

HATFIELD BOROUGH COUNCIL

WORKSHOP/ REGULAR MEETING

July 19, 2023



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

July 19, 2023

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION

1. APPROVAL OF MEETING AGENDA:

Motion: To Approve the Agenda of July 19, 2023 Workshop /
Regular Meeting

2. APPROVAL OF THE MINUTES:

Motion to Approve the Minutes of the June 14, 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 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
- Planning, Building, and Zoning Committee Report

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

Phone:
215-855-0781

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215-855-2075

Email:
admin@
hatfieldborough.com

Website:
www.hatfieldborough.com

- Public Safety Committee Report
- 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. Municipal Service Team Handbook
- B. Edinburgh Square Escrow Release No. 5 / Final
- C. 2023 ADA Curb Ramp Replacement Project Payment Request No. 1

9. OLD BUSINESS:

- A. Comcast Franchise Agreement Update

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

- 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)

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
June 14 Workshop / Regular Meeting**

HATFIELD BOROUGH COUNCIL
WORKSHOP / REGULAR MEETING
June 14, 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, 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 June 14, 2023.

Councilmember Stevens added the report from the PSAB Conference to the Agenda under Reports. Manager Snyder removed Dual Action Committee Report from the agenda.

The motion was seconded by Councilmember Stevens.

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

2. APPROVAL OF THE MINUTES:

Motion to Approve the Minutes of the May 3, 2023, Workshop Meeting and the May 17, 2023, Regular Meeting.

Motion: A motion was made by Councilmember Stevens to Approve the Minutes of the May 3, 2023, Workshop Meeting and the May 17, 2023, 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 July 19th Workshop/Regular Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, June 26, 2023 @ 8:00AM in Council Chambers
- The Borough Office Will be Closed Tuesday, July 4th in Observance of the July 4th Holiday
- The next Planning Commission Meeting is scheduled for July 10th @ 7:00PM in Council Chambers
- Zoning Hearing Board Meeting for 103 N. Main Street is scheduled for August 10th @ 7:00PM in Council Chambers
- Hatfield Borough 125th Anniversary Celebration is June 17th 12:00PM – 4:00PM at Centennial Park

5. Public Hearing for Ordinance No. 551 Regulating the Use of Consumer and Display Fireworks

**ORDINANCE NO. 551
PROCEEDINGS**

PRESIDENT JASON FERGUSON: We will now have a Public Hearing for Ordinance No. 551 Regulating the Use of Consumer and Display Fireworks. This hearing was duly advertised.

SOLICITOR CATHERINE HARPER: We have a Public Hearing tonight on Ordinance 551 which regulated the use of consumer fireworks and display fireworks in the Borough. To be clear it basically prohibits homeowners from having fireworks anywhere in their backyard or something like that. It is already prohibited in our parks unless it has been approved by the Borough Manager in writing. The thought is that the law has changed in Pennsylvania and what are called consumer fireworks were available and they are projectiles and they can cause damage and fire, and personal injuries that kind of thing and state law allows places but it is impossible to get 150 feet from a person, car or occupied structure or even further 300 feet to ban them altogether. I am going to mark as exhibit B-1 which is proof that we published this in the reporter News Paper and as B-2 an actual copy of ordinance 551. Now Borough Council has received this several times and I will point out that I fit it in Chapter 11 I think and I went back and made some small little tweaks here and there and it is Chapter 10 to make sure when we codify the ordinances it drops right in the book in the appropriate place. That is in there, other than that, you have seen it before and I don't think you have any questions. The

committee worked really hard on this and then we brought it in line with state law. Now I will ask the public if there are any questions and there is no one here in the public. That is it unless Borough Council has any questions. We will close the hearing and it is on for action this evening.

This Public hearing is closed. (At 7:10 the hearing was closed)

6. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Budget, Finance, and Labor Committee Report

President Ferguson reported that they did meet today and started to review the road map for our budget so that we can start to plan out 5 to 10 years in the future. Some changes that are being made to the employee handbook mostly in regards to FMLA.

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 reported that they met and discussed the salt shed roof project at Hatfield Township which is shared with the Borough. The committee decided to give \$5,000 towards the \$50,000 cost of construction of the roof. A dog park was discussed at the committee meeting and they do not recommend exploring the dog park any further to council at this time.

Utilities Committee Report

Councilmember Girard stated that the committee met and discussed the possibility of providing the electric to the Hatfield Township Police Department building. They also discussed the policy for a borough-wide power outage and when the generator will be turned on. The delinquencies are a little over \$29,000 for electric.

Hatfield Economic Revitalization Outreach Committee Report

Councilmember Girard reported that HERCO is honoring Hatfield Fire Company and Hatfield Police Department as the business of the month. The 125th

Celebration is set for June 17th at noon. Thanked Lindsay Hellmann and Stephen Fickert including the public works department for all of their hard work for the event. The Memorial Day Parade was held and a successful event.

Mayor Mary Anne Girard Report

Mary Anne Girard stated that she was approached by a resident to erect a chimney swift tower on Borough Property. This is a home for the birds and she felt that this should go to the Public Works and Property Equipment Committee for discussion. This gentleman is also able to give a presentation on moths and was thinking that he can give this presentation during movie night as a themed movie night.

7. 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

8. MANAGERS REPORT:

1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
 - Escrow Release No. 5 – under review
- 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 – on for consideration
- E. 200 N. Main Street (Biblical Seminary)
 - Sketch Plan submitted
 - Applying for Tax Credits for Project – 2023
 - Received Grant for the Development
 - Looking at Zoning Extension

- 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. Possible ZHB.

2. **Utility Billing Update:**

- Staff continues to monitor Electric & Sewer Past Due accounts. Shut-off's are scheduled for June.
- 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)
 - McMahan 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 early Summer
- 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

B. 2023 Roadway Resurfacing Project

- Consider Awarding Bid 6/14/23

6. **PMEA Update:**

- May newsletter attached

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

- Working on Policies and Procedures of Use
- Summer Peak Shaving Started

8. **Public Information Officer Update:** Attached9. **Items of Interest:**

- Montgomery County Boroughs Association Update
- PSAB Awards
 - Larry 30 Years of Service
 - Newsletter 3rd Place
 - Website 3rd Place

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

A. 2023 Roadway Resurfacing Project

Manager Snyder explained that on May 24th 6 bids were received for the 2023 Roadway Resurfacing Project. The lowest bidder was Blooming Glenn Contractors in the amount of \$84,920.00 and is on for consideration tonight.

B. Resolution 2023 - 10 Montgomery County Hazard Mitigation Plan

Manager Snyder stated that the 2022 Hazard Mitigation Plan has been approved by FEMA and this just means that it is available for municipal adoption and if adopted the municipality is able to apply for funds in an emergency.

10. **OLD BUSINESS:**

A. Resolution 2023 - 09 SEPTA Lease Agreement

Solicitor Harper explained that this has been discussed for months and the agreement is now ready to get signed if Borough Council would like to.

B. Comcast Franchise Agreement

Solicitor Harper stated that we have a pole attachment agreement and want to make sure that gets approved at the same time as the Comcast Franchise Agreement. She does not feel that we should sign it until the pole attachment agreement is completed.

Manager Snyder informed Council that she received a complaint from a resident about the Comcast Agreement that Comcast handles all of the complaints about Comcast and they feel that the Borough should be the one taking the complaints and reach out to Comcast.

11. ACTION ITEMS:

A. Motion to Consider Ordinance No. 551 Regulating the Use of Consumer and Display Fireworks

Motion: A motion was made by Councilmember Stevens to Approve Ordinance No. 551 Regulating the Use of Consumer and Display Fireworks. 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.

B. Motion to Consider Awarding the 2023 Roadway Resurfacing Project to Blooming Glen Contractors, Inc. in the Amount of \$84,920.00 (eighty-four thousand nine hundred and twenty dollars).

Motion: A motion was made by Councilmember Kroesser to Approve Awarding the 2023 Roadway Resurfacing Project to Blooming Glen Contractors, Inc. in the Amount of \$84,920.00 (eighty-four thousand nine hundred and twenty dollars). 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 with a vote of 5-0.

C. Motion to Consider Resolution 2023-09 the SEPTA Lease Agreement

Motion: A motion was made by Councilmember Stevens to Approve Resolution 2023-09 the SEPTA Lease Agreement 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.

D. Motion to Consider Resolution 2023 -10 Adopting the 2022 Montgomery County Hazard Mitigation Plan

Motion: A motion was made by Councilmember Kroesser to Approve Resolution 2023 -10 Adopting the 2022 Montgomery County Hazard Mitigation Plan. 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 with a vote of 5-0.

12. 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 Girard to Approve the payment of the bills. The motion was seconded by Councilmember Stevens.

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.

13. MOTION to ADJOURN: EXECUTIVE SESSION

Motion:

A motion was made by Councilmember Kroesser to adjourn the Workshop / Regular Meeting of June 14, 2023. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0. The meeting was adjourned at 7:53 PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager

3. PUBLIC INPUT:

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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

**HATFIELD BOROUGH
CASH ACCOUNTS
May 31, 2023**

OPERATING ACCOUNT	<u>BANK BALANCE</u>	<u>AMOUNT</u>
01 - GENERAL		
Bank Balance	\$390,910.90	
O/S CHECKS		(\$96,225.91)
DIT		7,534.85
		<u>(\$88,691.06)</u>
07- ELECTRIC		
Bank Balance	\$512,253.28	
O/S CHECKS		(\$2,922.68)
DIT		3,851.96
		<u>\$929.28</u>
08 - SEWER		
Bank Balance	\$122,780.72	
O/S CHECKS		
DIT		\$889.66
		<u>\$889.66</u>
	\$1,025,944.90	\$889.66
Bank Balance		\$1,025,944.90
Book Balance		\$939,072.78
18 - CAPITAL PROJECTS SINKING		
		\$954.54
35 - HIGHWAY AID		
		\$111,780.87
HARLEYSVILLE SAVINGS BANK		
Priority Business Savings		\$105,984.95
Priority Business Savings (Loans)		\$323,295.31
TOTAL OF ACCOUNTS		\$1,481,088.45
ESSA		
Checking account		\$32,035.47
KEY PRIVATE INVESTMENTS		
1131 CAPITAL RESERVE MANAGED		\$428,523.40
1132 SEWER CAPITAL RESERVE MANAGED		793,871.35
1133 SEWER MANAGED		493,123.49
1134 ELECTRIC FUND MANAGED		917,495.04
		<u>\$2,633,013.28</u>
TOTAL OF TD BANK, HSB, ESSA & KEY PRIVATE BANK INVESTMENTS		\$4,146,137.20

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							\$0.00	\$0.00
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
TOTALS		\$43,090.24		\$22,558.03	(\$21,881.45)	(\$2,557.01)	(\$24,438.46)	(\$1,880.43)

**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	\$554.53	\$8,147.29	(\$11,559.31)	(\$1,242.42)	(\$12,801.73)	(\$4,654.44)
Sewer Capital Reserve	(5,434.59)	15,864.76	(22,007.77)	(2,304.69)	(24,312.46)	(\$8,447.70)
Sewer Managed	2,526.50	8,872.89	(12,702.37)	(1,417.92)	(14,120.29)	(\$5,247.40)
Electric	43,090.24	22,558.03	(21,881.45)	(2,557.01)	(24,438.46)	(\$1,880.43)
Total	\$40,736.68	\$55,442.97	(\$68,150.90)	(\$7,522.04)	(\$75,672.94)	(\$20,229.97)

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							0.00	\$0.00
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
TOTALS		\$2,526.50	0.55%	\$8,872.89	(12,702.37)	(1,417.92)	(14,120.29)	(5,247.40)

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								\$0.00
July								\$0.00
August								\$0.00
September								\$0.00
October								\$0.00
November								\$0.00
December								\$0.00
		\$554.53		\$8,147.29	(\$11,559.31)	(\$1,242.42)	(\$12,801.73)	(\$4,654.44)

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							\$0.00	\$0.00
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
		(\$5,434.59)	-0.65%	\$15,864.76	(\$22,007.77)	(\$2,304.69)	(\$24,312.46)	(\$8,447.70)

6. REPORTS AND CORRESPONDENCE:

Monthly EIT / LST Report

HATFIELD BOROUGH
Berkheimer Comparative
2018-2023 Earned Income Tax

(Report as of 7/14/2023)

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			1,298.39	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			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			1,769.36	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			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		
Month Total	12,995.54	16,088.77	6,380.23	10,907.92	11,083.39	8,518.20	Month Total	708.62	10,665.81	8,532.33	16,744.23	10,255.44	9,094.65
YTD Total	12,995.54	16,088.77	6,380.23	10,907.92	11,083.39	8,518.20	YTD Total	272,154.08	257,175.24	235,461.52	230,792.09	231,307.96	224,674.16
February	4,002.84	1,896.88	1,015.31	2,618.99	5,353.21	761.04	August		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			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			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			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				
Month Total	53,177.50	80,504.38	83,118.78	76,134.21	74,346.06	66,553.40	Month Total	-	74,802.77	75,386.88	77,446.92	79,224.78	76,871.73
YTD Total	66,173.04	96,593.15	89,499.01	87,042.13	85,429.45	75,071.60	YTD Total	272,154.08	331,978.01	310,848.40	308,239.01	310,532.74	301,545.89
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												
Month Total	61,396.14	19,269.96	21,729.30	20,906.11	19,935.92	26,538.19	Month Total	-	31,476.01	14,043.54	15,998.37	15,919.26	17,452.10

HATFIELD BOROUGH
 Berkheimer Comparative
 2018-2023 Earned Income Tax

(Report as of 7/14/2023)

Month	2023	2022	2021	2020	2019	2018	Month	2023	2022	2021	2020	2019	2018
YTD Total	127,569.18	115,863.11	111,228.31	107,948.24	105,365.37	101,609.79	YTD Total	272,154.08	363,454.02	324,891.94	324,237.38	326,452.00	318,997.99
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											
Month Total	17,027.84	17,046.09	10,875.55	11,359.80	13,962.11	10,091.00	Month Total	-	8,565.25	16,253.25	6,797.70	7,372.68	8,929.18
YTD Total	144,597.02	132,909.20	122,103.86	119,308.04	119,327.48	111,700.79	YTD Total	272,154.08	372,019.27	341,145.19	331,035.08	333,824.68	327,927.17
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												
Month Total	101,349.31	93,238.63	84,771.56	73,119.88	83,314.13	72,308.05	Month Total	-	59,641.77	73,044.29	75,238.19	74,042.30	74,434.69
YTD Total	245,946.33	226,147.83	206,875.42	192,427.92	202,641.61	184,008.84	YTD Total	272,154.08	431,661.04	414,189.48	406,273.27	407,866.98	402,361.86
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				
Month Total	25,499.13	20,361.60	20,053.77	21,619.94	18,410.91	31,570.67	Month Total	60,136.29	17,830.92	19,114.09	16,725.98	17,019.31	
YTD Total	271,445.46	246,509.43	226,929.19	214,047.86	221,052.52	215,579.51	Grand Total	491,797.33	432,020.40	425,387.36	424,592.96	419,381.17	

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			
Month Total	4,089.49	332.14	93.44	168.99	33.72	524.21	Month Total	-	643.75	1,920.70	620.78	524.30	986.88
YTD Total	4,089.49	332.14	93.44	168.99	33.72	524.21	YTD Total	32,318.06	24,431.35	21,978.62	19,393.79	20,939.03	20,771.05
February	1,527.79	1,403.93	436.37	350.79	576.73	672.03	August		820.39	615.85	15.72	988.39	1,021.80
	530.52	600.29	1,364.20	900.92	748.10				816.85	582.08	1,073.14	681.02	
	6,599.42	794.83	4,918.01	500.10	995.27	1,668.98			1,041.91	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
Month Total	8,657.73	9,334.70	9,483.84	7,640.72	7,900.88	7,956.41	Month Total	-	12,199.87	7,824.35	8,275.25	9,827.01	9,673.69
YTD Total	12,747.22	9,666.84	9,577.28	7,809.71	7,934.60	8,480.62	YTD Total	32,318.06	36,631.22	29,802.97	27,669.04	30,766.04	30,444.74
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												
Month Total	5,980.84	2,395.77	714.70	1,676.03	2,366.82	844.68	Month Total	-	12.79	1,078.17	463.51	315.28	376.14
YTD Total	18,728.06	12,062.61	10,291.98	9,485.74	10,301.42	9,325.30	YTD Total	32,318.06	36,644.01	30,881.14	28,132.55	31,081.32	30,820.88
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		
Month Total	819.26	34.39	-	60.43	706.37	937.00	Month Total	-	-	1,045.87	833.82	63.69	886.83
YTD Total	19,547.32	12,097.00	10,291.98	9,546.17	11,007.79	10,262.30	YTD Total	32,318.06	36,644.01	31,927.01	28,966.37	31,145.01	31,707.71
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				
Month Total	11,844.27	10,317.09	8,714.22	8,668.16	8,698.91	7,895.53	Month Total	-	13,792.60	7,780.46	8,217.91	9,024.89	6,542.30
YTD Total	31,391.59	22,414.09	19,006.20	18,214.33	19,706.70	18,157.83	YTD Total	32,318.06	50,436.61	39,707.47	37,184.28	40,169.90	38,250.01
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			
Month Total	926.47	1,373.51	1,051.72	558.68	708.03	1,626.34	Month Total	-	991.34	2,289.31	13.76	0.00	474.53
YTD Total	32,318.06	23,787.60	20,057.92	18,773.01	20,414.73	19,784.17	Grand Total	32,318.06	51,427.95	41,996.78	37,198.04	40,169.90	38,724.54

6. REPORTS AND CORRESPONDENCE:

Monthly YTD Report

Combination of Funds 2023
YTD as of JUNE 30, 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			\$9,668,073.62	0.00%	\$9,426,367.13	0.00%
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%
Total	\$3,554,690.81	\$3,428,517.52		36.77%		36.37%

6. REPORTS AND CORRESPONDENCE:

Monthly Zoning Hearing Board Applications/Correspondence

- **103 North Main Street**
- **200 North Main Street**

June 8, 2023

Eric C. Frey, Esquire
Dischell Bartle Dooley
224 King Street
Pottstown, PA 19464

Re: Hatfield Borough Zoning Hearing Board
Application of Mark DePietro
Property: 103 N. Main Street
File No. 23-13109-MU



Dear Attorney Frey:

I am writing this letter on behalf of my client, Mark DePietro waiving time requirements for scheduling a Hearing and rendering a decision through September 30th. We would prefer a Hearing in mid to late August if we can accommodate everyone's summer schedules.

Should you have questions, please do not hesitate to contact me.

Thank you.

Very truly yours,


George Kotsopoulos

GK:kd

cc: Mark DePietro



Date Received: 3/14/23

Fee Paid: 1200

Date Application Made Complete: 3/14/23

1st Ad 2nd Ad

Date of Hearing: 4/27/23

**HATFIELD BOROUGH
ZONING HEARING BOARD
APPLICATION# _____**

Application is hereby made to the Zoning Hearing Board for a determination in connection with the following facts:

Name of Applicant: Mark DePietro

Name of Owner: Mark DePietro / Harpen Capital

Address: _____

Address: _____

City, State and Zip: _____

City, State and Zip: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Name of Attorney: George Kotsopoulos

Attorney Phone Number: _____

Address: _____ City: _____ State: _____ ZIP: _____

Email: _____

Applicant and Owner request that a determination be made by the Zoning Hearing Board on this Appeal from the Decision of the Code Enforcement Department in which we were:

- Refused a building Permit
- Given conditional approval of a subdivision plan
- Other (specify) _____
- Ordered to Cease a current use

This appeal seeks:

- An interpretation of the ordinance or map
- A special exception under Article _____, Section _____, Subsection _____, Paragraph _____
- A Variance relating to the Use, Area, Frontage, Yard, Height, Parking, Other (specify) _____

The applicable provisions of the Zoning Ordinance are as follows:

Chapter <u>27</u>	Section <u>1202</u>	Subsection <u>1</u>	Paragraph <u>N/A</u>
Chapter _____	Section _____	Subsection _____	Paragraph _____
Chapter _____	Section _____	Subsection _____	Paragraph _____
Chapter _____	Section _____	Subsection _____	Paragraph _____

The description of the property involved in this appeal is as follows:

Street Number: 103 Street Name: N Main Deed Book: 6229 Page 02717-02720
 Block Number: 002 Unit Number: 066 Parcel Number: 09-00-01024-00-2
 Zoning District: R-1 Served by Public Sewer (y/n) Y Served by Public Water (y/n) Y
 Lot Size: 23,375 sf Lot Dimensions: 125' x 187' Street Frontage: 125'

Describe the present use of the property and the existing improvements: _____
Property contains two adjacent homes last used for a family and inlaws

Describe the proposed use of the property and the proposed improvements: _____
Proposing to convert the property to a twin, making improvements as required for compliance with code.

Has any previous petition been filed with the Zoning Board in connection with these premises? Yes No

If yes, please describe _____ Is this property a part of a subdivision previously approved by the Borough? Yes No

If yes, give name of subdivision _____ Date of approval by Borough _____

Blue Bell Executive Campus
460 Norristown Road, Suite 110
Blue Bell, Pennsylvania 19422-2323
610.825.8400 ♦ Fax 610.828.4887
www.wislerpearlstine.com

M. Joseph Clement, Esquire
[REDACTED]

June 22, 2023

SENT VIA EMAIL [REDACTED]

Eric Frey, Esq.
Dischell, Bartle & Dooley, P.C.
1800 Pennbrook Parkway, Suite 200
Lansdale, PA 19446



**RE: 200 N. Main Street – Alliance Housing Development
Request for extension of time**

Dear Mr. Frey:

I write regarding the Hatfield Borough Zoning Hearing Board decision related to the above-referenced property, dated July 13, 2022, and my client's request to extend the period of time to undertake the project by 2 additional years. I have enclosed a copy of the decision for ease of reference.

The reason for the request is that the project requires certain funding through PHFA which my client anticipates will be extended to the project within the next 2 years. No change in circumstances has occurred regarding the applicant or property.

We respectfully request that this matter be considered by the Hatfield Borough Zoning Hearing Board at its next meeting. If you have any questions or need any additional information, please let me know. Thank you in advance for your consideration.

Very truly yours,

M. JOSEPH CLEMENT, ESQUIRE

{02141364 }

ATTORNEYS AT LAW

Newtown Office:
Post Office Box 1186 ♦ 301 North Sycamore Street ♦ Newtown, Pennsylvania 18940 ♦ 215.579.5995 ♦ Fax 215.579.7909



DISCHELL BARTLE DOOLEY

law offices

Date of Mailing: July 19, 2022

Frank R. Bartle
(1977 - 2020)

Mark B. Dischell
John T. Dooley
Jonathan B. Young
Eric C. Frey
Robert J. Iannozzi Jr.
Elizabeth J. Billies
Eric F. Wert
Inna G. Materese
Celsa L. Leite Jr.

Via Email to [REDACTED] and Via First Class Mail

M. Joseph Clement, Esquire
Wisler Pearlstine, LLP
Blue Bell Executive Campus
460 Norristown Road, Suite 110
Blue Bell, PA 19422

**RE: Hatfield Borough Zoning Hearing Board
Application of Alliance Housing Development
Property: 200 Main Street**

Of Counsel:

Joseph E. Bresnan
Sean E. Cullen
Robert G. Rosen
George E. Saba Jr.

Dear Joe:

This letter provides written notice of the action of the Hatfield Borough Zoning Hearing Board at the conclusion of the Hearing on Thursday, July 13, 2022. The following constitutes the Order of the Board pursuant to its Motion:

ORDER

AND NOW, this 13th day of July, 2022, the Application of Alliance Housing Development is hereby **GRANTED** subject to stated conditions. The Board **GRANTS** a special exception pursuant to Section 27-703(B)(2) to allow a change from one nonconforming use (as a seminary) to another nonconforming use as an age-restricted retirement community campus consisting of 123 age-restricted apartments within three proposed buildings which may continue on the Subject Property located at 200 Main Street in the R-1 Residential District in the Borough.

The relief is granted in accordance with the application and plans submitted and subject to the following conditions:

1. The Applicant shall, if possible, continue to utilize only the electric services provided by Hatfield Borough to service the entire new facility located on the Subject Property;
2. The Applicant shall, if possible, continue to utilize only the sanitary sewer service provided by Hatfield Borough to service the entire new facility on the Subject Property;

A Professional Corporation

3. The driveway right-of-way as noted on the Applicant's Plans Exhibit A-3 along the southern property line of the Subject Property shall remain in place for use by the adjacent property owners;
4. The Applicant shall apply for and obtain any and all land development and other necessary approvals and permits from Hatfield Borough and Hatfield Township. During the land development process, the Applicant shall design a storm sewer pipe from the southeastern corner of the Subject Property, along the southerly side of Main Street (Cowpath Road) connecting to the existing drainage pipe crossing under the road near the post office. This pipe will be in accordance with Hatfield Borough design standards and include inlets at a location approved by the Borough Engineer and Public Works Director. This storm sewer system will be offered for dedication to Hatfield Borough after its construction by the Applicant.
5. All parking and signage shall meet the requirements set forth in the Hatfield Borough Codes;
6. The proposed driveway providing access to Main Street (Cowpath Road), as shown on the plans marked as part of Exhibit A-3, shall be limited to one-way into the Subject Property or for emergency access only;
7. Applicant shall provide a landscape screen buffer along the southern boundary of the Subject Property (the required landscape screen buffer may be located on either the Subject Property or on the properties owned by adjacent property owners as determined during land development approval of the project). The design and specifications of the Landscape Screen Buffer shall be recommended by the Borough Engineer and approved by Hatfield Borough during the land development approval process;
8. The dumpster(s) serving the Subject Property shall be fenced and screened with landscaping. Further, the location of any dumpster(s) shall be approved by Hatfield Borough during the land development approval process; and
9. The Development and the use of the Subject Property shall be substantially consistent with the testimony and exhibits presented at the Hearing on the Application.

Any party may appeal this decision within thirty (30) days of the date of mailing of this notice of the date of entry of the Order of the Zoning Hearing Board. As required by the Pennsylvania Municipalities Planning Code, the full Findings of Facts, and Conclusions of Law of the Board will be provided within forty-five (45) days.

Very truly yours,

A handwritten signature in black ink, appearing to read 'E. Frey', with a stylized flourish at the end.

ERIC C. FREY

ECF:mh

cc: James Rudolph, Chairman
John Pedrazzani, Secretary
Paul Mullin, Esquire, Member
Dan Ruch, Alternate Member
Jaime Snyder, Borough Manager
Robert Heil, Code and Zoning Officer

6. REPORTS AND CORRESPONDENCE:

Police Department Report

**The Hatfield Police Department's
monthly report to the
Council of the Borough of Hatfield**



July 13, 2023

Submitted by Lt. Jane E. Robertson

Hatfield Police Report for Borough Council

6/11/2023 through 7/12/2023

Activity in brief



- 336 agency cases originated in Hatfield Borough
- 25 traffic stops were conducted
- 38 incidents were handled in the Borough's core district
- 154 Borough patrols were conducted
- 33 selective enforcements were conducted
- 21 traffic citations were issued
- 16 traffic warnings were issued
- 4 crashes were investigated
- 9 building overnight checks ("NightEyes") were completed

Simple Assault: On June 30 at approximately noon, officers responded to a Garfield Avenue residence for a report of a domestic assault. Upon speaking with the victim, it was determined that she had been in a physical altercation with her boyfriend, identified as Antonio Rivera, resulting in a laceration to her cheek and to her bottom lip. Mr. Rivera fled prior to officers making contact with him. He was later arrested on a warrant from this incident during a traffic stop, which also resulted in a DUI charge being lodged against him.

Fraud: On June 16 at approximately 11:30 a.m., officers responded to a North Wayne Avenue residence for a report of fraud. The complainant advised he had found four unauthorized charges on his bank account via a debit card that he had only utilized at a business located in the borough. The loss is \$665.77 and the investigation is ongoing.

Fraud: On July 7 at about 5:30 p.m., a South Main Street resident reported that he was defrauded of \$11,660 when he emailed a person who identified themselves as property manager “Jeffrey Guterman” who was leasing out an apartment in Perkasio. Following email exchanges and transfers of money, it was determined that the apartment listing through Craig’s List was fraudulent. The investigation is ongoing.

Criminal Mischief: On June 16 at about 6:40 a.m., officers responded to a South Farview Avenue home for a report of a mailbox that had been knocked over sometime overnight. Evidence left at the scene, which included a small windshield wiper similar to the type found on rear vehicle windows, indicated someone had backed over the mailbox.

Suspicious circumstance: On June 12 at about 5:50 p.m., officers responded to a home in the 400 block of South Main Street after receiving a report by a passer-by that a male had been seen climbing through a first-floor window into the residence. It was determined that the resident had locked himself out and was gaining access through the window.

Disturbance: On June 21 at about 2:30 p.m., officers responded to the area of Raintree Crossing and Larkspur Lane for a report of juveniles shooting BB guns in the area. Two juveniles were located and they advised they were shooting at a target with their BB guns. The activity was ceased and officers reported the police contact to their parents.

Disturbance: On June 15 at about 4:30 p.m., officers received an anonymous complaint about 3 juveniles throwing rocks at the geese and hitting them with sticks at the pond near Wheatfield Circle. The juveniles were located and spoken to. No reports of injury to the geese.

Suspicious circumstance: On June 29 at about 12:40 p.m. officers were advised that two persons were seen emerging from the direction of the boarded-up home in the 300 block of West Broad Street. Officers checked the property and found that it was still securely boarded up.

HATFIELD BOROUGH

Agency Activity Report

By CFS Classification

From Date: 6/11/2023 To Date: 7/12/2023

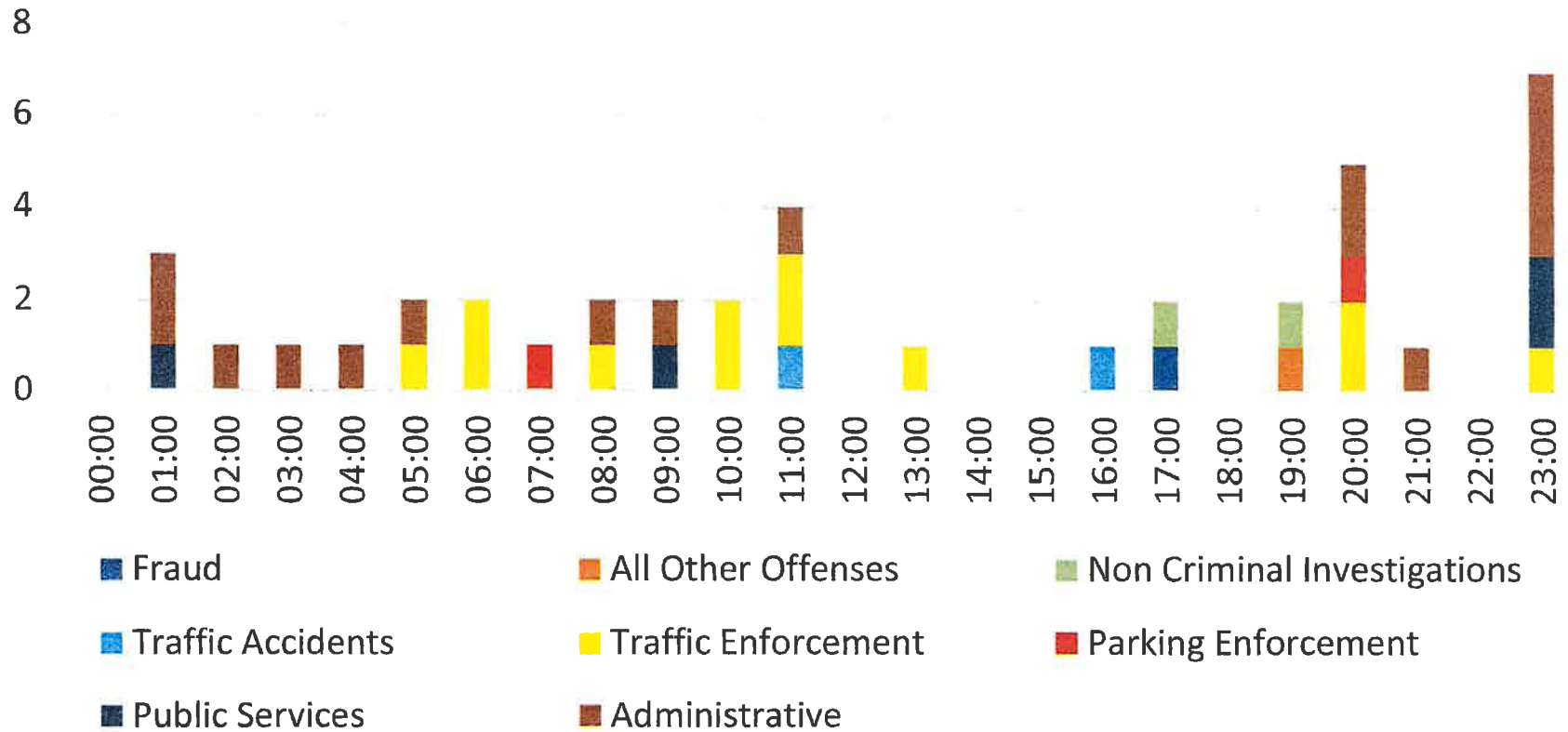
Report Date: 7/13/2023 11:55:58 AM

Classification code	Description	Total Events	0000-0800	0801-1600	1601-2400
0800	Other Assaults	1	0	1	0
1100	Fraud	3	0	1	2
1400	Malicious Mischief	2	1	0	1
2000	Family Offense	1	1	0	0
2100	Liquor Laws Drunk Driving	1	0	0	1
2400	Disorderly Conduct	1	0	0	1
2600	All Other Offenses	8	3	3	2
4000	Non Criminal Investigations	9	2	2	5
5500	Animal Complaints	5	1	2	2
6000	Traffic Accidents	4	1	1	2
6300	Traffic Enforcement	64	18	24	22
6500	Parking Enforcement	15	8	3	4
6600	Traffic Services	1	0	1	0
7000	Public Services	42	16	15	11
7500	Assist other Agency	1	0	1	0
9000	Administrative	178	66	52	60
	Total:	336	117	106	113

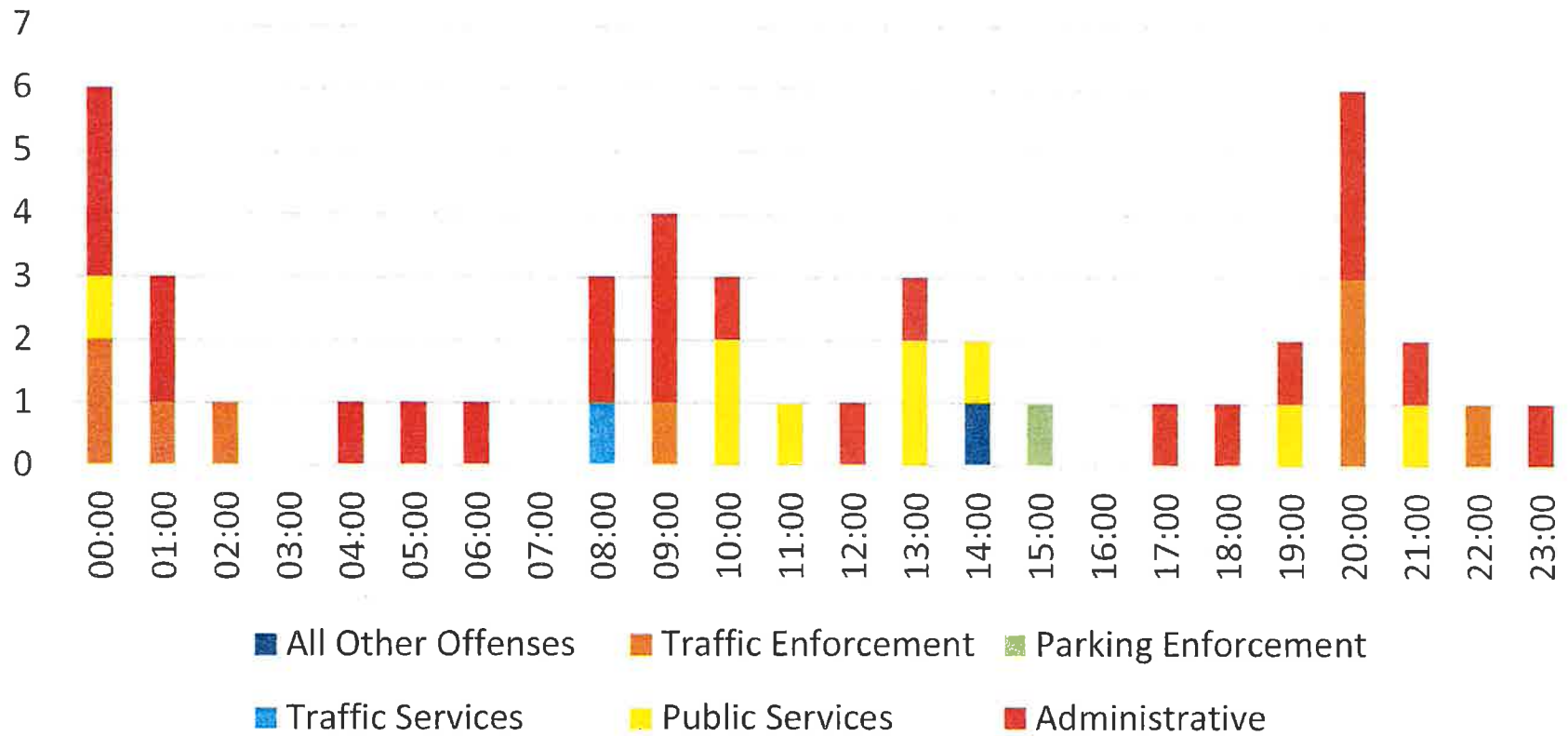
Traffic Enforcement Map June 11-July 12, 2023



