

HATFIELD BOROUGH COUNCIL
WORKSHOP MEETING
March 2, 2016

MINUTES

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
 - (X) Kenneth V. Farrall
 - (X) Stephen E. Keib
 - () John Kroesser (arrived at 7:50PM)
 - (X) Lawrence G. Stevens
- (X) Mayor, Robert L. Kaler III

The record shows that four members of Council were present at roll call, as well as, Mayor Robert L. Kaler III, Solicitor Catherine M. Harper, Timoney Knox LLP, Borough Manager Michael J. DeFinis and Assistant Secretary, Jaime E. Snyder. Councilmember Kroesser arrived at 7:50PM.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Keib to Approve the Workshop Meeting Agenda of March 2, 2016 with additions. The motion was seconded by Councilmember Stevens and was unanimously approved with a vote of 4-0.

2. PUBLIC INPUT: President Weierman asked if there was any Public Input.

There was no public input.
There was no media present.

3. Bond Counsel Proposal

President Weierman stated that there was a letter from Suzanne Mayes acting as Bond Counsel for our financing. President Weierman went over the letter that was located in the Council Packets and addressed some issues.

Addressing an issue raised, Solicitor Harper stated that they usually take a percentage of the bond. She believes she took a percentage of the bond and converted it.

4. Draft Bank Loan RFP

Manager DeFinis stated that this will go out tomorrow, March 3, 2016 and no signatures are required tonight.

Solicitor Harper added that we are looking to get the loan closed by Memorial Day 2016. We will need all projects lined up including the Borough Complex.

A discussion ensued amongst Council about the amount of the loan and projects list total.

5. Code Services

Manager DeFinis stated that as conveyed previously Key State Publishers will no longer be in service as of March 31, 2016. We have received several communications from the three major code suppliers; American Legal Publishing Corporation, General Code and MuniCode. Manager DeFinis added that he has done some research and spoken with PB&Z on this issue and the three major competitors do come with a fee after but this would include hosting our current as well as all adopted Resolutions and Ordinances online.

Manager DeFinis went on to speak about General Code use of E-Code which is also used by the Hatfield Township Police Department. They would waive 2016 fees and moving forward would work on a new codification.

A discussion ensued amongst Borough Council about all three companies, the cost and the options that the Borough has moving forward with these services.

Solicitor Harper added that we need an up to date Ordinance Book; this will also be done with these services.

6. ANNOUNCEMENTS: Manager DeFinis made the following announcements:

- Next Council Meeting March 16, 2016 Regular Meeting @ 7:30PM
- HERC is scheduled to meet Wednesday, March 23, 2016 @ 8:00AM
- The Borough Offices are closed Friday, March 25th in observance of Good Friday.

7. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Utilities Committee: Manager DeFinis stated that there is a bid notice going out to purchase three 15,000 Volt Circuit Reclosers. Manager DeFinis stated he is working with the Utility Engineers on this and we talked about putting the circuit reclosers out to bid as well as letting the installers bid on it as well.

Lieutenant Robertson, Hatfield Township Police, addressed Borough Council and reviewed and answered questions from her monthly report. Lt. Robertson also spoke about the W. Vine Street surveillance for speeding and concerns.

A discussion ensued amongst Borough Council and Lt. Robertson about the steps that the Hatfield Township Police are taking to reduce the speeding and resident concerns on W. Vine Street.

8. MANAGERS REPORT: General Report and Project Updates. Manager DeFinis reviewed the Reports and made the following announcements:

1. Land Use & Development Updates:

- A. St. Mary St. Kyrillos Church / Sewer Escrow Under Review
- B. GLC (Grace Lutheran Church) / Under Construction
- C. Gambone/Snyder Townhomes / Utility Billing Under Review
- D. Hatfield Auto Museum / Nothing New
- E. Crystal Rose Catering / Nothing New
- F. Hattricks / Waiver of LD Request / Requested Ordinance Change
- G. 122 ½ Towamencin Ave. / Access to Property / Nothing New

2. Utility Billing Update:

- A. Staff continues to monitor past due Electric & Sewer accounts. All past due electric accounts have been notified that disconnects will take place.
- B. Email Billing available for Electric & Sewer Accounts. I encourage all account holders to take advantage of the cost effective billing delivery opportunity.

