curb Ramps Replacement Project**  
Contract No. HAT 23-01  
8/10/2023

				ORIGINAL CONTRACT COSTS		FINAL CONTRACT COSTS		OVER / UNDER (-) ESTIMATE	
Item	Description	Unit	Estimated Quantity	Unit Price	Total Price	Installed Quantity	Cost	Quantity	Cost
1A	ADA Ramp No. 1 - Southeastern corner of W. School St. & N. Wayne Ave.	EA	1	\$4,500.00	\$4,500.00	1	\$4,500.00	0	\$0.00
1B	ADA Ramp No. 2 - Southern corner of W. School St. & N. Wayne Ave.	EA	1	\$4,500.00	\$4,500.00	1	\$4,500.00	0	\$0.00
1C	ADA Ramp No. 3 - Southwestern corner of W. School St. & N. Wayne Ave.	EA	1	\$4,500.00	\$4,500.00	1	\$4,500.00	0	\$0.00
1D	ADA Ramp No. 4 - Northwestern corner of W. School St. & N. Wayne Ave.	EA	1	\$4,500.00	\$4,500.00	1	\$4,500.00	0	\$0.00
1E	ADA Ramp No. 5 - Eastern corner of W. School St. & Jade Dr.	EA	1	\$6,500.00	\$6,500.00	1	\$6,500.00	0	\$0.00
1F	ADA Ramp No. 6 - Southwestern corner of W. School St. & Jade Dr.	EA	1	\$5,300.00	\$5,300.00	1	\$5,300.00	0	\$0.00
1G	ADA Ramp No. 7 - Eastern corner of Jean Dr. & Jade Dr.	EA	1	\$9,450.00	\$9,450.00	1	\$9,450.00	0	\$0.00
1H	ADA Ramp No. 8 - Southern corner of Jean Dr. & Jade Dr.	EA	1	\$6,250.00	\$6,250.00	1	\$6,250.00	0	\$0.00
1I	ADA Ramp No. 9 - Southeastern corner of W. School St. & Jean Dr.	EA	1	\$4,400.00	\$4,400.00	1	\$4,400.00	0	\$0.00
1J	ADA Ramp No. 10 - Northwestern corner of W. School St. & Jean Dr.	EA	1	\$3,000.00	\$3,000.00	1	\$3,000.00	0	\$0.00
2	REMOVE AND REPLACE CONCRETE SIDEWALK - SELECT AREAS	SF	3150	\$18.00	\$56,700.00	801	\$14,418.00	-2,349	-\$42,282.00
3	REMOVE AND REPLACE CONCRETE DRIVEWAY APRON - SELECT AREAS	SF	870	\$20.00	\$17,400.00	92	\$1,840.00	-778	-\$15,560.00
4	REMOVE AND REPLACE CURB - SELECT AREAS	LF	160	\$92.00	\$14,720.00	10	\$920.00	-150	-\$13,800.00
5	MAINTENANCE AND PROTECTION OF TRAFFIC DURING CONSTRUCTION	EA	1	\$5,000.00	\$5,000.00	1.0	\$5,000.00	0.0	\$0.00
6	BALANCE OF WORK	LS	1	\$3,500.00	\$3,500.00	1	\$3,500.00	0	\$0.00

<b>RECONCILIATION OF INSTALLED QUANTITIES</b>				<b>\$150,220.00</b>	<b>\$78,578.00</b>	<b>-\$71,642.00</b>
---	--	--	--	---------------------	--------------------	---------------------

CHANGE ORDER 1									
CO1	Description	Unit	Quantity	Unit Price	Total Price	Quantity	Cost	Quantity	Cost
CO1	RECONCILIATION OF INSTALLED QUANTITIES	LS	0	\$0.00	\$0.00	1	-\$71,642.00	1	-\$71,642.00

<b>TOTAL CHANGE ORDER 1 =</b>	<b>-\$71,642.00</b>
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**8. NEW BUSINESS / DISCUSSION ITEMS:**

**B. 2023 ADA Curb Ramp  
Replacement Project Payment  
Request No. 2 / Final Payment**

August 11, 2023

Hatfield Borough  
401 South Main Street  
Hatfield PA 19440

Attention: Jaime E. Snyder, Manager

RE: 2023 ADA Curb Ramp Replacement Projects  
Contract No. HAT 23-01  
Application for Payment 2 - FINAL  
Bursich Project No.: HAT-01/197973.04



Dear Jaime:

We have reviewed the Contractor's Application and Certificate for Payment No. 2, submitted by Albert G. Cipolloni, Jr. & Sons, Inc., dated August 10, 2023, for the above referenced contract. Application No. 2, in the amount of \$60,867.80, is a request for final payment.

We have coordinated with the Borough's Public Works Director to evaluate work performed by the contractor, and reviewed the submitted As-built Plans and closeout documents. Based on the work completed and documents provided, we recommend payment of \$60,867.80 to Albert G. Cipolloni, Jr. & Sons, Inc. for work completed through July 6, 2023. This will represent a final payment to the contractor. A Maintenance Bond is enclosed, which will expire on June 12, 2024, one year after Substantial Completion.

Should you have any questions or need further information, please feel free to contact me at 484-941-0418 or [chad.camburn@bursich.com](mailto:chad.camburn@bursich.com).

Very truly yours,



Chad E. Camburn, P.E.  
Director of Municipal Engineering  
Bursich Associates, Inc., Pottstown Office

Enclosures: Application and Certificate for Payment No. 2 dated August 10, 2023  
Certified Payrolls – weeks ending 5/20/23 – 6/17/23  
Payment Summary dated August 11, 2023  
Waiver of Lien  
Maintenance Bond  
Consent of Surety to Final Payment

CC: Kate Harper, Hatfield Borough Solicitor (w/ enclosures, via e-mail)

ENGINEERS, LAND SURVEYORS, LANDSCAPE ARCHITECTS



2129 E. High Street | Pottstown, PA 19464  
N 40° 14' 40.2" W 075° 36' 09.6"

610.323.4040  
[www.bursich.com](http://www.bursich.com)

**PAYMENT SUMMARY**  
 Hatfield Borough  
**2023 ADA Curb Ramps Replacement Project**  
 Contract No. HAT 23-01  
 8/11/2023

				ORIGINAL CONTRACT COSTS		PAYMENTS								
Item	Description	Unit	Estimated Quantity	Unit Price	Total Price	1		2		TOTAL		OVER / UNDER (-) ESTIMATE		
						Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	
1A	ADA Ramp No. 1 - Southeastern corner of W. School St. & N. Wayne Ave.	EA	1	\$4,500.00	\$4,500.00	0	\$0.00	1	\$4,500.00	1	\$4,500.00	0	\$0.00	
1B	ADA Ramp No. 2 - Southern corner of W. School St. & N. Wayne Ave.	EA	1	\$4,500.00	\$4,500.00	0	\$0.00	1	\$4,500.00	1	\$4,500.00	0	\$0.00	
1C	ADA Ramp No. 3 - Southwestern corner of W. School St. & N. Wayne Ave.	EA	1	\$4,500.00	\$4,500.00	0	\$0.00	1	\$4,500.00	1	\$4,500.00	0	\$0.00	
1D	ADA Ramp No. 4 - Northwestern corner of W. School St. & N. Wayne Ave.	EA	1	\$4,500.00	\$4,500.00	0	\$0.00	1	\$4,500.00	1	\$4,500.00	0	\$0.00	
1E	ADA Ramp No. 5 - Eastern corner of W. School St. & Jade Dr.	EA	1	\$6,500.00	\$6,500.00	0	\$0.00	1	\$6,500.00	1	\$6,500.00	0	\$0.00	
1F	ADA Ramp No. 6 - Southwestern corner of W. School St. & Jade Dr.	EA	1	\$5,300.00	\$5,300.00	0	\$0.00	1	\$5,300.00	1	\$5,300.00	0	\$0.00	
1G	ADA Ramp No. 7 - Eastern corner of Jean Dr. & Jade Dr.	EA	1	\$9,450.00	\$9,450.00	0	\$0.00	1	\$9,450.00	1	\$9,450.00	0	\$0.00	
1H	ADA Ramp No. 8 - Southern corner of Jean Dr. & Jade Dr.	EA	1	\$6,250.00	\$6,250.00	0	\$0.00	1	\$6,250.00	1	\$6,250.00	0	\$0.00	
1I	ADA Ramp No. 9 - Southeastern corner of W. School St. & Jean Dr.	EA	1	\$4,400.00	\$4,400.00	0	\$0.00	1	\$4,400.00	1	\$4,400.00	0	\$0.00	
1J	ADA Ramp No. 10 - Northwestern corner of W. School St. & Jean Dr.	EA	1	\$3,000.00	\$3,000.00	0	\$0.00	1	\$3,000.00	1	\$3,000.00	0	\$0.00	
2	REMOVE AND REPLACE CONCRETE SIDEWALK - SELECT AREAS	SF	3150	\$18.00	\$56,700.00	801	\$14,418.00	0	\$0.00	801	\$14,418.00	-2,349	-\$42,282.00	
3	REMOVE AND REPLACE CONCRETE DRIVEWAY APRON - SELECT AREAS	SF	870	\$20.00	\$17,400.00	92	\$1,840.00	0	\$0.00	92	\$1,840.00	-778	-\$15,560.00	
4	REMOVE AND REPLACE CURB - SELECT AREAS	LF	160	\$92.00	\$14,720.00	10	\$920.00	0	\$0.00	10	\$920.00	-150	-\$13,800.00	
5	MAINTENANCE AND PROTECTION OF TRAFFIC DURING CONSTRUCTION	EA	1	\$5,000.00	\$5,000.00	0.5	\$2,500.00	0.5	\$2,500.00	1.0	\$5,000.00	0.0	\$0.00	
6	BALANCE OF WORK	LS	1	\$3,500.00	\$3,500.00	0	\$0.00	1	\$3,500.00	1	\$3,500.00	0	\$0.00	
					<b>Total</b>	<b>\$150,220.00</b>	<b>Total</b>	<b>\$19,678.00</b>	<b>Total</b>	<b>\$58,900.00</b>	<b>Total</b>	<b>\$78,578.00</b>	<b>Total</b>	<b>-\$71,842.00</b>

