

BOROUGH COUNCIL
REORGANIZATION / WORKSHOP MEETING
January 3, 2024
6:30 PM

MINUTES

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

SWEARING IN
THE HONORABLE EDWARD J. LEVINE
PRESIDING

6:00PM Swearing in of Councilmember Larry Burns
Swearing in of Councilmember Michelle Kroesser

CALL TO ORDER: Mayor Mary Anne Girard called the Reorganization / Workshop Meeting to Order at 6:36PM.

ROLL CALL

(X) Larry Burns
(X) James Fagan
(X) Jason Ferguson
(X) Richard Girard
(X) Michelle Kroesser

(X) Mayor Mary Anne Girard

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

PLEDGE OF ALLEGIANCE

NOMINATION AND ELECTION OF COUNCIL PRESIDENT: Mayor Mary Anne Girard informed Council at this time Chair will recognize nominations for Council President.

Motion: A motion was made by Councilmember Girard to nominate Jason Ferguson as Council President. The nomination was seconded by Councilmember Burns and unanimously approved with a vote of 5-0.

NOMINATION AND ELECTION OF VICE PRESIDENT: Mayor Mary Anne Girard informed Council at this time Chair will recognize nominations for Vice President.

Motion: A motion was made by Councilmember Kroesser to nominate Richard Girard as Vice President. The nomination was seconded by Councilmember Fagan and unanimously approved with a vote of 5-0.

APPOINTMENT OF VACANCY BOARD CHAIR: Mayor Mary Anne Girard informed Council at this time Chair will recognize nominations for Vacancy Board Chair.

Motion: A motion was made by Councilmember Kroesser to appoint John Kroesser as Vacancy Board Chair. The nomination was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

COMMENCEMENT AND APPROVAL OF MEETING AGENDA:

1. Motion to Approve the January 3, 2024 Workshop Meeting Agenda.

Motion: A motion was made by Councilmember Kroesser for Approval of Meeting Agenda, January 3, 2024 Workshop Meeting Agenda. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

2. **PUBLIC INPUT:** President Ferguson asked if there was any Public Input. There was no media present.

3. **ANNOUNCEMENTS:** Manager Jaime E. Snyder made the following announcements.

- Next Council Meeting the Regular Meeting January 17, 2024 @ 7:00PM in Council Chambers
- The Planning Commission is Scheduled to Meet Monday, January 22, 2024 @ 6:00PM in Council Chambers
- HMHS is Scheduled to Meet Tuesday, January 23, 2024 @ 7:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, January 24, 2024 @ 8:00AM in Council Chambers

4. **ACTION ITEMS:**

Motion to Appoint Timoney Knox, LLP as the Borough Solicitor for general legal service.

Motion: A motion was made by Councilmember Girard to Appoint Timoney Knox, LLP as the Borough Solicitor for general legal service. The motion was seconded by

Councilmember Burns and unanimously approved with a vote of 5-0.

Motion to Appoint Dischell, Bartle & Dooley Attorneys at Law as the Borough Zoning Hearing Board Solicitor.

Motion: A motion was made by Councilmember Burns to Appoint Dischell, Bartle & Dooley Attorneys at Law as the Borough Zoning Hearing Board Solicitor. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

Motion to Appoint Bursich Engineers as the Borough Engineer for general engineering services.

Motion: A motion was made by Councilmember Fagan to Appoint Bursich Engineering as the Borough Engineer for general engineering services. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

Motion to Appoint McMahon Associates, a Bowman Company, as the Borough Traffic Engineer for general traffic services.

Motion: A motion was made by Councilmember Kroesser to Appoint McMahon Associates, a Bowman Company as the Borough Traffic Engineer for general traffic services. The motion was seconded by Councilmember Burns and unanimously approved with a vote of 5-0.

Motion to Appoint Utility Engineers as the Borough Engineer for electric utility services.

Motion: A motion was made by Councilmember Girard to Appoint Utility Engineers as the Engineer for electric utility services. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

Motion to Appoint Code Inspections Inc. to administer Zoning, Code and Fire Safety enforcement & services.

Motion: A motion was made by Councilmember Burns to Appoint Code Inspections Inc. to administer Zoning, Code and Fire Safety enforcement & services. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

Motion to Appoint Daniel Azeff from Code Inspections Inc. as the Fire Marshal and Emergency Management Coordinator (EMC) for the Borough of Hatfield.

Motion: A motion was made by Councilmember Stevens to Appoint Daniel Azeff from Code Inspections Inc. as the Fire Marshal and Emergency Management Coordinator (EMC) for the Borough of Hatfield. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

Motion to Appoint Jaime E. Snyder as Hatfield Borough Manager / Secretary and Approve Jaime E. Snyder's Employment Agreement with the Borough of Hatfield

Motion: A motion was made by Councilmember Kroesser to Appoint Jaime E. Snyder as Hatfield Borough Manager / Secretary and Approve Jaime E. Snyder's Employment Agreement with the Borough of Hatfield. The motion was seconded by Councilmember Burns and unanimously approved by a vote of 5-0.

Motion to Appoint Kenneth Farrall, Larry Burns and Michelle Kroesser to the to the Planning Commission for a Four-Year Term Expiring December 31, 2027

Motion: A motion was made by Councilmember Girard to Appoint Kenneth Farrall, Larry Burns and Michelle Kroesser to the to the Planning Commission for a Four-Year Term Expiring December 31, 2027. The motion was seconded by Councilmember Fagan and was unanimously approved by a vote of 5-0.

Motion to Appoint Dinakar Rajkumar and Monica Sanchez to the Hatfield Economic Revitalization Outreach Committee (HEROC) for a Three-Year Term Expiring December 31, 2026.

Motion: A motion was made by Councilmember Kroesser to Appoint Dinakar Rajkumar and Monica Sanchez to the Hatfield Economic Revitalization Outreach Committee (HEROC) for a Three-Year Term Expiring December 31, 2026. The motion was seconded by Councilmember Girard and it was unanimously approved by a vote of 5-0.

5. REPORTS AND CORRESPONDENCE: Manager Snyder explained that the reports will be available at the January 17, 2024 Regular Meeting.

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

Police Department Report
Fire Department Report
EMS Report
Steve Barth Consulting 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: General Report and Project Updates. Manager Snyder reviewed the Reports and made the following announcements:

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

- A. Edinburgh Square Subdivision
 - Maintenance Bond in place
- B. Bennetts Court Land Development
 - Grading Permit
 - E&S Controls Placed
 - Working on Storm Pipe
 - Working on Electric
 - Working on Paving
- C. 43 Roosevelt Land Development
 - Developers Agreement
- D. SEPTA Property
 - Long Term Lease Agreement – Approved 6/14/2023
 - Working with Consultant
- 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
 - Updated Letter of Support for Tax Credits
 - Updated “Will Serve” Letters Issued
- F. 28 N. Market Street Subdivision
 - Preliminary Final Granted by PC / Council
 - Driveway Easement Recorded
 - Working on Recording
- G. 23 N. Main Street
 - Updated Plan and Text Amendment Under Consultant Review
- H. George Didden Greenhouses
 - Updating Plans

2. **Utility Billing Update:**

- Staff continues to monitor Electric & Sewer Past Due accounts.
- 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

4. 2024 Project Updates:

- A. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Utility Replacement Project
- Working on the bid package
 - HOP Application – submitting
 - Received additional grant funding – PA Small Water & H2O
 - Working with Congressman Fitzpatrick’s Office on additional funding
- B. 2024 Curb and ADA Project
- N. Main Street
- C. 2024 Roadway Resurfacing Project
- W. School Street, Jean, Jade, June Drive

5. 2024 and Beyond Project Updates:

- B. MTF / CTP Crosswalk Grants (after Utility Replacement Project)
- HOP Application – realign crosswalk to the intersection
 - Coordination with Strom and Sanitary H2O / PA Small Water Grant Project - working with Engineer

6. PMEA Update:

- December newsletter attached

7. Public Information Officer Update:

8. Items of Interest:

- PA Small Water & H2O Grant Awards – Utility Replacement Project

7. OLD BUSINESS:

A. 2023 Committee Reports

- **Budget, Finance, and Labor Committee Report**
- **Planning, Building, and Zoning Committee Report**
- **Public Safety Committee Report**
- **Public Works & Property and Equipment Committee Report**
- **Utilities Committee Report**
- **Hatfield Economic Revitalization Outreach Committee Report**

Council Member Girard stated that they met and they discussed the social media policy and the committee met with Steve Barth to discuss revitalization in the Borough.

• Mayor Mary Anne Girard Report

Mayor Girard stated that she contacted PSAB about the Junior Council Person Weider and that he is going to be featured in the April 2024 Borough News Magazine.

8. NEW BUSINESS:

A. 2024 Council Committees

Council Committees –

Budget, Finance & Labor (BFL)

Chair Jason Ferguson
Member Richard Girard

Public Safety (PUBS)

Chair Michelle Kroesser
Member James Fagan
Mayor Mary Anne Girard

Property and Equipment (P&E) &Public Works (PWRK)

Chair James Fagan
Member Larry Burns

Planning, Building & Zoning (P/B/Z)

Chair Larry Burns
Member Michelle Kroesser

Utilities (UTIL)

Chair Richard Girard
Member Jason Ferguson

Hatfield Economic Revitalization and Outreach Committee (HEROC)

Chair Richard Girard Mayor Mary Anne Girard
Member Larry Burns

9. ADJOURNMENT:

Motion: A motion was made by Councilmember Kroesser to adjourn the Reorganization / Workshop Meeting of January 3, 2024. The motion was seconded by Councilmember Burns and unanimously approved with a vote of 5-0. The meeting adjourned at 6:58 PM.

Executive Session Litigation, Property and Personnel

Respectfully Submitted,
Kathryn Vlahos
Assistant to the Manager