

HATFIELD BOROUGH COUNCIL
WORKSHOP / REGULAR MEETING
AUGUST 17, 2022

MINUTES

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

CALL TO ORDER AND ROLL CALL:

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

- (X) Mayor Mary Anne Girard

The record shows that five members of the Council were present at roll call, as well as, Mayor; Mary Anne Girard, Solicitor; Catherine M. “Kate” Harper; Timoney Knox LLP, Borough Manager; Jaime E. Snyder, 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 Kroesser to Approve the Workshop / Regular Meeting Agenda of August 17, 2022. The motion was seconded by Councilmember Stevens.

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

2. APPROVAL OF THE MINUTES:

Motion to Approve the Minutes of the July 20, 2022 Workshop and Regular Meeting.

Motion: A motion was made by Councilmember Stevens to Approve the Minutes of the July 20, 2022 Workshop and Regular Meeting. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0.

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

Robert Morton, 408 Koffel Road- Mr. Morton stated that he was at a prior council meeting and he brought to their attention the amount that he was paying for electricity in the Borough. He was looking for any help that he can get in trying to make his electric bill lowered. Manager Snyder added that Mr. Morton had put in a complaint with Consumer Alliance and Hatfield Borough responded with a letter which was sent to Mr. Morton's house that in summary stated that Hatfield Borough cannot give a break in his electric bill based on age, sex, gender, etc. and that the rate is set by ordinance. Mr. Morton stated that he did not get the letter from the Borough. Manager Snyder said that she will get a copy of the letter and get it dropped off at Mr. Morton's house the next day.

4. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- HEROC is Scheduled to Meet Wednesday, August 24, 2022 @ 8:00AM in Council Chambers
- The next Planning Commission Meeting is scheduled for August 29th @ 7:00PM in Council Chambers
- Next Borough Council Meeting is the August 31st (September) Workshop Meeting @ 7:30PM in Council Chambers
- Movie in the Park "Luca" is scheduled for August 24th in Centennial Park.
- The Borough Offices will be closed from 12:00PM -1:00PM on Tuesday, August 23rd for Employee Training

5. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- **Budget, Finance, and Labor Committee Report**
President Ferguson stated that the Borough is about to enter into the budget season and start planning long-term as well.
- **Planning, Building, and Zoning Committee Report**
Councilmember Stevens reported that the Committee did not meet but they did get results back from the chicken allowance survey and the residents are strongly for it.
- **Public Safety Committee Report**
Councilmember Kroesser stated that the committee is meeting on August 31st to go over speeding in the Borough.
- **Public Works & Property and Equipment Committee Report**
Councilmember Fagan reported that the committee did not meet this month but is looking to schedule a meeting soon.

- **Utilities Committee Report**
Councilmember Girard stated that the committee did not meet but the delinquencies continued to be monitored.
- **Hatfield Economic Revitalization Committee Report**
Councilmember Girard reported that they did not meet and they have been working on Businesses of the Month.
- **Dual Action Committee Report**
President Ferguson stated that they have not met yet.
- **Mayor Mary Anne Girard Report**
Mayor Girard reported that on August 1st she officiated a wedding at the Borough office and if in the future she is called upon to officiate she will request a donation be made either to the Hatfield Fire Company or Hatfield Museum.

8. 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

9. MANAGERS REPORT

1. Land Use & Development Updates:
 - A. Edinburgh Square Subdivision
 - Current construction on all four lots
 - B. Bennetts Court Land Development
 - Preliminary / Final Granted by PC
 - Preliminary Granted by Council
 - C. 43 Roosevelt Land Development
 - Developers Agreement

D. SEPTA Property

- Appraisal
- Long Term Lease Agreement

E. 200 N. Main Street (Biblical Seminary)

- Sketch Plan submitted
- Applying to Tax Credits for Project

F. 28 N. Market Street Subdivision

- Preliminary Final Granted by PC / Council
- Working on Documents / Reviews needed for recording

G. 23 N. Main Street

- Sketch Plan Submitted

2. Utility Billing Update:

- Staff continues to monitor Electric & Sewer Past Due accounts. Electric Shut-offs are being scheduled for September.
- Email billing is available for Electric & Sewer Accounts. Please contact the Utilities Department if you are interested in signing up.
- The Electric Customer Portal has been updated. The Portal was restructured with customer input to make it more user-friendly. An updated user guide is available when opening the portal to assist with re-registration. The portal can be accessed from the Borough Website.
- <https://hatf-pa-web.ampppartners.org/index.pho>
- 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
 - Submitting reimbursement paperwork for the Grant
- B. The Orchard Forest Way CDBG Sanitary Sewer Project
 - Waiting on County to release payment paperwork
- C. CMAQ Grant (Synchronization of Signals)
 - Waiting on PennDOT to connect to the server

4. 2022 Project Updates:

- A. 2022 ADA Ramp & Curb & Ramp Project
Projected started Week of August 8th

B. 2022 Roadway Resurfacing Project

- Project start date of September 2022
- Held Pre-Construction Meeting

C. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Grant Project

- Working on the bid package
- HOP submitted

D. CTP Firehouse Flasher Grant

- Final Inspection scheduled for August 12, 2022
- Working to have a ribbon-cutting

E. MTF / CTP Crosswalk Grants

- Agreements received
- Coordination with Storm and Sanitary H2) / PA Small Water Grant Project- Working with Engineer

5. PMEA Update:

- July Newsletter - attached
- Conference scheduled Sept. 7-9, 2022 Penn Stater

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

- Site sign being produced
- Working on Commission — PPL site visits scheduled

7. AMI Update:

- The AMI system is 100% installed and integrated into our system

8. Public Information Officer Update: attached9. Items of Interest:

- AMP Conference

8. NEW BUSINESS / DISCUSSION ITEMS:

A. Resolution 2022-22 Designation of Agent for Ida Relief

Manager Snyder stated that the Borough applied to the state and FEMA for reimbursement for costs that were associated with IDA. This resolution will allow for Manager Snyder to be the agent and sign the documents. This is on for consideration tonight for an action item.

B. Resolution 2022-23 Winter Maintenance Agreement with PennDOT

Manager Snyder explained that this is the standard winter maintenance agreement with PennDOT. This is on for consideration tonight. This is on for consideration tonight for an action item.

C. Resolution 2022-24 Transfer of Funds for the Orchard Lane and Forest Way Sanitary Sewer Replacement Project

Manager Snyder stated that at the July Workshop/Regular meeting Council authorized payment to DOLI, this resolution is for the transfer of those funds for payment. This is on for consideration tonight for an action item.

D. Resolution 2022-25 Barry Moyer 50 Years of Service to the HVFC

Manager Snyder explained that the Borough started a program to recognize years of service for the Hatfield Volunteer Fire Company Members. This is on for consideration tonight for an action item.

E. Resolution 2022-26 Jerry Detweiler 40 Years of Service to the HVFC

Manager Snyder explained that the Borough started a program to recognize years of service for the Hatfield Volunteer Fire Company Members. This is on for consideration tonight for an action item.

F. Defined Benefit Plan 2023 Minimum Municipal Obligation

Manager Snyder explained that Act 205 required that the Borough Manager submits to Council the financial requirements for the pension plan for the following year. This is on for consideration tonight for an action item.

G. Defined Contribution Plan 2023 Minimum Municipal Obligation

Manager Snyder explained that Act 205 required that the Borough Manager submits to Council the financial requirements for the pension plan for the following year. This is on for consideration tonight for an action item.

H. Payment Request No. 1 for the County Transportation Program Firehouse Flasher Grant

Manager Snyder stated that this is Payment 1 for the Hatfield Volunteer Fire Company Flasher that the Borough received a grant. This is on for consideration tonight for an action item.

9. OLD BUSINESS:

10. ACTION ITEMS:

A. Motion to Consider Resolution 2022-22 Designation of Agent for Ida Relief

Motion: A motion was made by Councilmember Stevens to Approve Resolution 2022-22 Designation of Agent for Ida Relief. The motion was seconded by Councilmember Kroesser.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

B. Motion to Consider Resolution 2022-23 Winter Maintenance Agreement with PennDOT

Motion: A motion was made by Councilmember Stevens to Approve Motion to Consider Resolution 2022-23 Winter Maintenance Agreement with PennDOT. The motion was seconded by Councilmember Fagan.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

C. Motion to Consider Resolution 2022-24 Transfer of Funds for the Orchard Lane and Forest Way Sanitary Sewer Replacement Project in the Amount of \$359,770.26 (three hundred fifty-nine thousand seven hundred seventy dollars and twenty-six cents)

Motion: A motion was made by Councilmember Stevens to Approve Resolution 2022-24 Transfer of Funds for the Orchard Lane and Forest Way Sanitary Sewer Replacement Project in the Amount of \$359,770.26 (three hundred fifty-nine thousand seven hundred seventy dollars and twenty-six cents). The motion was seconded by Councilmember Fagan.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

D. Motion to Consider Resolution 2022-25 Recognizing Barry Moyer for his 50 Years of Service to the HVFC

Motion: A motion was made by Councilmember Kroesser to Approve Resolution 2022-25 Recognizing Barry Moyer for his 50 Years of Service to the HVFC. The motion was seconded by Councilmember Fagan.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

E. Motion to Consider Resolution 2022-26 Recognizing Jerry Detweiler for his 40 Years of Service to the HVFC

Motion: A motion was made by Councilmember Girard to Approve Motion to Consider Resolution 2022-26 Recognizing Jerry Detweiler for his 40 Years of Service to the HVFC. The motion was seconded by Councilmember Fagan.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

F. Defined Benefit Pension Plan 2023 Minimum Municipal Obligation in the Amount of \$36,599.00 (thirty-six thousand five hundred ninety-nine dollars)

Motion: A motion was made by Councilmember Kroesser to Approve the Defined Benefit Pension Plan 2023 Minimum Municipal Obligation in the Amount of \$36,599.00 (thirty-six thousand five hundred ninety-nine dollars). The motion was seconded by Councilmember Stevens.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

G. Defined Contribution Pension Plan 2023 Minimum Municipal Obligation for Employees Receiving a 3% or 6% Contribution of their Annual Income in the Amount of \$23,600.00 (twenty-three thousand six hundred dollars)

Motion: A motion was made by Councilmember Fagan to Approve the Defined Contribution Pension Plan 2023 Minimum Municipal Obligation for Employees Receiving a 3% or 6% Contribution of their Annual Income in the Amount of \$23,600.00 (twenty-three thousand six hundred dollars). The motion was seconded by Councilmember Kroesser.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

H. Motion to Consider Payment Request No. 1 to Higgins & Sons, Inc in the Amount of \$58,487.76 (fifty-eight thousand four hundred eighty-seven dollars and seventy-six cents) for the County Transportation Program Firehouse Flasher Grant

Motion: A motion was made by Councilmember Kroesser to Approve Payment Request No. 1 to Higgins & Sons, Inc in the Amount of \$58,487.76 (fifty-eight thousand four hundred eighty-seven dollars and seventy-six cents) for the County Transportation Program Firehouse Flasher Grant. The motion was seconded by Councilmember Fagan.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

13. MOTION TO APPROVE PAYMENT OF THE BILLS:

President Ferguson and Manager Snyder reviewed and answered questions regarding the bill list.

Motion: A motion was made by Councilmember Stevens to Approve the payment of the bills. The motion was seconded by Councilmember Fagan.

President Ferguson asked if there were any comments or questions. There were no comments or questions.

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

14. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Regular Meeting of August 17, 2022. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0. The meeting was adjourned at 8:18 PM.

Executive Session Personnel, Litigation and, Real Estate

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager