

# **HATFIELD BOROUGH COUNCIL**

**REGULAR MEETING**

**May 20, 2020**

*Thank You!*



**JOHN H. WEIERMAN, PRESIDENT**  
**JOHN KROESSER, VICE PRESIDENT**  
**SALVATORE DILISIO JR., COUNCILMEMBER**  
**JASON FERGUSON, COUNCILMEMBER**  
**LAWRENCE G. STEVENS, COUNCILMEMBER**  
**ROBERT L. KALER III, MAYOR**

**MICHAEL J. DEFINIS, BOROUGH MANAGER**  
**CATHERINE M. HARPER, BOROUGH SOLICITOR**





# Borough of Hatfield

Montgomery County, Pennsylvania

## BOROUGH COUNCIL REGULAR MEETING

May 20, 2020

### AGENDA

Via Zoom

Registration Required

CALL TO ORDER  
ROLL CALL  
PLEDGE OF ALLEGIANCE  
INVOCATION

1. APPROVAL OF MEETING AGENDA:  
Motion to Approve the Agenda of the May 20, 2020 Regular Meeting
2. APPROVAL OF THE MINUTES:  
Motion to Approve the Minutes of the April 1<sup>st</sup> Workshop & April 15<sup>th</sup> Regular Meetings
3. PUBLIC INPUT:  
Please rise, state your name and address and the reason for addressing Council
4. ANNOUNCEMENTS:
  - The Planning Commission is scheduled to meet June 1<sup>st</sup> at 7:00PM
  - The Next Borough Council Meeting is the Workshop / Regular Meeting June 17<sup>th</sup> at 7:30PM
  - The Borough Office will be closed Monday, May 25<sup>th</sup> in Observance of the Memorial Day Holiday
5. NEW BUSINESS:
  - A. McNeas Wallace & Nurick LLC Engagement Letter
  - B. Mallie Consulting Services
  - C. PMEA Interim Treasurer Appointment

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

6. OLD BUSINESS:
  - A. Resolution 2020-12 / HTMA Upper Interceptor Project Payment Application No. 2
  - B. Snyder Townhomes Construction Release No. 7
  - C. Harleysville Bank Priority Business Savings Spread Sheet
  - D. New / Temporary Hatfield Borough Polling Location
  - E. COVID-19 Returning to Work Plan
  
7. ACTION ITEMS:
  - A. Motion to Consider Resolution 2020-12 Transferring \$111,000.00 (one hundred and eleven thousand dollars) of Funds from Harleysville Bank to the Borough Sewer Fund for the HTMA Upper Interceptor Replacement Project
  - B. Motion to Consider the Snyder Townhomes Escrow Release No. 7 in the Amount of \$28,928.27 (twenty-eight thousand nine hundred twenty-eight dollars and twenty-seven cents)
  - C. Motion to Consider the McNees Wallace & Nurick LLC Engagement Letter for Work Related to the AMP R.I.C.E. Project
  - D. Motion to Consider Obtaining Mallie LLP for Consulting Services Related to Reconciling Fund Balances
  
8. Motion to Approve Payment of the Bills
  
9. MOTION to ADJOURN:

EXECUTIVE SESSION

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

**Motion to Approve the Minutes of the April 1st  
Workshop & April 15th Regular Meetings**

HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
April 1, 2020  
(Meeting was postponed till April 15, 2020)

MINUTES

THIS MEETING WAS HELD ON ZOOM WITH THE PUBLIC AVAILABLE  
BY CONFERENCE CALL.

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
- (X) John Kroesser, Vice President
- (X) Salvatore DiLisio Jr.
- (X) Jason Ferguson
- (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, Solicitor Catherine M. Harper; Timoney Knox LLP, Borough Manager Michael J. DeFinis, and Assistant Manager Jaime E. Snyder

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Kroesser to Approve the Workshop Meeting Agenda of April 1, 2020. The motion was seconded by Councilmember DiLisio and was unanimously approved with a vote of 5-0.

2. Public Hearing Regarding Ordinance No. 536 Amending the Code of Ordinances of the Borough of Hatfield Providing for a No Knock List

Ordinance 536  
PROCEEDINGS

PRESIDENT JOHN WEIERMAN: We now have a public hearing regarding Ordinance No. 536 Amending the Code of Ordinances of the Borough of Hatfield Providing for a No Knock List

PRESIDENT JOHN WEIERMAN: At this time, I would like to call the public hearing to order.

April 1, 2020

SOLICITOR HARPER: There are a few exhibits to mark for this Ordinance. First is B1, this is the proof of advertisement from March 23, 2020. The second is B2 this is the proof of notice of postponement of the April 1<sup>st</sup> Meeting. Last is B3 this is a full copy of Ordinance 536.

SOLICITOR HARPER: This was suggested by Lieutenant Jane Robertson from the Hatfield Township Police Department as this was something the Township added to their Solicitation Ordinance.

LIEUTENANT ROBERTSON: The Police Department would keep a list that residents and business owners can sign up for so they will not have solicitation at their doors or places of business.

PRESIDENT JOHN WEIERMAN: Are there any questions from the Public in attendance at this time? (Manager DeFinis unmuted the conference call and no questions were asked by the Public)

PRESIDENT JOHN WEIERMAN: No questions were raised.

PRESIDENT JOHN WEIERMAN: Are there any questions from Borough Council at this time?

PRESIDENT JOHN WEIERMAN: No questions were raised.

BOROUGH MANAGER MICHAEL J. DEFINIS: For the record this Ordinance is consistent with the Township Soliciting Ordinance.

SOLICITOR HARPER: I used a copy of the Township Solicitation Ordinance as a basis of what to add on to our current solicitation Ordinance.

LIEUTENANT ROBERTSON: This makes it easy for the officers if they have one specific Ordinance to follow for both municipalities for enforcement.

PRESIDENT JOHN WEIERMAN: This item is on for consideration later this evening on the Agenda.

PRESIDENT JOHN WEIERMAN: If there are no further comments or questions on this Ordinance, I would like to call the hearing to a close.

This public hearing is closed. (at 7:40 PM the hearing was closed)

April 1, 2020

3. PUBLIC INPUT: President Weierman asked if there was any Public Input. Manager DeFinis un-muted the conference call and no questions were asked by the Public. No Public Input.  
Media Not Present.

4. ANNOUNCEMENTS:

- Next Council Meeting is April 15th Regular Meeting @ 7:30PM
- HCC is scheduled to Meet April 27th @ Noon
- HERC is scheduled to meet April 22nd @ 8:00AM
- The Planning Commission is scheduled to meet May 4th at 7:00PM

5. REPORTS FROM STANDING COMMITTEES AND MAYOR: NONE

6. 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 Coptic Church / Sewer Escrow Under Review
- B. Hatfield Auto Museum / Nothing New
- C. 122 ½ Towamencin Ave. / Access to Property / Under Review
- H. Salter's – Bought Old Firehouse – Plans to renovate
- I. Edinburgh Square Subdivision / Extension Granted – wants to submit final plan
- J. 369 Edgewood Drive Fence Permit / Under Review
- K. SEPTA Property / Lease Agreement Terminated

2. Utility Billing Update:

- A. Staff continues to monitor past due Electric & Sewer accounts. Residents are being sent reminders for PAST DUE ACCOUNTS. Liens are going to issue for past due accounts.
- B. Email Billing available for Electric & Sewer Accounts. I encourage all account holders to take advantage of the cost-effective billing delivery opportunity.

3. 2020 Project Updates:

- A. East Lincoln Avenue Bridge – Meeting this morning – project moving forward
- B. Curb Ramp Bids are being reviewed

4. Items of Interest:

- A. PSAB Conference
- B. PSAB Voting Delegate
- C. HMHS Renovations



April 1, 2020

- D/ Liquid Fuels Payments
- E. NPWA Construction Notices
- F. PSAB Golf Outing
- G. IVCC Golf Outing
- H. Asst. Manager Jaime Snyder attend PC Meetings

- 5. AMP R.I.C.E. BTM Peaking Project – spoke about previously
- 6. PMEA Update – Gross Receipts Tax
- 7. AMI UPDATE
- 8. HTMA Interceptor Update
- 9. CARES = Coronavirus Aid, Relief, and Economic Security Act

7. NEW BUSINESS / DISCUSSION ITEMS:

A. ADA Ramps & Curbs Bid Results

Manager DeFinis informed Council that it was discussed and recommended by the Borough Engineer and Solicitor to reject bids due to COVID-19.

President Weierman asked if any contractors can work during this time and Manager DeFinis stated that yes, some that are essential.

Manager DeFinis explained the criteria that the Borough is using along with other North Penn Managers with not accepting any new permits or allowing any new construction at this time unless it is on an emergency basis.

Solicitor Harper added that the list of life sustaining business from the Governor did not include construction unless they got a waiver.

B. Resolution 2020-06 Supporting the DVRPC Transportation and Community Development Initiative (TCDI)

Assistant Manager Jaime Snyder reviewed this grant for the Liberty Bell Trail Feasibility Study.

C. Resolution 2020-07 Allowing the Borough of Hatfield to Voluntary Comply with the Emergency Order Prohibiting Public Utilities from Terminating Utility Service

Manager DeFinis stated that this was put out by PMEA and it is their recommended position.

D. Resolution 2020-08 Supporting the CDBG Application for the Orchard Lane Sanitary Sewer Replacement Project

April 1, 2020

Assistant Manager Jaime Snyder updated Council on this grant application and stated that we are on tract for submission next week.