**CONTRACT SUMMARY:**

ORIGINAL CONTRACT COST	=	\$150,220.00
CHANGE ORDERS	=	-\$71,842.00
<b>TOTAL CONTRACT COST</b>	=	<b>\$78,578.00</b>

	TOTAL CONTRACT COST	PAYMENTS		
		1	2	TOTAL
SUBTOTAL =	\$78,578.00	\$19,678.00	\$58,900.00	\$78,578.00
10% - RETAINAGE =		-\$1,967.80	-\$5,890.00	-\$7,857.80
RELEASE OF RETAINAGE =		\$0.00	\$7,857.80	\$7,857.80
<b>TOTAL PAYMENT =</b>		<b>\$17,710.20</b>	<b>\$60,867.80</b>	<b>\$78,578.00</b>
REMAINING CONTRACT COST =	\$0.00			
RETAINAGE HELD FOR FINAL PAYMENT =	\$0.00			
<b>TOTAL REMAINING TO BE PAID =</b>	<b>\$0.00</b>			



**9. OLD BUSINESS:**

**A. Municipal Service Team  
Handbook Resolution 2023-11**

**HATFIELD BOROUGH COUNCIL**

**RESOLUTION NO. 2023-11**

**REGARDING THE ADOPTION OF THE REVISED MUNICIPAL SERVICE  
TEAM HANDBOOK FOR THE HATFIELD BOROUGH EMPLOYEES**

**WHEREAS**, the Borough of Hatfield has several employees, some of whom are subject to labor agreements, and some are not, and has had, from time to time, personnel memoranda which spell out policies relating to employment with Hatfield Borough; and

**WHEREAS**, Hatfield Borough Council, with the talented research and development skills along with the proficient guidance of Assistant Secretary-Assistant Manager / Human Resources Manager Kathryn Vlahos and help from the Borough Manager, Jaime E. Snyder and the Solicitor, Timoney Knox, LLP, has revised the Municipal Service Team Handbook, which enumerates various policies, including but not limited to policies governing employee benefits, leave policies, timekeeping and payroll, working conditions and safety considerations, computer and email usage, leaves of absence, employee conduct and disciplinary actions, attendance and punctuality, severance payments, security inspections, drug testing, whistleblower protections, compliance with federal or state laws, ethics in the workplace and other workplace policies, including but not limited to job descriptions for the Borough's employees that are intended to apply to all Hatfield Borough employees, except as an individual policy might be otherwise controlled by a valid labor agreement; and

**WHEREAS**, Hatfield Borough Council now determines that it is in the best interests of the Borough to adopt the Hatfield Borough Municipal Service Team Handbook, last revised as of August 16, 2023, as the official statement of employment policies for all employees of the Borough except insofar as a particular policy is governed by a validly existing labor agreement effective as of this date.

**NOW THEREFORE**, Hatfield Borough hereby adopts the Hatfield Borough Municipal Service Team Handbook revised as of August 16, 2023 and declares it the policy of

Hatfield Borough effective as of August 16, 2023, with respect to those employees affected by it, at a duly advertised public meeting of Borough Council with members

\_\_\_\_\_, voting "aye," and Council Members \_\_\_\_\_,  
voting "nay," and \_\_\_\_\_ abstentions by \_\_\_\_\_.

ATTEST:

BOROUGH OF HATFIELD

\_\_\_\_\_  
Jaime E. Snyder, Secretary

By: \_\_\_\_\_  
Jason Ferguson,  
Borough Council President

Approved By the Mayor of Hatfield Borough:

\_\_\_\_\_  
Mary Anne Girard

\_\_\_\_\_  
Date

Revised as of 08/11/2023

# MUNICIPAL SERVICE TEAM HANDBOOK

The Handbook of Official Personnel Policies  
for all members of the Hatfield Borough  
Municipal Service Team

Effective \_\_\_\_\_

**BOROUGH OF HATFIELD  
PERSONNEL POLICY HANDBOOK**

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## **31 ORGANIZATION DESCRIPTION**

Hatfield Borough, Montgomery County, is a political subdivision of the Commonwealth of Pennsylvania, as organized in 1898. The Borough operates in accordance with the Pennsylvania Borough Code Act of February 1966 (1965 P.L. 1656, No. 581) as amended and in accordance with the Borough of Hatfield Code of Ordinances, codified October 16, 1991 and as amended. The Borough's offices are located at 401 South Main Street, P.O. Box 190, Hatfield, PA 19440-0190.

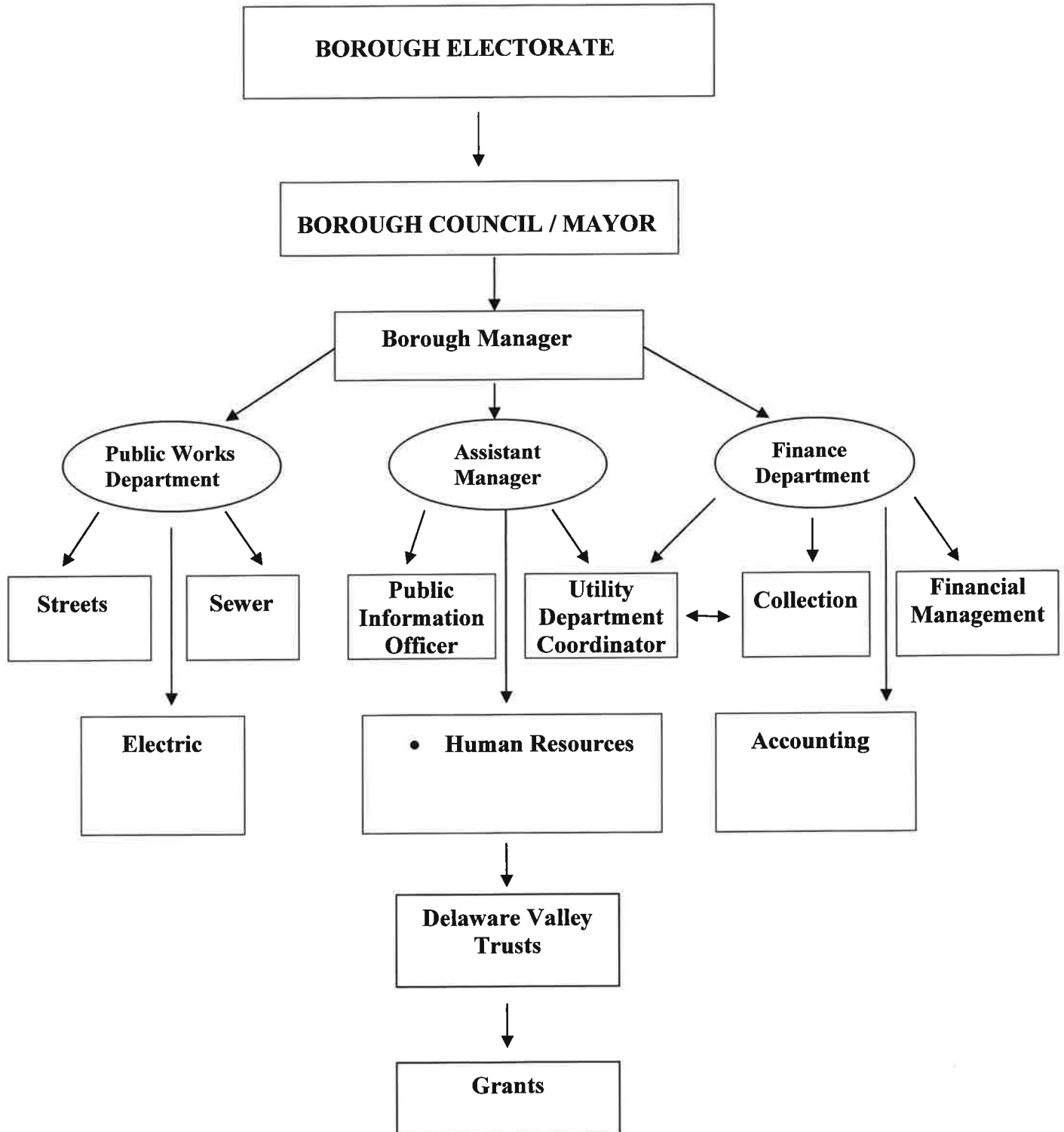
A five (5) member Borough Council and a Mayor are elected representatives chosen by the Borough voters to act on matters of policy for the Borough.

The Borough Council appoints a Manager as the Chief Appointed Official of the Borough, who administers the daily operations. The Borough Manager is Borough Council's administrative representative and all employees report to him/her.

The Borough provides a number of services to the residents. Services are provided through and by two (2) departments: the Public Works Department and the Finance Department. The Public Works Department, with a Director as the head of the department, is divided into the Streets Division, the Electric Division, and the Sewer Division. The Finance Department, with the Director as the head of the department, is divided into the Collection Division, the Accounting Division, and the Financial Management Division. Below is the Organizational chart of the Borough.



**ORGANIZATION CHART**



## 32 ORGANIZATIONAL GOALS

The Borough Council believes that it is in the best interest of all of the employees to understand the nature and the direction of the Borough government. Below is the Mission Statement and the Vision Statement of the Borough.

The **MISSION** of the **BOROUGH OF HATFIELD** is to:

- Ensure the Health, Safety and Welfare of its citizens;
- Provide for the effective, efficient and equitable public services, which meet the needs of the community;
- Continuously improve the quality of life and commerce;
- Encourage citizen involvement in the community; and
- Create an environment for conscious leadership.

The **VISION** for the **BOROUGH OF HATFIELD**, is for it to be a progressive community of 3,000 people with a unique family-oriented character. It will be recognized as an attractive place to live and work, and it will have a burgeoning economic base of small businesses. We envision a community known for its affordable housing, accessible and effective transportation, and a community oriented park and recreation system. We see **HATFIELD BOROUGH** residents taking advantage of regional services, diverse job opportunities and more occasions to become involved and engaged in their community.

### 33 LIST OF OFFICIALS

#### Borough Council

Jason Ferguson - President  
Richard Girard - Vice President  
James Fagan  
Michelle Kroesser  
Lawrence G. Stevens

#### Mayor

Mary Anne Girard

#### Tax Collector

Mohammed Haque  
Office Phone (215) 855-0781 # 105

#### Manager/Secretary

Jaime E. Snyder  
Office Phone (215) 855-0781 # 106  
Cell Phone (267) 421 4753

#### Public Works Director

Stephen Fickert  
Office Phone (215) 855-0782  
  
Cell Phone (267) 718-0718

#### Treasurer

Diane Farrall  
Office Phone (215) 855-0781 # 103

#### Assistant Manager

Kathryn Vlahos  
Office Phone (215) 855-0781 # 102

## 41 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the Borough and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Borough to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. This handbook, however, is not a contract nor is it part of a collective bargaining agreement.

Please note that policies or parts of policies contained herein which are inconsistent with a collective bargaining agreement does not apply to employees covered by that collective bargaining unit only to the extent which they are inconsistent with the collective bargaining agreement.

Your employment is what lawyers call an “at will” relationship. What “at will” means is that your employment is of no specific length. What it really means is that you may discontinue your employment at any time for any reason, and the organization retains the same right whenever it is in the organization’s best interests.

No employee handbook can anticipate every circumstance or question about policy. As the Borough continues to grow, the need may arise to change policies described in the handbook. The Borough therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur.

**51 EMPLOYEE ACKNOWLEDGEMENT FORM**

The Municipal Service Team Handbook describes important information about the Borough, and I understand that I should consult the Borough Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with the Borough voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Borough or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Borough's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only Borough Council has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date Reviewed

## **101 NATURE OF EMPLOYMENT**

Employment with the Borough is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Borough may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Borough and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Borough's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of Borough Council.

## **102 EMPLOYEE RELATIONS**

The Borough believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions and/or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Borough amply demonstrates its commitment to employees by responding effectively to employee concerns.

If employees still prefer to exercise the right to be represented by a collective bargaining agent, the Borough will respect that choice.

As some employees in the Borough have already chosen third party representation, we affirm our commitment to retaining positive relationships with all existing bargaining units.

## **103 EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Borough will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, sexual orientation, disability, or any other characteristic protected by law.

The Borough will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, the Borough has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Borough Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### **104 HIRING OF RELATIVES**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although the Borough has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the Borough will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, relatives are defined to include spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee.

#### **105 EMPLOYEE MEDICAL EXAMINATIONS**

To help ensure that employees are able to perform their duties safely, medical examinations may be required. After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at the Borough's expense by a health professional of the Borough's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam. Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the Borough's expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

## 106 IMMIGRATION LAW COMPLIANCE

The Borough is committed to employing only United States citizens and aliens who are authorized to work in the United States and not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with Borough within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Borough Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## 107 CONFLICTS OF INTEREST

Employees are expected to adhere to the Pennsylvania "Public Officials and Employees Ethics Act," 65 Pa.C.S. 1101 *et seq.*, as amended from time to time, which provides as follows:

(a) *Conflict of interest.* --No public official or public employee shall engage in conduct that constitutes a conflict of interest.

(b) *Seeking improper influence.* --No person shall offer or give to a public official, public employee or nominee or candidate for public office or a member of his immediate family or a business with which he is associated anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the public official or public employee or nominee or candidate for public office would be influenced thereby.

(c) *Accepting improper influence.* --No public official, public employee or nominee or candidate for public office shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that public official, public employee or nominee that the vote, official action or judgment of the public official or public employee or nominee or candidate for public office would be influenced thereby.

.....



(f) *Contract.* --No public official or public employee or his spouse or child or any business in which the person or his spouse or child is associated shall enter into any contract valued at \$ 500 or more with the governmental body with which the public official or public employee is associated or any subcontract valued at \$ 500 or more with any person who has been awarded a contract with the governmental body with which the public official or public employee is associated unless the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the public official or public employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract. Any contract or subcontract made in violation of this subsection shall be voidable by a court of competent jurisdiction if the suit is commenced within 90 days of the making of the contract or subcontract.

(g) *Former official or employee.* --No former public official or public employee shall represent a person, with promised or actual compensation, on any matter before the governmental body with which he has been associated for one year after he leaves that body.

For purposes of the Act, the following definitions apply:

*"Confidential information."* --Information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

*"Conflict" or "conflict of interest."* --Use by a public official or public employee of the authority of his office or employment or any confidential information received through his holding public office or employment for the private pecuniary benefit of himself, a member of his immediate family or a business with which he or a member of his immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official or public employee, a member of his immediate family or a business with which he or a member of his immediate family is associated.

*"Contract."* --An agreement or arrangement for the acquisition, use or disposal by the Commonwealth or the Borough of consulting or other services or of supplies, materials, equipment, land or other personal or real property. The term shall not mean an agreement or arrangement between the State or Borough as one party and a public official or public employee as the other party, concerning his expense, reimbursement, salary, wage, retirement or other benefit, tenure or other matters in consideration of his current public employment with the Commonwealth or the Borough.

*"De minimis economic impact."* --An economic consequence which has an insignificant effect.

*"Financial interest."* --Any financial interest in a legal entity engaged in business for profit which comprises more than 5% of the equity of the business or more than 5% of the assets of the economic interest in indebtedness.

*"Governmental body."* --Any department, authority, commission, committee, council, board, bureau, division, service, office, officer, administration, legislative body or other establishment in the executive, legislative or judicial branch of a state, a nation or a political subdivision thereof or any agency performing a governmental function.

*"Governmental body with which a public official or public employee is or has been associated."* --The governmental body within State government or a political subdivision, such as the Borough, by which the public official or employee is or has been employed or to which the public official or employee is or has been appointed or elected and subdivisions and offices within that governmental body.

*"Immediate family."* --A parent, spouse, child, brother or sister.

*"Person."* --A business, governmental body, individual, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

*"Political contribution."* --Any advance, conveyance, deposit, distribution, transfer of funds, loan, payment, pledge, purchase of a ticket to a testimonial or similar fundraising affair, or subscription of money or anything of value except volunteer services, in connection with a political campaign, and any contract, agreement, promise or other obligations, whether or not legally enforceable, to make a political contribution.

*"Public employee."* --Any individual employed by the Commonwealth or a political subdivision, such as the Borough, who is responsible for taking or recommending official action of a nonministerial nature with regard to:

- (1) contracting or procurement;
- (2) administering or monitoring grants or subsidies;
- (3) planning or zoning;
- (4) inspecting, licensing, regulating or auditing any person; or
- (5) any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person.

*"Public official."* --Any person elected by the public or elected or appointed by a governmental body or an appointed official in the executive, legislative or judicial branch of this Commonwealth or any political subdivision thereof, such as the Borough, provided that it shall not include members of advisory boards that have no authority to expend public funds other than reimbursement for personal expense or to otherwise exercise the power of the State or any political subdivision thereof.

In addition, the materials, products, designs, plans, ideas, and data of the Borough are the property of Borough and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment.

## **108 WHISTLEBLOWER POLICY**

The Borough recognizes that government officials, managers, and employees are to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as public servants. To that end, it is expected that any such Borough employee will promptly notify the appropriate supervisor, manager or Borough official should a Borough employee witness and/or have evidence of either:

- (1) a violation of applicable State, Federal and/or local law or regulation or code of conduct designed to protect the interest of the public or the Borough that is not of a mere technical or minimal nature; or
- (2) conduct that results in substantial abuse, misuse, destruction or loss of funds or resources belonging to or derived from the Commonwealth or political subdivisions.

In the event that a Borough employee or a person acting on behalf of the employee makes or is about to make a good faith report, whether verbally or in writing, to the Borough employer or appropriate authority conduct or a violation as described above, then it is the policy of the Borough that such reporting employee may not be discharged, threatened or otherwise discriminated or retaliated against as to that employee's employment compensation, employment terms, employment conditions, employment location or privileges of employment.

Additionally, in the event that a Borough employee is requested by an appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action, then it is also the policy of the Borough that such requested employee may not be discharged, threatened or otherwise discriminated or retaliated against as to that employee's employment compensation, employment terms, employment conditions, employment location or privileges of employment.

Any Borough manager or supervisor who does retaliate in violation of this policy against a Borough employee who makes a good faith report or participates in an investigation as described above, may be subject to discipline up to and including termination.

## **109      OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as they meet the performance standards of their job with the Borough. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to the Borough's scheduling demands, regardless of any existing outside work requirements.

If the Borough determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Borough as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Borough.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from outside individuals dealing with the Borough for materials produced or services rendered while performing their jobs.

## **110      DISABILITY ACCOMMODATION**

The Borough is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Borough is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Borough will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Borough is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## 201 EMPLOYMENT CATEGORIES

It is the intent of the Borough to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Borough, except as may be modified by an existing collective bargaining agreement.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will also belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work the Borough's full-time schedule. Generally, they are eligible for Borough's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or probationary status and who are scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the Borough's other benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Borough is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Borough's other benefit programs.

CASUAL employees are those who have established an employment relationship with the Borough but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Borough's other benefit programs.

## **202 ACCESS TO PERSONNEL FILES**

The Borough maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Borough, and access to the information they contain is restricted. Generally, only management personnel of the Borough who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Borough Manager. With reasonable advance notice, employees may review their own personnel files in the Borough's offices and in the presence of the Borough Manager.

