

HATFIELD BOROUGH COUNCIL  
WORKSHOP / REGULAR MEETING  
August 16, 2023

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:**

- ( ) 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 four 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 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 16, 2023. The motion was seconded by Councilmember Stevens. The motion was approved unanimously with a vote of 4-0.

**2. APPROVAL OF THE MINUTES:**

Motion to Approve the Minutes of the July 19, 2023 Workshop / Regular Meeting.

Motion: A motion was made by Councilmember Fagan to Approve the Minutes of the July 19, 2023 Workshop / Regular Meeting. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 4-0.

**3. PUBLIC INPUT:**

Vice President Girard asked if there was any Public Input. No Media Present. No Public Input.

**4. ANNOUNCEMENTS:**

- Next Borough Council Meetings is the August 30<sup>th</sup> (September) Workshop Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, August 23, 2023, @ 8:00AM in Council Chambers
- The next Planning Commission Meeting is scheduled for August 28, 2023 @ 7:00PM in Council Chambers
- Hatfield Borough Movie in the Park is scheduled for August 24, 2023 @ 7:30PM Centennial Park
- The Borough Office will be closed Monday, September 4, 2023 in Observance of the Labor Day Holiday

**5. REPORTS FROM STANDING COMMITTEES AND MAYOR:****Budget, Finance, and Labor Committee Report**

Councilmember Girard stated that the committee has not met and there is nothing to report.

**Planning, Building, and Zoning Committee Report**

Councilmember Stevens stated that the committee has not met and there is nothing to report.

**Public Safety Committee Report**

Councilmember Kroesser stated that the committee has not met and there is nothing to report.

**Public Works & Property and Equipment Committee Report**

Councilmember Fagan stated that the committee has not met and there is nothing to report.

**Utilities Committee Report**

Councilmember Girard stated that the committee has not met and there is nothing to report.

**Hatfield Economic Revitalization Outreach Committee Report**

Councilmember Girard stated that the committee has a vacancy and is looking to fill the spot.

### **Mayor Mary Anne Girard Report**

Mary Anne Girard reported she received a letter from Aiden Wieder stating that he would like to be considered for the Junior Council Person position and she would like him to take the pledge at the August 30<sup>th</sup> Council Meeting if Council would approve. She is also looking to schedule a public park cleanup in October.

### **6. REPORTS AND CORRESPONDENCE:**

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

### **7. MANAGERS REPORT**

#### **1. Land Use & Development Updates:**

- A. Edinburgh Square Subdivision
  - Maintenance Bond in place
- B. Bennetts Court Land Development
  - Preliminary / Final Granted by PC
  - Final Granted by Council
  - Working on Recording the Plan and Developers Agreement
- C. 43 Roosevelt Land Development
  - Developers Agreement
- D. SEPTA Property
  - Long Term Lease Agreement – Approved 6/14/2023
- E. 200 N. Main Street (Biblical Seminary)
  - Sketch Plan submitted
  - Applying for Tax Credits for Project
  - Received Grant for the Development
  - Looking at Zoning Extension – on 8/10/2023
- F. 28 N. Market Street Subdivision
  - Preliminary Final Granted by PC / Council
  - Working on Recording
- G. 23 N. Main Street

- Updated sketch Plan Submitted – being reviewed
- H. George Didden Greenhouses
- Updating plans. Looking to come to ZHB.

**2. Utility Billing Update:**

- Staff continues to monitor Electric & Sewer Past Due accounts. Shut-off's.
- 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.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
- Waiting for Grant Reimbursement
- B. CMAQ Grant (Synchronization of Signals)
- McMahon made adjustments to the intersection of E. & W. Vine and S. Main Street.

**4. 2022 Outstanding Project Updates:**

- A. 2022 Roadway Resurfacing Project
- Punch List items – Completed – waiting for payment paperwork
- B. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Grant Project
- Working on the bid package
  - HOP Application – submitting
  - Applied for additional grant funding
- C. CTP Firehouse Flasher Grant
- Working on Grant Reimbursement
  - Quarterly Maintenance Scheduled
- D. MTF / CTP Crosswalk Grants
- HOP Application – realign crosswalk to the intersection

- Coordination with Strom and Sanitary H2O / PA Small Water Grant Project - working with Engineer
5. **2023 Project Updates:**
    - A. 2023 Curb and ADA Project
      - Completed – CO & payment consideration 8/16/23
    - B. 2023 Roadway Resurfacing Project
      - Completed – waiting for payment paperwork
  6. **PMEA Update:**
    - July newsletter attached
  7. **AMP Pennsylvania R.I.C.E. BTM Peaking Project Update:**
    - Summer Peak Shaving Started
  8. **Public Information Officer Update:**
  9. **Items of Interest:**
    - MCBA September Dinner
    - NPWA Customer Appreciation Golf Outing

## **8. NEW BUSINESS / DISCUSSION ITEMS:**

### A. Change Order Request No. 1 for the 2023 ADA Curb Replacement Ramp Project

Manager Snyder explained that this change order is changing the original contract price from \$150,220.00 to \$78,578.00 which is a decrease of \$71,642.00 which is due to the select sidewalk that was completed by residents. This is on for consideration for an action item tonight.

### B. 2023 ADA Curb Ramp Replacement Project Payment Request No. 2 / Final Payment

Manager Snyder stated that this is for the final payment in the amount of \$60,867.80 which is the second payment that will be authorized, this will close out the project. There will be a maintenance bond for one year after the project. This is on for consideration for an action item tonight.

## **9. OLD BUSINESS:**

### A. Municipal Service Team Handbook Resolution 2023-11

Manager Snyder explained that the Municipal Service Team Handbook was presented and discussed at the prior meeting and tonight it is on for consideration for an action item.

**10. ACTION ITEMS:****A. Motion Consider Resolution 2023-11 Adopting the Borough of Hatfield Municipal Service Team Handbook**

**Motion:** A motion was made by Councilmember Stevens to Approve Resolution 2023-11 Adopting the Borough of Hatfield Municipal Service Team Handbook. The motion was seconded by Councilmember Kroesser.

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

The motion was approved with a vote of 4-0.

**B. Motion to Consider Change Order Request No. 1 for the 2023 ADA Curb Ramp Replacement Project to Decrease the Contract Price from \$150,220.00 (one hundred fifty thousand two hundred twenty dollars) to \$78,578.00 (seventy-eight thousand five hundred seventy-eight dollars)**

**Motion:** A motion was made by Councilmember Fagan to Approve Change Order Request No. 1 for the 2023 ADA Curb Ramp Replacement Project to Decrease the Contract Price from \$150,220.00 (one hundred fifty thousand two hundred twenty dollars) to \$78,578.00 (seventy-eight thousand five hundred seventy-eight dollars). The motion was seconded by Councilmember Kroesser.

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

The motion was approved with a vote of 4-0.

**C. Motion to Consider Payment Request No. 2 / Final Payment for the 2023 ADA Curb Ramp Replacement Project to Albert G. Cipolloni, Jr. & Sons, Inc. in the Amount of \$60,867.80 (sixty thousand eight hundred sixty-seven dollars and eighty cents)**

**Motion:** A motion was made by Councilmember Stevens to Approve Payment Request No. 2 / Final Payment for the 2023 ADA Curb Ramp Replacement Project to Albert G. Cipolloni, Jr. & Sons, Inc. in the Amount of \$60,867.80 (sixty thousand eight hundred sixty-seven dollars and eighty cents). The motion was seconded by Councilmember Fagan.

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

The motion was approved with a vote of 4-0.

### **11. Motion to Approve Payment of the Bills**

Vice President Girard 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 Kroesser.

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

The motion was approved unanimously with a vote of 4-0.

### **12. MOTION to ADJOURN: EXECUTIVE SESSION**

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop / Regular Meeting of August 16, 2023. The motion was seconded by Councilmember Fagan and unanimously approved with a vote of 4-0. The meeting was adjourned at 7:23PM.

*Executive Session Personnel, Litigation and Real Estate*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant to the Manager