8. OLD BUSINESS:

A. REPORTS AND CORRESPONDENCE:

Manager DeFinis and President Weierman updated and answered questions regarding the Reports and Correspondence. Lieutenant Robertson answered questions regarding the Police Report.

- Monthly Investment Report
- Monthly EIT / LST Report
- Police Department Report
- Fire Department Report
- Public Works Department Report
- Engineering Report
- Zoning Officer, Building Code, Property Maintenance Report
- Fire Marshal / Fire Safety Inspection Report
- Pool Advisory Board Report

9. ACTION ITEMS: (all action items were done by roll call and the public was taken off mute for any comments)

A. Motion to Consider Ordinance No. 536 Amending the Code of Ordinances of the Borough of Hatfield Providing for a No Knock List

Motion: A motion was made by Councilmember Ferguson Approve Ordinance No. 536 Amending the Code of Ordinances of the Borough of Hatfield Providing for a No Knock List. The motion was seconded by Councilmember Stevens.

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 Consider Appointing Council Member Lawrence G. Stevens as the Borough of Hatfield Voting Delegate to the PSAB 2020 Annual Conference and Designating John H. Weierman as the Alternate

April 1, 2020

Motion: A motion was made by Councilmember Kroesser to Approve Appointing Council Member Lawrence G. Stevens as the Borough of Hatfield Voting Delegate to the PSAB 2020 Annual Conference and Designating John H. Weierman as the Alternate. The motion was seconded by Councilmember Ferguson.

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 Consider Resolution 2020-06 Supporting the DVRPC Transportation and Community Development Initiative (TCDI)

Motion: A motion was made by Councilmember Kroesser to Approve Resolution 2020-06 Supporting the DVRPC Transportation and Community Development Initiative (TCDI). The motion was seconded by Councilmember Stevens.

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.

D. Motion to Consider Resolution 2020-07 Allowing the Borough of Hatfield to Voluntary Comply with the Emergency Order Prohibiting Public Utilities from Terminating Utility Service

Motion: A motion was made by Councilmember Ferguson to Approve Resolution 2020-07 Allowing the Borough of Hatfield to Voluntary Comply with the Emergency Order Prohibiting Public Utilities from Terminating Utility Service. The motion was seconded by Councilmember Kroesser.

April 1, 2020

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.

E. Motion to Consider Resolution 2020-08 Supporting the CDBG Application for the Orchard Lane Sanitary Sewer Replacement Project

Motion: A motion was made by Councilmember Ferguson to Approve Resolution 2020-08 Supporting the CDBG Application for the Orchard Lane Sanitary Sewer Replacement Project. 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.

10. MOTION TO APPROVE PAYMENT OF THE BILLS:

President Weierman and Manager DeFinis reviewed and answered questions regarding the bill list.

Motion: A motion was made by Councilmember Ferguson to approve payment of the March 2020 Bills. The motion was seconded Councilmember Kroesser.

President Weierman asked if there were any comments or questions.

President Weierman stated to make sure heading is March on the bill list print out. President Weierman asked about SEPTA lease payments?

Manager DeFinis stated that March 1<sup>st</sup> the Borough will pay and April 1<sup>st</sup> the Borough will not pay because that is when the lease is terminated.

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

April 1, 2020

11. ADJOURNMENT:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of April 1, 2020. The motion was seconded by Councilmember Stevens and unanimously approved with a vote of 5-0. The meeting adjourned at 9:12PM

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Jaime E. Snyder  
Assistant Manager

HATFIELD BOROUGH COUNCIL  
REGULAR MEETING  
April 15, 2020

MINUTES

THIS MEETING WAS HELD ON ZOOM WITH THE PUBLIC AVAILABLE  
BY CONFERENCE CALL.

CALL TO ORDER AND ROLL CALL:

- (X) John H. Weierman, President
- (X) John Kroesser, Vice President
- (X) Salvatore DiLisio Jr.
- (X) Jason Ferguson
- (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, Solicitor Catherine M. Harper; Timoney Knox LLP, Borough Manager Michael J. DeFinis and Assistant Manager Jaime E. Snyder.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Kroesser to Approve the Regular Meeting Agenda of April 15, 2020. The motion was seconded by Councilmember DiLisio and unanimously approved with a vote of 5-0.

2. APPROVAL OF THE MINUTES:

Motion to Approve the Minutes of the January 29<sup>th</sup> Workshop Meeting, February 19<sup>th</sup> Regular Meeting, and the March 4<sup>th</sup> Workshop Meeting

Motion: A motion was made by Councilmember Kroesser to Approve the Minutes of the January 29<sup>th</sup> Workshop Meeting, February 19<sup>th</sup> Regular Meeting, and the March 4<sup>th</sup> Workshop Meeting. The motion was seconded by Councilmember Stevens and unanimously approved with a vote of 5-0.

3. PUBLIC INPUT: President Weierman asked if there was any Public Input. Manager DeFinis unmuted the conference call and no questions were asked by the Public

No Public Input.  
Media Not Present.

4. ANNOUNCEMENTS: Manager DeFinis made the following announcements:
- HCC, HMHS, and HERC Have been Canceled until Governor Wolf Rescinds the COVID-19 Disaster Declaration / State of Emergency
  - The Planning Commission is scheduled to meet May 4th at 7:00PM

5. NEW BUSINESS: NONE

6. OLD BUSINESS:

A. PSAB Annual Conference Registration

Manager DeFinis stated that a decision will be made in the future of the status of the June PSAB conference.

B. Statement of Financial Interest Due May 1<sup>st</sup>

Manager DeFinis stated that everyone who has not submitted their financial interest form needs to submit it to Assistant Manager Jaime Snyder by May 1<sup>st</sup>.

C. Comcast Internet Issues

Manager DeFinis updated Council on some Comcast Internet issues that have been occurring at the New Borough Complex.

D. ADA Curb Ramp Replacement Project

President Weierman stated that this was spoke about at the April Workshop Meeting and it was recommended by the Borough Solicitor and Engineer to reject all the ADA Curb and Ramp Bids for 2020.

7. ACTION ITEMS: (all action items were done by roll call and the public was taken off mute for any comments)

President Weierman stated that Council will act on Action Items A through D in one motion.

A. Motion to Consider Accepting the March 16, 2020 Declaration of Disaster Emergency for the COVID-19 (CORONAVIRUS) Health Emergency

B. Motion to Consider Accepting the March 23, 2020 Declaration of Disaster Emergency for the COVID-19 (CORONAVIRUS) Health Emergency

C. Motion to Consider Accepting the March 30, 2020 Declaration of Disaster Emergency for the COVID-19 (CORONAVIRUS) Health Emergency

D. Motion to Consider Resolution 2020-09 Authorizing a Continuation of the Local State of Emergency in Response to the COVID-19 (CORONAVIRUS) Health Emergency

Motion: A motion was made by Councilmember Kroesser to Approve Action Items A through D. The motion was seconded by Councilmember Stevens.

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.

E. Motion to Consider Rejecting all Bids for the 2020 ADA Ramp Project Due to the Uncertainty Created by the COVID-19 (CORONAVIRUS) Health Emergency

Motion: A motion was made by Councilmember Ferguson to Approve Rejecting all Bids for the 2020 ADA Ramp Project Due to the Uncertainty Created by the COVID-19 (CORONAVIRUS) Health Emergency. 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 unanimously approved with a vote of 5-0.

**8. MOTION TO APPROVE PAYMENT OF THE BILLS:**

President Weierman and Manager DeFinis reviewed and answered questions regarding the bill list.



Motion: A motion was made by Councilmember Kroesser to approve payment of the April 2020 bills. The motion was Councilmember Stevens.

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.

9. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Regular Meeting of April 15, 2020. The motion was seconded by Councilmember DiLisio and unanimously approved with a vote of 5-0. The meeting was adjourned at 9:43PM.

*Executive Session Litigation and Personnel*

Respectfully Submitted,  
Jaime E. Snyder  
Assistant Manager

#### 4. ANNOUNCEMENTS:

- The Planning Commission is scheduled to meet June 1<sup>st</sup> at 7:00PM
- The Next Borough Council Meeting is the Workshop / Regular Meeting June 17<sup>th</sup>
- The Borough Office will be closed Monday, May 25<sup>th</sup> in Observance of the Memorial Day Holiday

**5. NEW BUSINESS:  
A. McNees Wallace & Nurick LLC  
Engagement Letter**

MAY 19 2020

100 Pine Street • PO Box 1166 • Harrisburg, PA 17108-1166  
[REDACTED]

Vasiliki Karandrikas  
[REDACTED]  
[REDACTED]

**Privileged and Confidential**

May 18, 2020

**VIA E-MAIL**

Michael J. DeFinis, Borough Manager  
Borough of Hatfield  
37 N. Market Street  
P.O. Box 190  
Hatfield, PA 19440

RE: Engagement Letter – PPL Interconnection Issues Related to AMP R.I.C.E. Project

Dear Mr. DeFinis:

Thank you for selecting McNees Wallace & Nurick LLC to provide legal services to the Borough of Hatfield. We appreciate the confidence you have shown in our Firm.

This letter sets forth the scope and terms of our engagement as well as our expectations of you regarding billing, payment, cooperation and communication during our representation. These terms will also apply to additional legal services that we may agree to provide beyond those described in this letter.

You have asked our Firm to represent, on a joint basis, the Borough of Ephrata (“Ephrata”), the Borough of Perkasio (“Perkasie”), and the Borough of Hatfield (“Hatfield”); collectively, the Boroughs, and individually, a Borough in resolving interconnection issues presented by PPL Electric Utilities Corporation with respect to the Boroughs’ respective AMP R.I.C.E. Projects.

As we discussed, Ephrata, Perkasio, and Hatfield could be represented by separate counsel in the Engagement, but there are cost considerations, as well as strategic advantages for each in a joint representation. Our Firm is willing to undertake this joint representation provided that you understand and agree to the terms and conditions in this letter.

Each Borough must waive any objection to, or any possible conflict in, our joint representation of them in the Engagement, and each consents to our joint representation of them in the Engagement.

[www.McNeesLaw.com](http://www.McNeesLaw.com)

HARRISBURG, PA • LANCASTER, PA • SCRANTON, PA • STATE COLLEGE, PA • COLUMBUS, OH • FREDERICK, MD • WASHINGTON, DC

**Privileged and Confidential**

Michael J. DeFinis, Borough Manager

Borough of Hatfield

May 18, 2020

Page 2

As we discussed, one of the necessary consequences of joint representation of multiple clients by a single lawyer or law firm is the sharing of confidential information concerning the subject matter of the joint representation. Each Borough must acknowledge and agree that communications between our Firm and any of them relating to the Engagement will be treated as confidential and will not be disclosed to others without their informed consent or as otherwise permitted by the Rules of Professional Conduct or other law. Each Borough must also acknowledge and agree that as among them any communications are not subject to the attorney-client privilege. In other words, anything that one Borough discloses to us is not privileged as to the other Boroughs and vice versa.

The Borough acknowledges and agrees that, prior to entering into this agreement, it has been advised to, and has had the opportunity to, consult with independent counsel regarding the terms and conditions of this Engagement.

In the event that any litigation or other significant dispute would arise between Ephrata, Perkasio, or Hatfield in connection with the Engagement, the Firm will withdraw and cease its representation of the Boroughs, and would not represent any Borough in connection with that dispute. However, you agree that the Firm could continue to represent any Borough in matters unrelated to the Engagement.

We estimate the legal fees for this scope of work will be \$5,000 or less. As requested by the Boroughs, the Firm will allocate the legal fees for this Engagement based on the following allocation provided by the Boroughs which represents each Borough's expected share of the Project:

Ephrata:	5.4 MW (or 43.5%)
Perkasie:	4.3 MW (or 34.7%)
Hatfield:	2.7 MW (or 21.8%)

Our fees will be based primarily upon hourly rates the firm sets for each person who provides legal services in this matter. My current hourly rate is [REDACTED]. The rates of others who may work on the engagement are:

Pam Polacek, Member	[REDACTED]
David Mabry, Specialist	[REDACTED]

These rates are subject to periodic adjustment by the Firm, based on increased costs affecting our practice and enhanced experience of particular personnel working on the matter. Our billing rates normally are adjusted as of December 1 of each year.

Any estimate we furnish of the amount of fees and costs likely to be incurred in this matter will be based on our professional judgment, taking into account the variety of factors that

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Michael J. DeFinis, Borough Manager

Borough of Hatfield

May 18, 2020

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affect the scope, complexity and duration of any matter. That estimate is not a maximum or fixed-fee quotation. The payment of our fee is not contingent on outcome or success.

We understand that American Municipal Power ("AMP") has agreed to pay or reimburse you for the legal fees and expenses resulting from this engagement, and you have consented to AMP doing so. We assure you that we will not allow AMP to interfere with our independence of professional judgment or with our client-lawyer relationship. Further, we will maintain the confidentiality of the information related to this representation. When seeking payment or reimbursement from AMP, we strongly recommend that you do not provide the detailed billing narratives contained in our invoices. This is to protect the attorney-client privilege which exists between us.

The enclosed document titled "Financial Arrangements with Clients" describes the billing policies and procedures that will apply in this engagement. Please read it carefully, and retain it with this engagement letter. You agree to pay our statements for services and expenses within thirty (30) days. If our statements are not paid when due, you agree that we may withdraw as your counsel, consistent with our professional responsibilities, and you will be responsible for engaging other counsel in this matter, should you choose to do so.

We need your cooperation and support during this engagement, which includes informing us of relevant facts and circumstances that may bear on this matter. Any and all privileged and confidential information you provide to us will be held as such. Please keep in mind that attorney-client privilege can be lost by disclosures of privileged or confidential information to third parties. For that reason, your communications to us or to any third parties involved in this matter should be made with appropriate care to ensure their confidentiality.

If the above terms do not reflect your understanding of our engagement, or if there are any questions, I encourage you to discuss these concerns with me or other counsel of your choosing promptly. **If we do not hear from the Borough of Ephrata before the sooner of when we become substantially involved in this matter or within ten (10) days of the date of this letter, we will assume that the terms set forth in this letter and the accompanying document are acceptable and that the Borough has agreed to them as set forth in this letter.**

We look forward to this opportunity to be of service to you.

Very truly yours,

McNEES WALLACE & NURICK LLC



By

Vasiliki Karandrikas

Enclosure

**Michael DeFinis**

**From:** Catherine Harper [CHarper@timoneyknox.com]  
**Sent:** Tuesday, May 19, 2020 1:46 PM  
**To:** Michael DeFinis  
**Subject:** RE: Engagement Letter - Borough of Hatfield

MAY 19 2020

mp

Dear Mike,

This letter seems appropriate to me-- there is a possibility of a conflict with the other Boroughs, and they are aware of that, but it's unlikely. Please note they do not want you to share their "detailed" billing with AMP. That's probably appropriate too. As we would do in a Right to Know Request, you can just "redact" or hide the details. They have people there who are knowledgeable about the PUC which is useful in dealing with PPL, although they are not listed as our counsel. Kate

**Catherine M. "Kate" Harper, Esq.**

**TIMONEY KNOX, LLP**  
ATTORNEYS AT LAW

[Redacted]  
[Redacted]  
400 Maryland Drive | P.O. Box 7544  
Fort Washington, PA 19034-7544  
[www.timoneyknox.com](http://www.timoneyknox.com)



*ATTENTION: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and precluded from disclosure under applicable law. Although this email is not intended to contain any virus or defect, you are responsible for ensuring that no virus or defect exists that may affect your computer. The sender disclaims any responsibility for any loss or damages arising from any virus or defect associated with this email. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone at 215-646-6000 and return the original message to us via e-mail. Thank you.*

**From:** Michael DeFinis <[mdefinis@hatfieldborough.com](mailto:mdefinis@hatfieldborough.com)>  
**Sent:** Tuesday, May 19, 2020 10:41 AM  
**To:** Catherine Harper <[CHarper@timoneyknox.com](mailto:CHarper@timoneyknox.com)>  
**Subject:** FW: Engagement Letter - Borough of Hatfield

[Redacted]  
MJD1

**From:** Bushnell, Dorothy [<mailto:DBushnell@mcneeslaw.com>]  
**Sent:** Monday, May 18, 2020 3:43 PM  
**To:** Michael DeFinis

**5. NEW BUSINESS:  
B. Mallie Consulting Services**





May 15, 2020

MAY 18 2020

To the Borough Council  
Borough of Hatfield  
401 South Main Street  
Hatfield, PA 19440-2578

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

You have asked our firm to provide you with consulting services related to **reconciling fund balance for various funds and providing recommendations to eliminate the need for future reconciliations**. We will provide you with guidance and information; however, management of Borough of Hatfield will be responsible for making all decisions related to this guidance.

Our fees for this work will be at our regular hourly rates for the individuals involved plus out-of-pocket expenses. Based on the time needed, we anticipate the total fee for these services will be in the range of \$2,500 - \$3,000, and we will notify you immediately of any circumstances we encounter that will affect this initial fee estimate. Payment for services is due when rendered and interim billings may be submitted as work progresses and expenses are incurred. Billings become delinquent if not paid within 30 days of the invoice date. If billings are past due in excess of 30 days, we may stop all work until your account is brought current, or withdraw from this engagement. The Borough of Hatfield acknowledges and agrees that we are not required to continue work in the event of the Borough of Hatfield's failure to pay on a timely basis for services rendered as required by this engagement letter. The Borough of Hatfield further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of the Borough of Hatfield's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to the Borough of Hatfield for any damages that occur as a result of our ceasing to render services.

It is our policy to keep records related to this engagement for seven years. However, Maillie LLP does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.



To the Borough Council  
Borough of Hatfield

- 2 -

May 15, 2020

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Maillie LLP shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

If you agree with the terms of this engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

MAILLIE LLP

Christopher N. Herr, CPA

APPROVED:

Borough of Hatfield

Michael J. DeFinis  
Signature

Borough Manager  
Title

**5. NEW BUSINESS:**  
**C. PMEA Interim Treasurer Appointment**

## 6. OLD BUSINESS:

A. Resolution 2020-12 / HTMA Upper Interceptor  
Project Payment Application No. 2

**BOROUGH OF HATFIELD  
MONTGOMERY COUNTY, PA**

**RESOLUTION NO. 2020-12**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE  
BOROUGH OF HATFIELD CONCERNING  
THE TRANSFER OF FUNDS**

**WHEREAS**, the Borough of Hatfield has maintained a Priority Business Savings banking account at Harleysville Bank under the Bank Account [REDACTED]; and

**WHEREFORE**, Borough Council now determines that it would be in their best interest to transfer \$111,000.00 from the Harleysville Bank Account [REDACTED] to the Sewer Fund identified in the Borough Budget as Fund No. 08 for Payment No. 2 of the HTMA Upper Interceptor Replacement Project.

**NOW THEREFORE**, the Borough Council does hereby approve the transfer of \$111,000.00 from the Harleysville Bank Account [REDACTED] to the Sewer Fund identified in the Borough Budget as Fund No. 08 for Payment No. 2 of the HTMA Upper Interceptor Replacement Project, and authorizes any of the following to execute whatever documentation is required by the financial institution to accomplish this: Michael J. DeFinis, Borough Manager; Diane Farrall, Borough Treasurer; Jaime Snyder, Assistant Borough Manager, or John H. Weierman, President of Hatfield Borough Council.

**APPROVED** this 20<sup>th</sup> day of May 2020, with Council Members

\_\_\_\_\_ voting "Aye"  
and \_\_\_\_\_ voting "Nay."

ATTEST

BOROUGH OF HATFIELD

By: \_\_\_\_\_  
Michael J. DeFinis, Secretary

By: \_\_\_\_\_  
John H. Weierman, Borough Council President

Approved by the Mayor this 20<sup>h</sup> day of May 2020.

\_\_\_\_\_  
Mayor Robert L. Kaler, III

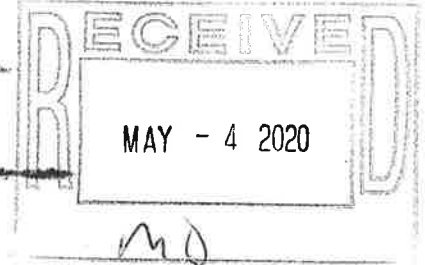
RALPH HARVEY, Chairman  
DONALD ATKISS, Vice Chairman  
GEORGE LANDES, Asst. Secretary  
BARRY WERT, Secretary/Asst. Treasurer  
CHARLES SIBEL, Treasurer

PETER R. DORNEY, Executive Director



GHD INC  
Engineer  
717-541-0622

HAMBURG, RUBIN, MULLIN,  
MAXWELL & LUPIN  
Solicitor  
215-661-0400



April 29, 2020

Michael DeFinis  
Hatfield Borough Manager  
P.O. Box 190  
Hatfield, PA 19440

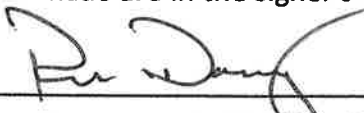
Dear Mr. DeFinis:

Enclosed please find copies of Doli Construction's #2 application for payment for work on the Upper Interceptor Replacement Project, approved by the Board at Tuesday's Board meeting, April 14<sup>th</sup>. The application for payment and the engineering invoices total \$482,593.03. Hatfield Borough's portion at 23% is \$110,996.39. This application for payment includes no change order costs yet submitted by Doli.

**CERTIFICATION**

The undersigned Executive Director of Hatfield Township Municipal Authority hereby approves the payment request and certifies that:

The obligation was properly incurred, the amount of the payment request is due and unpaid, the work has been performed and inspected, and the material, supplies or equipment has been installed in the project and/or has been delivered either at the project site (or in the case of fabricated materials, at such other place of storage as the Executive Director of Hatfield Township Municipal Authority and the Engineer/Architect for the project for which payment is being requested shall have approved) and are covered by the builder's/contractor's risk insurance, and that all work, material supplies, and equipment for which payment is to be made are in the signer's opinion, in accordance with the plans and specifications.

  
\_\_\_\_\_  
Peter Dorney, Executive Director  
Hatfield Township Municipal Authority

4/29/2020  
Date

cc: Paul Mullin, HRMML



**Hatfield Twp Municipal Authority - Neighborhood Interceptor Upgrade**

Item	Description	Unit	Qty	Price	Bid Total	App#1	App#2	TOTAL	Amt Due	Total Contract
1.01	Topsoil Stripping, Stockpiling, Screened Topsoil and Placement	LS	1	\$15,000.00	\$15,000.00	0	0	0	\$0.00	\$0.00
1.02	Topsoil Stripping, Stockpiling, Screened Topsoil and Placement - Screened Topsoil	TOT	1,140.00	\$5.00	\$5,700.00	0	0	0	\$0.00	\$0.00
2.01	Cleaning, Grubbing and Tree Trimming and/or Removal	LS	1	\$15,000.00	\$15,000.00	1	0	1	\$0.00	\$15,000.00
3.01	Furnish, Install, Maintain and Remove Temporary Construction Fence	LF	4,500.00	\$0.25	\$1,125.00	4300	0	4300	\$0.00	\$1,075.00
4.01	Furnish, Install and/or Replace Sanitary Sewer - 12-inch SDR 26, PVC in ROW Area	LF	10	\$200.00	\$2,000.00	0	23	23	\$4,600.00	\$4,600.00
4.02	Furnish, Install and/or Replace Sanitary Sewer - 36-inch PVC or Polypropylene in ROW Area	LF	1,672.00	\$271.00	\$453,112.00	522	1232	1754	\$333,872.00	\$475,334.00
4.03	Furnish, Install and/or Replace Sanitary Sewer - Construction Survey, Stake-Out, Cut Sheets and Monument Replacement	LS	1	\$5,000.00	\$5,000.00	0.3	0.7	1	\$3,500.00	\$5,000.00
4.04	Furnish, Install and/or Replace Sanitary Sewer - Removal and Disposal of Excess Spoil Material	CY	4,240.00	\$0.01	\$42.40	0	0	0	\$0.00	\$0.00
5.01	Furnish and Install Wye Connections. 6-inch Insetta Tee	EA	1	\$500.00	\$500.00	1	0	1	\$0.00	\$500.00
6.01	Furnish and Install New Lateral Pipe. Reconnection to Service Lateral, Including 6" SDR 26 Pipe Complete	LS	1	\$1,500.00	\$1,500.00	0	1	1	\$1,500.00	\$1,500.00
7.01	Furnish and Install Precast Concrete Manholes. 5-Foot Diameter in ROW	VF	10	\$600.00	\$6,000.00	0	10.5	10.5	\$6,300.00	\$6,300.00
7.02	Furnish and Install Precast Concrete Manholes. 6-Foot Diameter in ROW	VF	111	\$800.00	\$88,800.00	77	97.8	124.8	\$78,240.00	\$99,840.00
7.03	Furnish and Install Precast Concrete Manholes. 8-Foot Diameter in ROW	VF	13	\$1,200.00	\$15,600.00	0	13	13	\$15,600.00	\$15,600.00
7.04	Furnish and Install Precast Concrete Manholes. Manhole 89-58A	LS	1	\$7,500.00	\$7,500.00	0	1	1	\$7,500.00	\$7,500.00
7.05	Furnish and Install Manhole Frames and Covers. Water Tight	EA	11	\$1,000.00	\$11,000.00	2	9	11	\$9,000.00	\$11,000.00
7.06	Furnish and Install Inside Drop Connections - At MH 74-67A.2	EA	1	\$2,000.00	\$2,000.00	0	1	1	\$2,000.00	\$2,000.00
8.01	Furnish, Install, Maintain and Remove By-Pass Pumping, Complete-In-Place.	LS	1	\$25,000.00	\$25,000.00	0.3	0.7	1	\$17,500.00	\$25,000.00
9.01	Sewer Line and Manhole Acceptance Testing - 12-Inch Air Test	LF	10	\$5.00	\$50.00	0	0	0	\$0.00	\$0.00
9.02	Sewer Line and Manhole Acceptance Testing - 12-Inch Mandrel Test	LF	10	\$5.00	\$50.00	0	0	0	\$0.00	\$0.00
9.03	Sewer Line and Manhole Acceptance Testing - 36-Inch Air Test	LF	1,672.00	\$1.00	\$1,672.00	342	1412	1754	\$1,412.00	\$1,754.00
9.04	Sewer Line and Manhole Acceptance Testing - 36-Inch Mandrel Test	LF	1,672.00	\$1.00	\$1,672.00	0	0	0	\$0.00	\$0.00
9.05	Sewer Line and Manhole Acceptance Testing - 5-Foot Diameter Vacuum Test	EA	1	\$100.00	\$100.00	0	1	1	\$100.00	\$100.00
9.06	Sewer Line and Manhole Acceptance Testing - 6-Foot Diameter and Larger Vacuum Test	EA	10	\$100.00	\$1,000.00	2	8	10	\$800.00	\$1,000.00
10.01	Field Core Existing and/or New Manhole and Main Reconnection - Main Reconnection At MH 74-67 (24")	LS	1	\$5,000.00	\$5,000.00	1	0	1	\$0.00	\$5,000.00
10.02	Field Core Existing and/or New Manhole and Main Reconnection - Field Core At MH 74-67A.2	LS	1	\$500.00	\$500.00	1	0	1	\$0.00	\$500.00
10.03	Field Core Existing and/or New Manhole and Main Reconnection - Main Reconnection At MH 74-67A.2 (8")	LS	1	\$2,000.00	\$2,000.00	1	0	1	\$0.00	\$2,000.00
10.04	Field Core Existing and/or New Manhole and Main Reconnection - Main Reconnection At MH 1000 (8")	LS	1	\$2,000.00	\$2,000.00	0	1	1	\$2,000.00	\$2,000.00
10.05	Field Core Existing and/or New Manhole and Main Reconnection - Main Reconnection At MH 1000 (12")	LS	1	\$2,000.00	\$2,000.00	0	1	1	\$2,000.00	\$2,000.00
10.06	Field Core Existing and/or New Manhole and Main Reconnection - Field Core At MH 74-67C.2 (12")	LS	1	\$1,000.00	\$1,000.00	0	1	1	\$1,000.00	\$1,000.00
10.07	Field Core Existing and/or New Manhole and Main Reconnection - Main Reconnection At MH 89-58 (15")	LS	1	\$2,000.00	\$2,000.00	0	1	1	\$2,000.00	\$2,000.00
10.08	Field Core Existing and/or New Manhole and Main Reconnection - Main Reconnection At MH 89-58 (24")	LS	1	\$2,500.00	\$2,500.00	0	1	1	\$2,500.00	\$2,500.00
11.01	Abandonment of Existing Facilities - Cap Existing Sanitary Sewer Pipe On West Side of Onylla Road	LS	1	\$1,500.00	\$1,500.00	0	1	1	\$1,500.00	\$1,500.00



11.03	Abandonment of Existing Facilities - Cap Existing Sanitary Sewer Pipe At MH 1000	LS	1	\$500.00	\$500.00	0	1	1	\$500.00	\$500.00
11.04	Abandonment of Existing Facilities - Existing Manhole 1126	LS	1	\$1,000.00	\$1,000.00	0	1	1	\$1,000.00	\$1,000.00
11.05	Abandonment of Existing Facilities - Existing Manhole 1132	LS	1	\$1,000.00	\$1,000.00	0	1	1	\$1,000.00	\$1,000.00
11.06	Abandonment of Existing Facilities - Existing Manhole 1136	LS	1	\$1,000.00	\$1,000.00	0	1	1	\$1,000.00	\$1,000.00
12.01	Excavation of Unsuitable Material and Backfill Below Planned Subgrade	CY	25	\$50.00	\$1,250.00	0	0	0	\$0.00	\$0.00
13.01	Furnish and Install Concrete Encasement and/or Bedding, Complete in Place, As Directed	CY	15	\$150.00	\$2,250.00	0	0	0	\$0.00	\$0.00
14.01	Furnish and Install All Items Relating to the Stream Crossing - Temporary Road, By-Pass Pumping, Complete	LS	1	\$1,500.00	\$1,500.00	1	0	1	\$0.00	\$1,500.00
14.02	Furnish and Install All Items Relating to the Stream Crossing - Reno Mattress, Complete	SY	80	\$50.00	\$4,000.00	0	0	0	\$0.00	\$0.00
14.03	Furnish and Install All Items Relating to the Stream Crossing - Any Miscellaneous Restoration Including Erosion Control Blanket, Complete	LS	1	\$500.00	\$500.00	0	0	0	\$0.00	\$0.00
14.04	Furnish and Install All Items Relating to the Stream Crossing - Trench Plugs, Complete	EA	2	\$1,000.00	\$2,000.00	2	0	2	\$0.00	\$2,000.00
14.05	Furnish and Install All Items Relating to the Stream Crossing - Removal, Disposal of Existing Storm Pipe, Including any Restoration	LS	1	\$500.00	\$500.00	1	0	1	\$0.00	\$500.00
15.01	Erosion and Sedimentation Control Devices - 12 -Inch Silt Sox	LF	2,150.00	\$5.00	\$10,750.00	2,420	0	2,420	\$0.00	\$12,100.00
15.02	Erosion and Sedimentation Control Devices - Extend Existing 24-Inch RCP Storm Sewer, Including Connection to Existing Pipe	LF	5	\$300.00	\$1,500.00	5	0	5	\$0.00	\$1,500.00
15.03	Erosion and Sedimentation Control Devices - Rock Construction Entrances (RCE)	EA	1	\$2,000.00	\$2,000.00	1	0	1	\$0.00	\$2,000.00
16.01	Lawn Restoration - Temporary Seeding and Mulch (Area confined by the LOD & CFS)	LF	2,150.00	\$0.20	\$430.00	0	0	0	\$0.00	\$0.00
16.02	Lawn Restoration - Soil Amendment Area	SF	980	\$1.00	\$980.00	0	0	0	\$0.00	\$0.00
16.03	Lawn Restoration - Permanent Restoration in ROW Area	LF	2,150.00	\$3.00	\$6,450.00	0	0	0	\$0.00	\$0.00
16.04	Lawn Restoration - 2A Stone Access Road (12'x390'x5')	TON	125	\$25.00	\$3,125.00	21	0	21	\$0.00	\$525.00
17.01	Video Documentation - Preconstruction Video	LS	1	\$1,000.00	\$1,000.00	1	0	1	\$0.00	\$1,000.00
TOTAL										
									\$719,659.00	\$716,228.60

## 6. OLD BUSINESS:

B. Snyder Townhomes Construction Release No. 7



APR 16 2020

MD

April 9, 2020

Hatfield Borough  
401 South Main Street  
Hatfield PA 19440

Attention: Mr. Michael J. DeFinis, Manager

RE: Snyder Townhomes  
Construction Escrow Release 7  
Bursich Project No.: HAT-01/065091

Dear Mike:

We have reviewed the construction status of the Snyder Townhomes project based on the applicant's request for escrow release, as emailed on February 14, 2020. A site visit took place on November 25, 2019 to review the applicant's request and construction completion. As-built plans and Lot pin certifications have also been reviewed in consideration of this request. At this time we recommend a release of **\$28,928.27**, which represents payment for the work completed to date. After releasing the funds the remaining balance in the escrow account will be \$47,269.46. Attached is the Application for Release of Escrow Funds No. 7, which reflects the updated cost estimate, detailing the released costs and costs remaining in escrow.

Should you have any questions or need further information, please feel free to contact me at 484-941-0448 or [gus.meyer@bursich.com](mailto:gus.meyer@bursich.com).

Very truly yours,

Gus Meyer  
Senior Project Designer  
Bursich Associates, Inc., Pottstown Corporate Office

Enclosure: Snyder Subdivision—Application for Release of Escrow Funds No. 7 dated April 9, 2020

pc: Catherine M. Harper, Esquire, Solicitor Hatfield Borough (w/encl., via email)  
Regency Residential, LP, Applicant (w/encl.)

ENGINEERS, LAND SURVEYORS, LANDSCAPE ARCHITECTS

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

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

## Michael DeFinis

---

**From:** ~~Gus Meyer~~ [gus.meyer@bursich.com]  
**Sent:** Thursday, April 09, 2020 4:28 PM  
**To:** Michael DeFinis; Jaime Snyder  
**Cc:** ~~Chad Gambani, O'Harper@tisonheyknox.com, Diana Rau~~  
**Subject:** Snyder Townhomes Escrow Release 7  
**Attachments:** 2020-04-09 Escrow Release Recommendation 7\_ Snyder Townhmes.pdf

Mike,

Please find the attached Escrow Release Recommendation for Snyder Townhomes. We had all anticipated this being the final escrow release for the project, but due to delays, the NPDES Construction Permit termination has not been secured by the applicant. The final escrow release application will be reviewed upon NPDES Construction Permit termination. Please let me know if you have any questions.

I hope this e-mail finds you all healthy. Be safe and be well!

Thanks,

**Gus Meyer** | Senior Project Designer | Bursich Associates Inc. | 2129 E. High Street | Pottstown, PA 19464 | t: 484-941-0448 | f: 610-323-8240 | [Gus.Meyer@Bursich.com](mailto:Gus.Meyer@Bursich.com) | [www.Bursich.com](http://www.Bursich.com)

Item No.	Description	Units	Quantity	Escrowed Unit Price	Total	Quantity	This Period Amount	Completed To Date Quantity	Work Remaining Amount	Percent
<b>A. E&amp;S CONTROLS</b>										
1.	12" Silt Sock	LF	1,122	\$4.50	\$5,049.00	0	\$0.00	1,122	\$0.00	0%
2.	Tree Protection Fence	LF	296	\$2.20	\$651.20	0	\$0.00	296	\$0.00	0%
3.	Limit of Disturbance Fence	LF	1,102	\$2.20	\$2,424.40	0	\$0.00	1,102	\$0.00	0%
4.	Rock Filters	EA	2	\$120.00	\$240.00	0	\$0.00	2	\$0.00	0%
5.	30" Clean Water Bypass and Cofferdam	LS	1	\$3,000.00	\$3,000.00	0	\$0.00	1	\$0.00	0%
6.	NAGS75 for Swale	SY	538	\$1.50	\$807.00	0	\$0.00	538	\$0.00	0%
7.	Inlet Protection - Silt Sacks	EA	2	\$139.00	\$278.00	0	\$0.00	2	\$0.00	0%
	Subtotal Item A.				\$12,449.60		\$0.00		\$0.00	
<b>B. STORMWATER MANAGEMENT</b>										
1.	Earthwork - Basin Modification	LS	1	\$8,000.00	\$8,000.00	0	\$0.00	0.5	\$4,000.00	50%
2.	Topsoil Strip and Respread	LS	1	\$4,000.00	\$4,000.00	0	\$0.00	0.5	\$2,000.00	50%
3.	Earthwork - Swale	LN	1	\$1,500.00	\$1,500.00	0	\$0.00	1	\$0.00	0%
4.	Riprap - R& (Swale)	TN	384	\$42.00	\$16,128.00	0	\$0.00	384	\$0.00	0%
5.	8" PVC (Roof Drain System)	LF	318	\$15.00	\$4,770.00	159	\$2,385.00	318	\$0.00	0%
6.	14" x 23" HDPE Pipe	LF	76	\$61.00	\$4,636.00	0	\$0.00	76	\$4,636.00	0%
7.	18" HDPE Pipe	LF	98	\$35.00	\$3,430.00	0	\$0.00	98	\$3,430.00	0%
8.	36" HDPE Pipe	LF	274	\$66.00	\$18,084.00	0	\$0.00	274	\$18,084.00	0%
9.	42" HDPE Pipe	LF	94	\$79.00	\$7,426.00	0	\$0.00	94	\$7,426.00	0%
10.	Outlet Structure	EA	1	\$1,462.00	\$1,462.00	0	\$0.00	1	\$0.00	0%
11.	36" Endwalls	EA	1	\$1,810.00	\$1,810.00	0	\$0.00	1	\$0.00	0%
12.	42" Endwalls	EA	2	\$3,122.00	\$6,244.00	0	\$0.00	2	\$0.00	0%
13.	Riprap - R-4 (Endwall)	TN	155	\$30.00	\$4,650.00	0	\$0.00	155	\$0.00	0%
14.	Storm Manhole	EA	3	\$3,873.00	\$11,619.00	0	\$0.00	3	\$0.00	0%
15.	Type M Inlet	EA	2	\$2,612.00	\$5,224.00	0	\$0.00	2	\$0.00	0%
16.	Spillway	LS	1	\$2,500.00	\$2,500.00	0	\$0.00	0	\$0.00	0%
17.	Desilt, Regrade, Seed, Stabilize Basin	LS	1	\$10,000.00	\$10,000.00	0	\$0.00	0	\$0.00	0%
18.	Concrete Encasement	LF	20	\$75.00	\$1,500.00	20	\$1,500.00	20	\$0.00	100%
	Subtotal Item B				\$112,983.00		\$3,885.00		\$18,500.00	
<b>C. LANDSCAPING</b>										
1.	Canopy Trees	EA	60	\$325.00	\$19,500.00	0	\$0.00	60	\$0.00	0%
2.	Ornamental Trees	EA	35	\$300.00	\$10,500.00	4	\$1,200.00	35	\$0.00	0%
3.	Evergreen Trees	EA	100	\$150.00	\$15,000.00	0	\$0.00	100	\$0.00	0%
4.	Various Shrubs	EA	313	\$75.00	\$23,475.00	8	\$600.00	313	\$0.00	0%
5.	Rake & Seed	SF	113,229	\$0.05	\$5,661.45	0	\$0.00	113,229	\$0.00	0%
6.	Basin Fencing	LF	940	\$12.40	\$11,656.00	940	\$11,656.00	940	\$0.00	0%
	Subtotal Item C				\$85,792.45		\$13,456.00		\$0.00	
<b>D. PAVING</b>										
1.	Walking Trail - Macadam	SF	2,559	\$4.60	\$11,771.40	0	\$0.00	2,559	\$0.00	0%
2.	Sidewalk - Concrete	SF	1,827	\$5.00	\$9,135.00	0	\$0.00	1,827	\$0.00	0%
3.	Driveway Aprons - Concrete	SF	790	\$5.50	\$4,345.00	0	\$0.00	790	\$0.00	0%
	Subtotal Item D				\$25,251.40		\$0.00		\$0.00	

Application For Release of Escrow Funds  
 Hatfield Borough  
 Snyder Subdivision

Job No: 065091  
 Project Name: Snyder Subdivision  
 Developer: Regency Residential, LP  
 Estimate Date: 12/5/13

Application: No. 7  
 Date: 4/2/2020

Item No.	Description	Units	Quantity	Escrowed Unit Price	Total	This Period Quantity	This Period Amount	Completed To Date Quantity	Completed To Date Amount	Quantity	Work Remaining Amount	Percent
<b>E: MISCELLANEOUS</b>												
1.	Construction Stakeout	LS	1	\$5,000.00	\$5,000.00	0.25	\$1,250.00	1.00	\$5,000.00	0	\$0.00	0%
2.	Pins and Monuments	EA	34	\$150.00	\$5,100.00	34	\$5,100.00	34	\$5,100.00	0	\$0.00	0%
3.	As-Built Plans	LS	1	\$4,000.00	\$4,000.00	1	\$4,000.00	1	\$4,000.00	0	\$0.00	0%
5.	Engineering / Legal	LS	1	\$12,372.72	\$12,372.72	0.10	\$1,237.27	0.80	\$9,898.18	0.2	\$2,474.54	20%
	Subtotal Item E				\$26,472.72		\$11,587.27		\$23,998.18		\$2,474.54	
SUBTOTAL CONSTRUCTION IMPROVEMENT COST					\$262,949.17		\$28,928.27		\$241,974.63		\$20,974.54	
BOROUGH SECURITY (10%)					(1)	\$26,294.92	\$0.00	\$0.00	\$0.00		\$26,294.92	
TOTAL AMOUNT OF ESCROW						\$289,244.09	\$28,928.27		\$241,974.63		\$47,269.46	
TOTAL COST TO DATE APPROVED FOR RELEASE						\$241,974.63						
LESS TOTAL OF PREVIOUS RELEASES						\$213,046.35						
AMOUNT TO BE RELEASED						\$28,928.27						
TOTAL SECURITY REMAINING						\$47,269.46						

Notes:  
 1) 10% Borough Security will not be released until the facilities are completed and a maintenance bond is provided.

**ESCROW SUMMARY**

ESTIMATE RECOMMENDED:	DATE	
\$289,244.09	DECEMBER 5, 2013	
NO.	RELEASE AMOUNT	DATE RECOMMENDED
1	\$46,488.91	APRIL 22, 2015
2	\$37,745.00	JUNE 23, 2015
3	\$36,162.80	AUGUST 12, 2015
4	\$10,444.60	NOVEMBER 6, 2015
5	\$17,894.15	JANUARY 10, 2017
6	\$64,310.89	AUGUST 6, 2019
7	\$28,928.27	APRIL 9, 2020
<b>TOTAL</b>	<b>\$241,974.63</b>	

SUBMITTED: \_\_\_\_\_ DATE \_\_\_\_\_

RECOMMENDED FOR RELEASE:  BURSICH ASSOCIATES, INC. DATE 4/9/2020

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_  
 HATFIELD BOROUGH

## 6. OLD BUSINESS:

C. Harleysville Bank Priority Business Savings  
Spread Sheet

MARCH 2020

HARLEYSVILLE BANK

PRIORITY BUSINESS SAVINGS

BEGINNING BALANCE AS OF 3/1/2020		\$19,324.97
ELECTRIC ACCOUNT CD + INTEREST	234,841.77	
INTEREST FROM KEY BANK	<u>1,242.41</u>	
		236,084.18
SEWER ACCOUNT CD + INTEREST	211,502.17	
INTEREST FROM KEY BANK	805.17	
LESS WITHDRAWAL FOR HTMA INTERCEPTOR	<u>(60,312.05)</u>	
		151,995.29
CAPITAL RESERVE ACCOUNT CD + INTEREST	469,927.54	
INTEREST FROM KEY BANK	<u>786.48</u>	
		470,714.02
SEWER CAPITAL RESERVE ACCOUNT	4,609.76	
INTEREST FROM KEY BANK	<u>1,266.07</u>	
		5,875.83
INTEREST 3/31/2020		<u>226.66</u>
ENDING BALANCE IN HB PRIORITY BUSINESS AS OF 3/31/20		\$884,220.95



## 6. OLD BUSINESS:

D. New / Temporary Hatfield Borough  
Polling Location

**Location: Northbridge School**

**Address: 2374 North Penn Rd, Hatfield, PA 19440**

**Precinct Name**  
Hatfield Borough

**Old Location**

Hatfield Fire House

**Old Address**

75 N Market St, Hatfield, PA  
19440

**Hatfield Borough Election Board  
June 2nd, 2020 Primary Election**

**Judge of Election**

Nicholas Rizzio  
33 W Lincoln Ave  
Hatfield, PA 19440-2928  
(267) 353-7350

**Majority Inspector**

Jonathan Okasinski  
18 Saratoga Ln  
Harleysville, PA 19438-2977  
(267) 218-0184

**Minority Inspector**

Alexander Scheffler-Murry  
1566 Pine Tree Dr  
Hatfield, PA 19440-3543  
(267) 642-3387

**Minority Clerk**

Isaac Lambert  
41 Blaine Ave  
Hatfield, PA 19440-2902  
(267) 663-6246

**Machine Operator**

Abigail Worthington  
1433 Maple Ave  
Hatfield, PA 19440-2156  
(610) 209-4368

**6. OLD BUSINESS:**  
**E. COVID-19 Returning to Work Plan**

TO: Borough Staff

From: Jaime E. Snyder, Assistant Borough Manager / HR Manager

Date: May 14, 2020

SUBJECT: **Procedures for Return to Full Staffing During COVID-19 Crisis**

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1. Regular work hours and reporting to the office and the public works facility each workday will resume this Monday, May 18, 2020
2. If you are sick or feel you have COVID-19, stay at home, contact your health care provider, and follow their direction. Keep me and the Borough Manager informed.
3. If you have an underlying health condition that may make you more vulnerable to the COVID-19 virus, please email your request to me for a reasonable accommodation and provide a short explanation of the reason for the request. I will let you know if additional information is needed to evaluate the request. An accommodation may include, for example, working from home, working at the Borough on alternative workdays (including weekends) or hours (night).
4. Doors will remain closed to the public, as has been our practice, until Tuesday May 26, 2020 (except for the Code / Zoning Department). On Tuesday, May 26<sup>th</sup> the public will / may start to have limited access to the building. We will be evaluating this reopening date to the public, as it may be later in June. We will notify all staff accordingly.
5. Limit time when interacting with the public. Only business transactions are to be made – no personal talk. All interactions are to be made behind the glass from your office. No employee is permitted into the lobby.
6. Beginning Friday May 15<sup>th</sup>, we will air and fog out the building to start the sanitation process. On Saturday, May 16<sup>th</sup> the cleaner will be performing a deep clean on the building, including all offices. **Remove as many items as possible from counters, tables, desks, and other work area surfaces to allow for thorough cleaning.** The cleaner has been secured to clean twice a week until further notice.
7. All Employees must sign off on and adhere to the COVID-19 Mandated Policies and Procedures Memo. A copy can be provided for you upon request.
8. All of us need to follow best practices in “social distancing” and sanitizing. Much of this is common sense and has almost become second nature to us. Let’s continue to be considerate of each other and give each other more space than we would have previously. Socially distant “air hugs” are acceptable.

- a. When possible, use intercom phone system / email to communicate with other staff members. No inner office meetings are to occur.
  - b. Do not "cluster" in common areas (copy machine, work room, file room, and caucus room.)
  - c. The Caucus Room is limited to four (4) people maximum at a time. While Council Chambers is limited to ten (10) people maximum at a time. The Community Room should be used for prescheduled face to face meetings, with the Health Questionnaire being completed prior to entering the building.
  - d. We will continue working with "hard copy" papers, including mail distribution, invoice sign-offs, payroll time sheets, etc. Please continue to use the staff folders that were provided for you. Limit the time of one-on-one exchanges between fellow employees and do your best distancing when possible.
  - e. All Vehicles are to only have one Borough employee in them at a time. This will continue until further notice or if an exception needs to be made and prior authorization is given.
9. All staff should wear Personal Protective Equipment (PPE) when in any common areas of the building. This includes gloves and face masks.
10. All employees should check their temperatures twice a day. I check mine in the morning and the evening. An infrared thermometer will be placed at the rear employee entrance of the Municipal Complex / Borough Office, The Public Works thermometer will be placed at the employee entrance door. The thermometer manufacturer's instructions will be placed with the thermometer for your review. While it is "non-touch" to read a temperature, it still is hand-held. So, wash your hands with soap and water before and after using the thermometer. There will also be hand sanitizer and disinfectant wipes / spray placed near the thermometer.

**HATFIELD BOROUGH  
COVID-19 MANDATED  
POLICIES & PROCEDURES**

1. ALL EMPLOYEES, CONTRACTORS AND CONSULTANTS ARE TO WEAR PPE (PERSONAL PROTECTION EQUIPMENT) UPON ENTERING THE BUILDING AND WHILE IN COMMON AREAS OF THE BOROUGH OFFICE, PUBLIC WORKS FACILITY, ELECTRIC DEPARTMENT BUILDING AND POLE BARN STORAGE AREA. (GLOVES, MASKS & or FACE SHIELDS)
2. ALL EMPLOYEES, CONTRACTORS AND CONSULTANTS ARE TO ADHERE TO THE CDC NATIONALLY RECOGNIZED SOCIAL DISTANCING POLICIES. THIS INCLUDES OFFICE SPACE.
3. ALL EMPLOYEES, CONTRACTORS AND CONSULTANTS ARE TO WASH THEIR HANDS FOR AT LEAST 20 SECONDS AFTER USING THE RESTROOM.
4. ALL EMPLOYEES, CONTRACTORS AND CONSULTANTS ARE TO STAY HOME IF THEY FEEL SICK or EXHIBIT SYMPTOMS OF COVID-19 VIRUS.
5. ALL EMPLOYEES, CONTRACTORS AND CONSULTANTS ARE TO STAY HOME IF THEY HAVE BEEN IN CONTACT WITH AN INDIVIDUAL THAT HAS BEEN TESTED FOR or EXHIBIT SYMPTOMS OF COVID-19 VIRUS.
6. ALL EMPLOYEES, CONTRACTORS AND CONSULTANTS ARE TO STAY HOME IF THEY HAVE BEEN IN CONTACT WITH AN INDIVIDUAL THAT HAS TESTED POSITIVE FOR THE COVID-19 VIRUS.
7. ALL EMPLOYEES, CONTRACTORS AND CONSULTANTS ARE TO ALERT THEIR SUPERVISOR / CONTACT PERSON IMMEDIATELY UPON ANY SUSPECTED CONTACT WITH AN INDIVIDUAL TESTED OR CONFIRMED POSITIVE FOR THE COVID-19 VIRUS.
8. ALL EMPLOYEES ARE TO WIPE DOWN THEIR WORK AREA EACH DAY, PRIOR TO BEGINNING WORK AND PRIOR TO LEAVING FOR THE DAY. (DISENFECTANT & SANITIZER SPRAY IS AVAILABLE AT THE REAR ENTRANCE OF THE BUILDING)
9. ALL EMPLOYEES ARE TO DRIVE SEPARATE VEHICLES WHILE ON DUTY IN THE BOROUGH. THIS INCLUDES ALL PUBLIC WORKS DEPARTMENT VEHICLES. (ONE PERSON PER VEHICLE)
10. ALL VEHICLES ARE TO BE WIPED DOWN WITH SANITIZER & DISINFECTANT PRIOR TO DRIVING THE VEHICLE AND IMMEDIATELY AFTER USING THE VEHICLE.
11. ALL EMPLOYEES ARE TO ADHERE TO THE CDC NATIONALLY RECOGNIZED SOCIAL DISTANCING POLICIES WHEN WORKING AND DEALING WITH THE PUBLIC.
12. ALL EMPLOYEES ARE TO WEAR PPE WHEN WORKING AND DEALING WITH THE PUBLIC.

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SIGNATURE

DATE

**Your responses to the below questions are strictly confidential and only used to determine entry.**

Due to the COVID-19 (Coronavirus) Pandemic it is necessary to follow CDC Guidelines. All visitors entering the facility or working in close proximity to Borough Employees or others must comply with CDC recognized policies and procedures including wearing PPE (personal protective equipment) and practice social distancing. If you exhibit any symptoms below you are not permitted to enter the building or interact with Borough Employees. **Please circle the appropriate response below.**

1. In the last 48 hours have you suffered from diarrhea, vomiting, or fever?	Yes	No
2. Are you currently suffering from, boils, sores, open or infected wounds?	Yes	No
3. Are you currently suffering from any cold or flu symptoms (coughing, fever, shortness of breath) including but not limited to COVID-19 (Coronavirus)?	Yes	No
4. Have you been hospitalized in the last month for any contagious disease?	Yes	No
If yes, have you been released by your doctor stating that you're no longer contagious? (you must have a doctor's release to be permitted to enter)	Yes	No
5. Have you traveled to any areas significantly affected by the COVID-19 (Coronavirus) in the past month? If so, please list countries/cities and exit/return date on the bottom of this form.	Yes	No
6. Have Family Members and/or Friends traveled to areas significantly affected by the COVID-19 (Coronavirus) in the past month? If so, please list countries/cities and exit/return date. <b>OR</b> have you been exposed to Family Members and/or Friends that have had exposure to COVID-19 (Coronavirus)? If so, please list the information on the bottom of this form.	Yes	No

**Your responses to the above questions are strictly confidential and only used to determine entry to the building and or work approval**

Please list all employees you will be in contact with less than 6 feet

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

**I declare that the information provided is accurate and correct to the best of my knowledge.**

Print Name \_\_\_\_\_  
Company \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**Approved for  
Entrance / Work**

Yes	No
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Please return form to Jaime E. Snyder, Assistant Manager / HR Manger at  
jsnyder@hatfieldborough.com

Additional Responses:



## 7. ACTION ITEMS:

A. Motion to Consider Resolution 2020-12  
Transferring \$111,000.00 (one hundred and eleven  
thousand dollars) of Funds from Harleysville Bank to  
the Borough Sewer Fund for the HTMA Upper  
Interceptor Replacement Project

## 7. ACTION ITEMS:

B. Motion to Consider the Snyder Townhomes Escrow Release No. 7 in the Amount of \$28,928.27 (twenty-eight thousand nine hundred twenty-eight dollars and twenty-seven cents)

## 7. ACTION ITEMS:

- C. Motion to Consider the McNees Wallace & Nurick  
LLC Engagement Letter for Work Related to the  
AMP R.I.C.E. Project

## **7. ACTION ITEMS:**

**D. Motion to Consider Obtaining Mallie LLP for Consulting Services Related to Reconciling Fund Balances**

## **8. Motion to Approve Payment of the Bills:**

ADDITIONS TO THE MAY 2020 BILL LIST:

AMP OHIO - CONSUMER ENGAGEMENT .....\$15,075.00  
AMP OHIO - IPKEYS TRAVEL FOR TRAINING..... \$1,017.15  
BURSICH & ASSOCIATES - LINCOLN AVE SEWER REPLACE . \$2,908.50  
CANON - COPIER LEASE.....\$488.00  
ESSA BANK - INTEREST PAYMENT..... \$37,062.32  
SEPTA - RENTAL FOR 1 12" SEWER PIPE ..... \$250.00  
TD BANK - FUEL FOR SUV RENTAL FOR METER READINGS .....\$11.00  
TD BANK - FUEL FOR OFFICE JEEP.....\$46.20  
TD BANK - ITEMS FOR PW..... \$84.32  
VENUS SUPPLIES - PPE ITEMS.....\$523.00

TOTAL ADDED TO BILL LIST \$57,465.49

REVISED BILL LIST TOTAL \$938,600.24

Column1	Column2	Column3	Column4	Column5	Column6
MAY 2020 ACCOUNTS PAYABLE BILL LIST					
VENDOR BILL LIST					
		AMOUNT	DATE	TOTAL	
	ITEM DESCRIPTION	PAID	PROCESSED	PAID	CHECK NO.
<b>TD BANK</b>					
NORTH PENN WATER AUTHORITY	DAIN AVE TRKWSH	\$23.00	5/8/2020	\$23.00	2365
VERIZON	TELEPHONE SERVICES	\$78.92	5/8/2020	\$78.92	25367
AMP OHIO	JANUARY ELECTRIC PURCHASE	\$146,381.93	4/22/2020	\$146,381.93	208238
AMP OHIO	MARCH ELECTRIC PURCHASE	\$108,669.37	4/22/2020	\$108,669.37	208870
WELLS FARGO	SERIES 2003 B NOTE	\$1,244.50	4/25/2020	\$1,244.50	ACH
ALLEGHENY ELECTRIC	MONTHLY ELECTRIC SALES	\$2,884.76			
AMP OHIO	APRIL ELECTRIC PURCHASE	\$95,326.40			
AMP OHIO	APRIL AMI METERING CHARGES	\$6.40			
AMP OHIO	CONSUMER ENGAGEMENT	\$15,075.00			
AMP OHIO	IPKEYS TRAVEL FOR TRAINING	\$1,017.15			
ARMOUR & SONS	REPAIR RED ARROW LED	\$274.60			
ASPLUNDH	TRIM TREES ALONG ELECTRIC WIRES	\$19,895.47			
AT&T	PW/ASSIST MGR/MGR CELL PHONES	\$1,014.44			
RON BARTHOLOMEW	SCHOOL ST PROPOSAL ADDITIONAL	\$2,715.00			
BOROUGH OF HATFIELD	AMI BORROWING REIMBURSEMENT	\$8,287.43			
BURSICH & ASSOCIATES	GENERAL ENGINEERING SERVICES	\$1,325.75			
BURSICH & ASSOCIATES	ADA RAMPS 2020	\$94.25			
BURSICH & ASSOCIATES	SNYDER TOWNHOMES	\$698.50			
BURSICH & ASSOCIATES	LINCOLN AVE SEWER REPLACEMENT	\$2,908.50			
BUXMONT AWARDS	CITIZEN OF THE YEAR PLAQUE	\$165.30			
CANON	COPIER LEASE	\$488.00			
CLARKES LANDSCAPING	CHIP & DISPOSE OF TREE MATERIALS	\$1,925.00			
CODE INSPECTIONS	BLDG CODE FIRE & ZONING SERVICES DEC	\$2,888.00			
COMCAST CABLE	16 CHERRY ST INTERNET	\$109.46			
COMCAST CABLE	401 S MAIN ST	\$108.35			
DANELLA	INSTALL SQUIRREL GUARDS	\$4,548.00			
DELAWARE VALLEY HEALTH INS	HEALTH INSURANCE FOR EMPLOYEES	\$14,878.88			
EAS	BOTTLED WATER FOR PW	\$42.90			
EDDIES ELECTRIC	REPLACE METER SOCKET	\$500.00			
ESSA BANK	REPAYMENT OF LOAN	\$109,000.00			
ESSA BANK	LOAN INTEREST	\$37,062.32			
FRANCONIA AUTO	2013 JEEP CHEROKEE REPAIR	\$456.83			
FRANCONIA AUTO	2008 FORD PICKUP REPAIR	\$596.49			
KIM GOMEZ	CLEANING SERVICES FOR MAY	\$500.00			
HARTFORD INSURANCE	LIFE AD&D STD & LTD INSURANCE	\$725.14			
HATFIELD TWP	DIESEL FUEL	\$1,632.62			
HATFIELD TOWNSHIP	MAY POLICE SERVICES	\$72,500.00			
HTMA	WASTEWATER TREATMENT	\$124,240.46			
HTMA	INTERCEPTOR REPLACEMENT PROJECT	\$110,996.39			
JOHN DEERE	LAWN MOWERS	\$19,909.50			
LITTLES	MOWER PARTS	\$292.86			
LOWES	SHOP SUPPLIES	\$11.28			
LOWES	SHOP SUPPLIES	\$26.59			
MCMAHON	FIRE CO WARNING FLASHER SERVICES	\$1,195.00			
MCMAHON	LINCOLN AE BRIDGE REPLACEMENT	\$10,100.00			
MCMAHON	ROUTE 463 SIGNAL SYSTEM	\$230.00			
JAMES & PATRICIA MOYER	ASSESSMENT REFUND	\$8.91			
NATIONWIDE INSURANCE	COUNCIL LIFE INSURANCE	\$32.14			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$475.00			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$166.25			
NETWORK CONCEPTS	MANAGED IT SERVICES	\$71.25			
PA ONE CALL	MONTHLY ACTIVITY FEE	\$12.65			
PITNEY BOWES	POSTAGE MACHINE LEASE	\$387.00			
REPORTER	SUBSCRIPTION	\$310.50			
RICHTER DRAFTING	OFFICE SUPPLIES	\$359.41			
RICHTER DRAFTING	OFFICE SUPPLIES	\$8.97			
SEPTA	RENTAL OF 1 8" SEWER PIPE	\$275.00			

**MAY 2020 ACCOUNTS PAYABLE BILL LIST**

**VENDOR BILL LIST**

	ITEM DESCRIPTION	AMOUNT PAID	DATE PROCESSED	TOTAL PAID	CHECK NO.
SEPTA	RENTAL OF 1 12" SEWER PIPE	\$250.00			
SYNATEK	GRASS SEED	\$120.00			
TD BANK CARD	ITEMS FOR OFFICE	\$26.94			
TD BANK CARD	SUPPLIES FOR OFFICE	\$379.35			
TD BANK CARD	FUEL FOR JEEP	\$15.00			
TD BANK CARD	ZOOM MEETING FEE	\$15.89			
TD BANK CARD	BATTERY FOR CLOCK	\$21.69			
TD BANK CARD	FUEL FOR RENTAL SUV FOR METER READ	\$11.00			
TD BANK CARD	FUEL FOR JEEP	\$46.20			
TD BANK CARD	ITEMS FOR PW	\$84.32			
TEAMSTERS BENEFITS	PW BENEFITS	\$500.00			
TIMONEY KNOX	GENERAL LEGAL SERVICES	\$1,904.00			
TIMONEY KNOX	LEGAL SERVICES - ORDINANCE	\$263.00			
TIMONEY KNOX	LEGAL SERVICES - SEWER CAPACITY	\$42.00			
TIMONEY KNOX	LEGAL SERVICES - LIENS	\$140.00			
TIMONEY KNOX	LEGAL SERVICES - ELECTRIC SERVICE	\$238.00			
TIMONEY KNOX	LEGAL SERVICES - CODE ENFORCEMENT	\$378.00			
TIMONEY KNOX	LEGAL SERVICES - PW CONSTRUCTION	\$2,669.50			
TIMONEY KNOX	LEGAL SERVICES - SNYDER SQUARE	\$42.00			
TIMONEY KNOX	LEGAL SERVICES - OPEN RECORDS	\$28.00			
TIMONEY KNOX	LEGAL SERVICES - SEPTA LEASE AGREEMENT	\$42.00			
TIMONEY KNOX	LEGAL SERVICES - HABITAT FOR HUMMANITY	\$28.00			
TIMONEY KNOX	LEGAL SERVICES - CARACAUSA DEV	\$196.00			
TOTAL EQUESTRIAN	FACE MASKS	\$171.70			
UTILITY ENGINEERS	AMP RICE/LINCOLN AVE BRIDGE	\$2,000.00			
VENUS SUPPLIES	ITEMS FOR OFFICE	\$719.50			
VENUS SUPPLIES	ITEMS FOR OFFICE	\$523.00			
VENUS SUPPLIES	ITEMS FOR OFFICE	\$222.23			
WHITETAIL	WASTE REMOVAL	\$140.00			
ZULTYS	TELEPHONE SERVICES	\$479.84			

**SECURITY DEPOSITS:**

BEDOR ABDELMALAK	\$ 228.11
ELISHA MORIS	\$ 269.13
NAMZUL HOSSAIN	\$ 222.54
MIKAL PRIMUS	\$ 237.31
KANAK SARMA	\$ 298.22
TOWNER SCHEFFLER	\$ 257.27
ANDRIA SHIELDS	\$ 232.68

\$938,600.24

CHECK # VOIDS