## **203 EMPLOYMENT REFERENCE CHECKS**

To ensure that individuals who join the Borough are well qualified and have a strong potential to be productive and successful, it is the policy of Borough to check the employment references of all applicants.

The Borough Manager will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by Borough's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **204 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Borough of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

## **205 PROBATIONARY PERIOD**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Borough uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Borough may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new and rehired employees work on a probationary basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within the Borough must complete a secondary probationary period of the same length with each reassignment to a

new position. Any significant absence will automatically extend a probationary period by the length of the absence. If the Borough determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

In cases of promotions or transfers within the Borough, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Borough's needs.

Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification.

During the initial probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Borough-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## **206 EMPLOYMENT APPLICATIONS**

The Borough relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, the Borough may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If the Borough takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided as well as any other documents required by law.

## **207 PERFORMANCE EVALUATION**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the probationary period. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end.

## **210 BOROUGH MANAGER / SECRETARY**

### **Position Summary:**

This is an exempt, salaried management position requiring such hours and days of work as are necessary to carry out the job responsibilities in a broad range of municipal operations. Responsibilities include, but are not limited to, the general knowledge and administration of the Borough owned electric system, sanitary sewer operations, stormwater management, budget and finance, personnel, general services, purchasing, public relations, coordination of all departments and official boards, agencies, and commissions of the municipality. The Borough Manager is also responsible for the overall direction and coordination of all department functions, to assure conformance with policy directives, rules and regulations, and applicable law. The Borough Manager also serves as Municipal Secretary, Local Emergency Management Coordinator, and an ad-hoc member of all committees, authorities, and commissions. General direction is received from the elected officials through conferences and policy directives and work is reviewed for the achievement of desired objectives.

\*Full job description is available in the back on the Municipal Service Team Handbook.

## **211 ASSISTANT BOROUGH MANAGER / ASSISTANT SECRETARY**

### **Position Summary:**

This is a highly responsible Borough management position involving the general oversight of several operating departments, third party contractors and administrative support for the Borough Manager. Responsibilities involve, but are not limited to, the oversight of human resource operations, assisting in policy development and interpretation, and the day-to-day supervision of assigned projects and operations. Duties include representing the Borough Manager, assuring that the Manager and others are kept informed, interpreting policy and coordinating operations between departments. The Assistant Borough Manager helps supervise all administrative and all non-uniformed staff.

\*Full job description is available in the back on the Municipal Service Team Handbook.

## **212 TREASURER**

### **Position Summary:**

Under the general direction of the Borough Manager, the Treasurer directs, manages and oversees the day-to-day operations of the finance department including but not limited to monitoring the municipal budget, analyzing and reconciling financial data and accounts, preparing financial reports, responding to annual and special audits, payroll, accounts payable, accounts receivable, pension services and facilitating the development short and long-term municipal financial plans.

\*Full job description is available in the back on the Municipal Service Team Handbook.



## **213 PUBLIC WORKS DIRECTOR**

### **Position Summary:**

The Superintendent of Public Works plans, directs, manages and oversees the activities, projects and operations of the Public Works/Highway Department. Responsibilities include, but are not limited to, the general knowledge and administration of the Borough owned electric system, sanitary sewer operations, stormwater management street maintenance and construction, fleet maintenance, parks, building maintenance, snow and ice removal, wind storm mitigation, collection systems. In addition, this position coordinates assigned activities with other municipal departments and communicates with the public on public works matters and concerns.

\*Full job description is available in the back on the Municipal Service Team Handbook.

## **214 UTILITY BILLING COORDINATOR**

### **Position Summary:**

Under the supervision of the Borough Manager and the Assistant Borough Manager this position provides administration to generate electric and sewer utility billing, in-house support for utility software system; maintain customer service and community interaction for utility account purposes.

\*Full job description is available in the back on the Municipal Service Team Handbook.

## **215 PUBLIC WORKS / EQUIPMENT OPERATOR / LABORER**

### **Position Summary:**

This position is responsible for carrying out all tasks and assignments related to the maintenance of municipal roads, properties and facilities. Work is performed under the supervision of the Public Works Director (or designee).

\*Full job description is available in the back on the Municipal Service Team Handbook.

## **216 PUBLIC INFORMATION OFFICER / RECEPTIONIST**

### **Position Summary:**

Under the supervision of the Borough Manager and Assistant Borough Manager this position provides community interaction and event planning along with front desk receptionist duties including answering phones and assisting the public with service requests as well as varied clerical tasks for the administration and other departments.

\*Full job description is available in the back on the Municipal Service Team Handbook.

## 217 FITNESS FOR DUTY/ PERFORMANCE EVALUATIONS

The Borough of Hatfield is committed to providing a safe and productive work environment for the benefit of employees and the community it serves. Employees are expected to manage their physical and mental health in such a way that they can safely and effectively perform their essential job functions and to discuss with their supervisor any circumstances that may impact their ability to do so.

In cases where observations of employee job performance suggest the employee is not able to perform the essential job functions required of their position due to physical or mental impairments, employees may be required to submit to a professional evaluation of an employee's physical or mental capabilities to determine his or her ability to perform the essential job functions for which they were hired.

Such evaluations, for cause, shall be conducted by an independent, third-party, licensed health care professional who shall be familiar with the essential job functions of the employee's position.

Failure to participate in a fitness for duty evaluation for cause shall result in disciplinary action up to and including termination of employment.

Fitness for duty evaluations shall only be undertaken for cause and only after careful consideration by departmental senior staff in consultation with the Human Resource Manager.

To the extent feasible, The Borough of Hatfield shall protect the confidentiality of the fitness for duty evaluation results.

With respect to this policy, the following responsibilities shall be established:

### Supervisor/Manager

- Alert the Human Resource Manager to the need for a fitness for duty evaluation
- Articulate the reason(s) as to why a fitness for duty evaluation is necessary

### Human Resource Manager:

- Reviews the circumstances that led to the referral for a fitness for duty evaluation
- Determines whether or not a fitness for duty evaluation is necessary
- Selects the health care professional who will perform the evaluation
- Notifies the employee in writing if a fitness for duty evaluation is deemed necessary, the reasons why such an evaluation is deemed necessary and the time/location of the evaluation
- Receives the physician's fitness for duty opinion and reviews the results with the employee's supervisor
- Determines in concert with the employee's supervisor what, if any, follow-up action is appropriate.

### Employee

- Fully cooperate with the fitness for duty evaluation process

If the evaluation of the health care professional concludes that the employee is not physically or mentally able to perform the essential functions of his or her position, the Human Resource Manager will work with the employee and employing department to determine if there are reasonable accommodations in compliance with the Americans with Disability Act (as amended) that would allow the employee to continue working. If an appropriate accommodation cannot be made, other options (for example, transfer to another department, placing the employee on medical leave, disability or termination of employment) may be considered and will be communicated to the employee by the Human Resource Department.

This fitness for duty evaluation process is only for those situations where reliable observation indicates that the employee may not be physically or mentally able to perform the essential functions of his or her position due to a physical or mental condition. Supervisors shall continue to address other performance issues according to existing performance management and disciplinary policies.

### 301 EMPLOYEE BENEFITS

Eligible employees of the Borough are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification, and your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees, with employee contributions in some cases, subject to modification by collective bargaining agreements where applicable:

Benefits Continuation (COBRA)	Credit Union
Dental Insurance	Holidays
Jury Duty Leave	Life Insurance
Major Medical Insurance	Medical Insurance
Membership Dues	Military Leave
Pension Plan	Pharmacy
Severance Pay	Sick Leave Benefits
Short-Term Disability	Uniform
Vacation Benefits	

Some benefit programs require contributions from employees, but most are fully paid by the Borough. The benefit package for regular full-time employees represents an additional cost to the Borough.

### 302 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

#### VACATION ELIGIBILITY SCHEDULE

<b>Years of Eligible Service</b>	<b>Vacation Days Each Year</b>
After 1 year	5 days
After 3 years	10 days
After 6 years	15 days

After 12 years	20 days
After 18 years	25 days

The length of eligible service is calculated on the basis of a calendar year. Once employees enter an eligible employment classification, they can request use of the vacation time.

Paid vacation time can be used in minimum increments of *one-half day or 4 hours a day*. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including seniority, business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the calendar year, the unused vacation time may not be carried over.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

However, an Employee who takes vacation time that has not been fully earned and then terminates employment with the Borough for any reason shall be required to refund any unearned time to the Borough.

### 303 HOLIDAYS

Borough will grant holiday time off to all employees on the holidays listed below.

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4 or date celebrated in Pennsylvania)
- Labor Day (first Monday in September)
- Columbus Day (Second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

The Borough will grant paid holiday time off to all eligible nonexempt and exempt employees immediately upon assignment to an eligible employment classification. Holiday

pay will be calculated based on the employee's straight- time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Regular full-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible nonexempt employee works on a recognized holiday, he or she will receive holiday pay plus wages at two (2) times his or her straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

### **304 WORKERS' COMPENSATION INSURANCE**

The Borough provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses **must** report it to their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Borough nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Borough.

In case of a work-related injury or illness, employees and volunteer firefighters **must** follow this procedure:

1. **IMMEDIATELY REPORT THE INJURY/ILLNESS TO YOUR SUPERVISOR.** Any employee injured in the course of his/her official duties must report immediately to his/her supervisor, and to the Borough Manager who will then refer you to the appropriate physician. **FAILURE TO DO SO CAN DELAY YOUR BENEFITS OR CAUSE YOU TO LOSE YOUR RIGHTS TO BENEFITS.**

2. OBTAIN MEDICAL CARE FROM A PHYSICIAN LISTED BELOW.

If you suffer a work-related injury or illness, the Borough or its insurance company must pay for reasonable medical or surgical services and supplies, orthopedic appliances and prostheses, including training in their use.