3. Project Updates:

- A. Edgewood Drive / Towamencin Avenue Culvert Project Update
- B. Bid Items 2016 Projects in Progress: Grass Cutting Bid, Towamencin Avenue Reconstruction, Storm Water, Sanitary Sewer & Lateral Repairs, Electric Reclosures in progress.
- C. I & I Work – West Vine Street
- D. LED Park Lights

4. Earth Day:

April 23rd 8AM-12PM

Document Shredding, Cardboard Recycling

Electronic Recycling, Oil, Tires & Batteries

Godshalls Auto Partnering on three auto related items

5. Attachments:

- A. AMP Orientation Kit
- B. Lions Club Request
- C. GHD/ HTMA Chapter 94 Request for Information
- D. HTMA Meeting Minutes

E. Montgomery County Tax Claim Change

6. Items of Interest:

- A. Heather Meadows / Heritage Park Clean up April 16th 8AM
- B. HMHS Meeting March 22nd HVFC
- C. MCBA April 28th Pinecrest / Hatfield, Souderton, Telford
- D. PSAB Conference June 5th – 8th in Hershey
- E. Memorial Service for Reverend Dimick

9. MUNICIPAL COMPLEX UPDATE:

Manager DeFinis informed Council that we met with the Architect, Engineer, Zoning Officer, Fire Marshall and Public Works Director; we have taken the next step to move this to the professionals and have them start doing the Land Development Plan. He added that we are hoping to have the preliminary LD plan to present at the April Planning Commission / Workshop Meeting. Manager DeFinis stated that we worked with the Solicitor on one zoning issue which will be noted on the plan.

Manager DeFinis added that we will be moving forward with the things we need to accomplish a successful move to 37 and 41 N. Market Street.

10. NEW BUSINESS:

A. Resolution for KCBA

Councilmember Stevens stated that he would like to see a Resolution for KCBA for their façade improvements. This will go along with the Hatfield Museum and History Society certificate of appreciation.

Councilmember Keib asked about any ordinances in the Borough to keep large trash items out of a person's driveway or yard?

Solicitor Harper stated that we have a property maintenance ordinance and an abandoned car ordinance. If this is a junk yard, they are in violation of the ordinance.

Councilmember Keib also addressed the process of forwarding citizen concerns.

11. OLD BUSINESS:

A. REPORTS AND CORRESPONDENCE:

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

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

12. ACTION ITEMS:

A. Motion to Appoint Suzanne Mayes as Bond Counsel for the purposes of securing financing for the New Municipal Complex and other Borough Projects not to exceed a guaranteed cost of \$20,000 plus costs.

Motion: A motion was made by Councilmember Farrall to Appoint Suzanne Mayes as Bond Counsel for the purposes of securing financing for the New Municipal Complex and other Borough Projects not to exceed a guaranteed cost of \$20,000 plus costs. The motion was seconded by Councilmember Keib.

President Weierman 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.

B. Motion to Approve the Bank Loan RFP prepared by Public Financial Management for the purposes of securing financing for the New Municipal Complex and other Borough Projects.

Motion: A motion was made by Councilmember Farrall to Approve the Bank Loan RFP prepared by Public Financial Management for the purposes of securing financing for the New Municipal Complex and other Borough Projects. The motion was seconded by Councilmember Kroesser.

President Weierman 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.

C. Motion to Approve advertising the bid specs for the 15,000 Volt Circuit Reclosers.

Motion: A motion was made by Councilmember Farrall to Approve advertising the bid specs for the 15,000 Volt Circuit Reclosers. The motion was seconded by Councilmember Keib.

President Weierman 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. ADJOURNMENT:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of March 2, 2016. The motion was seconded by Councilmember Farrall and unanimously approved with a vote of 5-0. The meeting adjourned at 8:46PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Jaime E. Snyder
Assistant Secretary