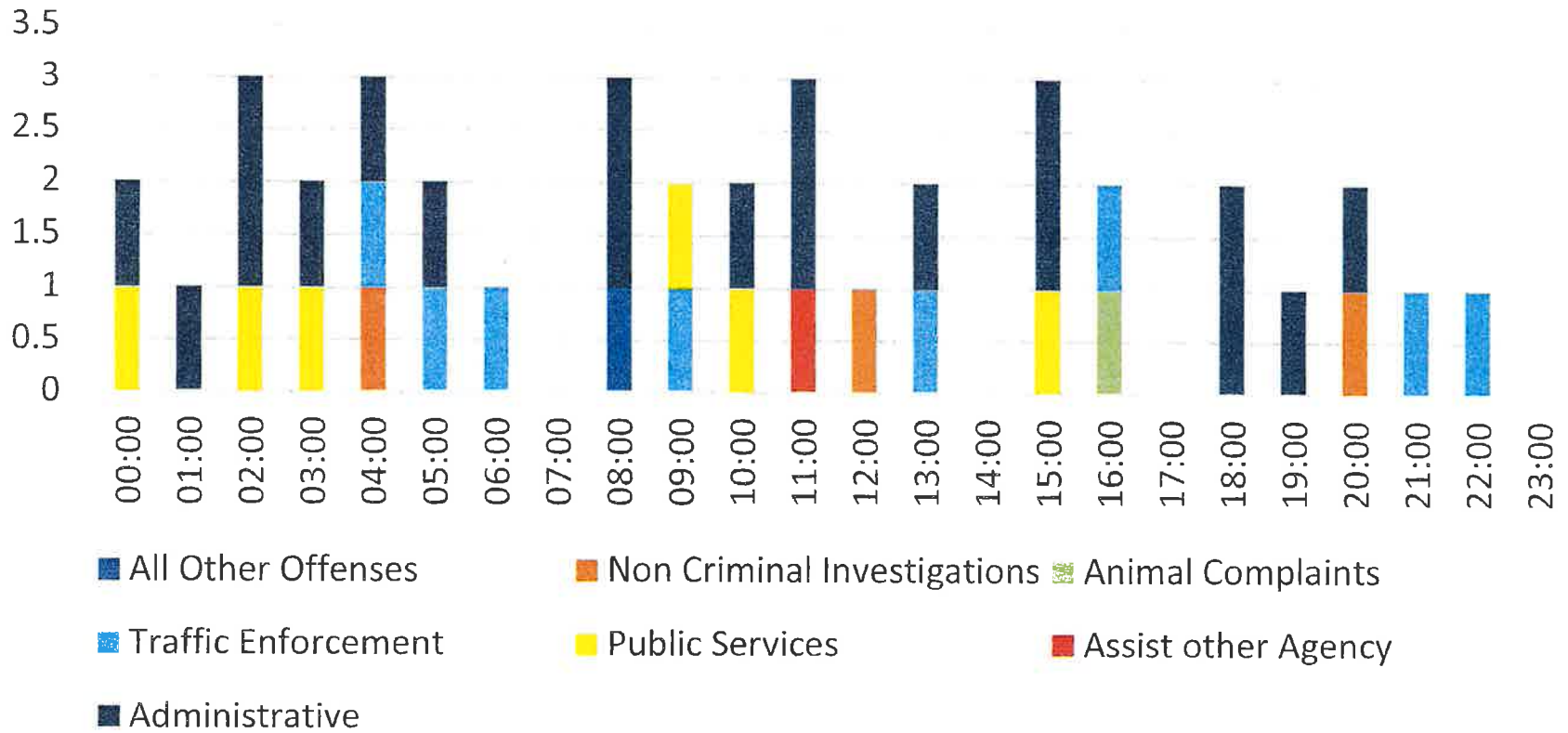
Tuesdays - 40 incidents



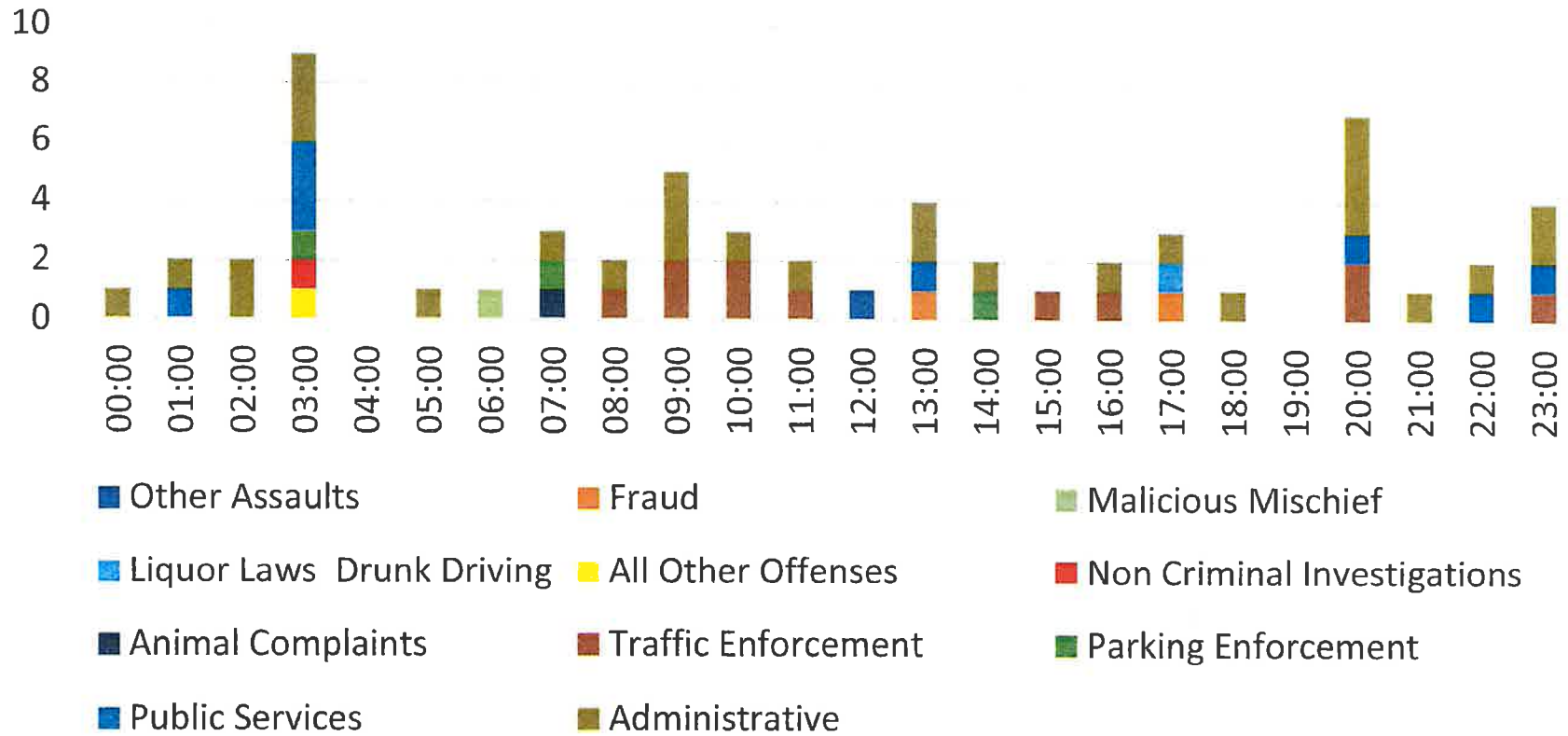
Wednesdays - 45 incidents



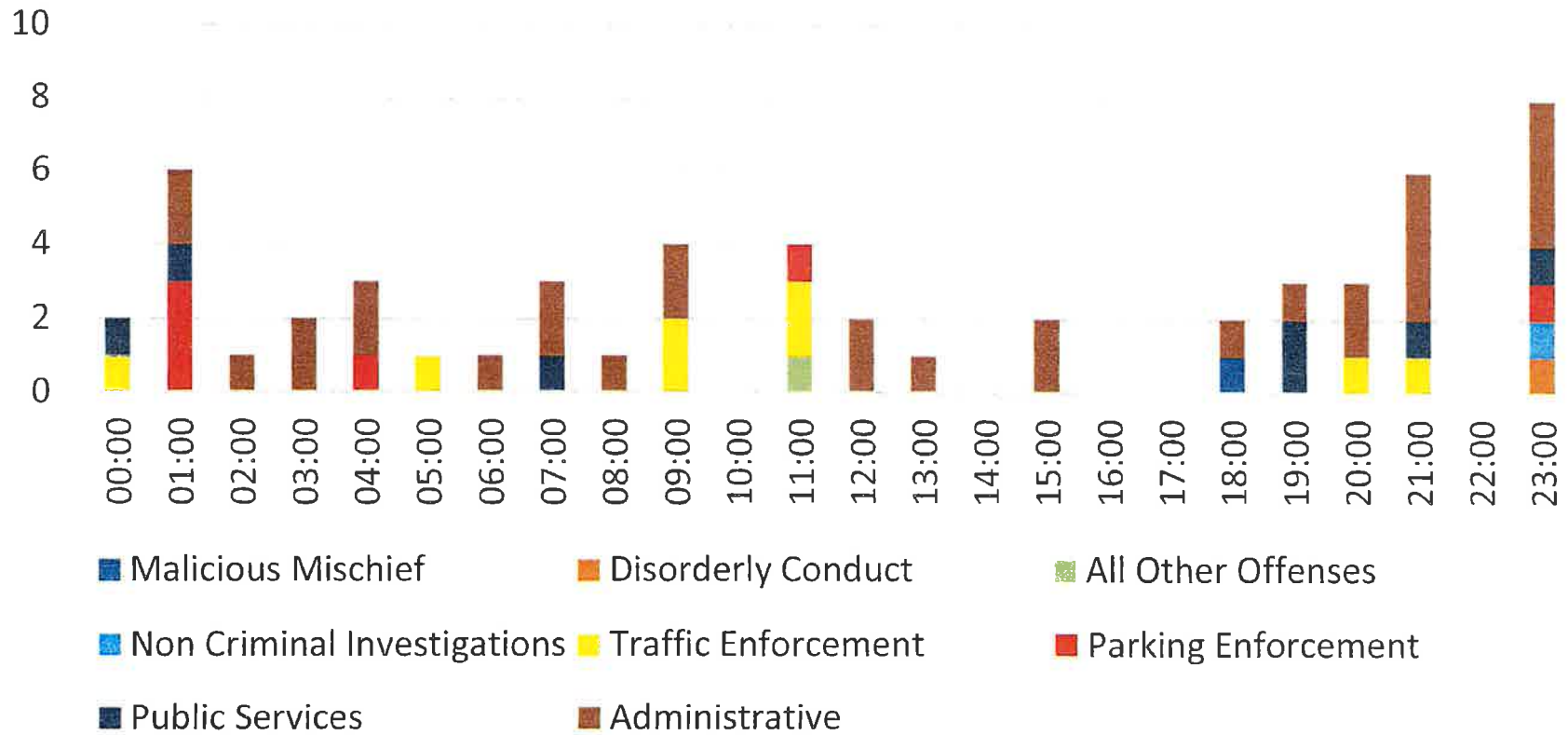
Thursdays - 39 incidents



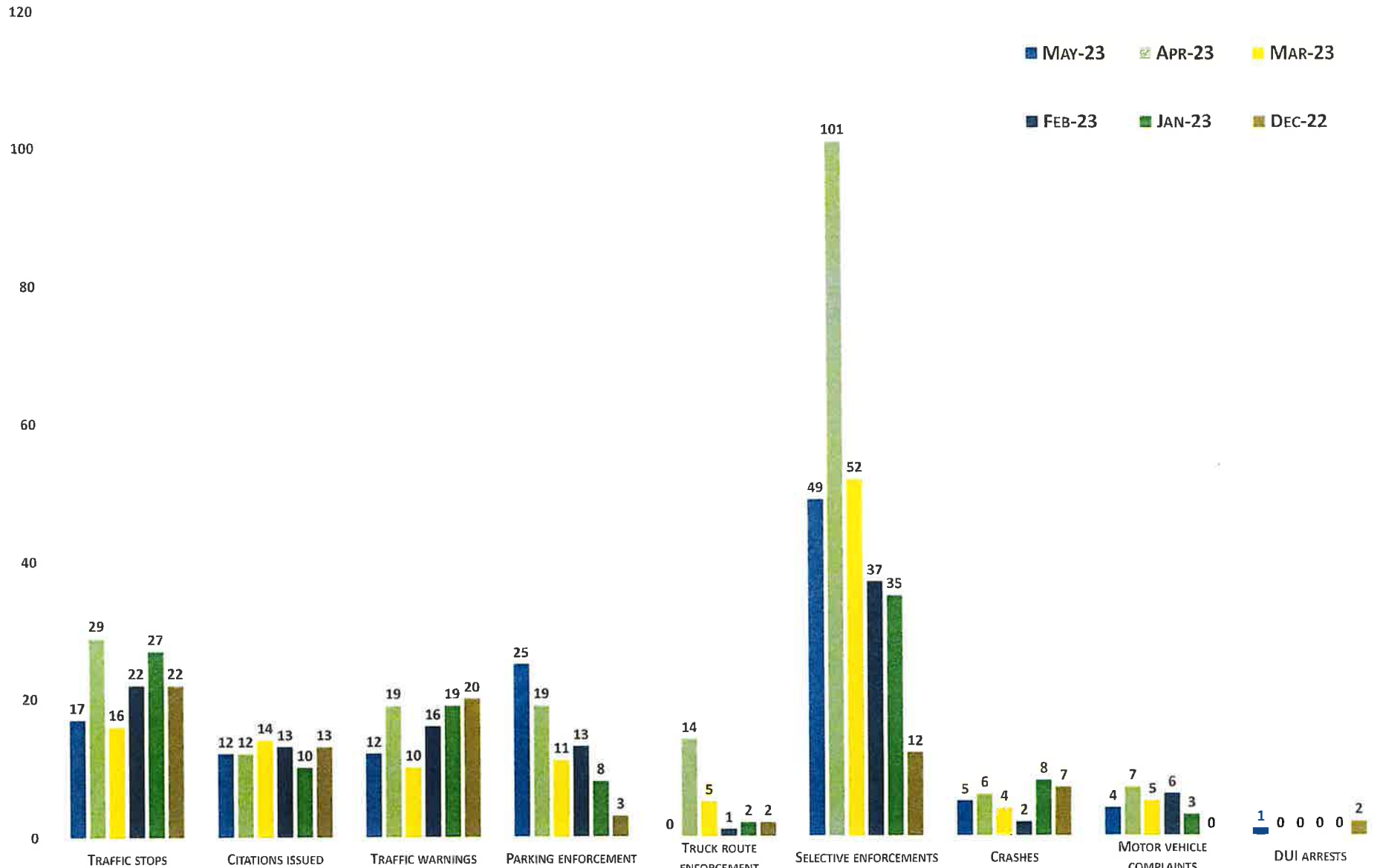
Fridays - 59 incidents



Saturdays - 55 incidents



TRAFFIC ACTIVITY AND TRENDS 6 MONTH TABLE



■ MAY-23
■ APR-23
■ MAR-23
■ FEB-23
■ JAN-23
■ DEC-22

17
 29
 16
 22
 27
 22

12
 12
 14
 13
 10
 13

12
 19
 10
 16
 19
 20

25
 19
 11
 13
 8
 3

0
 14
 5
 1
 2
 2

49
 101
 52
 37
 35
 12

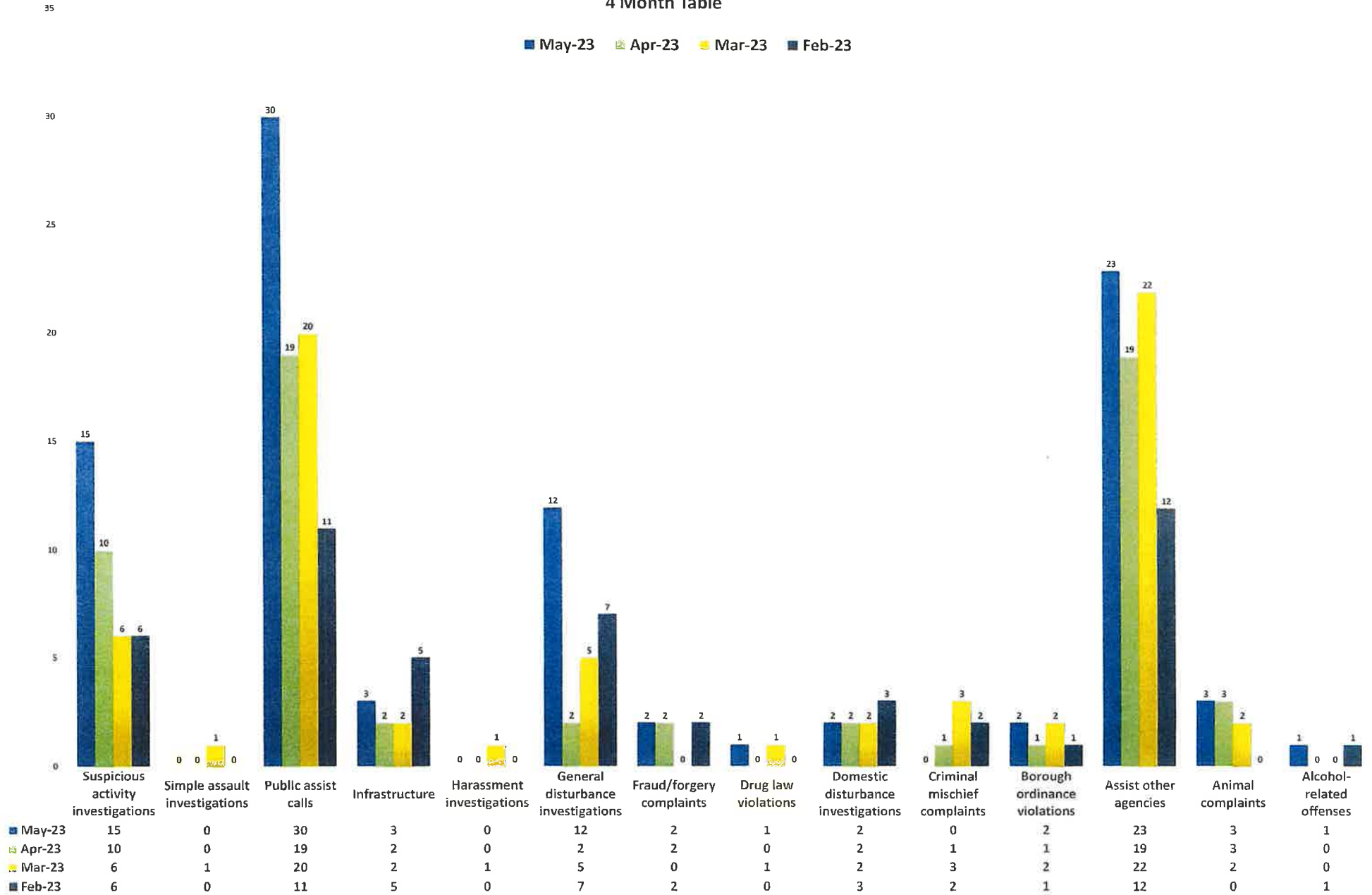
5
 6
 4
 2
 8
 7

4
 7
 5
 6
 3
 0

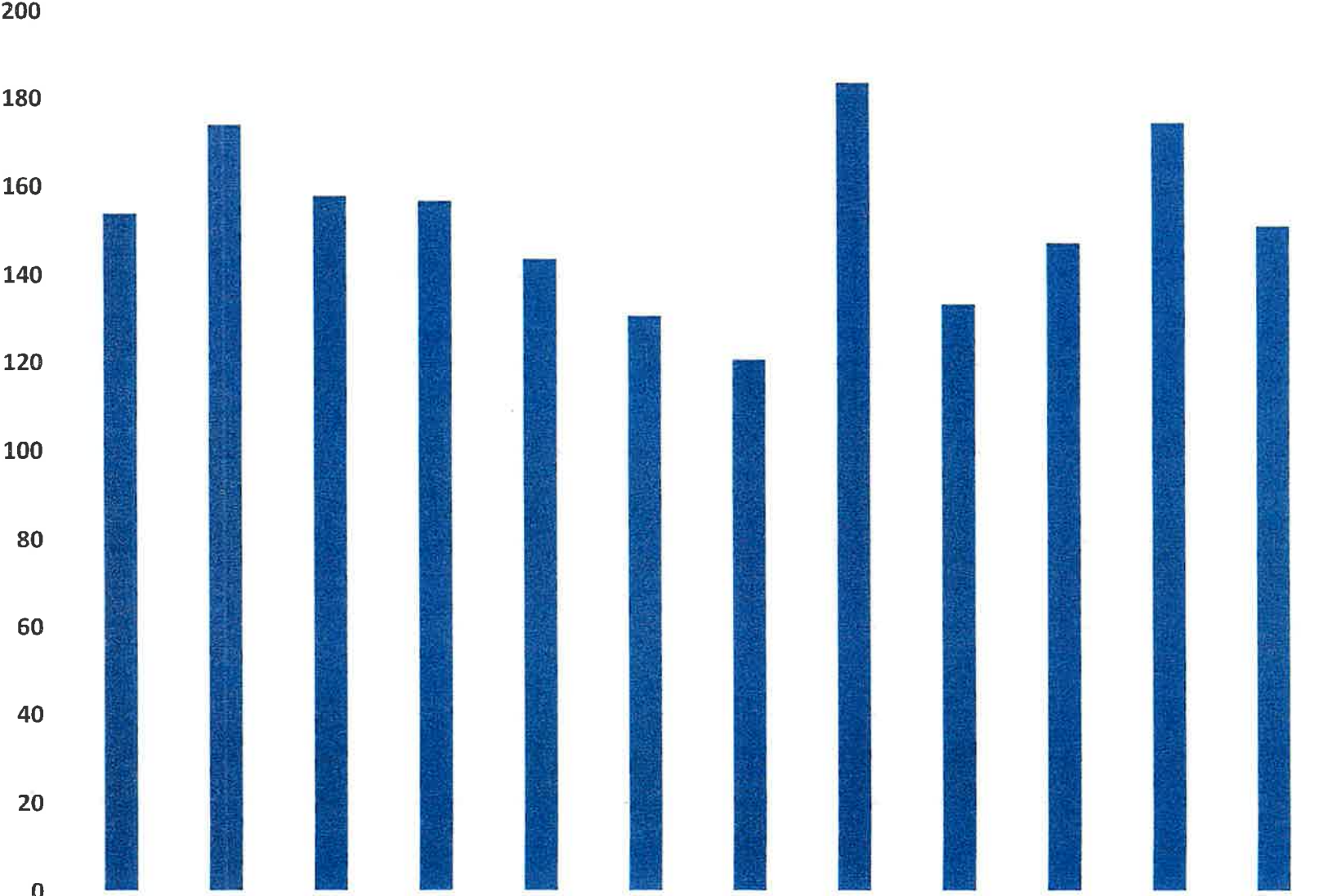
1
 0
 0
 0
 0
 2

Call for Service Activities & Trends 4 Month Table

■ May-23 ■ Apr-23 ■ Mar-23 ■ Feb-23

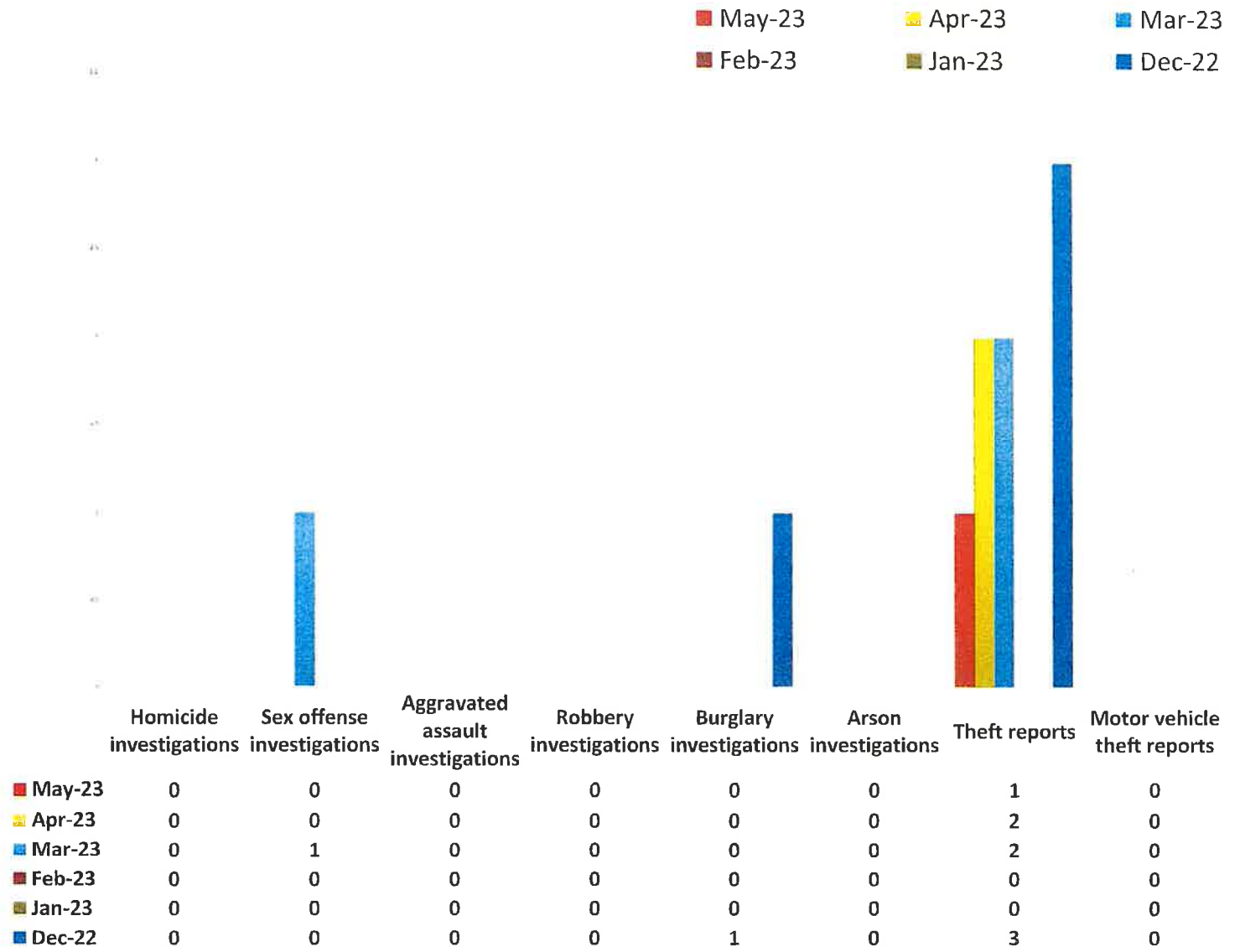


Borough Patrol activity



■ Borough Patrol activity	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
	154	174	158	157	144	131	121	184	134	148	175	152

Part 1 Offenses



6. REPORTS AND CORRESPONDENCE:

Fire Department Report

HATFIELD VOLUNTEER FIRE CO.

PERFORMANCE REPORT - 2nd Quarter 2023



<u>Key Performance Metrics</u>	<u>2 Qtr 2023</u>	<u>YTD 2023</u>
1st truck non-medical first due incidents		
< 9 minutes dispatch to arrival	91%	91%
no response when terminated > 9 min	2%*	1%*
average air pack qualified firefighters		
1st truck	4.1	4.0
total	11.1	10.2
average enroute time (minutes)	4.14	4.25

* received 2nd call while on a vehicle rescue; Towamencin responded to 2nd call

	<u>calls</u>	<u>overall 1st truck enroute</u>	<u>in-service hours</u>	<u>firefighter hours</u>	<u>overall average firefighters</u>	<u>other hours*</u>	<u>training hours</u>
2 Qtr 2023	81	4.10	42	489	11.7	423	1,178
plus	<u>6</u>	officer investigations				* duty crews, meetings & investigations	
Total calls =	87			Total days of service =		261	
YTD 2023	170	4.25	87	919	10.6	621	2,018
plus	<u>15</u>	officer investigations					
Total calls =	185			Total days of service =		445	

Major Incident and Activity Highlights

Fri 5/12 4:20 Washington Lane - Heavy fire conditions in the front of the house with two people trapped on the second floor. Fire was quickly knocked down and the second floor was searched for victims. Firefighters found and removed two victims from their bedrooms. Unfortunately, neither survived their injuries. 17 Hatfield firefighters were on the scene in 4 fire trucks within 9-1/2 minutes. A total of 19 Hatfield firefighters responded.

Wed 5/17 20:41 309 and Bergey Road - Vehicle rescue with fatal outcome. Responded with 3 fire trucks and 14 firefighters.

Sat 6/3 16:55 Cowpath Road - Vehicle rescue; responded with 2 fire trucks and 11 firefighters.

Tues 6/22 8:14 School Road - Rear second floor fully involved house fire. Fire was quickly knocked down. 12 Hatfield firefighters were on the scene in 2 fire trucks within 8 minutes. A total of 18 Hatfield firefighters responded plus 5 Township public works employees.

Conducted 122 hours of driver and pump training with Township public works employees.

Spent 44 volunteer hours constructing the interior of our new training center.

9 firefighters completed 40 hour national proboard vehicle rescue technician training.

Accepted two new probationary members and lost two active members.

10 firefighters attended PP&L electric safety demonstration.

HATFIELD VOLUNTEER FIRE CO.

PERFORMANCE REPORT - 2nd Quarter 2023

RESPONSE MUNICIPALITY (rpt 1390)

Hatfield Borough	5
First Due Hatfield Twp	49
Colmar Hatfield Twp	2
Franconia	3
Hilltown	5
Lansdale	8
Lower Salford	1
Montgomery	2
Souderton	0
Towamencin	5
<u>others</u>	<u>1</u>
total	81

INCIDENT TYPES (rpt 358)

building fire	2
vehicle rescue	3
other minor fires	6
misc. - smoke, electrical, minor haz mat	15
medical assist	7
assist other fire companies	27
<u>fire alarms</u>	<u>21</u>
total	81

FIRST TRUCK ENROUTE TIME (rpt 1522)

<u>minutes</u>	
1 or less	3
>1 to 2	5
>2 to 3	10
>3 to 4	13
>4 to 5	22
>5 to 6	16
>6 to 7	5
<u>>7</u>	<u>1</u>
total	75

AID GIVEN OR RECEIVED (rpt 549)

automatic aid given	21
automatic aid received	8
mutual aid given	6
mutual aid received	1
<u>none</u>	<u>45</u>
total	81

Report #: calls & ff hrs 274, enroute 1645, response times 745, 1514 As, Cadets, Tues, Spec, Bus Mtg, 28?, 1624?

Hatfield Vol. Fire Co. Enroute & Response Times - 2nd Quarter 2023

17=Hatfield 1st due area, FF=firefighters, SCBA=self-contained breathing apparatus, Enroute Time=Dispatch to Enroute, Response Time=Dispatch to Arrival

AAG=automatic aid given, AAR=automatic aid received, MAG=mutual aid given, MAR=mutual aid received, RBE=recalled before enroute, RBA=recalled before arrival, RS=reduced speed

INCIDENT DATE	INCIDENT #	INCIDENT TYPE	APPARATUS	ADDRESS	DAY OF WEEK	DISPATCH TIME	CANCELLED	ENROUTE TIME	RESPONSE TIME	AID TYPE	ZONE	FF 1ST UNIT	FF TOTAL	SCBA 1ST UNIT	SCBA TOTAL	ENROUTE DECIMAL
1ST DUE FIRE CALLS																
05/12/23	2023-125	111	E17		Fri	04:20:22		0:04:50	0:06:07	AAR	17	3	19	3	18	4.83
06/22/23	2023-161	111	E17-1		Thu	08:14:40		0:03:57	0:05:39	AAR	17	5	23	3	14	3.95
06/03/23	2023-149	113	E17-1		Sat	20:13:41		0:03:17	0:07:19	AAR	17	4	19	3	16	3.28
06/01/23	2023-145	131	SD17		Thu	06:07:41		0:03:20	0:07:54	None	17	7	12	5	10	3.33
05/27/23	2023-138	142	SD17		Sat	17:06:41		0:04:38	0:07:21	None	17	5	10	4	9	4.63
05/30/23	2023-143	142	E17-1		Tue	16:50:29		0:05:01	0:07:01	None	17	4	13	3	12	5.02
04/14/23	2023-97	151	SD17		Fri	12:48:55		0:04:57	0:08:50	None	17	5	11	4	10	4.95
05/21/23	2023-133	151	E17-1		Sun	19:02:49		0:03:42	0:06:56	None	17	5	16	4	15	3.70
05/17/23	2023-129	352	SD17		Wed	20:41:43		0:03:52	0:06:17	MAR	17	5	14	5	13	3.87
06/03/23	2023-147	352	SD17		Sat	16:55:28		0:05:11	0:07:27	AAR	17	5	11	4	10	5.18
05/09/23	2023-122	356	L17		Tue	22:27:57		0:02:37	0:04:02	AAR	17	4	14	4	13	2.62
04/27/23	2023-111	423	SD17		Thu	11:58:57		0:04:46	0:08:33	None	17	4	10	4	10	4.77
06/27/23	2023-165	444	E17-1		Tue	08:44:00		0:05:36	0:07:43	None	17	5	8	3	6	5.60
06/19/23	2023-158	445	E17-1		Mon	22:05:26		0:04:32	0:05:45	None	17	6	13	5	12	4.53
04/09/23	2023-95	463	NONE		Sun	18:09:18	18:14:40 RBE			None	17	0	12	0	11	0.00
05/06/23	2023-118	463	SD17		Sat	05:54:38		0:02:22	0:02:37	None	17	4	16	4	14	2.37
05/10/23	2023-123	463	E17-1		Wed	23:41:22		0:02:59	0:05:30	None	17	5	13	5	12	2.98
04/14/23	2023-98	531	E17-1		Fri	17:31:43		0:02:45	0:04:34	AAR	17	5	14	5	14	2.75
04/18/23	2023-105	531	E17-1		Tue	21:36:33		0:02:01	0:03:43	None	17	5	22	4	18	2.02