The Borough of Hatfield has selected a panel of physicians who participate in an organized program administered by Workers Comp Advantage, Inc. (WCA). IF YOU GO TO A DOCTOR NOT LISTED BELOW, THE BILLS **MAY NOT BE** COVERED BY WORKER'S COMPENSATION INSURANCE.

For your initial medical treatment to be paid by the Borough of Hatfield or its insurance company, you must select one of the physicians or physicians groups listed below. You will be issued a temporary identification card that will assist you in receiving treatment.

NAME	ADDRESS
1. <b>MEDICAL EMERGENCY ONLY</b> - Use hospital/physician of your choice then follow-up with a physician from list below.	
2. Orthopedic Urgent Care – Rothman Institute	400 Enterprise Dr., Limerick, PA
3. Urgent Care- Liberty Urgent Care	500 Forty Foot Rd., Hatfield, PA
4. Family Practice- Green & Seidner Family Practice	826 North Broad St., Lansdale, PA
5. Family Practice- Harleysville Medical Associates	176 Main St., Harleysville, PA
6. Occupational Health- Grandview Hospital	4 Lifemark Dr., Sellers PA
7. Urgent Care- Grand View Urgent Care	1715 Sumneytown Pike, Lansdale, PA
8. Or any other physician participating in the WCA program.	Contact the Borough Manager

You must continue to visit one of the physicians listed above, if you need treatment, for ninety (90) days from the date of your first visit.

After this ninety (90) day period, if you still require treatment, you may choose to go to another physician or licensed practitioner of the healing arts for treatment. YOU MUST NOTIFY THE BOROUGH OF THIS ACTION WITHIN FIVE (5) DAYS OF YOUR VISIT TO THE ALTERNATE PHYSICIAN OF YOUR CHOICE.

Your bills will be paid if your physician or licensed practitioner of the healing arts reports as required [these reports must be filed within twenty-one (21) days after your first visit after your first visit and at least once a month as long as treatment continues]. YOU MUST NOTIFY THE NEW PRACTITIONER THAT YOUR EMPLOYER REQUIRES THESE REPORTS TO BE SUBMITTED TO THE WORKERS COMP ADVANTAGE PROGRAM

AT THE ADDRESS OR PHONE NUMBER PRINTED ON THE TEMPORARY IDENTIFICATION CARD OR PAYMENT MAY NOT BE MADE.

If one of the persons listed above refers you to another physician, the Borough or its insurer will pay the bill for these services. During the first thirty (30) days, this second physician must be from within the WCA network. If you are faced with a medical emergency that could permanently place your health in jeopardy, you may secure assistance from a physician of your choice.

If you have any questions about this policy, please contact the Borough Manager.

### **305 SICK LEAVE BENEFITS**

The Borough provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular full-time employees

Except as otherwise agreed in an applicable labor contract, eligible employees will be entitled to sick leave benefits at the rate of five (5) days per year. Sick leave benefits are calculated on the basis of a calendar year and are available immediately but considered “earned” proportionately throughout the calendar year.

Paid sick leave can be used in minimum increments of one-half (.5) day. Eligible employees may only use sick leave benefits for an absence due to their own illness or injury.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Before returning to work from a sick leave absence of three calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials.

Except as otherwise agreed, unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 15 calendar days worth of sick leave benefits. No payment will be made for unused sick time.

Except as otherwise agreed in an applicable labor contract, the employee or employee's spouse/estate will not be paid for unused sick days upon termination of employment.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.



### **306 MEDICAL INSURANCE BENEFITS**

Medical insurance benefits are available to regular full-time staff members. Employees contribute ten percent of the cost of the health benefits. Medical insurance benefits for dependents, if available, may be purchased through our group policy at the cost of that coverage to the Borough, deducted from the employee's paycheck.

Part-time employees are not entitled to medical insurance benefits, but may purchase such insurance, if available, for themselves and their dependents, at a cost of that coverage to the Borough, deducted from the employee's paycheck.

Eligible employees can elect to be enrolled in the Borough's medical plan at the end of their 90-day introductory employment period. Eligible employees who are covered by another policy of insurance may provide proof of such coverage to the Borough Manager, sign a waiver relieving the Borough of any obligation to provide coverage, and be reimbursed \$2,500.00 per year in lieu of medical benefits provided by the Borough.

For details of the plan, consult the Borough Manager.

### **307 BEREAVEMENT LEAVE**

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

The Borough defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling.

### **308 JURY DUTY**

The Borough encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request paid jury duty leave when called upon to serve.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, minus any compensation paid by the court for jury duty. Employee classifications that qualify for paid jury duty leave are:

Regular full-time employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the Borough or the employee may request an excuse from jury duty if, in the Borough's judgment, the employee's absence would create serious operational difficulties.

The Borough will continue to provide health insurance benefits for the full term of the jury duty absence.

### **309 BENEFITS CONTINUATION (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Borough's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Borough's group rates plus an administration fee.

Borough provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Borough's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **310 PERSONAL LEAVE**

Personal time off with pay is available to eligible employees to fulfill personal obligations. Employees in the following employment classification(s) are eligible to use personal time as described in this policy:

Regular full-time employees

Except as otherwise agreed in an applicable labor contract, each eligible employee is entitled to four (4) personal days each year.

Once employees enter an eligible employment classification, they are entitled to paid personal time.

Paid personal time can be used in minimum increments of one-half day (.5). To take personal time, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Personal time off is paid at the employee's then current base pay rate. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid personal time for personal pursuits. In the event that the available personal time is not used by the end of the benefit year, employees may not carry over the unused time.

### **311 RETIREMENT PLAN**

Except as required under a union contract, the Borough operates a defined contribution retirement plan for the employees' benefit, and employees become eligible to participate in accordance with the Plan documents. See the Borough Manager for a copy of the Plan documents. The contribution made by the Borough to this Plan is discretionary and will be determined annually by the Borough.

All Employees eligible for the Defined Benefit Pension Plan shall receive the value of their individual benefit as of December 31, 2023 at the time of Normal Retirement and upon full separation of employment from the Borough of Hatfield. Hatfield makes no commitment regarding new employees or for Hatfield Borough Defined Pension Plan retirement benefits to be earned after December 31, 2023. Effective December 31, 2023 the Defined Benefit Pension Plan shall be frozen.

## **312 LIFE INSURANCE**

Except as required under a union contract, the Borough offers all full-time employees, without charge, a life insurance policy in an amount no less than \$30,000.00.

## **401 TIMEKEEPING**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Borough to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work. They may also be required to record the beginning and ending time of each meal period and the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record (except as authorized to do so) may result in disciplinary action, up to and including termination of employment.

It is the individual employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

## **402 PAYDAYS**

All employees are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off (e.g., a vacation day or holiday), employees may be paid one (1) day prior to the regularly scheduled payday or will be paid on the first day of work following the regularly scheduled payday, depending on the employer's ability to do so.

## **403 EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

\*Resignation - voluntary employment termination initiated by an employee.

\*Discharge - involuntary employment termination initiated by the organization.

\*Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.

\*Medical Termination - employment termination initiated by the employee or by the Borough when the employee is unable, for legitimate and verifiable health reasons, to continue or return to work.

\*Retirement - voluntary employment retirement from active employment initiated by the employee.

The Borough will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, continuation of benefits COBRA (Consolidated Omnibus Budget Reconciliation Act), repayment of outstanding debts to the Borough, or return of Borough-owned property. Suggestions, complaints, and questions can also be voiced. Since employment with the Borough is based on mutual consent, both the employee and the Borough have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid, including but not limited to Vacation Pay, Personal Time, Sick Pay and Severance Pay specified below in section 407. Employees enrolled in the Borough Health Plan will continue to receive benefits during the payout period including all Vacation Pay, Personal Time Pay, Sick Pay and Severance Pay. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### **404 PAY ADVANCES**

Neither pay advances nor extensions of credit on unearned wages can be provided to employees.

#### **405 ADMINISTRATIVE PAY CORRECTIONS**

The Borough takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Borough so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, Borough will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

## **406 PAY DEDUCTIONS**

The law requires that the Borough make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Borough also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Borough matches the amount of Social Security taxes paid by each employee.

The Borough offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, the Finance Director can assist in having your questions answered.

## **407 SEVERANCE PAY**

The Borough recognizes non-voluntary separation of employment \*Discharge - involuntary employment termination initiated by the organization occurs. The Borough understands Severance Pay is common to assist during transition to future employment. See Severance Pay Schedule below. Eligibility is based on the employee's anniversary date.

3-5 Years of Service 1 weeks pay per years of service  
6-10 Years of Service 1.5 weeks pay per years of service  
11-15 Years of Service 2 weeks per years of service  
16-20 Years of Service 2.5 weeks per years of service  
20 or More Years of Service 3 weeks per years of service

## **501 SAFETY**

To provide a safe and healthful work environment for employees, customers, and visitors, the Borough Council has established a workplace safety program. This program is a top priority for the Borough. The Borough Manager has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Borough provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training, both hands-on and video training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or the Borough Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Borough Manager or the appropriate supervisor. Such reports are necessary to comply with laws and initiate Insurance and workers' compensation benefits procedures.

## **502 WORK SCHEDULES**

The normal work schedule for all employees is eight (8) hours per day, forty (40) hours per week, from 8:00 am to 4:30 pm, Monday through Friday. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. If a change in the schedule is necessitated, supervisors will advise employees of the change prior to the end of the shift the day before the new schedule takes effect or will give the employees a reasonable expectation that the schedule will be changed and will call the employees at home to verify the schedule change.

All nonexempt employees must report to work at the time specified by the supervisor. Failure to report to work on time will result in disciplinary actions including termination.

## **503 USE OF PHONE AND MAIL SYSTEMS**

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse Borough for any charges resulting from their personal use of the telephone.

The use of Borough-paid postage for personal correspondence is not permitted.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

## 504 SMOKING

In keeping with Borough's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees, customers, and visitors.

