

HATFIELD BOROUGH COUNCIL  
WORKSHOP MEETING  
March 2, 2022

MINUTES

THIS MEETING WAS HELD IN-PERSON  
BOROUGH HALL 401 S. MAIN STREET, HATFIELD  
THIS MEETING WAS RECORDED

CALL TO ORDER AND ROLL CALL:

- (X) Jason Ferguson, President
- (X) Richard Girard, Vice President
- (X) James Fagan
- (X) Michelle Kroesser
- (X) Lawrence G. Stevens
  
- (X) Mayor Mary Anne Girard

The record shows that five members of the Council were present at roll call, as well as, Mayor; Mary Anne Girard, Solicitor; Catherine M. “Kate” Harper; Timoney Knox LLP, Borough Manager; Jaime E. Snyder, Public Works Director; Stephen S. Fickert, Jr. and Assistant to the Manager; Kathryn Vlahos.

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Stevens to Approve the Workshop Meeting Agenda of March 2, 2022. The motion was seconded by Councilmember Kroesser.

Manager Snyder informed Council that provided at their places was a copy of Ordinance 545 which is an updated draft for Council to review. It is the same draft that was in the packet, the copy next to them has been redlined through, which will make it easier to tell what is being removed.

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

2. PUBLIC INPUT: President Ferguson asked if there was any Public Input. No Public Comment. No Media Present.

3. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- Next Council Meeting March 16, 2022, Regular Meeting @ 7:30PM in Council Chambers
- HEROC is scheduled to Meet Wednesday, March 23<sup>rd</sup> @ 8:00AM in Council Chambers
- Next Planning Commission Meeting is Scheduled for February 4, 2022, @ 7:00PM in Council Chambers

- HMHS is Scheduled to Meet Tuesday, March 22, 2022 @ 7:00PM at the HVFC

#### 4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- **Budget, Finance, and Labor Committee Report**  
Manager Snyder updated Council that there is a meeting scheduled for March 10, 2022. It was decided that the masking policies will be optional in the Borough office and Public Works building.
- **Planning, Building, and Zoning Committee Report**  
Councilmember Stevens stated that the Outdoor Dining Ordinance is on the agenda for review tonight.
- **Public Safety Committee Report**  
Councilmember Kroesser stated that the results of the Edgewood Drive speed study were available. The results of the study found that there were no recommendations for any changes to be made at this time.
- **Public Works & Property and Equipment Committee Report**  
Councilmember Fagan stated that he was impressed with his tour of the Public Works building and he was impressed with the operations of the department.
- **Utilities Committee Report**  
Councilmember Girard reported that they have not had a meeting but he would like to report on the Power Outage that took place on February 21, 2022, when a truck took out the power lines. The truck was heading out of town on West Broad Street into the township and cut down Little Broad Street and to make the right on Towamencin Ave. On Little Broad Street the truck got caught on the communication wires which caused him to pulled down the utility pole. The truck left the scene and was caught later after reviewing footage from cameras around the scene.
- **Hatfield Economic Revitalization Committee Report**  
Councilmember Girard informed council that the list of Businesses is currently being updated by the Public Information Coordinator, Lindsay Hellmann. Earth Day Celebration is being worked on which will take place on Saturday, April 23, 2022 at Franconia Automotive. The Borough's social media page is updated with information on events as well as power outages, he encourages all to use it for information. The Borough's news letters will not be published after March of this year, it will publish in the Indian Valley Chamber of Commence News issues.
- **Dual Action Committee Report**  
President Ferguson would like to set up a date that committees can put a list together of things they would like to discuss.

- **Mayor Mary Anne Girard Report**

Mayor Girard reported that she is going to change her office hours on Thursday to 4:30PM to 6:00PM.

## 5. REPORTS AND CORRESPONDENCE

Manager Snyder and President Ferguson updated and answered questions regarding the Reports and Correspondence. Lieutenant Robertson answered questions regarding the Police Report.

- Monthly Investments Report
- Monthly EIT/LST Report
- Monthly YTD 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 Report

## 6. MANAGERS REPORT

### 1. Land Use & Development Updates

- A. 371 Edgewood (formerly 122 ½ Towamencin Ave.) Demolition Completed / Driveway Permit Being Reviewed
- B. Edinburgh Square Subdivision: Building Permits Issued
- C. Bennett's Court L.D.: Revised Preliminary Plan to Re-Submitted
- D. 43 Roosevelt L.D.: Final Plan Approved / Working on Developers Agreement
- E. 127 Penn Avenue: Sketch Plan Submitted- Project on Hold
- F. SEPTA Property: Long Term Lease being developed

### 2. Utility Billing Update:

Staff continues to monitor Electric & Sewer Past Due accounts. Working with the Utilities Department on a schedule for past-due notices and shut-off schedule for the next several months.

Email billing is available for Electric & Sewer Accounts. Please contact 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-pa0web.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 is completed, minus the restoration work under the maintenance bond. Payment Application No. 6 and 7 were approved at the January 19, 2022, Regular Meeting. The process has been started to submit all paperwork for the grant reimbursement.

B. The Orchard Forest Way CDBG Sanitary Sewer Project is nearing substantial completion. Working on final project costs including storm pipe and curb replacement along with punch list items of sidewalk work and yard restoration which will impact final payment.

C. CMAQ Grant (Synchronization of Signals) is waiting on the final connection of communication / fiber for the Borough and the Township and set up of the system on the PennDOT server.

### 4. 2022 Project Updates

A. 2022 ADA Ramp & Curb & Ramp Project -Pre-bid March 9<sup>th</sup> Bid-opening March 23<sup>rd</sup>.

B. 2022 Roadway Resurfacing Project-bid package.

C. W. Broad Street, E. Broad Street N. Market H2O / PA Small Water Storm and Sanitary Sewer Grant Project- finishing up survey, bid package.

D. CTP Firehouse Flasher Grant- waiting on final PA One Calls for utility locations and the arrival of ordered materials. COR No. 1 was approved for a 30ft mast arm.

E. MTF / CTP Crosswalk Grants- waiting on agreements and coordination with Storm and Sanitary H2O PA Small Water Grant Project.

5. PME Update February Newsletter- attached  
Training is being offered in the East & West for Electric.

6. AMP Pennsylvania R.I.C.E. BTM Peaking Project Update  
AMP is still working with PPL on a final punch list of items including testing. The electrical contractor was given the green light by AMP to finish all necessary items.

7. AMI Update  
The AMI system is 100% installed and integrated into our system.

8. Public Information Officer Update- attached

9. Items of Interest

A. PSAB Conference Registration

- B. NextEra Conference Recap
- C. APPA Legislative Rally Recap
- D. ARPA Montgomery County Recovery Funds  
<https://www.montcopa.org/3821/recovery-office>
- E. Build Better America Infrastructure Law  
[https://www.whitehouse.gov/wp-content/uploads/2022/01/BUILDING-A-BETTER-AMERICA\\_FINAL.pdf](https://www.whitehouse.gov/wp-content/uploads/2022/01/BUILDING-A-BETTER-AMERICA_FINAL.pdf)

## 7. NEW BUSINESS / DISCUSSION ITEMS

### A. Hatfield American Legion Memorial Day Parade Request

Manager Snyder informed Council that this was the annual request from the Hatfield American Legion for the Memorial Day Parade. They are requesting approval of the parade and for the Borough to apply for the PennDOT permit. This goes with New Business Item B, which is a resolution that honors their request to close some Borough roads.

### B. Resolution 2022-04 Memorial Day Parade

Manager Snyder stated that this Resolution will be on for action at the March 16, 2022, Regular Meeting.

### C. Retain Special Consortium Counsel to Negotiate Comcast Franchise Renewal Agreement

Manager Snyder explained that Cohen has reached out to represent Hatfield Borough as well as any municipality that is eligible to negotiate the Comcast Franchise Renewal Agreement. There are 13 municipalities that have signed up to be represented by Cohen. Montgomery County Consortium has agreed to pay \$1,000 for each municipality that would sign the franchise agreement with Cohen which would bring the Borough's cost down to \$4,925.

## 8. OLD BUSINESS:

### A. Ordinance 545 Outdoor Dining Core Commercial District

Solicitor Harper explained that the way that outdoor dining works is that is allowed in the Core Commercial District and in order to have live entertainment, a conditional use needed to be applied for. Solicitor Harper explained the changes that she made to the ordinance, included adding a decimal amount to the sound that is allowed to be heard from the property line. That amount is 70 decibels. Manager Snyder stated that Hatfield Borough Planning Commission met on Monday and they recommended approval of the Ordinance.

## 9. ACTION ITEMS:

## 10. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of March 2, 2022. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting was adjourned at 8:49 PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant to the Manager