04/30/23	2023-113	531	E17-1		Sun	02:30:31		0:06:40	0:08:56	None	17	4	10	4	9	6.67
05/03/23	2023-115	531	E17-1		Wed	21:03:58		0:03:36	0:05:36	None	17	5	16	4	14	3.60
05/05/23	2023-117	531	E17-1		Fri	18:48:33		0:04:55	0:09:30	None	17	6	15	5	13	4.92
05/26/23	2023-137	531	E17-1		Fri	15:43:56		0:04:47	0:06:00	AAR	17	4	15	4	14	4.78
05/31/23	2023-144	531	E17-1		Wed	06:41:55		0:04:20	0:07:42	None	17	6	15	4	13	4.33
04/16/23	2023-100	651	E17-1		Sun	17:06:07		0:04:35	0:07:03	None	17	6	12	4	9	4.58
06/06/23	2023-151	651	E17		Tue	19:04:35		0:02:09	0:03:41	None	17	5	14	4	10	2.15
04/21/23	2023-107	715	E17-1		Fri	21:06:13		0:05:19	0:06:11	None	17	5	11	4	10	5.32
06/04/23	2023-150	731	E17-1		Sun	11:29:24		0:03:38	0:05:41	None	17	5	9	4	8	3.63
04/03/23	2023-90	733	E17		Mon	19:07:19		0:05:26	0:07:12	None	17	4	14	4	12	5.43
04/06/23	2023-91	733	E17-1		Thu	10:50:56		0:03:42	0:05:08	None	17	5	11	4	10	3.70
04/08/23	2023-94	733	E17-1		Sat	16:32:01		0:03:24	0:04:42	None	17	5	11	3	9	3.40
04/15/23	2023-99	733	E17-1		Sat	07:26:02		0:04:06	0:06:10	None	17	4	14	4	14	4.10
04/17/23	2023-101	733	E17-1		Mon	07:42:44		0:05:30	0:07:58	None	17	6	8	6	8	5.50
04/27/23	2023-110	733	E17-1		Thu	10:38:15		0:02:43	0:05:10	None	17	4	10	4	10	2.72
05/17/23	2023-128	733	SD17		Wed	17:10:34		0:00:26	0:05:46	None	17	5	10	4	8	0.43
05/29/23	2023-142	733	E17-1		Mon	00:07:32		0:05:11	0:07:11	None	17	5	9	5	9	5.18
06/07/23	2023-152	733	E17		Wed	12:48:04		0:05:11	0:07:21	None	17	6	13	5	12	5.18
06/14/23	2023-155	733	E17-1		Wed	23:33:58		0:04:44	0:07:16	None	17	6	12	5	11	4.73
06/29/23	2023-170	736	E17-1		Thu	21:14:30		0:04:20	0:06:45	None	17	4	9	4	8	4.33
04/24/23	2023-108	743	E17-1		Mon	11:21:33		0:05:09	0:06:28	None	17	6	7	6	7	5.15
05/19/23	2023-131	743	E17-1		Fri	21:12:46		0:05:27	0:09:30	None	17	4	11	3	9	5.45

Hatfield Vol. Fire Co. Enroute & Response Times - 2nd Quarter 2023

17=Hatfield 1st due area, FF=firefighters, SCBA=self-contained breathing apparatus, Enroute Time=Dispatch to Enroute, Response Time=Dispatch to Arrival

AAG=automatic aid given, AAR=automatic aid received, MAG=mutual aid given, MAR=mutual aid received, RBE=recalled before enroute, RBA=recalled before arrival, RS=reduced speed

INCIDENT DATE	INCIDENT #	INCIDENT TYPE	APPARATUS	ADDRESS	DAY OF WEEK	DISPATCH TIME	CANCELLED	ENROUTE TIME	RESPONSE TIME	AID TYPE	ZONE	FF 1ST UNIT	FF TOTAL	SCBA 1ST UNIT	SCBA TOTAL	ENROUTE DECIMAL
05/20/23	2023-132	743	SD17		Sat	02:50:41		0:06:35	0:11:44	None	17	3	6	3	6	6.58
06/08/23	2023-153	743	E17-1		Thu	09:55:18		0:04:54	0:05:52	None	17	5	10	4	9	4.90
06/22/23	2023-160	743	E17-1		Thu	06:35:31		0:02:55	0:06:04	None	17	6	14	4	9	2.92
05/03/23	2023-114	745	E17-1		Wed	07:44:39		0:04:26	0:07:00	None	17	5	13	4	12	4.43
05/08/23	2023-121	745	E17-1		Mon	21:00:53		0:01:55	0:05:29	None	17	5	13	3	11	1.92
06/03/23	2023-148	745	NONE		Sat	17:04:06	17:13:41*			AAR	17	0	11	0	10	0.00
* received 2nd call while on a vehicle rescue; Towamencin responded to 2nd call					2 qtr 2023		9 minutes or less	42	average	4.9	12.6	4.1	11.1	4.14		
							total 1st due calls	46		220	593	184	521	186		
										45	47	45	47	45		
					1 qtr 2023		9 minutes or less	44				194	473	213		
							total 1st due calls	48				49	50	49		
					6 month 2023		9 minutes or less	86				378	994	399		
							total 1st due calls	94				94	97	94		
												4.0	10.2	4.25		

Hatfield Vol. Fire Co. Enroute & Response Times - 2nd Quarter 2023

17=Hatfield 1st due area, FF=firefighters, SCBA=self-contained breathing apparatus, Enroute Time=Dispatch to Enroute, Response Time=Dispatch to Arrival

AAG=automatic aid given, AAR=automatic aid received, MAG=mutual aid given, MAR=mutual aid received, RBE=recalled before enroute, RBA=recalled before arrival, RS=reduced speed

INCIDENT DATE	INCIDENT #	INCIDENT TYPE	APPARATUS	ADDRESS	DAY OF WEEK	DISPATCH TIME	CANCELLED	ENROUTE TIME	RESPONSE TIME	AID TYPE	ZONE	FF 1ST UNIT	FF TOTAL	SCBA 1ST UNIT	SCBA TOTAL	ENROUTE DECIMAL
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AUTOMATIC & MUTUAL AID CALLS

04/06/23	2023-92	571	SD17		Thu	11:15:30		0:04:41	0:10:01	AAG	Towamencin	4	9	4	8	4.68
04/08/23	2023-93	571	E17-1		Sat	08:07:16		0:04:34	0:13:38	MAG	Montgomery	6	10	6	8	4.57
04/12/23	2023-96	571	L17		Wed	08:18:37		0:03:48	0:07:48	AAG	Hilltown	6	9	6	8	3.80
04/17/23	2023-102	571	L17		Mon	12:23:40		0:05:22	0:09:09	AAG	Towamencin	5	8	5	8	5.37
04/17/23	2023-103	571	L17		Mon	23:17:45		0:02:24	0:06:31	AAG	Towamencin	4	11	4	10	2.40
04/18/23	2023-104	571	L17		Tue	15:34:45		0:05:34	0:11:01	AAG	Colmar	5	14	5	14	5.57
04/19/23	2023-106	571	L17		Wed	22:11:04		0:04:53	0:10:50	AAG	Towamencin	6	11	4	8	4.88
04/29/23	2023-112	571	SD17		Sat	13:49:31		0:01:09	0:04:17	AAG	Hilltown	4	15	4	15	1.15
05/04/23	2023-116	571	SD17		Thu	01:38:46		0:06:14	0:18:14	AAG	Sellersville	4	6	4	4	6.23
05/07/23	2023-119	571	L17		Sun	20:01:11		0:04:24	0:09:46	AAG	Lansdale	6	15	5	13	4.40
05/08/23	2023-120	571	NONE		Mon	15:42:56	15:48:57 RBE			AAG	Lansdale	0	13	0	12	0.00
05/12/23	2023-126	571	SD17		Fri	12:47:17	12:54:30 RBA	0:03:21		AAG	Lansdale	5	11	5	11	3.35
05/17/23	2023-127	571	SD17		Wed	16:51:23	17:10:00 RBA	0:06:00		MAG	Low Salford	5	8	4	7	6.00
05/17/23	2023-130	571	E17-1		Wed	22:49:53		0:01:13	0:07:41	AAG	Franconia	5	15	5	14	1.22
05/22/23	2023-134	571	L17		Mon	11:27:34		0:02:34	0:08:01	AAG	Hilltown	4	11	4	11	2.57
05/24/23	2023-135	571	E17		Wed	20:15:11		0:00:45	0:03:54	AAG	Lansdale	3	19	3	16	0.75
05/25/23	2023-136	571	NONE		Thu	8:59:29	09:04:01 RBE			AAG	Souderton	0	7	0	7	0.00
05/27/23	2023-139	571	L17		Sat	18:08:48		0:03:26	0:11:13	AAG	Lansdale	4	11	4	10	3.43
05/28/23	2023-140	571	L17		Sun	05:05:58		0:04:56	0:11:58	AAG	Lansdale	6	12	5	11	4.93
05/28/23	2023-141	571	NONE		Sun	14:33:33	14:40:00 RBE			AAG	Souderton	0	13	0	12	0.00
06/18/23	2023-156	571	E17-1		Sun	14:57:19		0:05:13	0:33:49	AAG	Hilltown	5	18	5	15	5.22
06/20/23	2023-159	571	NONE		Tue	11:01:05	11:08:04 RBE			AAG	Lansdale	0	8	0	8	0.00
06/22/23	2023-162	571	E17-1		Thu	15:48:59		0:01:25	0:10:35	MAG	Montgomery	5	14	5	13	1.42
06/22/23	2023-163	571	SD17		Thu	19:38:40		0:00:01	0:00:08	MAG	Hilltown	6	6	5	5	0.02
06/27/23	2023-166	571	L17		Tue	16:13:21		0:04:04	0:06:20	AAG	Lansdale	4	12	4	10	4.07
06/27/23	2023-167	571	L17		Tue	21:38:48		0:01:54	0:06:21	AAG	Towamencin	6	9	6	8	1.90
06/29/23	2023-169	571	E17-1		Thu	14:08:48		0:06:26	0:09:22	AAG	Colmar	5	12	3	10	6.43
average												4.9	11.4	4.6	10.2	3.67
												23	27	23	27	23
												113	307	105	276	84

MEDICAL CALLS

05/11/23	2023-124	311	SD17		Thu	10:28:14		0:05:13	0:10:48	None	17	5	5	5	5	5.22
06/11/23	2023-154	311	SD17		Sun	10:48:00		0:05:44	0:09:11	None	17	4	6	4	6	5.73
06/19/23	2023-157	311	SD17		Mon	20:19:36	20:25:00 RBA	0:03:01		None	17	5	13	2	9	3.02
06/29/23	2023-168	311	SD17		Thu	03:56:41		0:09:31	0:11:44	None	17	4	5	4	5	9.52
04/25/23	2023-109	321	SD17		Tue	07:54:45		0:04:43	0:10:33	None	17	6	8	6	8	4.72
06/02/23	2023-146	321	SD17		Fri	08:36:08		0:05:19	0:06:11	None	17	3	7	3	6	5.32
06/23/23	2023-164	321	NONE		Fri	22:07:41	22:09:51 RBE			None	17	0	5	0	4	0.00

average 4.5 7.0 4.0 6.1 5.59
27 49 24 43 34
6 7 6 7 6

6. REPORTS AND CORRESPONDENCE:

EMS Report

Hatfield Borough VMSC EMS Zone Report

June 2023



Total Zone Calls: 7

Total VMSC 911 Calls: 1,057

Average Chute Time: 0m:55s

Average Response Time: 0m:46s

Top 5 Call Types

Type of Incident	#
Sick Person	3
Breathing Problem	1
Hemorrhage/Laceration	1
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1
Unconscious/Fainting	1

Transport Disposition

Disposition	#
Transported No Lights/Siren	3
Transported Lights/Siren	1

Hospital Transport

Hospital	#
Jefferson Abington Lansdale Hospita...	4
Abington Health Lansdale Hospita...	3



Community Response

VMSC's Level of Service

Unit Level of Service	# of Calls
ALS-Paramedic	4
BLS-AEMT	2
BLS-Basic/EMT	1

Barriers to Provide Care

Barriers To Care	#
None Noted	6
Unconscious	1

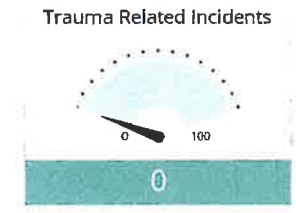
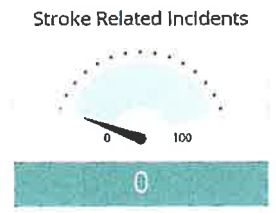
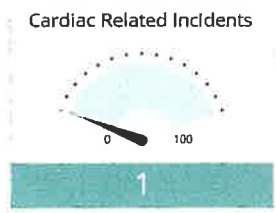
Additional Agencies on Scene

Additional Agencies	#
No Other Agency On Scene	4
Law Enforcement	2
Non-VMSC EMS Unit	1
Fire Department (Non-QRS Related)	1

of Overdoses

0

Critical Response Triad



6. REPORTS AND CORRESPONDENCE:

Public Works Department Report

Stephen S. Fickert Jr

Public Works Director/Report for June, 2023

Thursday, June 1, 2023

- Dug up and raised one manhole on Orchard Lane

Friday, June 2, 2023

- Collected trash from parks & buildings
- Blacktopped around inlets on Wheatfield and manhole on Orchard
- Cleaned up road plates, cones, and temporary no parking signs from sites.
- Replaced bad electrical outlets at Centennial Park

Saturday, June 3, 2023

Sunday, June 4, 2023

Monday, June 5, 2023

- Collected trash from parks & buildings
- Pulled dead debris from Heritage Park retention basin
- Trimmed trees at Centennial Park
- Trimmed shrubs at Centennial Park
- Continued replacing bad electrical outlets at Centennial Park

Tuesday, June 6, 2023

- Swept Streets
- Pressure washed various areas at Centennial Park
- Continued replacing bad electrical outlets at Centennial Park
- Trimmed trees at Centennial Park

Wednesday, June 7, 2023

- Ran brush hog at various locations
- Sprayed weeds in parks
- Finished replacing bad electrical outlets at Centennial Park
- String trimmed creek bank at Centennial Park

Thursday, June 8, 2023

- Hauled fill to the quarry
- Cleaned up tree branches at the Scout Cabin Property
- Steve off

Friday, June 9, 2023

- Collected trash from parks & buildings
- Cut down trees around the retaining wall at Heritage Park pond
- Continued hauling fill to the quarry
- Trimmed shrubs at Electric Plant Park

Saturday, June 10, 2023

Sunday, June 11, 2023

Monday, June 12, 2023

- Collected trash from parks & buildings
- Cut down a dead Ash tree at Heritage Park
- Marked PA 1 calls
- Ed off

Tuesday, June 13, 2023

- Cut grass at various locations
- Pulled weeds in the tot lots
- Cleaned up sticks from parks

Wednesday, June 14, 2023

- Cut grass at various locations
- Edged flower beds at Centennial Park
- Started mulching beds at Centennial Park

Thursday, June 15, 2023

- Finished mulching at Centennial Park
- Cleaned out the Historic Municipal Building
- Fixed split rail fence at Centennial Park
- Unloaded enclosed landscape trailer for the 125th celebration
- James off ½ day

Friday, June 16, 2023

- Collected trash from parks & buildings
- Loaded trucks for the 125th celebration
- Swept Streets
- James off

Saturday, June 17, 2023

- Hatfield Borough's 125th Celebration
- Derik & Jack worked the event

Sunday, June 18, 2023

Monday, June 19, 2023

- Cleaned up trucks from the 125th celebration
- Removed the banner across S Main St
- Started cutting down posters around town
- Collected trash from parks & buildings
- Derik off
- Ed off

Tuesday, June 20, 2023

- Finished cutting down posters around town
- Installed street sign at Wheatfield Circle & Towamencin Ave
- Cut grass at various locations
- Pulled weeds in tot lots
- Made repairs to playground equipment
- Ed off

Wednesday, June 21, 2023

- Ran the brush hog at Heritage Park retention basin.
- Continued replacing storm sewer inlet frames in the Heather Meadows community
- Marked PA 1 Calls

Thursday, June 22, 2023

- Continued replacing storm sewer inlet frames in the Heather Meadows community

Friday, June 23, 2023

- Collected trash from parks & buildings
- Picked up bin blocks from NyceCrete
- Greased trucks & equipment

Saturday, June 24, 2023

Sunday, June 25, 2023

Monday, June 26, 2023

- Collected trash from parks & buildings
- Blacktopped storm sewer inlets on the Heather Meadows Community
- Marked PA 1 Calls
- Cut grass at various locations

Tuesday, June 27, 2023

- Cut grass at various locations
- Replaced manhole frame

Wednesday, June 28, 2023

- Replaced manhole frame
- Cut grass at various locations

Thursday, June 29, 2023

- Continued replacing storm sewer inlet frames in the Heather Meadows community

Friday, June 30, 2023

- Blacktopped around manhole frames and storm sewer inlets
- Collected trash from parks & buildings

Hatfield Borough Council

From: Stephen S. Fickert

Subject: Work accomplished during the month of June, 2023

Parks Maintenance -Trash was collected at parks & buildings as needed. Cleaned up Centennial Park for the 125th Anniversary. Cut grass as needed. Sprayed weeds in parks. Cut down a dead ash tree at Heritage Park.

Electric Department-

Equipment Maintenance - Greased and power washed equipment.

Street Maintenance - Inlets were cleaned as needed. Marked out PA-1 calls. Replaced/fixed street signs as needed. Swept street as needed.

Building Maintenance -

Storm/Sanitary Sewer Department - Continued replacing storm sewer inlets in Heather Meadows. Continued replacing manhole frames & lids.

6. REPORTS AND CORRESPONDENCE:

Engineering Report

Memorandum



Date: July 6, 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: July 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.

The concrete work and site restoration has been completed. We are awaiting completion of the street painting and As-built Plans.

- **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.

We are currently reviewing the contractor's submittals. A Pre-construction Meeting has been scheduled for July 18. The contractor intends to begin work on July 21 and complete the project the following week.

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.
- **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.

No Change from Previous Report - 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.

- **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.

No Change from Previous Report - Completion of the remaining review comments and approval conditions, and preparation of the agreements, is ongoing.

- **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:**

On June 16, 2023 we issued a recommendation to release the remaining escrow funds and obtain Maintenance Security. The Borough is currently awaiting receipt of the Maintenance Security in order to release the escrow.

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

A sixth sketch plan, submitted on June 23, 2023, includes two properties and construction of ten townhouse units in two buildings. One building contains six units while the other building contains six units, all with a garage and two-car driveway. Seven parallel overflow parking spaces and a grass paver turnaround area are also proposed. Zoning relief will be required for the proposed development. The plan will be reviewed for potential discussion at the August Planning Commission meeting.

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.

As always, please feel free to contact me at [REDACTED] or [REDACTED] with any questions.

6. REPORTS AND CORRESPONDENCE:

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

Code, Zoning and Fire Safety Report – June 2023

Jamie Snyder’s Memorandum List

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

Fire Inspections

Only those in violation and re-inspections for 2022 are remaining however almost completed. 2023 Fire Inspections are now being received and scheduled.

Resale Inspections (1 Total)

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

Permits (8 Total Processed)

- (4) Re-roofing
- (1) Driveway
- (1) HVAC
- (1) Electrical
- (1) Patio
- (1) Deck
- (1) Residential alteration
- (1) Commercial interior alteration
- (1) Sign

Notice of Violations (0 Total new)

Multiple “door knob hanger” Notice of Violations were distributed for tall grass/weeds which resulted in timely compliance

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**

6. REPORTS AND CORRESPONDENCE:

Pool Advisory Report

Hatfield Pool Advisory Board

Tuesday May 9, 2023

Members Present: Sandie Musoleno, Becky McHenry, Denise Baker

HAC Staff: Jon Taylor, Missy, Gianna, Mike Krewson

Call to Order: Meeting was called to order at 7:05 pm by Sandie Musoleno

Approval of Minutes: Motioned Becky McHenry, second Sandie Musoleno

Citizens Comments: None to report.

Agenda Items:

1- Facility Walk-Through

- Fire alarm system finished
- Emergency Lighting-replaced all with LED
- Slides rebuffed by the company every two years
 - Leisure pool slide taken down on play area
- Chairs-will begin season with existing chairs until new chairs arrive.
- New Guard Chairs
- Motors updated and impellers replaced on orange slide
- Electrician to inspect/check all operations

2- Leadership Training

- May 26-Leadership training
- "When to Work "program being used for scheduling
- Continued checking for outstanding paperwork
- Checking pay rates to stay competitive
- Lifeguard training-7hrs. online (CPR, AED), pool training at Hatfield

3- Other Business

- Swim Lesson -able to get enough staff for two additional weeks
- Swim Team -Hosting A Champ

*The Pool Board would like to thank Jon and his team for the hours of detailed planning to make the Aquatic Center a show piece in Montgomery County.

Next Meeting Date: Tuesday, June 13, 2023

Adjournment: Motion Denise, second Sandie

Hatfield Pool Advisory Board

Tuesday June 13, 2023

Members Present: Jen Ahern, Katelyn Farrall, Becky McHenry, and Sandie Musoleno

HAC Staff: Jon Taylor, Missy, Bell, Mary

Township Representatives: Jerry Andris

Call to Order: Meeting was called to order at 7 pm by Sandie

Approval of Minutes: Motioned first by Jen and second by Becky

Citizens Comments: None

Agenda Items:

1- Facility Update

- Gas lines added to the snack bar
 - There was one line previously, now with a 3 burner grill more is needed
 - 23rd there will be no grill or fryer
 - Should be good for first Friday
- No heat in infinity pool, tech will be out Friday to look at it
- Chairs pushed back to mid-July

2- Staff Update

- Swim Team Update
 - Time Trials this Saturday
 - Movie night in the works
 - A Champs end of the month
- Swim In-service for staff for swim lessons
 - 1st session next week
 - Ages 4 and up
- June In-service
 - Overall good Feedback
 - When to Work still in progress
 - Giana and Austin are going to be certified to teach lifeguards

- Will be relay races at end for skills practice
 - Camps start June 20th
- 3- Calendar Update
- Published online
 - Friday Fun Nights, thinking of themes

Next Meeting: Wednesday July 12th 7pm @ Pool

Adjournment: 7:18 pm, Motioned First by Becky second by Jen

7. MANAGERS REPORT:



Borough of Hatfield

Montgomery County, Pennsylvania

MANAGER'S 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.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

- B. CMAQ Grant (Synchronization of Signals)
 - McMahan 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 Storm and Sanitary H2O / 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

Respectfully Submitted,
Jaime E. Snyder, Borough Manager
July 19, 2023



Save these Dates!

New Location

REGISTRATION NOW OPEN!

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 OPEN 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!

PURPA Ordinance Available

PMEA members will be receiving via email a draft PURPA ordinance, a resolution to adopt the avoided cost rate, and a general overview memo regarding PURPA. Please check your inbox for these important documents and contact PMEA if you have not received them. Excerpts from the overview are provided below to emphasize the importance of this issue.

The Public Utility Regulatory Policies Act of 1978 ("PURPA") includes within its provisions a requirement that electric utilities purchase the output of certain qualifying facilities ("QFs") at regulated prices. PURPA requires that the rates paid by non-regulated utilities for energy and capacity purchased from QFs be just and reasonable to the utility's consumers, in the public interest, and must not discriminate against QFs.

Electric utilities have the following obligations: (1) to make available avoided cost data, (2) to purchase energy and capacity from QFs, (3) to sell energy to QFs, (4) to interconnect, and (5) to operate in parallel.

An electric utility with an obligation to sell power to a QF also has an obligation to provide supplemental power, back-up power, maintenance power, and interruptible power upon the QF's request.

Electric utilities must offer to purchase electric energy from qualifying facilities (QFs). A QF may be either (1) a small power production facility or (2) a cogeneration facility that meets PURPA's requirements. The electric utility must purchase such energy which is made available from a QF either directly to the electric utility or indirectly via transmission to other electric utilities. The utility and the QF should agree to a purchase power agreement (also called an "electric energy purchase agreement"), the pricing of which is based on avoided cost, and an interconnection agreement. With very limited exceptions discussed below, electric utilities must purchase any energy and capacity made available by a QF, notwithstanding contractual provisions that might be used to limit or avoid the purchase obligation.

PUPRA Ordinance (continued)

Electric utilities are generally required to interconnect with a QF for purposes of purchasing the energy and capacity made available from that QF. But, no electric utility must interconnect with any QF if, solely by reason of purchases/sales over the interconnection, the electric utility would become subject to regulation as a public utility. The QF must pay any interconnection costs, which include reasonable costs of connection, switching, metering, transmission, distribution, safety provisions, and administrative costs that the utility incurs directly related to installing and maintaining the physical facilities necessary to permit interconnected operations with a QF, to the extent these costs are in excess of the costs the utility would have incurred had it generated an equivalent amount of energy itself or purchased from other sources. Interconnection costs do not include any costs included in the calculation of avoided cost.

Electric utilities are never required by PURPA to pay more than "avoided cost" to purchase QF energy and capacity. To that end, PMEAs' legal counsel, Salzmann Hughes has prepared a sample ordinance that sets avoided cost in the most beneficial terms to the municipality while maintaining compliance with PURPA. Municipalities should be aware of the consequences of failure to comply with PURPA: FERC may bring an enforcement action on its own against any nonregulated electric utility, or any electric utility or QF may petition FERC to bring such enforcement and if FERC does not do so within 60 days, the petitioner may bring an action in the appropriate U.S. District Court to require the municipality to comply. But with this guidance in mind, your municipality will maximize efficiency in all PURPA-required transactions with QFs while ensuring statutory compliance.

Morrison Elected to APPA Board



Stephen Morrison, director of utilities for the Borough of Ephrata has been elected to serve a three-year term on the American Public Power Association (APPA) Board of Directors representing Region 8. APPA membership voted on Board assignments during the APPA National Conference, which took place in Seattle, June 16-21.

As director of utilities and chief utilities engineer for the Borough, Morrison's responsibilities include oversight of the utilities department staff and operations, and the delivery of safe, reliable, and affordable electricity to the Borough's residents and businesses.

"Steve is a strong advocate for public power and the communities it serves," said Jeff Brediger, chair of the American Municipal Power, Inc. (AMP) Board of Trustees and director of utilities for the City of Orrville. "He will undoubtedly be a great contributor to the APPA Board of Directors and for serving Region 8."

Region 8 of the APPA membership footprint includes Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

Morrison serves on the AMP Board of Trustees representing AMP's 29 Pennsylvania members, and he serves on the Pennsylvania Municipal Electric Association Board of Directors, twice elected an association officer. Combining more than a decade of experience in electrical operations and maintenance, including time with PPL Corporation and Belyea Company, with his more than eight years as a nuclear electrician with the U.S. Navy, Morrison's leadership style is well established. He holds a bachelor's degree in nuclear engineering technology from Excelsior College and a bachelor's degree in political science from the University of Massachusetts-Amherst. He lives in the Borough of Fleetwood with his wife and two children.

Remembering Chambersburg Councilmember Hensley

Chambersburg Councilmember Larry B. Hensley passed away unexpectedly on May 17. Born November 23, 1950, in Hendersonville, NC, he was the son of the late James Hensley and Joyce (LaRoche) Hardin.

Larry served with the U.S. Army in San Antonio, TX, serving with the medical team on a burn unit. Larry worked as a medical technologist and microbiologist at various locations on the east coast, including 3 years at Camp Lejeune in North Carolina, where he ran their blood bank.

He was proud to currently be serving as a councilman for the Borough of Chambersburg and served on the Planning and Zoning Commission and the Board of Health.

Larry was a member of South Mountain Bible Church, Fayetteville, PA and enjoyed hunting and woodworking.

In addition to his wife, he is survived by three children, Paula Parnell of Weaverville, NC, Jason Hensley of Merritt Island, FL and Jamie Bruno of Schertz, TX; eight grandchildren, Michael, Aimee, Christian, Julia, Daniel, Tristin, Victoria and A.J.; and six great-grandchildren, Henery, Jack, Mikey, Jamar, Jr., Jupiter, and Damien.



Participate in the APPA Cybersecurity Survey

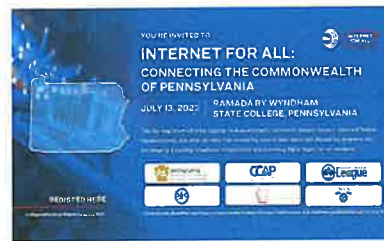
PMEA members are encouraged to participate in APPA's [one-time cybersecurity survey](#) to help assess current public power sector cybersecurity posture and capabilities with a focus on identifying any associated needs or gaps. Public power utilities, joint action agencies, and state and regional associations are eligible to participate in this survey.

APPA is conducting this survey to gather information on member utilities' cybersecurity needs and priorities to help inform how they could best use this funding. Your response will help us to illustrate the cybersecurity needs of public power utilities specifically. This survey should take **25-30 minutes** to complete. You may choose to complete this survey anonymously. However, if you choose to include identifying information, survey respondents will receive a complimentary copy of the aggregated results.

These results will help inform APPA in producing solutions and advocating for the industry's needs as well as help lay the groundwork for members to compete for government grants that meet public power utilities' unique needs to improve their cybersecurity infrastructure. Aggregated results may only be shared with the Department of Energy to better tailor programs like their Rural and Municipal Utility Advanced Cybersecurity Grant and Technical Assistance (RMUC) Program to help public power utilities receive grants tailored to public power utilities.

PA Broadband Authority Hosting Internet for All Session

The Pennsylvania Broadband Development Authority, County Commissioners Association of Pennsylvania, Pennsylvania Municipal League, Pennsylvania State Association of Boroughs, Pennsylvania State Association of Township Commissioners, Pennsylvania State Association of Township Supervisors, and the National Telecommunications and Information Administration invite you to Internet for All: Connecting the Commonwealth of Pennsylvania in State College.



This day long workshop will be held in State College and will bring together critical stakeholders in Pennsylvania from the federal, state, tribal, and local governments, industry, and other key collaborators to discuss coordination on broadband efforts as the state prepares to receive significant broadband funds from the Infrastructure Investment and Jobs Act.

To register for this event please visit <https://www.eventbrite.com/e/internet-for-all-connecting-the-commonwealth-of-pennsylvania-tickets-638179119927>.

For Sale

The Borough of Ephrata has several used substation class vacuum breakers for sale. If you are interested, please contact Bruce Haws – bhaws@ephrataboro.org or 717-738-9236 ext. 176.



- 7 – ABB R3 Vacuum Circuit Breakers 1200 continuous amp rating, 20ka short circuit amps, manufactured 6/97
 - 1 - ABB R-Mag Vacuum Circuit Breaker 1250 continuous amp rating, 20ka short circuit amps, manufactured 4/18
 - 2 - ABB R3 Vacuum Circuit Breaker 2000 continuous amp rating, 20ka short circuit amps, manufactured 6/97
 - 1 - ABB R4 vacuum Circuit Breakers 3000 continuous amp rating 25ka short circuit amps, manufactured 6/97
-

Annual Conference Registration Open

Registrations for the Finance Workshop and the Annual Conference are now open! Register today for the conference and the hotel – hotel rooms are filling quickly! The conference will be held September 6 -8, 2023, at the Omni Bedford Springs resort.

This year's conference will feature the Annual Finance Workshop (in person only) with speakers focused on ACH rules, Customer Service, EV issues from a financial perspective, and powering up municipal financial policies and electric to general fund transfers.

The conference will feature timely sessions on market and other emerging topics. This is also a great time to interact with PMEA associate member companies and learn more about available products and services. Contact PMEA at bosak@papublicpower.org to register today!

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 RP3 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 RP3 program and its application process, visit the APPA website and [watch the recordings](#) of the "Strengthening your RP3 application" webinar series.

[Register now](#) to apply for an RP3 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.

Associate Member Spotlight



UNITED UTILITY SUPPLY

United Utility Supply/UUS has been serving the public power market in Pennsylvania since the early 1960's. This December marks the 50th anniversary of United Utility Supply (UUS) constructing its Chambersburg warehouse. Known for its culture of service, UUS is recognized as one of the leading material supply organizations serving the electric utility market.

As a full line stocking distributor, UUS supplies a complete line of materials critical to the electric utility industry including transformers, conductor, pole line hardware, lighting, underground accessories, grounding equipment, guying, insulators, protective equipment, distribution and transmission poles, utility tools, safety supplies. For more information, please visit <https://uus.coop/> or contact Jeff Shaw at jshaw@uus.coop.

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 at any time and we will use them in upcoming editions. We also welcome your suggestions for topics of interest for our newsletters.

Pennsylvania Municipal Electric Association

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



Borough of Hatfield

Montgomery County, Pennsylvania

MEMORANDUM

Date: July 14, 2023

To: Borough Council

From: Public Information Coordinator Update

Subject: Monthly Update

Public Information Update is as follows:

- Social Media- There is an event page for Movie in the Park & Fall Fest & Car Show. Please feel free to share.
- Newsletter- We are working diligently on the upcoming Borough Informer which will be going out in early September.
- 125th Celebration- Thank you to all for your involvement in the 125th celebration. The day was a huge success and I am so grateful for all who showed up and got to enjoy a wonderful day together.
- 125th Anniversary Celebration- I will be sending out forms for volunteer slots in the next few weeks, please keep an eye out.
- Upcoming meeting dates include- Movie in the Park- August 24th, 2023. The Fall Fest & Car Show is from 3:00-7:00 pm on September 23, 2023, and Grace Lutheran Church will be hosting the Christmas Tree Lighting on December 2, 2023.
- HEROC- The June meeting was canceled due to lack of a quorum. The next meeting is scheduled for Wednesday July 26, 2023.

Thank you for your continued support and please let me know if you have any questions. Have a great week!

Respectfully submitted, Lindsay Hellmann- Public Information Coordinator

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

8. NEW BUSINESS / DISCUSSION ITEMS:

A. Municipal Service Team Handbook

UPDATES TO THE MUNICIPAL SERVICE TEAM HANDBOOK

Revised as of 06/12/2023

1. Removal of the Administrative Assistant Position-Page 23
 - a. No longer have this position

2. Updated the Workman's Comp Medical Providers- Page 28
 - a. Medical Emergencies that happen during work hours employees are allowed to use hospital or physician of their choice then they need to follow up with a physician from the list provided
 - b. The list of physicians and physician groups was updated to the current workman comp. providers

3. Added Defined Benefit sunsets on December 31, 2023- Page 32
 - a. This was part of the agreement between Hatfield Borough and Teamsters Local Union No 830 which was effective on January 1, 2021

4. Life Insurance was updated to \$30,000- Page 33
 - a. Updated to the current amount of life insurance a fulltime employee has

5. Use of Personal Vehicles was added- Page 38
 - a. This section was added by insurance carrier
 - b. Personal vehicle use shall be kept to a minimum
 - c. 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.

6. Medical Leave was updated to the FMLA Regulations and Standards- Page 44
 - a. Plan runs concurrent with any other unpaid or paid leave provided by the borough
 - b. Must complete 1250 hours of service in the last 12-month period
 - c. Has worked for the borough for a total of 12 months by the start of leave (does not have to be consecutive, within the past 7 years)
 - d. Protected unpaid leave for up to 12 weeks in a 12-month period
 - e. Medical Certificates are required for proof of need for medical leave

- f. Employee portion of premium are due the 1st of every month while on FMLA
 - g. Forms for leave can be found on the DOL website (website in handbook)

- 7. Family Leave was updated to the FMLA Regulations and Standards- Page 45
 - a. Plan runs concurrent with any other unpaid or paid leave provided by the borough
 - b. Must complete 1250 hours of service in the last 12-month period
 - c. Has worked for the borough for a total of 12 months by the start of leave (does not have to be consecutive, within the past 7 years)
 - d. Protected unpaid leave for up to 12 weeks in a 12-month period
 - e. Medical Certificates are required for proof of need for medical leave
 - f. Employee portion of premium are due the 1st of every month while on FMLA
 - g. Forms for leave can be found on the DOL website (website in handbook)

- 8. Short Term Disability was added to the handbook-Page 46
 - a. Borough provides all fulltime active employees with short term income protection from covered injury, sickness or pregnancy. Handbook refers employee to the manager for a copy of the current STD policy.
 - b. Employee portion of premium are due the 1st of every month while on disability
 - c. Plan runs concurrent with any other unpaid or paid leave provided by the borough

- 9. Long Term Disability was added to the handbook-Page 47
 - a. Borough provides all fulltime active employees with long term income protection from covered injury, sickness or pregnancy. Handbook refers employee to the manager for a copy of the current LTD policy.
 - b. Employee portion of premium are due the 1st of every month while on disability

- c. Plan runs concurrent with any other unpaid or paid leave provided by the borough
- 10. Receiving of Gifts was added to the handbook-Page 48
 - a. Employees cannot accept unsolicited gifts that exceed \$25.00 or accept checks or cash
- 11. Discharge or Suspension was updated- Page 48
 - 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." Was added
- 12. Prescription Medications was added under Drugs & Alcohol Use- Page 49
 - a. Employees need to notify the Borough if they are on a prescription that could adversely impact their ability to safely perform their job duties
- 13. Jeans are allowed Friday added to the handbook- Page 51
 - a. New fun addition for the employees to wear non distressed jeans on Friday
- 14. New Definitions were added to Drug and Alcohol Testing- Page 54
 - a. These definitions were added by insurance carrier- Random CDL Drivers, Return to Duty and Pre-Employment
- 15. Safety Equipment Allowance was added to the handbook- Page 56
 - a. Currently employees provide their own safety equipment, this addition allows for the employee to have a \$75.00 allowance for such items

Revised as of 06/12/2023

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.

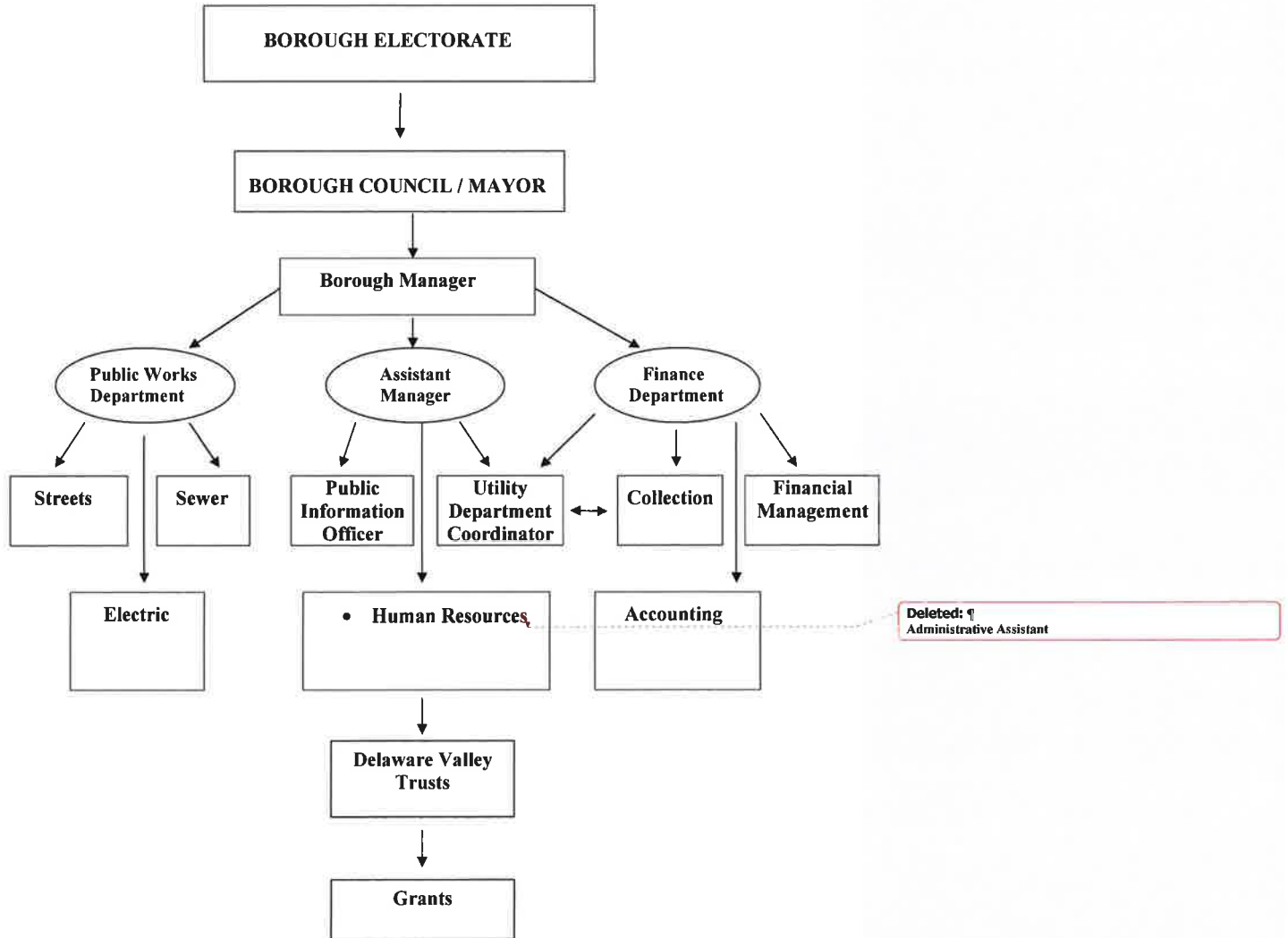
A five (5) member Borough Council and a Mayor are elected representatives chosen by the Borough voters to act on matters of policy for the Borough.

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.

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704	Sexual & Other Unlawful Harassment	50-51¶
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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

Deleted: John H. Weierman

~~Richard Girard~~ - Vice President

Deleted: Kenneth V. Farrall

~~James Fagan~~

Deleted: Jason Ferguson

~~Michelle Kroesser~~

Deleted: John

Lawrence G. Stevens

Mayor

~~Mary Anne Girard~~

Deleted: Robert L. Kaler III

Tax Collector

~~Mohammed Haque~~

Deleted: Nancy C. DeFinis

Office Phone (215) 855-0781 # 105

Manager/Secretary

~~Jaime E. Snyder~~

Deleted: Michael J. DeFinis

Office Phone (215) 855-0781 # 106

Deleted: 2

~~Cell Phone (267) 421 4753~~

Deleted: Home Phone (215) 368-9982

Deleted: Cell Phone (267) 718-4028

Public Works Director

~~Stephen Fickert~~

Deleted: Fred Leister

Office Phone (215) 855-0782

Cell Phone (267) 718-0718

Deleted: Home Phone (215) 538-2944

Deleted: 215

Deleted: 718-4030

Treasurer

Diane Farrall

Office Phone (215) 855-0781 # 103

Assistant Manager

~~Kathryn Vlahos~~

Deleted: Jaime E. Snyder

Office Phone (215) 855-0781 # 102

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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.

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.

Deleted: 217 ADMINISTRATIVE ASSISTANT¶

Position Summary: ¶

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Under the supervision of the Borough Manager and Assistant Borough Manager this position provides varied and complex functions and administrative support for the Administration Department and other departments as needed. ¶

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

Deleted: 8

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

Years of Eligible Service	Vacation Days Each Year
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. MEDICAL EMERGENCY ONLY- 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

- ~~Deleted: Hospital EMERGENCY use Abington Health Lansdale Hospital, MEDICAL EMERGENCY ONLY~~
- ~~Deleted: 100 Medical Campus Drive Lansdale, PA 19440~~
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- ~~Formatted: Font color: Red~~
- ~~Deleted: (If follow up care is needed, after the emergency, use Doctors from panel list)~~
- ~~Deleted: Hospital Grandview Hospital~~
- ~~Deleted: 700 Lawn Ave., Sellersville, PA~~
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- ~~Deleted:~~
- ~~Deleted: Hospital St. Luke's Quakertown Hospital~~
- ~~Deleted: 1021 Park Ave. Quakertown, PA~~
- ~~Formatted: Font color: Red~~
- ~~Deleted: Doylestown & Warrington Family Practice~~
- ~~Deleted: 350 S. Main St. Ste 215 Penns Ct. Doylestown, PA~~
- ~~Formatted: Font color: Red~~
- ~~Deleted: Harleysville Medical Associates~~
- ~~Deleted: 176 Main St., Harleysville, PA~~
- ~~Formatted: Font color: Red~~
- ~~Deleted: Lansdale Medical Group (Specialists)~~
- ~~Deleted: S. Broad St. & Allentown, Rd., Lansdale~~
- ~~Formatted: Font color: Red~~
- ~~Deleted: Lansdale Medical Group~~
- ~~Deleted: 4309 County Line Rd., Chalfont, PA~~
- ~~Formatted: Font color: Red~~
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- ~~Deleted: You may also obtain a list of participating physicians at www.aetnaushc.com~~

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~~

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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.

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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

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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.

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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.

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509 BUSINESS TRAVEL EXPENSES

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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

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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

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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

51.2. WORKPLACE MONITORING

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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.

51.3. WORKPLACE VIOLENCE PREVENTION

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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

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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

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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.

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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

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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.

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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.

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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.

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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 1st 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.

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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.

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Federal and Pennsylvania State guidelines prevail where conflicts exist.

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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.

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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 1,250 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.

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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.

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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 1st 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.

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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.

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Federal and Pennsylvania State guidelines prevail where conflicts exist.

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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 1st 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 1st of every month.

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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.

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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.

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Deleted: The Borough shall not discharge nor suspend any employee without just cause. In all cases involving the discharge or suspension of any employee...

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

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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.

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See Section 711 of the Employee Handbook entitled 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

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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

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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

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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.

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

708. RETURN OF PROPERTY

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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

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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

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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

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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

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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.

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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.

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713. ETHICS IN THE WORKPLACE

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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 are 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.

8. NEW BUSINESS / DISCUSSION ITEMS:

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

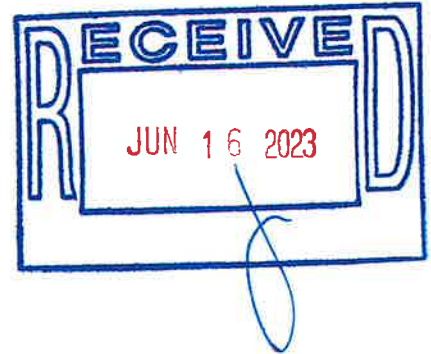


June 16, 2023

Hatfield Borough
401 S. Main Street
Hatfield, PA 19440

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

RE: Edinburgh Square Subdivision
Escrow Release Request – Development - FINAL
Bursich Job No.: B177832.00



Dear Jaime:

We have reviewed the request for Final escrow release for the Edinburgh Square development, received by email on June 1, 2023. The request included the following documents:

- As-Constructed Site Plans for Edinburgh Square, Sheet 1 of 1, dated March 2, 2023 with latest revision date of May 23, 2023, prepared by Carroll Engineering Corporation
- Monument and Pin Certification – Edinburgh Square, dated February 15, 2023, prepared by Carroll Engineering Corporation (2 pages listing 8 markers)
- Monument and Pin Certification – Edinburgh Square, dated February 15, 2023, prepared by Carroll Engineering Corporation (1 page listing 1 marker)
- Redlined response to the March 17, 2023 Bursich Escrow Release review letter

The revised As-Constructed Site Plan indicates that the developer had constructed the improvements in accordance with the approved Land Development Plan, and the homeowner of Lot 4 had constructed additional driveway and patio improvements. While the additional improvements appear to exceed the impervious coverage of the approved Land Development plans, it is our opinion that the stormwater runoff from those additional improvements will likely be negligible and will not cause a significant impact to the overall stormwater runoff from the site. Therefore, with the above in mind, and with receipt of certifications that all of the corner markers have been installed, we recommend the Borough release the remaining Development Escrow in the amount of \$24,299.50.

This represents a **Final Escrow Release of the Development** Financial Security funds.

Prior to releasing the funds, the Borough should obtain Maintenance Security for the public improvements in the amount of \$8,403.51. These funds should be held for a period of 18 months from the date the Development Financial Security is released. Enclosed is an itemized list of the Development Financial Security to be released, and an itemized list of the Maintenance Security items.

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

Prior to release of the Maintenance Security, an inspection will be performed to identify if any of the improvements require repair.

Should you have any questions or need further information, please feel free to contact me at 484-941-0418 or via email at chad.camburn@Bursich.com.

Very truly yours,



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

Enclosure: COST ESTIMATE - EDINBURGH SQUARE FOUR-LOT SUBDIVISION (DEVELOPMENT) -
Release No. 3 - FINAL, dated 6/16/2023

EDINBURGH SQUARE FOUR-LOT SUBDIVISION - MAINTENANCE SECURITY, dated
6/14/2023

As-Constructed Site Plans for Edinburgh Square, latest revision date of May 23, 2023,
prepared by Carrol Engineering Corporation

pc: Kate Harper, Borough Solicitor (*w/ encl.; via email*)
Bob Heil, Borough Code Enforcement/Zoning Officer (*w/ encl.; via email*)
Caracausa Building and Development Inc., Applicant (*w/ encl.; via email*)

DESCRIPTION	QTY	UNITS	UNIT COST	TOTAL	TOTAL PAST RELEASES		CURRENT ESTIMATE		TOTAL RELEASE TO DATE		REMAINING	
					QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL
A EROSION & SEDIMENT CONTROL												
1 12" COMPOST FILTER SOCK (INTERIOR SITE)	484	LF	\$3.40	\$1,645.60	484	\$1,645.60	0	\$0.00	484	\$1,645.60	0	\$0.00
2 ROCK FILTER	2	EA	\$60.00	\$120.00	2	\$120.00	0	\$0.00	2	\$120.00	0	\$0.00
3 TEMP. SEEDING & STRAW (ALL DISTURBED AREAS)	3,675	SY	\$0.50	\$1,837.50	2449	\$1,224.50	1226	\$613.00	3675	\$1,837.50	0	\$0.00
4 INLET PROTECTION	3	EA	\$60.00	\$180.00	3	\$180.00	0	\$0.00	3	\$180.00	0	\$0.00
5 ROCK CONSTRUCTION ENTRANCE	3	EA	\$1,000.00	\$3,000.00	3	\$3,000.00	0	\$0.00	3	\$3,000.00	0	\$0.00
6 MAINTENANCE AND REMOVAL OF E&S CONTROLS	1	LS	\$1,200.00	\$1,200.00	1	\$1,200.00	0	\$0.00	1	\$1,200.00	0	\$0.00
SUBTOTAL ITEM A.				\$7,983.10		\$7,370.10		\$613.00		\$7,983.10		\$0.00
B EARTHWORK												
1 CLEAR AND GRUB	1	LS	\$4,332.00	\$4,332.00	1	\$4,332.00	0	\$0.00	1	\$4,332.00	0	\$0.00
2 STRIP AND STOCKPILE TOPSOIL (ALL DISTURBED AREAS)	1,226	CY	\$1.50	\$1,839.00	1226	\$1,839.00	0	\$0.00	1226	\$1,839.00	0	\$0.00
3 CUT/FILL	725	CY	\$2.15	\$1,558.75	725	\$1,558.75	0	\$0.00	725	\$1,558.75	0	\$0.00
4 FINE GRADE LOTS	5,798	SF	\$0.75	\$4,348.50	5798	\$4,348.50	0	\$0.00	5798	\$4,348.50	0	\$0.00
5 RESPREAD TOPSOIL	1226	CY	\$2.50	\$3,065.00	1226	\$3,065.00	0	\$0.00	1226	\$3,065.00	0	\$0.00
SUBTOTAL ITEM B.				\$15,143.25		\$15,143.25		\$0.00		\$15,143.25		\$0.00
C STREET IMPROVEMENTS												
1 6.5" 25MM BASE COURSE (RESTORATION OF UTILITY TRENCHES)	49	SY	\$8.25	\$404.25	49	\$404.25	0	\$0.00	49	\$404.25	0	\$0.00
2 1.5" MILLING (FULL-WIDTH CURB-TO-CURB ALONG W. VINE ST.)	498	SY	\$3.72	\$1,852.56	498	\$1,852.56	0	\$0.00	498	\$1,852.56	0	\$0.00
3 CLEAN AND TACK COAT	498	SY	\$0.45	\$224.10	498	\$224.10	0	\$0.00	498	\$224.10	0	\$0.00
4 1.5" 9.5MM SUPERPAVE (FULL-WIDTH CURB-TO-CURB ALONG W. VINE ST.)	498	SY	\$9.35	\$4,656.30	498	\$4,656.30	0	\$0.00	498	\$4,656.30	0	\$0.00
5 REPAIR KOFFEL ROAD AT NEW STORM INLET	1	LS	\$1,325.00	\$1,325.00	1	\$1,325.00	0	\$0.00	1	\$1,325.00	0	\$0.00
SUBTOTAL ITEM C.				\$8,462.21		\$8,462.21		\$0.00		\$8,462.21		\$0.00
D STORMWATER BMPs												
1 AASHTO #57 STONE TRENCH WITH FABRIC	25	CY	\$18.00	\$450.00	25	\$450.00	0	\$0.00	25	\$450.00	0	\$0.00
2 6" DIA. PERFORATED HDPE PIPE (STONE TRENCH)	218	LF	\$1.59	\$346.62	218	\$346.62	0	\$0.00	218	\$346.62	0	\$0.00
3 GRADE RAIN GARDEN	1	LS	\$1,600.00	\$1,600.00	0	\$0.00	1	\$1,600.00	1	\$1,600.00	0	\$0.00
4 TYPE-M OUTLET STRUCTURE	1	EA	\$1,850.00	\$1,850.00	1	\$1,850.00	0	\$0.00	1	\$1,850.00	0	\$0.00
5 TRASH RACK	2	EA	\$200.00	\$400.00	2	\$400.00	0	\$0.00	2	\$400.00	0	\$0.00
6 TYPE-C INLET & CONNECTION TO EXIST. STORM SEWER	1	LS	\$2,100.00	\$2,100.00	1	\$2,100.00	0	\$0.00	1	\$2,100.00	0	\$0.00
7 12" HDPE RAIN GARDEN OUTLET PIPE	21	LF	\$8.00	\$168.00	0	\$0.00	21	\$168.00	21	\$168.00	0	\$0.00
8 RIPRAP APRON	1	LS	\$250.00	\$250.00	0	\$0.00	1	\$250.00	1	\$250.00	0	\$0.00
9 BASIN SEEDING BOTTOM MIX	1	LS	\$167.00	\$167.00	0	\$0.00	1	\$167.00	1	\$167.00	0	\$0.00
10 JUTE NETTING (RAIN GARDEN)	345	SY	\$1.75	\$603.75	0	\$0.00	345	\$603.75	345	\$603.75	0	\$0.00
11 RAKE & SEED	1226	SY	\$0.85	\$1,042.10	0	\$0.00	1226	\$1,042.10	1226	\$1,042.10	0	\$0.00
12 TREES	3	EA	\$275.00	\$825.00	3	\$825.00	0	\$0.00	3	\$825.00	0	\$0.00
13 STAKEOUT / AS-BUILT PLAN	1	LS	\$5,000.00	\$5,000.00	0	\$0.00	1	\$5,000.00	1	\$5,000.00	0	\$0.00
SUBTOTAL ITEM D.				\$14,802.47		\$5,971.62		\$8,830.85		\$14,802.47		\$0.00
E LANDSCAPING												
1 STREET TREES	9	EA	\$275.00	\$2,475.00	9	\$2,475.00	0	\$0.00	9	\$2,475.00	0	\$0.00
2 PERMANENT SEEDING	1226	SY	\$0.50	\$613.00	0	\$0.00	1226	\$613.00	1226	\$613.00	0	\$0.00
3 MOWING	1	LS	\$1,520.00	\$1,520.00	1	\$1,520.00	0	\$0.00	1	\$1,520.00	0	\$0.00
SUBTOTAL ITEM E.				\$4,608.00		\$3,995.00		\$613.00		\$4,608.00		\$0.00
F UTILITY INSTALLATION IN RoW												
1 INSTALL 6" SDR-26 PVC LATERALS	328	LF	\$23.00	\$7,544.00	328	\$7,544.00	0	\$0.00	328	\$7,544.00	0	\$0.00
2 SEWER LATERAL CONNECTION TO MAIN	4	EA	\$150.00	\$600.00	4	\$600.00	0	\$0.00	4	\$600.00	0	\$0.00
3 SANITARY CLEANOUTS	4	EA	\$60.00	\$240.00	4	\$240.00	0	\$0.00	4	\$240.00	0	\$0.00
4 WATER TIGHT REMOVAL OF EX. SANITARY LATERAL	1	LS	\$1,100.00	\$1,100.00	1	\$1,100.00	0	\$0.00	1	\$1,100.00	0	\$0.00
5 2A AGGREGATE BEDDING & BACKFILL TO STREET BASE COURSE	384	CY	\$7.50	\$2,880.00	384	\$2,880.00	0	\$0.00	384	\$2,880.00	0	\$0.00
6 WATER SERVICE TAP AND INSTALLATION TO R.O.W.	4	EA	\$3,510.00	\$14,040.00	4	\$14,040.00	0	\$0.00	4	\$14,040.00	0	\$0.00
7 WATER METER INSTALLATION	4	EA	\$930.00	\$3,720.00	4	\$3,720.00	0	\$0.00	4	\$3,720.00	0	\$0.00
8 LAWN RESTORATION	24	SY	\$1.20	\$28.80	24	\$28.80	0	\$0.00	24	\$28.80	0	\$0.00
SUBTOTAL ITEM F.				\$30,152.80		\$30,152.80		\$0.00		\$30,152.80		\$0.00
G MISCELLANEOUS												
1 CURB REPLACEMENT	165	LF	\$13.56	\$2,237.40	165	\$2,237.40	0	\$0.00	165	\$2,237.40	0	\$0.00
2 SIDEWALK REPLACEMENT	750	SF	\$5.11	\$3,832.50	750	\$3,832.50	0	\$0.00	750	\$3,832.50	0	\$0.00
3 DRIVEWAY APRONS	3	EA	\$512.00	\$1,536.00	3	\$1,536.00	0	\$0.00	3	\$1,536.00	0	\$0.00
4 PINS & MONUMENTS	14	EA	\$150.00	\$2,100.00	0	\$0.00	14	\$2,100.00	14	\$2,100.00	0	\$0.00
SUBTOTAL ITEM G.				\$9,705.90		\$7,605.90		\$2,100.00		\$9,705.90		\$0.00

DESCRIPTION	QTY	UNITS	UNIT COST	TOTAL	TOTAL PAST RELEASES	CURRENT ESTIMATE	TOTAL RELEASE TO DATE	REMAINING
					QUANTITY	TOTAL	QUANTITY	TOTAL
SUBTOTAL ITEMS A. THRU G.				\$90,857.73	\$78,700.88	\$12,156.85	\$90,857.73	\$0.00
LESS 10% RETAINAGE					\$7,870.08	\$1,215.68	\$9,085.76	
RETAINAGE RELEASE					\$0.00	\$9,085.76	\$9,085.76	\$0.00
NET CONSTRUCTION				\$90,857.73	\$70,830.80	\$20,026.93	\$90,857.73	\$0.00
10% CONTINGENCY				\$9,085.77				
CONTINGENCY RELEASE					\$7,868.98	\$1,216.79	\$9,085.77	\$0.00
TOTAL CONSTRUCTION ESCROW				\$99,943.50			\$99,943.500	
ENGINEERING and LEGAL FEES (10%)				\$9,085.77	\$6,030.00	\$3,055.77	\$9,085.77	\$0.00
TOTAL COST ESTIMATE				\$109,029.28	\$84,729.78	\$24,299.50	\$109,029.28	\$0.00
REMAINING COST ESTIMATE				(\$0.00)				

ESCROW SUMMARY

DATE RECOMMENDED:

July 9, 2022

NO. RELEASE AMOUNT

1 \$38,840.00
 2 \$45,869.78
 3 \$24,299.50

DATE

June 17, 2021
 January 5, 2023
 June 16, 2023

TOTAL \$109,029.28

ENGINEERING OBSERVATION REQUIRED FOR CONSTRUCTION OF ALL ESCROWED IMPROVEMENTS. A MINIMUM OF 48 HOURS NOTICE SHALL BE PROVIDED IN ORDER TO SCHEDULE FIELD STAFF. ENGINEERING AND OBSERVATION CHARGES SHALL BE BILLED ON AN HOURLY BASIS FOR ACTUAL TIME REQUIRED. HOURLY RATES WILL BE BILLED AT 150% OF STANDARD RATES FOR WORK PERFORMED BEFORE 7:30 AM OR AFTER 5:30 PM ON WEEKDAYS, AND ANY TIME DURING HOLIDAYS AND WEEKENDS. ENGINEERING SERVICES INCLUDE, BUT ARE NOT LIMITED TO, COMMUNICATIONS, OBSERVATIONS OF INSTALLED IMPROVEMENTS, SITE MEETINGS, PREPARATION OF FIELD REPORTS, PROCESSING OF REQUESTS FOR ECROW RELEASE, FINAL PUNCHLIST, AND CLOSEOUT OF THE PROJECT.

SUBMITTED: _____

DATE _____

RECOMMENDED FOR RELEASE:  _____
 BURSICH ASSOCIATES, INC.

6/16/2023
 DATE _____

APPROVED: _____
 BOROUGH OF HATFIELD

DATE _____

EDINBURGH SQUARE FOUR-LOT SUBDIVISION - MAINTENANCE SECURITY
 ADDRESS: 510 KOFFEL RD., HATFIELD BOROUGH, PA
 BURSICH No.:HAT-01 / 177832
 DATE: 6/16/2023

BURSICH ASSOCIATES, INC.
 2129 EAST HIGH STREET
 POTTSTOWN, PA 19464

DESCRIPTION	QTY	UNITS	UNIT COST	TOTAL
A STREET IMPROVEMENTS				
1 6.5" 25MM BASE COURSE (RESTORATION OF UTILITY TRENCHES)	49	SY	\$8.25	\$404.25
2 1.5" MILLING (FULL-WIDTH CURB-TO-CURB ALONG W. VINE ST.)	498	SY	\$3.72	\$1,852.56
3 CLEAN AND TACK COAT	498	SY	\$0.45	\$224.10
4 1.5" 9.5MM SUPERPAVE (FULL-WIDTH CURB-TO-CURB ALONG W. VINE ST.)	498	SY	\$9.35	\$4,656.30
5 REPAIR KOFFEL ROAD AT NEW STORM INLET	1	LS	\$1,325.00	\$1,325.00
SUBTOTAL ITEM A.				\$8,462.21
B STORMWATER BMPs				
1 AASHTO #57 STONE TRENCH WITH FABRIC	25	CY	\$18.00	\$450.00
2 6" DIA. PERFORATED HDPE PIPE (STONE TRENCH)	218	LF	\$1.59	\$346.62
3 GRADE RAIN GARDEN	1	LS	\$1,600.00	\$1,600.00
4 TYPE-M OUTLET STRUCTURE	1	EA	\$1,850.00	\$1,850.00
5 TRASH RACK	2	EA	\$200.00	\$400.00
6 TYPE-C INLET & CONNECTION TO EXIST. STORM SEWER	1	LS	\$2,100.00	\$2,100.00
7 12" HDPE RAIN GARDEN OUTLET PIPE	21	LF	\$8.00	\$168.00
8 RIPRAP APRON	1	LS	\$250.00	\$250.00
9 BASIN SEEDING BOTTOM MIX	1	LS	\$167.00	\$167.00
10 JUTE NETTING (RAIN GARDEN)	345	SY	\$1.75	\$603.75
11 RAKE & SEED	1226	SY	\$0.85	\$1,042.10
12 TREES	3	EA	\$275.00	\$825.00
SUBTOTAL ITEM B.				\$9,802.47
C UTILITY INSTALLATION IN RoW				
1 INSTALL 6" SDR-26 PVC LATERALS	328	LF	\$23.00	\$7,544.00
2 SEWER LATERAL CONNECTION TO MAIN	4	EA	\$150.00	\$600.00
3 SANITARY CLEANOUTS	4	EA	\$60.00	\$240.00
4 WATER TIGHT REMOVAL OF EX. SANITARY LATERAL	1	LS	\$1,100.00	\$1,100.00
5 2A AGGREGATE BEDDING & BACKFILL TO STREET BASE COURSE	384	CY	\$7.50	\$2,880.00
6 WATER SERVICE TAP AND INSTALLATION TO R.O.W.	4	EA	\$3,510.00	\$14,040.00
7 WATER METER INSTALLATION	4	EA	\$930.00	\$3,720.00
8 LAWN RESTORATION	24	SY	\$1.20	\$28.80
SUBTOTAL ITEM C.				\$30,152.80
D MISCELLANEOUS				
1 CURB REPLACEMENT	165	LF	\$13.56	\$2,237.40
2 SIDEWALK REPLACEMENT	750	SF	\$5.11	\$3,832.50
3 DRIVEWAY APRONS	3	EA	\$512.00	\$1,536.00
SUBTOTAL ITEM D.				\$7,605.90
SUBTOTAL ITEMS A. THRU D.				\$56,023.38
MAINTENANCE SECURITY (15%)				\$8,403.51

EDINBURGH - CARACAUSA ESCROW

As of : 7/13/23

Beginning Balance: **\$2,000.00**

Remaining
Balance

Date	Invoice	Amount	\$2,000.00
8/24/2017	Invoice #18817	(642.75)	\$1,357.25
9/20/2017	Invoice #141112	(37.50)	\$1,319.75
9/21/2017	Invoice #18885	(1,585.00)	(\$265.25)
9/21/2017	Invoice #18996	(2,700.00)	(\$2,965.25)
10/23/2017	Invoice #141650	(362.50)	(\$3,327.75)
11/1/2017	Invoice #HAT17.01-005	(507.68)	(\$3,835.43)
11/13/2017	Invoice #156152	(400.00)	(\$4,235.43)
11/17/2017	Invoice #142062	(212.50)	(\$4,447.93)
11/22/2017	Invoice #19085	(225.75)	(\$4,673.68)
1/4/2018		9,461.18	\$4,787.50
12/21/2017	Invoice #19186	(3,615.50)	\$1,172.00
12/20/2017	Invoice #142512	(62.50)	\$1,109.50
1/25/2018	Invoice #19276	(483.75)	\$625.75
1/16/2018	Invoice #143064	(42.00)	\$583.75
2/20/2018	Invoice #143518	(28.00)	\$555.75
2/20/2018	Invoice #19384	(1,868.25)	(\$1,312.50)
3/20/2018	Invoice #143980	(280.00)	(\$1,592.50)
3/20/2018	Invoice #19441	(2,815.25)	(\$4,407.75)
4/23/2018		9,407.75	\$5,000.00
4/20/2018	Invoice #19568	(1,425.50)	\$3,574.50
4/19/2018	Invoice #144492	(966.00)	\$2,608.50

EDINBURGH - CARACAUSA ESCROW

As of : 7/13/23

Beginning Balance: \$2,000.00

**Remaining
Balance**

Date	Invoice	Amount	\$2,000.00
5/21/2018	Invoice #145072	(1,246.00)	\$1,362.50
5/29/2018	Invoice #19662	(3,342.50)	(\$1,980.00)
6/21/2018	Invoice #19734	(1,837.00)	(\$3,817.00)
6/26/2018	Invoice #145614	(602.00)	(\$4,419.00)
7/19/2018	Invoice #19840	(43.60)	(\$4,462.60)
7/19/2018	Invoice #145930	(28.00)	(\$4,490.60)
8/20/2018	Invoice #146516	(28.00)	(\$4,518.60)
8/23/2018	Invoice #19947	(64.50)	(\$4,583.10)
9/19/2018	Invoice #146913	(168.00)	(\$4,751.10)
9/20/2018	Invoice #20063	(96.75)	(\$4,847.85)
11/5/2018	CHECK #25122999 & 1762	9,583.10	\$4,735.25
12/18/2018	Invoice #148426	(434.00)	\$4,301.25
12/20/2018	Invoice #20426	(2,494.50)	\$1,806.75
1/18/2019	Invoice #148807	(308.00)	\$1,498.75
1/24/2019	Invoice #20508	(1,118.30)	\$380.45
2/20/2019	Invoice #149266	(210.00)	\$170.45
3/21/2019	Invoice #20683	(258.00)	(\$87.55)
4/24/2019	Invoice #20824	(129.00)	(\$216.55)
7/17/2019	Invoice #152016	(56.00)	(\$272.55)
8/29/2020	Invoice #21254	(193.50)	(\$466.05)
9/19/2019	Invoice #153061	(84.00)	(\$550.05)

EDINBURGH - CARACAUSA ESCROW

As of : 7/13/23

Beginning Balance:

\$2,000.00

Remaining
Balance

Date	Invoice	Amount	\$2,000.00
10/10/2019	Invoice #21442	(129.00)	(\$679.05)
10/21/2019	Invoice #153653	(182.00)	(\$861.05)
4/3/2020	Check #30795767	5,861.05	\$5,000.00
12/26/2019	Invoice #21683	(161.25)	\$4,838.75
1/17/2020	Invoice #155380	(42.00)	\$4,796.75
3/19/2020	Invoice #21960	(167.50)	\$4,629.25
3/20/2020	Invoice #156510	(154.00)	\$4,475.25
4/22/2020	Invoice #157123	(42.00)	\$4,433.25
5/21/2020	Invoice #22141	(1,708.50)	\$2,724.75
5/22/2020	Invoice #157663	(28.00)	\$2,696.75
6/18/2020	Invoice #22212	(2,278.00)	\$418.75
6/23/2020	Invoice #158245	(462.00)	(\$43.25)
7/23/2020	Invoice #22308	(4,098.50)	(\$4,141.75)
7/21/2020	Invoice #158644	(2,352.00)	(\$6,493.75)
8/10/2020		(6.90)	(\$6,500.65)
8/20/2020	Check #32258281	11,493.75	\$4,993.10
8/20/2020	Invoice #22389	(134.00)	\$4,859.10
8/20/2020	Invoice #159246	(868.00)	\$3,991.10
9/17/2020	Invoice #22503	(428.00)	\$3,563.10
9/21/2020	Invoice #159883	(644.00)	\$2,919.10
10/22/2020	Invoice #160612	(518.00)	\$2,401.10

EDINBURGH - CARACAUSA ESCROW

As of : 7/13/23

Beginning Balance: **\$2,000.00**

Remaining
Balance

Date	Invoice	Amount	\$2,000.00
10/29/2020	Invoice #22608	(201.00)	\$2,200.10
11/19/2020	Invoice #161212	(720.50)	\$1,479.60
11/25/2020	Invoice #22675	(1,127.50)	\$352.10
12/10/2020	Invoice #161571	(266.00)	\$86.10
12/17/2020	Invoice #22751	(5,988.50)	(\$5,902.40)
12/1/2020	Invoice #HAT20.01-010	(680.00)	(\$6,582.40)
1/21/2021	Invoice #22867	(4,023.50)	(\$10,605.90)
1/20/2021	Invoice #162289	(448.00)	(\$11,053.90)
3/16/2021		16,053.90	\$5,000.00
3/25/2021	Invoice #23025	(167.50)	\$4,832.50
4/22/2021	Invoice #23126	(134.00)	\$4,698.50
1/20/2021	Invoice #164196	(126.00)	\$4,572.50
5/20/2021	Invoice #23206	(469.00)	\$4,103.50
5/24/2021	Invoice #164912	(126.00)	\$3,977.50
6/18/2021	Invoice #165509	(140.00)	\$3,837.50
6/24/2021	Invoice #23291	(502.50)	\$3,335.00
7/20/2021	Invoice #166143	(350.00)	\$2,985.00
7/22/2021	Invoice #23387	(536.00)	\$2,449.00
7/20/2021	Invoice #166684	(126.00)	\$2,323.00
7/22/2021	Invoice #23387	(201.00)	\$2,122.00
9/23/2021	Invoice #23575	(134.00)	\$1,988.00

EDINBURGH - CARACAUSA ESCROW

As of : 7/13/23

Beginning Balance: **\$2,000.00**

**Remaining
Balance**

Date	Invoice	Amount	\$2,000.00
9/22/2021	Invoice #167188	(126.00)	\$1,862.00
1/20/2022	Invoice #23884	(245.00)	\$1,617.00
2/1/2022	Invoice #HAT22.01-001	(285.00)	\$1,332.00
5/21/2022	Invoice #170525	(28.00)	\$1,304.00
5/19/2022	Invoice #24201	(2,320.00)	(\$1,016.00)
6/21/2022	Invoice #170948	(56.00)	(\$1,072.00)
6/23/2022	Invoice #24277	(477.00)	(\$1,549.00)
8/18/2022	Invoice #24470	(60.00)	(\$1,609.00)
9/22/2022	Invoice #24546	(950.00)	(\$2,559.00)
10/20/2022	Invoice #24623	(240.00)	(\$2,799.00)
11/28/2022		5,029.00	\$2,230.00
11/17/2022	Invoice #24704	(1,125.00)	\$1,105.00
11/18/2022	Invoice #173275	(70.00)	\$1,035.00
12/15/2022	Invoice #173699	(28.00)	\$1,007.00
12/15/2022	Invoice #24777	(1,580.00)	(\$573.00)
1/19/2023	Invoice #24826	(411.20)	(\$984.20)
1/18/2023	Invoice #174150	(42.00)	(\$1,026.20)
5/5/2023	Check #41639865	2,500.00	\$1,473.80
3/31/2023	Invoice #25064	(1,866.20)	(\$392.40)
5/19/2023	Invoice #174150	(238.00)	(\$630.40)
6/14/2023	Invoice #B177832.00-1	(70.00)	(\$700.40)

EDINBURGH - CARACAUSA ESCROW

As of : 7/13/23

Beginning Balance: **\$2,000.00**

Remaining
Balance

Date	Invoice	Amount	Remaining Balance
6/21/2023	[REDACTED]	(182.00)	(\$882.40)

Ending Balance:

(\$882.40)



Borough of Hatfield

Montgomery County, Pennsylvania

To: Meridian Bank
Wes Carver, Vice President

Caracausa Building and Development Inc
David Caracausa, owner

DRAFT

From: Jaime E. Snyder, Borough Manager

Date: July 20, 2023

Subject: Escrow Release No. 5 / Final Edinburgh Square

Escrow Summary:

Escrow Release No. 1	\$47,911.88
Escrow Release No. 2	\$17,115.00
Escrow Total as of 1/1/2023	\$75,689.28
Escrow Release No. 3	\$49,602.28
Escrow Release No. 4 Final Demolition	\$1,787.50
Escrow Total as of 4/20/2023	\$24,299.50
Escrow Release No. 5	
1) Borough of Hatfield:	\$882.40
2) Caracausa Building and Development Inc.:	\$15,013.59
TOTAL	\$15,895.99

Notes

- 1) Please make one check payable to Borough of Hatfield in the amount of \$882.40 (Borough of Hatfield Escrow Ledger Attached)
- 2) Please make the second check payable to Caracausa Building and Development Inc. in the amount of \$15,013.59

<u>Release Amount</u>	<u>Date Recommended</u>	<u>Total Remaining Funds after Release No. 5</u>
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\$15,895.99	July 20, 2023	\$8,403.51
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\$8,403.51 will be held at Meridian Bank for Maintenance Security for a total of 18 months starting on June 16, 2023

Approved _____
Jaime E. Snyder, Borough Manager DATE

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

8. NEW BUSINESS / DISCUSSION ITEMS:

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

July 17, 2023

Hatfield Borough
401 South Main Street
Hatfield PA 19440

Attention: Jaime E. Snyder, Manager

RE: 2023 ADA Curb Ramp Replacement Project
Contract No. HAT 23-01
Application for Payment 1
Bursich Project No.: HAT-01/197973.04



Dear Jaime:

We have reviewed the Contractor's Application and Certificate for Payment No. 1, submitted by Albert G. Cipolloni, Jr. & Sons, Inc. dated July 14, 2023, for the above referenced contract. Application No. 1, in the amount of \$17,710.20, includes a request for payment for select sidewalk, driveway apron, and curb replacement, and half of the Maintenance and Protection of Traffic, as listed on the enclosed application, less 10% retainage. The retainage will be held until final payment.

We have coordinated with the Borough's Public Works Director to evaluate work performed by the contractor, and reviewed the submitted certified payrolls. Based on the work completed and compliance documents provided, **we recommend payment of \$17,710.20**, to Albert G. Cipolloni, Jr. & Sons, Inc. for work completed through July 14, 2023.

Should you have any questions or need further information, please feel free to contact me at 484-941-0418 or 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. 1 dated July 14, 2023
Payment Summary dated July 14, 2023
Certified Payrolls – weeks ending 5/20/23 through 6/17/23

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

APPLICATION AND CERTIFICATE FOR PAYMENT

Project Name: 2023 ADA Curb Ramp Replacement Project
 Contract Date: 7/6/2023

To Owner: Hatfield Borough
 401 South Main Street
 Hatfield, PA 19440

From Contractor: Albert G. Cipolloni, Jr & Sons, Inc.
 719 Highland Avenue
 Morton, PA 19070
 Phone: 610.543.6144
 Fax: 610.543.1816


CONTRACTOR'S APPLICATION FOR PAYMENT:

1. Original Contract Amount:	\$150,220.00
2. Net Change By Change Orders	\$0.00
3. Contract Sum To-Date:	\$150,220.00
4. Total Completed and Stored To-Date:	\$19,678.00
5. Retainage	
a. 10% % of Completed and Stored Work	\$1,967.80
6. Total Earned Less Retainage:	\$17,710.20
7. Less Previous Certificates For Payment:	\$0.00
8. Current Payment Due	\$17,710.20
9. Balance To Finish, Including Retainage:	\$132,509.80

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous	0.00	0.00
Total Approved this Month	0.00	0.00
TOTALS		0.00
NET CHANGES BY CHANGE ORDERS TO-DATE		0.00


TOTAL AMOUNT CERTIFIED THAT CONTRACTOR IS ENTITLED TO ON THIS REQUEST	\$17,710.20
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The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

Contractor: Albert G. Cipolloni, Jr. & Sons, Inc.
 By:  Date: 7/14/23

State of: Pennsylvania
 County of: Delaware

Subscribed and sworn to before me this 14th day of July, 2023

Notary Public: 
 My commission expires: May 10th, 2026

Commonwealth of Pennsylvania - Notary Seal
 Dominic J. Santangelo, Notary Public
 Delaware County
 My commission expires May 10, 2026
 Commission number 1420477

ARCHITECTS CERTIFICATE FOR PAYMENT:
 ENGINEER'S

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount certified.

AMOUNT CERTIFIED \$17,710.20

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the continuation sheets that are changed to conform to the amount certified)

Architect-ENGINEER: 
 By: _____ Date: 7/17/23

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

9. OLD BUSINESS:

**A. Comcast Franchise
Agreement Update**

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

10. ACTION ITEMS:

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

11. Motion to Approve the Payment of the Bills

ADDITIONS TO THE JULY 2023 BILL LIST:

A. G. CIPOLLONI, JR & SONS, INC. - 2023 ADA CURB RAMP....\$17,710.20
AMP OHIO - JUNE ELECTRIC PURCHASE\$140,457.63
CANON FINANCIAL SERVICES, INC. - COPIER LEASE.....\$465.00
COMMONWEALTH PRECAST - MANHOLE RISERS..... \$120.00
EAS - WATER FOR OFFICE & SHOP.....\$52.95
GLASGOW, INC. - BLACKTOP\$132.00
HATFIELD VOL FIRE CO - LIABILITY INSURANCE.....\$5,355.00
LOWES - SHOP SUPPLIES.....\$40.82

SECURITY DEPOSIT:

NAZMA SULTANA - SECURITY DEPOSIT REFUND.....\$222.51

TOTAL ADDED TO BILL LIST \$164,556.11

REVISED BILL LIST TOTAL \$750,001.05

Column1	Column2	Column3	Column4	Column5	Column6
JULY 2023 ACCOUNTS PAYABLE BILL LIST					
VENDOR BILL LIST					
	ITEM DESCRIPTION	AMOUNT PAID	DATE PROCESSED	TOTAL PAID	CHECK NO.
TD BANK					
AMP OHIO	MAY ELECTRIC PURCHASE	\$117,081.70	6/20/2023	\$117,081.70	300
PRYOR LEARNING	WEBINAR SUBSCRIPTION	\$199.00	6/27/2023	\$199.00	27619
JEFF'S WINDOW CLEANING	WINDOW CLEANING AT BOROUGH OFFICE	\$658.00	6/27/2023	\$658.00	27621
HATFIELD BOROUGH ELECTRIC	ELECTRIC FOR 615 DAIN AVE	\$45.86	7/12/2023	\$45.86	27624
LOWE'S	VARIOUS ITEMS FOR PW	\$960.23	7/12/2023	\$960.23	27625
NORTH PENN WATER AUTHORITY	WATER SERVICES FOR OFFICE/SCOUT CAB	\$99.21	7/12/2023	\$99.21	27626
SWIF	JULY'S WORKERS COMP PAYMENT	\$1,809.00	7/12/2023	\$1,809.00	27627
WELLS FARGO	SERIES 2003 B NOTE, 2020/2021 A/B NOTES	\$276,279.63	6/25/2023	\$276,279.63	ACH
21ST CENTURY MEDIA	LEGAL ADVERTISING	\$413.91			
ALLEGHENY ELECTRIC COOP	JUNE MONTHLY ELECTRIC SALES	\$2,875.85			
ALL POINTS REPORTING	HEARING BOARD TRANSCRIPTION SVCS	\$250.00			
ALL POINTS REPORTING	HEARING BOARD TRANSCRIPTION SVCS	\$200.00			
ALWAYS INTEGRITY	JUNE CLEANING SERVICES	\$775.00			
AMP, INC.	JUNE PMPM/VERIZON CHARGES	\$1,443.91			
AMP OHIO	JUNE ELECTRIC PURCHASE	\$140,457.63			
ANOVA/UPBEAT	TRASH CAN & LIDS	\$1,227.79			
APEX ELEVATOR INSP & TESTING	ELEVATOR INSPECTION	\$70.00			
AT&T	PW & MGR CELL PHONES	\$564.53			
BERGEY'S TIRE CENTER	TIRE FOR SWEEPER	\$443.47			
BOROUGH OF HATFIELD ELECTRIC	REPAYMENT OF BORROWING	\$8,287.43			
BOWMAN (MCMAHAN ASSOC)	RTE 63/LIBERTY TRAIL RRFB	\$731.25			
BOWMAN (MCMAHAN ASSOC)	BROAD & MAIN UTILITY DETOUR PLANS	\$867.50			
CARR & DUFF	POWER METER FOR 206 E LINCOLN	\$2,141.00			
CANON FINANCIAL SERVICES, INC.	COPIER LEASE	\$465.00			
ALBERT G. CIPOLLONI, JR & SONS	2023 ADA CURB RAMP REPLACMENT	\$17,710.20			
CLEMENS UNIFORMS	MATS FOR HALLWAYS	\$75.20			
CODE INSPECTIONS	BLDG CODE FIRE & ZONING SERVICES	\$5,016.00			
COMCAST	16 CHERRY ST	\$113.05			
COMCAST	401 S MAIN ST INTERNET SERVICE	\$116.85			
COMMONWEALTH PRECAST, INC.	MANHOLE RISERS	\$120.00			
DELAWARE VALLEY HEALTH INS	HEALTH INSURANCE FOR EMPLOYEES	\$16,939.19			
DELAWARE VALLEY PROP & LIAB	PROPERTY & LIABILITY INSURANCE	\$10,453.25			
DELAWARE VALLEY WORKER COMP	WORKERS COMP	\$2,065.25			
DISCHELL BARTLE DOOLEY	ZONING BOARD LEGAL 103 N MAIN	\$1,080.00			
DISCHELL BARTLE DOOLEY	ZONING BOARD LEGAL 200 N MAIN	\$150.00			
EAS	WATER FOR PW/BOROUGH	\$60.89			
EAS	WATER FOR PW/BOROUGH	\$52.95			
ETC	CONES	\$460.00			
ETC	SPLICE FOR SIGNS	\$431.50			
GILL QUARRIES	DUMPING FEE	\$340.00			
GILL QUARRIES	DUMPING FEE	\$75.00			
GLASGOW	BLACKTOP	\$200.64			
GLASGOW	BLACKTOP	\$458.04			
GLASGOW	BLACKTOP	\$132.00			
GRANTURK	SPROCKET FOR SWEEPER	\$37.32			
GRANTURK	SWEEPER PARTS	\$2,638.71			
GUARDIAN	COUNCIL LIFE INSURANCE	\$33.95			
MOHAMMED HAQUE TAX COLLECT	SCHOOL TAXES	\$2,904.38			
THE HARTFORD	AD&D LIFE STD & LTD INSURANCE	\$772.97			
HATFIELD TOWNSHIP	JULY POLICE SERVICES	\$78,750.00			
HATFIELD VOL FIRE CO	LIABILITY INSURANCE	\$5,355.00			
ILLUSTRATED DESIGNS	NEWSLETTER	\$5,202.72			
MSM SERVICE CO	FIRST AID ITEMS	\$46.14			
MSM SERVICE CO	FIRST AID ITEMS	\$105.17			
KAREN KOERWER	JUNE ACCOUNTING SERVICES	\$1,470.00			
LOWES	CONCRETE MIX	\$47.12			
LOWES	SHOP SUPPLIES	\$341.04			
LOWES	SHOP SUPPLIES	\$413.84			
LOWES	SHOP SUPPLIES	\$205.35			

Column1	Column2	Column3	Column4	Column5	Column6
JULY 2023 ACCOUNTS PAYABLE BILL LIST					
VENDOR BILL LIST					
	ITEM DESCRIPTION	AMOUNT PAID	DATE PROCESSED	TOTAL PAID	CHECK NO.
LOWES	SHOP SUPPLIES	\$40.82			
MAILLIE	2022 AUDIT	\$750.00			
MB TRUST	2ND QTR DEFINED CONTRIBUTION	\$5,060.20			
NAPA AUTO PARTS	BATTERY FOR SWEEPER	\$210.95			
NELSON WIRE ROPE	CHAIN FOR SWINGS	\$43.80			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$485.00			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$13.98			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$530.00			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$95.00			
NYCE CRETE	BIN BLOCKS	\$100.00			
PA ONE CALL	MONTHLY TELEPHONE CHARGES	\$8.92			
PARTY MAN RENTALS	ITEMS FOR 125TH ANNIVERSARY	\$3,929.00			
RICHTER DRAFTING & SUPPLIES	OFFICE SUPPLIES	\$270.19			
RICHTER DRAFTING & SUPPLIES	SHREDDING	\$165.00			
SALZMANN HUGHES, PC	LEGAL SERVICES FOR ELECT FOR POLICE	\$816.00			
SEPTA	INSTALLATION OF ADA RAMPS	\$1,084.74			
SEPTA	INSTALLATION OF ADA RAMPS	\$1,249.59			
SEPTA	INSTALLATION OF ADA RAMPS	\$215.58			
SEPTA	INSTALLATION OF ADA RAMPS	\$212.53			
DERIK STOVER	CLOTHING ALLOWANCE	\$10.79			
SUNBELT RENTALS	BED EDGER RENTAL	\$91.22			
SWIF	WORKERS COMP	\$1,809.00			
TD BANK CARD	ZOOM SUBSCRIPTION	\$99.63			
TD BANK CARD	PRYOR LEARNING - WEBINAR FLMA	\$159.00			
TD BANK CARD	UCC CODE QTRLY PAYMENT	\$90.00			
TD BANK CARD	SWING SET MALL PARTS FOR SWINGS	\$72.03			
TD BANK CARD	MICROSOFT - ONLINE SERVICES	\$8.48			
TD BANK CARD	MICROSOFT - ONLINE SERVICES	\$84.89			
TD BANK CARD	FUSES	\$8.79			
TD BANK CARD	MOVIE NIGHT ITEMS	\$26.39			
TEAMSTERS	EMPLOYEE BENEFITS	\$520.00			
TIMONEY KNOX	LEGAL SERVICES - ARBOR GROVE DEV	\$98.00			
TIMONEY KNOX	LEGAL SERVICES - CODE ENFORCEMENT	\$42.00			
TIMONEY KNOX	LEGAL SERVICES - CARACAUSA DEVELOP	\$182.00			
TIMONEY KNOX	LEGAL SERVICES - COMCAST CABLE FRAN	\$28.00			
TIMONEY KNOX	LEGAL SERVICES - SEPTA LEASE AGREEMENT	\$70.00			
TIMONEY KNOX	LEGAL SERVICES - PRESTIGE BUILDING	\$42.00			
TIMONEY KNOX	LEGAL SERVICES - PW CONSTRUCTION	\$1,064.00			
TIMONEY KNOX	LEGAL SERVICES - MUNICIPAL ORDINANCES	\$179.00			
TIMONEY KNOX	LEGAL SERVICES - GENERAL	\$630.00			
UTILITY ENGINEERS	POLICE STATION ELECTRIC SERVICES	\$1,225.15			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - GENERAL	\$4,831.20			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - BROAD ST STORM SEWER	\$1,605.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - 23 N. MAIN ARBOR GROVE	\$560.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - EDINBURGH SQ SUBDIV	\$70.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - ADA RAMPS	\$120.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - ADA RAMPS 2023	\$3,080.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - ROADWAY RESURFACING	\$1,670.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - MS-4 PROGRAM ADMIN	\$360.00			
VAN CLEEF ENGINEERING ASSOC	ENGINEERING - ST MARY'S COPTIC CHURCH	\$140.00			
VERIZON	TELEPHONE SERVICES	\$228.05			
WHITETAIL DISPOSAL	WASTE DISPOSAL	\$166.60			
ZULTYS	TELEPHONE SERVICES	\$446.57			
SECURITY DEPOSITS:					
	ABIGAIL BARUTI	\$243.96			
	RACHA CHAHINE	\$281.54			
	BENDAHMA FATIMA/BENSEBA BELKACEM	\$274.21			
	KIMBERLY FETHEROLT	\$62.19			
	SARWAR JAHAN	\$97.56			
	TRUDIE MONTEFORTE	\$300.00			
	GABRIEL ROMERO	\$159.57			
	BEN SPEIDEL	\$239.80			
	NAZMA SULTANA	\$222.51			

Column1	Column2	Column3	Column4	Column5	Column6
JULY 2023 ACCOUNTS PAYABLE BILL LIST					
VENDOR BILL LIST					
	ITEM DESCRIPTION	AMOUNT PAID	DATE PROCESSED	TOTAL PAID	CHECK NO.
	DEAN VILLANOVA	\$300.00			
		\$750,001.05			

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