## 505 REST AND MEAL PERIODS

Each workday, full-time nonexempt employees are provided with two rest periods of fifteen (15) minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time regular employees are provided with one meal period of thirty (30) minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Part-time employees shall receive rest periods fifteen (15) minutes for every 3 hours worked.

## 506 OVERTIME

When emergencies occur, or operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. All overtime work must receive the supervisor's prior authorization.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. The Borough will continue to use the Seniority list as a guide when calling in employees for overtime. It will also continue to follow good management practices when calling in employees for such operations, even if that means deviating from the Seniority list from time to time. The Seniority list will remain, however, the guide to both the employees and the Borough for call-out rotations.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state laws at the following rate(s):

One and one-half (1.5) times straight-time rate for all hours over forty (40) in a workweek, or one and one-half (1.5) times straight-time rate for all hours over eight (8) in a day.



One and one-half (1.5) times straight-time rate for all hours worked when an employee is recalled to duty after his/her shift ends, he/she will be guaranteed two (2) hours.

In the event an employee is recalled to duty on a Sunday, or a holiday, he/she shall be paid at double his/her rate of pay.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

### **507 USE OF EQUIPMENT AND VEHICLES**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

No employee shall operate any equipment/vehicle without the use of seat belts and a mandated license and/or certification as required by law.

### **508 USE OF PERSONAL VEHICLES**

The use of personal vehicles to conduct municipal business shall be kept to a minimum. On the occasion when a municipal vehicle is not available, personal vehicles may be used with the permission of the department head. Personal vehicles are not covered by municipal insurance.

Employees shall be notified in writing that the automobile insurance carried by the municipality will only provide secondary or excess coverage in the event of an accident; primary coverage is provided by the automobile insurance carried by the employee.

The municipalities shall reimburse employees on a per-mile basis for the business use of their personal vehicle, provided that prior approval for such use was granted by their department

head, or in the case of department heads, the Borough Manager. Such reimbursement shall be made in accordance with the Standard Mileage Rate published by the Internal Revenue Service for the business use of a personal vehicle.

All business-related mileage must be recorded on a Mileage Assessment for Municipal Reimbursement Form and submitted to the Finance Department along with an Accounts Payable (AP) batch requesting reimbursement to the employee.

Reimbursement for the business use of a personal vehicle will be made only in those circumstances when an employee would have otherwise been authorized to use a municipal vehicle and it has been pre-approved by the department head, e.g. attendance at a conference/seminar or travel between work sites. Commuting to/from work, as well as employees' outings, dinners, picnics, and other functions not directly the concern of the municipality will not be considered municipal business, unless approved in advance by the Borough Manager.

## **509 BUSINESS TRAVEL EXPENSES**

The Borough will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Borough Manager. Employees whose travel plans have been approved should make all travel arrangements through the designated travel agency.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Borough. Employees are expected to limit expenses to reasonable amounts.

Any employee who is involved in an accident while traveling on business must promptly report the incident to the immediate supervisor. Vehicles owned, leased, or rented by the Borough may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within thirty (30) days. Reports should be accompanied by receipts for all individual expenses. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this Business Travel Expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **510 COMPUTER AND E-MAIL USAGE**

Computers, computer files, the e-mail system, and software furnished to employees are Borough property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The Borough strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Borough prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. The

Borough purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Borough does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Borough prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Borough Manager or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **511 INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is provided by the Borough to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Borough and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of the Borough. As such, the Borough reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the Borough in violation of law or the Borough policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- \*Using the Borough's name, logo, or property on the Internet, including Facebook and Twitter, without authorization or in a way that demeans, disparages or casts in a false light the Borough, its elected officials its taxpayers or citizens or personnel or its business or activities.
- \*Sending or posting discriminatory, harassing, or threatening messages or images
- \*Using the organization's time and resources for personal gain
- \*Stealing, using, or disclosing someone else's code or password without authorization
- \*Copying, pirating, or downloading software and electronic files without permission
- \*Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- \*Violating copyright law
- \*Failing to observe licensing agreements
- \*Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- \*Sending or posting messages or material that could damage the organization's image or reputation
- \*Participating in the viewing or exchange of pornography or obscene materials
- \*Sending or posting messages that defame or slander other individuals

- \*Attempting to break into the computer system of another organization or person
- \*Refusing to cooperate with a security investigation
- \*Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- \*Using the Internet for political causes or activities, religious activities, or any sort of gambling
- \*Jeopardizing the security of the organization's electronic communications systems
- \*Sending or posting messages that disparage another organization's products or services
- \*Passing off personal views as representing those of the organization
- \*Sending anonymous e-mail messages
- \*Engaging in any other illegal activities

## **512 WORKPLACE MONITORING**

Workplace monitoring may be conducted by the Borough to ensure quality control, employee safety, security, and customer satisfaction. Computers furnished to employees are the property of the Borough. As such, computer usage and files may be monitored or accessed. The Borough may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because the Borough is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

## **513 WORKPLACE VIOLENCE PREVENTION**

The Borough is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Borough has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Borough without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The Borough will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Borough may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Borough encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Borough Manager before the situation escalates into potential violence. The Borough is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

## **514 ERGONOMICS**

The Borough has developed an ergonomics program to minimize repetitive motion injuries (RMIs) in the workplace. The primary elements of the ergonomics program include: (1) worksite evaluations, (2) control of exposures that may have caused RMIs, and (3) ergonomics training of employees. The ergonomics program also focuses on educating employees on their personal responsibility to ensure good work habits (such as posture and body mechanics) and adequate fitness for work.

RMIs are musculoskeletal injuries, identified and diagnosed by a licensed physician, that can result from a job, process, or operation where employees perform the same repetitive motion tasks. Examples of repetitive motion tasks include, but are not limited to, sustained computer keyboard and mouse usage; assembling materials and products; or lifting, carrying, and loading objects. When an RMI has been reported at the Borough that results from a job, process, or operation, a worksite evaluation will be conducted. The evaluation identifies potential exposures that may have caused RMIs and determines the methods the Borough will use to control or minimize them. Affected employees will be informed of the potential exposures and trained in the control measures. Every reasonable effort will be made to correct exposures in a timely manner that may have caused RMIs or, if the exposure is not capable of being corrected, to minimize it to the extent feasible. In determining how to correct or minimize exposures, the Borough will consider reasonable, cost-effective engineering or administrative controls.

Employees are provided with training that includes an explanation of the ergonomics program, exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and the methods used to minimize RMIs.

All employees are encouraged to immediately report to the Borough Manager all suspected RMIs, RMI symptoms, or other ergonomic concerns. All employees are required to report to the Borough Manager all workplace RMIs as soon as possible after they have been identified and diagnosed by a licensed physician. Post-offer medical examinations may be required for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering those positions only after conditional job offers to help ensure they are able to perform their duties safely. Medical records will be kept separate and confidential.

### **515 CELL PHONE USAGE**

The Borough provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored. Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones, *including hands free devices* to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

As a Borough representative, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

### **601 MEDICAL LEAVE**

The Borough has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 (FMLA) and its amendments. Policy will run concurrently with any other paid or unpaid leave provided by the Borough

The Borough provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Eligible employees may request medical leave only after having completed 1250 hours of service in last 12-month period and have worked for the Borough for a total of 12 months by the start of the

leave (does not have to be consecutive, within the past seven years). Exceptions to the service requirement will be considered to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A medical certificate must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Borough. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave unless otherwise approved by the Borough and the Manager.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. Subject to the terms, conditions, and limitations of the applicable plans, the Borough will continue to provide health insurance benefits for the full period of the approved medical leave. Your portion of premium payments are due the 1<sup>st</sup> of every month. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is required to provide the Borough with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Borough will assume that the employee has resigned.

Notice and Certification Forms can be found at <https://www.dol.gov/agencies/whd/fmla/forms> , any questions regarding forms please contact the Borough Manager.

*Federal and Pennsylvania State guidelines prevail where conflicts exist.*

## **602 FAMILY LEAVE**

The Borough has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 (FMLA) and its amendments. Policy will run concurrently with any other paid or unpaid leave provided by the Borough.

The Borough provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.



Eligible employees may request family leave only after having completed 1250 hours of service in the last 12-month period and have worked for the Borough for a total of 12 months by the start of the leave (does not have to be consecutive, within the past seven years). Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a medical certificate verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave unless otherwise approved by the Borough and the Manager. Married employee couples may be restricted to a combined total of 12 weeks of leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. Subject to the terms, conditions, and limitations of the applicable plans, the Borough will continue to provide health insurance benefits for the full period of the approved family leave. Your portion of premium payments are due the 1<sup>st</sup> of every month. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is required to provide the Borough with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Borough will assume that the employee has resigned.

Notice and Certification Forms can be found at <https://www.dol.gov/agencies/whd/fmla/forms> , any questions regarding forms please contact the Borough Manager.

*Federal and Pennsylvania State guidelines prevail where conflicts exist.*

### **603 MILITARY LEAVE**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the

applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Borough Manager for more information or questions about military leave.

### **607 SHORT TERM DISABILITY**

The Short-term Disability Insurance provides all Full-time Active Employees with short term income protection if You become Disabled from a covered Injury, Sickness, or Pregnancy. Policy will run concurrently with any other paid or unpaid leave provided by the Borough.

Contact the Borough Manager for a copy of the current Short Term Disability Policy or if you should have questions about Short Term Disability.

We will continue to cover your health insurance premiums during your leave time given that you return to work as previously agreed upon. Your portion of premium payments are due the 1<sup>st</sup> of every month.

### **608 LONG TERM DISABILITY**

The long-term disability insurance provides all Full Time Active Employees with long term income protection if You become Disabled from a covered injury, Sickness or pregnancy. Policy will run concurrently with any other paid or unpaid leave provided by the Borough.

Contact the Borough Manager for a copy of the current Long Term Disability Policy or if you should have questions about Long Term Disability.

We will continue to cover your health insurance premiums during your leave time given that you return to work as previously agreed upon. Your portion of premium payments are due the 1<sup>st</sup> of every month.

## 701 EMPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, the Borough expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

Theft or inappropriate removal or possession of property

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

Fighting or threatening violence in the workplace

Boisterous or disruptive activity in the workplace

Negligence or improper conduct leading to damage of employer-owned or customer-owned property

Insubordination or other disrespectful conduct

Violation of safety or health rules

Smoking in prohibited areas

Sexual or other unlawful harassment

Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace

Excessive absenteeism or any absence without notice

Unauthorized absence from work station during the workday

Employment with Borough is at the mutual consent of Borough and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice, except as modified by a collective bargaining agreement.

## **702 RECEIVING OF GIFTS**

You may accept unsolicited gifts that do not exceed \$25. You may not accept cash or checks made out to you under any circumstance. Gift cards valued at \$25 or less for specific vendors/restaurants are permissible. If the gift is valued over \$25 you may not pay the difference in order to accept the gift.

## **703 DISCHARGE OR SUSPENSION**

A. In any case where an employee is covered by Collective Bargaining Agreement that provides the employee may not be discharged or suspended without just cause, the Borough Manager must immediately notify the employee in writing of his/her discharge or suspension and reason therefore. In cases where the employee is a part of the CBA (Collective Bargaining Agreement) written notice shall also be given to the Shop Steward, and a copy mailed to the Local Union Office, within one (1) working day from the time of the discharge or suspension.

B. In respect to discharge or suspension, the Borough must give a least one (1) warning notice (minor offenses) of the specific complaint against such employee in writing. In cases where the employee is a part of the CBA (Collective Bargaining Agreement) written notice shall also be given to the Shop Steward, and a copy mailed to the Local Union Office, within one (1) working day from the time of the discharge or suspension. The warning notice as herein provided shall not remain in effect for a period of more than twelve (12) months from the date of the occurrence upon which the complaint and warning notice are based.

C. An employee discharged must be paid in full for all wages owed to him/her by the Borough, including all agreed pay per contract, if any, within three (3) weeks of final discharge.

D. A discharged or suspended employee must remit a notice of appeal from discharge or suspension to the Borough in writing within ten (10) days after the notice of discharge or suspension. In cases where the employee is a part of the CBA (Collective Bargaining Agreement) written notice shall also be given to the Shop Steward, and a copy mailed to the Local Union Office, within five (5) working days after receiving notification of such action against him/her with the employee's desire to appeal the discharge or suspension.

E. Should it be proven that there was not just cause for a discharged or suspended employee, he/she shall be reinstated in his/her position and compensated at his/her rate of pay for lost work opportunity. In cases where the employee is a part of the CBA (Collective Bargaining Agreement) if the Union and the Borough are unable to agree as to the settlement of the case, then it may be referred to the grievance procedures as set forth in Article X, within ten (10) working days after the above notice of appeal is given to the Borough.

## **704 DRUG AND ALCOHOL USE**

It is the Borough 's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Borough premises and while conducting business-related activities off the Borough premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. To inform employees about important provisions of this policy, the Borough has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or the Borough Manager to receive assistance or referrals to appropriate resources in the community. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the Borough 's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Borough policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Borough any undue hardship. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Borough of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Borough Manager without fear of reprisal.

See Section 711 of the Employee Handbook entitles Drug and Alcohol Testing for more details.

Employees who are on prescription medications that could adversely impact their ability to safely perform their job duties shall notify their employer of this status. Depending on the circumstances, the employer may require the employee to provide a written physician opinion confirming the prescribed medication will not adversely impact the employee's ability to safely perform their job duties.

## **705 SEXUAL AND OTHER UNLAWFUL HARASSMENT**

The Borough is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive,

including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. The Borough provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Borough Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be

informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Borough Manager or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **706 ATTENDANCE AND PUNCTUALITY**

To maintain a safe and productive work environment, the Borough expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness are disruptive and place a burden on other employees and on the Borough. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Prompt attendance and punctuality are deemed to be essential elements of the job. Poor attendance and/or excessive tardiness may lead to disciplinary action, up to and including termination of employment.

## **707 PERSONAL APPEARANCE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that the Borough presents to its residents, customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Office employees are expected to dress in a “business casual” manner. No jeans (except on Jean Fridays), tank tops, halter tops, shorts, sneakers, or sloppy clothing may be worn. Employees, including but not limited to public works employees, who are given uniforms are expected to wear them. Uniforms are not to be altered from the delivered condition. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or the Borough Manager if you have questions as to what constitutes appropriate attire.

## **708 RETURN OF PROPERTY**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Borough property immediately upon request or upon termination of employment. Where permitted by applicable laws,

Borough may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Borough may also take all action deemed appropriate to recover or protect its property.

## **709 RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment with the Borough. Although advance notice is not required, the Borough requests at least two (2) weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

## **710 SECURITY INSPECTIONS**

The Borough wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Borough prohibits the possession, transfer, sale, or use of such materials on its premises. The Borough requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Borough. Accordingly, and with probable cause, they, as well as any articles found within them, can be inspected by any agent or representative of the Borough at any time, either with or without prior notice.

The Borough likewise wishes to discourage theft or unauthorized possession of the property of employees, the Borough, visitors, and customers. To facilitate enforcement of this policy, and with probable cause, the Borough or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the Borough's premises.

Personal vehicles parked on Borough property may be inspected only with a Search Warrant.

## **711 SOLICITATION**

In an effort to assure a productive and harmonious work environment, persons not employed by the Borough may not solicit or distribute literature in the workplace at any time for any purpose.

The Borough recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature



concerning these activities during working time. (Working time does not include lunch periods or any other periods in which employees are not on duty.)

Examples of forms of solicitation not permissible include:

The collection of money, goods, or gifts for political groups

The circulation of petitions

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

Affirmative action statements

Minimum wage statements

Employee announcements

Internal memoranda

Job openings

Organizational announcements

Workers' compensation insurance information

State disability insurance/unemployment insurance information

Safety bulletins

Education announcements and materials

If employees have a message of interest to the workplace, they may submit it to the Borough Manager for approval. All approved messages will be posted by the Borough Manager.

## **712 DRUG AND ALCOHOL TESTING**

The Borough is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of drugs (illegal and prescription drugs) and or alcohol. The Borough will attempt to protect the confidentiality of all drug and alcohol test results.

Drug and alcohol tests may be conducted in any of the following situations:

**POST-ACCIDENT** - Any current employee who is involved in a serious incident or any type of accident while on duty, whether on or off the employer's premises, will be asked to provide a body substance sample.

**FITNESS-FOR-DUTY** - This test may be required if significant and observable changes in employee performance, appearance, behavior, speech, etc. provide reasonable suspicion of the influence of drugs and or alcohol. A fitness-for-duty evaluation may include the testing of a body substance sample.

**RANDOM-CDL DRIVERS-** Only employees who possess a CDL license are subject to random testing for drugs and alcohol. Employees selected for random testing will be notified and shall immediately report to the collection/testing site upon notification to be tested. Failure to immediately proceed to the collection/testing site may be deemed a refusal to test.

**RETURN-TO-DUTY-** Employees who have tested positive on a drug or alcohol test and under the discipline policy are allowed to return to work, must test negative prior to returning to a safety-sensitive position.

**PRE-EMPLOYMENT-** All applicants, after accepting a conditional offer of employment including applicants for part-time and seasonal positions, those who are former employees, volunteers and those who require a CDL license, are subject to drug and alcohol testing. Applicants must pass the drug test to be considered for employment.

Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, up to and including termination of employment.

An individual who is involuntarily relieved of duty solely because of drug and or alcohol testing will be paid for time away from scheduled work if the test results are negative. In cases where a positive test is confirmed, consideration will be given to available rehabilitation where appropriate.

An employee who tests positive and who successfully completes rehabilitation will be subject to unscheduled testing for a two (2) year period following reinstatement.

Questions concerning this policy or its administration should be directed to the Borough Manager.

### **713 ETHICS IN THE WORKPLACE**

The proper operation of democratic government requires that actions of public employees be impartial; that public employment not be used for personal gain; and that the public have confidence in the integrity of its government.

Employees will conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.

Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens of Hatfield Borough.

Employees will not discriminate because of race, color, religion, age, sex, disability, political affiliation or national ancestry. In his/her job capacity, each employee will work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all professional and personal actions.

Employees will not have any material financial interest in any private business or professional activity which would be in conflict with their job responsibilities. Employees will not engage in any business activity that would appear to be in conflict with their job responsibilities or tend to impair independence of judgment or action in the performance of official duties.

Employees will refrain from using their positions for personal gain and will keep confidential all information not available to all citizens that is acquired by virtue of their position in the organization. Employees will not accept any personal gift, favor, service, money or anything of value from the public which might reasonably tend to influence the impartial discharge of duties.

### **801 LIFE-THREATENING ILLNESSES IN THE WORKPLACE**

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Borough supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the Borough will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The Borough will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Borough Manager for information and referral to appropriate services and resources.

### **802 BINDING CONTRACTS**

*Council designates the Borough Manager/Secretary or the President of Borough Council as the sole persons responsible for signing and authorizing Binding Contracts on behalf of the Borough of Hatfield.*

### **803 SAFETY EQUIPMENT ALLOWANCE**

Where required by a Collective Bargaining Agreement, public employees shall be allotted Seventy-Five Dollars (\$75.00) annually for the purchase of job-related safety equipment. The equipment must be pre-approved by the Borough Manager and a proper receipt must be furnished to the Borough Manager.

