

HATFIELD BOROUGH COUNCIL

WORKSHOP MEETING

November 1, 2023

MINUTES

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

SWEARING IN
MARY ANNE GIRARD
PRESIDING

7:00PM Swearing in of Tax Collector Marie Snyder

CALL TO ORDER AND ROLL CALL: President Ferguson called the Workshop Meeting to Order at 7:09PM.

- (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, Treasurer; Diane Farrall and Assistant to the Manager; Kathryn Vlahos

1. APPROVAL OF MEETING AGENDA:

Motion: A motion was made by Councilmember Kroesser to Approve the Workshop Meeting Agenda of November 1, 2023. The motion was seconded by Councilmember Girard. The motion was approved unanimously with a vote of 5-0.

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

3. ANNOUNCEMENTS: Manager Snyder made the following announcements:

- Next Council Meeting November 15, 2023 Regular Meeting @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, November 15, 2023 @ 8:00AM in Council Chambers

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- HMHS is Scheduled to Meet Tuesday, November 21, 2023 @ 7:00PM at the Hatfield Borough Office, Council Chambers
- The Borough Offices will be closed Friday, November 21, 2-23 in Observance of the Veterans Day Holiday and Thursday and Friday, November 23rd and 24th in Observance of the Thanksgiving Holiday
- Next Planning Commission Meeting Originally Scheduled for December 2, 2023 @ 7:00AM in Council Chambers is being Rescheduled for Monday, December 11, 2023 @ 6:00PM in Council Chambers
- Leaf Bag Pick-up Will Continue Every Monday Through December 4, 2023

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

Budget, Finance, and Labor Committee Report

President Ferguson reported that the committee has been working hard of the 2023 Budget and they are looking to present the budget to council at the November 15, 2023 Council Meeting.

Planning, Building, and Zoning Committee Report

Councilmember Stevens stated that the committee has not met recently and that there was nothing to report to council.

Public Safety Committee Report

Councilmember Kroesser stated that the committee has not met recently and that there was nothing to report to council.

Public Works & Property and Equipment Committee Report

Councilmember Fagan stated that the committee has not met recently and that there was nothing new to report to council.

Utilities Committee Report

Councilmember Girard reported that the committee has not met recently but they are looking to start up a new program to get people to sign up for electronic billing.

Hatfield Economic Revitalization Outreach Committee Report

Councilmember Girard stated that the committee has not met but he knows that there is an interested person in filling the vacancy on the committee.

Mayor Mary Anne Girard Report

Mayor Mary Anne stated that she did not have anything to report on this evening.

5. REPORTS AND CORRESPONDENCE:

- Monthly Investment Report
- Monthly EIT / LST Report
- Monthly Zoning Hearing Board Applications

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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

6. MANAGERS REPORT:1. Land Use & Development Updates:

- A. Edinburgh Square Subdivision
 - Maintenance Bond in place
- B. Bennetts Court Land Development
 - Grading Permit Received
 - E&S Controls Placed
 - Working on Storm Pipe
- 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 – received 8/10/23
- F. 28 N. Market Street Subdivision
 - Preliminary Final Granted by PC / Council
 - Working on Recording
 - Applied for a Driveway Paving Permit
- G. 23 N. Main Street
 - Updated sketch Plan Submitted – Council 8/30/23
- 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-offs occurred in October.
- 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.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
 - Waiting for Grant Reimbursement – in PennDOT Que
- B. CMAQ Grant (Synchronization of Signals)
 - McMahan made adjustments to the intersection of E. & W. Vine and S. Main Street.

4. 2022 Outstanding Project Updates:

- A. 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 – PA Small Water & H2O
 - Working with Congressman Fitzpatrick’s Office on additional funding
- B. CTP Firehouse Flasher Grant
 - Working on Grant Reimbursement
 - Quarterly Maintenance Scheduled
- C. 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
- B. 2023 Roadway Resurfacing Project
 - Completed

6. PMEA Update:

- October newsletter attached

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

8. Public Information Officer Update:

9. Items of Interest:

7. NEW BUSINESS / DISCUSSION ITEMS:

A. 2024 Meeting Dates

Manager Snyder explained that in the packet was a copy of the draft meeting dates for 2024 and asked if any members of council had any conflicts with the dates.

B. Hatfield Christmas Tree Lighting Request

Manager Snyder stated that in the packet was a request from Grace Lutheran Church for the Annual Christmas Tree Lighting to take place on December 2, 2023 at 6:30PM at Rail Road Plaza.

C. NPWA Intergovernmental Cooperative Cost Share Agreement

Solicitor Harper stated that the Broad and Main Replacement of the Sanitary Sewer System and the Replacement of the North Penn Water System are large projects that are going to be taken place. The projects are being bid together for the purpose of hopefully lower the cost of the projects. This agreement is between the Borough and North Penn Water Authority who already approved the agreement which give Hatfield Borough the lead of putting the bid out and choosing the right bid. North Penn Water Authority would pay for their portion of the project and we would pay for our share. This will be on for consideration at the Borough Council Regular Meeting.

8. OLD BUSINESS: NONE

9. ACTION ITEMS: NONE

10. MOTION TO ADJOURN:

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop Meeting of November 1, 2023. The motion was seconded by Councilmember Stevens and unanimously approved with a vote of 5-0. The meeting was adjourned at 7:37 PM.

Executive Session Personnel, Litigation and Real Estate

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager