

HATFIELD BOROUGH COUNCIL
REGULAR MEETING

December 16, 2009

MINUTES

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
- (X) Kenneth V. Farrall, Vice President
- (X) John Kroesser
- (X) Bryan A. Moyer
- (X) Lawrence G. Stevens

- () Mayor, Robert L. Kaler III

The record shows that five members of Council were present at roll call, as well as, Borough Manager, Michael J. DeFinis, Borough Solicitor, Catherine M. Harper and Assistant Secretary, Linda L. Watts. There was no media present.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Farrall to approve the Agenda of December 16, 2009 as amended. The motion was seconded by Councilmember Moyer and unanimously approved with a vote of 5-0.

2. PUBLIC INPUT: President Weierman asked if there were any comments or questions.

There were no comments or questions. There was no media. Guests were present.

3. APPROVAL OF THE MINUTES:

Motion To Approve the November 4, 2009 Workshop and the November 18, 2009 Regular Meeting Minutes.

Motion: A motion was made by Councilmember Stevens to Approve the Minutes of November 4, 2009 Workshop and the November 18, 2009 Regular Meeting Minutes. The motion was seconded by Councilmember Moyer and unanimously approved with a vote of 5-0.

4. ANNOUNCEMENTS: Borough Manager Michael J. DeFinis made the following announcements.

- Next month's Council meetings are January 4, 2010 Reorganization /Workshop 7:00 P.M. and January 20, 2010 Regular Meeting at 7:30 P.M.
- HERC is scheduled to meet January 27, 2010 at 8:00 A.M. with the Revitalization Task Force quarterly meeting at 9:00 A.M.
- The Planning Commission is scheduled to meet January 11, 2010 at 7:00 PM.
- The Borough Office will be closed December 24, 25 31, 2009 and January 1, 2010 in observance of the Christmas and New Years Holiday.

President Weierman informed Council the listing of the dates for Public notice will be advertised on December 17, 2009. The Borough calendar with meeting dates is included in the packets.

Manager DeFinis updated Council on the 2010 Holiday dates.

5. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Property and Equipment: Councilmember Stevens informed Council there is an Office Cleaning Service Proposal.

Manager DeFinis informed Council they have received an Office Cleaning Service Proposal and also an offer from a Borough resident that is also interested in cleaning the Borough Offices. Katelyn Farrall is in the audience tonight and she has offered her services to clean the Borough offices. Manager DeFinis updated Council on the guidelines that would have to be followed and met. This is the same type of proposal that is offered by a cleaning service regarding duties, responsibilities and rate of pay. Katelyn Farrall will be hired as a part time employee and that is how she will be paid for her cleaning services as well.

Borough Solicitor, Catherine M. Harper informed Council the guidelines have been met.

Councilmember Farrall informed Council the cleaning service would be cheaper than the Borough is currently paying now and would have better service.

Motion: A motion was made by Councilmember Stevens to Approve the Office Cleaning Service Proposal to hire Katelyn Farrall as part time at \$65.00 per week for one day cleaning service. The motion was seconded by Councilmember Kroesser.

President Weierman informed Council the cleaning Service will start the first full weekend of January 2010.

Manager DeFinis informed Council he and the Borough Solicitor interviewed Ms. Farrall and she is aware of her responsibilities.

The motion was approved with a vote of 4-0-1.
Vice President Farrall abstained from the vote.

6. MANAGER'S REPORT: Borough Manager, Michael J. DeFinis made the following announcements:

1. Manager DeFinis updated Council on the Committee Member resignations.
2. Please take time over the next several months to review ordinance update for codification.
3. Bursich Engineers has developed a plan for the Sewer Lateral Repair project. The plan has been delivered to the Army Corps of Engineers for review. The Utilities Committee has also reviewed the plan.
4. With New Year bearing down on us, I will meet with all Borough related services early 2010. The intent of these meetings is to identify strengths and weaknesses and develop a strategy for improvement if necessary.
5. January 4, 2010 Reorganization Meeting is scheduled for 7:00 PM.
6. The Plaza drainage repair project is partially complete. Jim Kenney is trying his best to complete the project by the end of the year.
7. Linda Watts, Diane Farrall and I attended the DVIT annual meeting December 10th. The Borough was honored for its low level in workers comp claims in 2008 (2.8 dollars per \$1000.00 dollars of salary).

President Weierman and Manager DeFinis updated Council on the changes to the Budget regarding the Auditing fees and approving the budget would be approving those changes as well.

President Weierman and Manager DeFinis updated Council on the EIT collection. It was determined the \$345,000 would be a more accurate estimate. As of close of business today the EIT is \$419,209.00

President Weierman and Manager DeFinis updated Council on the recent cost projections for the DEP project was determined to be @ \$17,000.00. Utilizing invested funds interest income and invested funds if necessary from the newly opened HSB Business Savings Account will be the funding source for this addition to the Budget.

7. ACTION ITEMS:

A) Motion to reject all Bids for the Chestnut Street Bridge Project.

Motion: A motion was made by Councilmember Moyer to reject all Bids for the Chestnut Street Bridge Project. The motion was seconded by

Councilmember Farrall and unanimously approved with a vote of 5-0.

B) Motion to Approve Resolution 2009-35 Authorizing Compensation for Certain Borough Employees for the Calendar Year 2010.

Motion: A motion was made by Councilmember Moyer to Approve Resolution 2009-35 Authorizing Compensation for Certain Borough Employees for the Calendar Year 2010. The motion was seconded by Councilmember Kroesser and approved with a vote of 4-0-1. Vice President Farrall abstained from the vote.

C) Motion to Approve Resolution 2009-36 Appropriating Specific Sums Estimated to be required for the Municipal Government during the Calendar Year 2010.

President Weierman informed Council a copy of the Proof of Publication is in the packets.

Motion: A motion was made by Councilmember Farrall to Approve Resolution 2009-36 Appropriating Specific Sums Estimated to be required for the Municipal Government during the Calendar Year 2010. The motion was seconded by Councilmember Moyer and unanimously approved with a vote of 5-0.

D) Motion to Approve Resolution 2009-37 Approving the Contract Between Hatfield Borough and Larson Allen to Audit the Financial Statements of the Governmental Activities for the Year ending December 31, 2009.

President Weierman informed Council as noted in the Resolution not to exceed \$20,000.00.

Motion: A motion was made by Councilmember Farrall to Approve Resolution 2009-37 Approving the Contract Between Hatfield Borough and Larson Allen to Audit the Financial Statements of the Governmental Activities for the Year ending December 31, 2009. The motion was seconded by Councilmember Moyer and unanimously approved with a vote of 5-0.

E) Motion to Approve Ordinance #480 Fixing the Real Estate Tax Rate for the Fiscal Year of 2010.

President Weierman informed Council a copy of the Proof of Publication is in the packets.

Motion: A motion was made by Councilmember Moyer to Approve Ordinance #480 Fixing the Real Estate Tax Rate for the Fiscal Year 2010. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0.

F) Motion to Authorize journal entries be recorded in the Hatfield Borough General Ledger to reflect the inter-fund in the amount of \$420,104 in order to eliminate the General Fund Accumulated deficit as of December 31, 2009.

President Weierman updated Council on the meeting with the Auditors regarding a deficient in the General Fund and the book entry. The language for the motion has been provided by the Auditors, Larson Allen

Motion: A motion was made by Councilmember Moyer to Authorize journal entries be recorded in the Hatfield Borough General Ledger to reflect the inter-fund in the amount of \$420,104 in order to eliminate the General Fund Accumulated deficit as of December 31, 2009. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0.

G) Motion to Authorize the Sinking Fund pay / reimburse \$35,144 to the General Fund for Sinking Fund Debt Service payments that were paid by the General Fund in 2004.

President Weierman updated Council on the cash entry. The loan payment came out of the General Fund and should have come out of the Sinking Fund. There is a separate account for the loan payments. The cash should be reimbursed to the General Fund.

Motion: A motion was made by Councilmember Moyer to Authorize the Sinking Fund pay / reimburse \$35,144 to the General Fund for Sinking Fund Debt Service payments that were paid by the General Fund in 2004. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0.

8. Motion To Approve Payment of the Bills.

Manager DeFinis reviewed and answered questions regarding the bill list.

Motion: A motion was made by Councilmember Moyer To Approve Payment of the Bill List. The motion was

seconded by Councilmember Farrall and unanimously approved with a vote of 5-0.

DISCUSSION:

REPORTS AND CORRESPONDENCE: President Weierman reviewed the Report and Correspondence.

- Monthly Investment Report
- Monthly EIT Report
- Police Department Report
- Fire Department Report
- Public Works Department Report

9. OTHER BUSINESS:

There was no Other Business.

10. ADJOURNMENT:

Motion: A motion was made by Councilmember Moyer to adjourn the meeting of December 16, 2009. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0. The meeting adjourned at 8:15 PM.

Executive Session: Litigation and Personnel

Respectfully Submitted,
Linda L. Watts
Assistant Secretary