**10. ACTION ITEMS:**

- A. Motion Consider Resolution 2023-11 Adopting the Borough of Hatfield Municipal Service Team Handbook**

## **10. ACTION ITEMS:**

**B. Motion to Consider Change Order Request No. 1 for the 2023 ADA Curb Ramp Replacement Project to Decrease the Contract Price from \$150,220.00 (one hundred fifty thousand two hundred twenty dollars) to \$78,578.00 (seventy-eight thousand five hundred seventy-eight dollars)**

## **10. ACTION ITEMS:**

**C. Motion to Consider Payment Request No. 2 / Final Payment for the 2023 ADA Curb Ramp Replacement Project to Albert G. Cipolloni, Jr. & Sons, Inc. in the Amount of \$60,867.80 (sixty thousand eight hundred sixty-seven dollars and eighty cents)**

## **11. Motion to Approve the Payment of the Bills**

Column1	Column2	Column3	Column4	Column5	Column6
AUGUST 2023 ACCOUNTS PAYABLE BILL LIST					
VENDOR BILL LIST					
		AMOUNT	DATE	TOTAL	
	ITEM DESCRIPTION	PAID	PROCESSED	PAID	CHECK NO.
<b>TD BANK</b>					
GUARDIAN	COUNCIL LIFE INSURANCE	\$33.95	7/27/2023	\$33.95	27683
HATFIELD BOROUGH PETTY CASH	PETTY CASH REPLENISHMENT	\$175.04	7/27/2023	\$175.04	27684
ZULTYS	AUGUST TELEPHONE BILL	\$446.82	8/2/2023	\$446.82	27685
CANON FINANCIAL SERVICES, INC.	COPIER LEASE	\$12.16	8/4/2023	\$12.16	27686
COMCAST CABLE	401 S MAIN ST INTERNET SERVICE	\$116.85	8/4/2023	\$116.85	27687
HATFIELD BOROUGH ELECTRIC CO.	615 DAIN AVE ELECTRIC SERVICE	\$43.62	8/4/2023	\$43.62	27688
TD CARD SERVICES	VARIOUS ITEMS	\$3,327.29	8/4/2023	\$3,327.29	27689
THE HARTFORD	AD&D LIFE STD & LTD INSURANCE	\$772.97	8/4/2023	\$772.97	26790
<b>WELLS FARGO</b>	<b>SERIES 2003 B NOTE, 2020/2021 A/B NOTES</b>	<b>\$8,626.13</b>	<b>7/25/2023</b>	<b>\$8,626.13</b>	<b>ACH</b>
ALLEGHENY ELECTRIC COOP	JULY MONTHLY ELECTRIC SALES	\$2,619.60			
AMP, INC.	JULY PMPM/VERIZON CHARGES	\$1,448.05			
<b>AMP OHIO</b>	<b>JULY ELECTRIC PURCHASE</b>	<b>\$180,230.36</b>			
AT&T	PW & MGR CELL PHONES	\$564.56			
BARNSIDE FARM COMPOST	SWEEPER DEBRIS RECYCLING	\$556.50			
BEE BERGVALL & CO	ACCOUNTING CONSULTING SERVICES	\$350.00			
<b>BOROUGH OF HATFIELD ELECTRIC</b>	<b>REPAYMENT OF BORROWING</b>	<b>\$8,287.43</b>			
CAPASSO PEST SERVICES	PEST CONTROL	\$160.00			
<b>ALBERT G. CIPOLLONI</b>	<b>ADA CURB RAMP REPLACEMENTS</b>	<b>\$60,867.80</b>			
CLEMENS UNIFORMS	MATS FOR HALLWAYS	\$75.20			
<b>CODE INSPECTIONS</b>	<b>BLDG CODE FIRE &amp; ZONING SERVICES</b>	<b>\$9,196.00</b>			
COMCAST	16 CHERRY ST	\$113.05			
COMMONWEALTH OF PA	MS4 GENERAL PERMIT	\$500.00			
CRISTIAN NICA	ELECTRIC OVERYPAYMENT	\$331.59			
CURTIS POWER SOLUTIONS	MAINTENANCE OF GENERATOR @ BORO	\$1,315.36			
CURTIS POWER SOLUTIONS	MAINTENANCE OF GENERATOR @ PW	\$1,256.32			
<b>DELAWARE VALLEY HEALTH INS</b>	<b>HEALTH INSURANCE FOR EMPLOYEES</b>	<b>\$16,939.19</b>			
DELAWARE VALLEY WORKERS COOMP	WORKERS COMP	\$287.00			
EAS	WATER FOR OFFICE & SHOP	\$78.87			
EDDIES ELECTRIC	ADDED OUTLETS FOR PW SHOP	\$435.52			
EDDIES ELECTRIC	ELECTRIC METER REPLACEMENT	\$238.00			
EDDIES ELECTRIC	RE TAP HOUSE SERVICE	\$238.00			
STEVE FICKERT	CLOTHING ALLOWANCE	\$254.40			
STEVE FICKERT	SHOE/BOOT ALLOWANCE	\$141.95			
GILL QUARRIES	DUMPING FEE	\$200.00			
GLASSGOW	BLACKTOP	\$195.36			
GREAT LAKES RECREATION	SWING PARTS FOR PARKS	\$439.00			
GUARDIAN	COUNCIL LIFE INSURANCE	\$33.95			
THE HARTFORD	AD&D LIFE STD & LTD INSURANCE	\$772.97			
<b>HATFIELD TOWNSHIP</b>	<b>AUGUST POLICE SERVICES</b>	<b>\$78,750.00</b>			
HATFIELD TOWNSHIP	DIESEL FUEL	\$2,917.59			
KAREN KOERWER	JULY ACCOUNTING SERVICES	\$420.00			
KIM BALL	FALL FEST DJ	\$750.00			
LOWES	SHOP SUPPLIES	\$42.28			
LOWES	SHOP SUPPLIES	\$14.86			
LOWES	SHOP SUPPLIES	\$22.68			
MAILLIE	2022 AUDIT	\$1,000.00			
MG TRUST	2021 STATE AID UNDERPAYMENT	\$216.22			
NAPA AUTO	RUBBER GLOVES	\$61.71			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$485.00			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$71.25			
PA ONE CALL	MONTHLY TELEPHONE CHARGES	\$8.64			
PITNEY BOWES	POSTAGE LEASE	\$387.00			
PSAB	WEBINAR FOR JAIME SNYDER	\$100.00			
PSAB	WEBINAR FOR DIANE FARRALL	\$100.00			
PORT A BOWL	PORTABLE RESTROOM FOR MOVIE NIGHT	\$378.45			
RICHTER DRAFTING & SUPPLIES	OFFICE SUPPLIES	\$26.32			
RICHTER DRAFTING & SUPPLIES	OFFICE SUPPLIES	\$126.28			
R&R	SOUND MAINTENANCE	\$495.50			
<b>SEWER SPECIALTY SERVICES CO</b>	<b>TELEVISIONING SEWER</b>	<b>\$15,200.00</b>			
DERIK STOVER	CLOTHING ALLOWANCE	\$35.97			



Column1	Column2	Column3	Column4	Column5	Column6
AUGUST 2023 ACCOUNTS PAYABLE BILL LIST					
VENDOR BILL LIST					
	ITEM DESCRIPTION	AMOUNT PAID	DATE PROCESSED	TOTAL PAID	CHECK NO.
DERIK STOVER	SHOE/BOOT ALLOWANCE	\$149.99			
SWIF	WORKERS COMP	\$1,809.00			
SYNATEK	WEED SPRAY	\$225.00			
SYNATEK	WEED SPRAY	\$225.00			
TD BANK CARD	ZOOM SUBSCRIPTION	\$99.63			
TD BANK CARD	MICROSOFT - ONLINE SERVICES	\$8.48			
TD BANK CARD	MICROSOFT - ONLINE SERVICES	\$84.89			
TD BANK CARD	CABLE FOR CAMERA COUNCIL CHAMBERS	\$39.99			
TD BANK CARD	POSTAGE	\$9.65			
TD BANK CARD	MOVIE NIGHT ITEMS	\$48.91			
TD BANK CARD	GIANT - ITEMS FOR EMPLOYEE TRAINING	\$105.00			
TD BANK CARD	GIANT - ITEMS FOR EMPLOYEE TRAINING	\$89.62			
TD BANK CARD	GIANT - ITEMS FOR EMPLOYEE TRAINING	\$21.97			
TEAMSTERS	EMPLOYEE BENEFITS	\$416.00			
TIMONEY KNOX	LEGAL SERVICES - ARBOR GROVE DEV	\$210.00			
TIMONEY KNOX	LEGAL SERVICES - ALLIANCE HOUSING DEV	\$42.00			
TIMONEY KNOX	LEGAL SERVICES - COMCAST CABLE FRAN	\$70.00			
TIMONEY KNOX	LEGAL SERVICES - SEPTA LEASE AGREEMENT	\$98.00			
TIMONEY KNOX	LEGAL SERVICES - PRESTIAGE BUILDING	\$294.00			
TIMONEY KNOX	LEGAL SERVICES - PW CONSTRUCTION	\$1,568.00			
TIMONEY KNOX	LEGAL SERVICES - ELECTRIC SERVICE	\$266.00			
TIMONEY KNOX	LEGAL SERVICES - GENERAL	\$770.00			
TRACTOR SUPPLY	WEED SPRAY TANK	\$299.99			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - GENERAL	\$1,810.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - BROAD ST STORM SEWER	\$2,240.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - BENNETTS COURT	\$1,015.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - EDINBURGH SQ SUBDIV	\$875.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - ADA RAMPS 2023	\$105.00			
VERIZON	TELEPHONE SERVICES	\$228.26			
WHITETAIL DISPOSAL	WASTE DISPOSAL	\$166.60			
ZULTYS	TELEPHONE SERVICES	\$446.57			
SECURITY DEPOSITS:					
	TIM ALLES	\$178.98			
	CHRISTIAN BERMEO	\$268.53			
	RAJESHKUMAR PATEL	\$192.16			
	HAMET & NILABEN PATEL	\$255.76			
	JOSE SANTOS	\$266.82			
		\$418,290.41			

**12. MOTION to ADJOURN:**

**EXECUTIVE SESSION: Real Estate,  
Litigation, & Personnel**