

**HATFIELD BOROUGH COUNCIL  
WORKSHOP / REGULAR MEETING  
June 18, 2025**

**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:**

**ROLL CALL**

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

(X) Mayor Mary Anne Girard

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

**1. Motion to Approve the June 18, 2025 Workshop / Regular Meeting Agenda.**

Motion: A motion was made by Councilmember Kroesser for Approval of Meeting Agenda, June 18, 2025, Workshop / Regular Meeting Agenda. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0.

**2. APPROVAL OF THE MINUTES:** Motion to Approve the Minutes of the May 7, 2025 Workshop Meeting and the May 21, 2025 Regular Meeting

Motion: A motion was made by Councilmember Girard to Approve the Minutes of the May 7, 2025 Workshop Meeting and the May 21, 2025 Regular Meeting. The motion was seconded by Councilmember Kroesser and unanimously approved with a vote of 5-0.

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

Manager Snyder reported that she received an email from William Peterson, a resident of 240 Larkspur Lane, regarding the Heritage Park Pond. In his message, Mr. Peterson expressed his

support for preserving the pond in its current state. He shared that he enjoys the wildlife it attracts and believes that maintaining the pond is the best option for the Borough moving forward.

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

- Next Borough Council Meetings is the July 16<sup>th</sup> Workshop/Regular Meeting @ 7:00PM in Council Chambers
- The next Planning Commission Meeting is scheduled for Monday, June 23, 2025 @ 6:00PM in Council Chambers
- HEROC is Scheduled to Meet Wednesday, June 25, 2024 @ 8:00AM in Council Chambers
- The Borough Office Will be Closed Friday, July 4<sup>th</sup> in Observance of the July 4<sup>th</sup> Holiday

**5. REPORTS FROM STANDING COMMITTEES AND MAYOR:**

**Budget, Finance, and Labor Committee Report**

Councilmember Ferguson stated that the committee met and they discussed the SEPTA property which more will be discussed in executive session due to it being a matter of real estate.

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

Councilmember Burns stated that the committee did not meet and he had nothing to report at this time.

**Public Safety Committee Report**

Councilmember Kroesser stated that the committee did not meet and she had nothing to report at this time.

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

Councilmember Fagan stated that the committee did not meet and he had nothing to report at this time.

**Utilities Committee Report**

Councilmember Girard stated that the committee did not meet and he had nothing to report at this time.

**Hatfield Economic Revitalization Outreach Committee Report**

Councilmember Girard stated that the committee met and they discussed Founders Day and they will not be rescheduling the event. They also discussed Fall Fest / Car Show which will be held on September 13<sup>th</sup> from 3:00 to 6:00 PM.

**Mayor Mary Anne Girard's Report**

Mayor Girard reported that she attended the North Penn Water Authority Annual Dinner alongside Councilmember Giard and Councilmember Fagan. North Penn Water Authority is celebrating their 60th anniversary this year. During the dinner, it was announced that Anthony Bellitto will be retiring after 27 years of service. Mayor Girard thanked him for his dedication and contributions over the years. Additionally, Mayor Girard, accompanied by Councilmember Giard and Councilmember Burns, toured the Mascaro Total Recycle Center in Birdsboro. She described the visit as highly informative and appreciated the opportunity to see firsthand how recycling is processed. The Borough also received its 2022 recycling grant check in the amount of \$5,935.00.

**6. REPORTS AND CORRESPONDENCE:**

Monthly Investment Report  
Monthly EIT / LST Report  
Monthly YTD Report  
Monthly Zoning Hearing Board Applications  
MCPC Steering Committee Report  
Steve Barth, Barth Consulting Group Report  
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
  - Asked for Escrow Release – Engineer Review
- B. Bennetts Court Land Development
  - Paving & Final Improvements
  - Settlements Occurring
  - Escrow Release No. 1 Sitework Approved
- C. 43 Roosevelt Land Development
  - Recorded Plans
  - Waiting for Permits
- 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

- Updated Letter of Support for Tax Credits – 10/29/24
- Updated “Will Serve” Letters Issued

F. 23 N. Main Street

- ZHB Approved with Conditions 4/24/24
- LD Resolution Approved 2/19/25
- SPM Approved – Sent to DEP
- Scheduled to start demo end of month – pending approvals

**2. Utility Billing Update:**

- Staff continues to monitor Electric & Sewer Past Due accounts. Shut-offs will resume continue through the Spring & Summer.
- Email billing is available for Electric & Sewer Accounts. Please contact the Utilities Department if you are interested in signing up. \*Details were in the Spring Borough Informer, on the Borough website, and on the back of all utility bills.
- 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.
- Electric Rate Increase Information / PJM Information Posted

**3. 2024 Project Updates:**

A. W. Broad Street, E. Broad Street, N. Market H2O / PA Small Water Storm and Sanitary Sewer Utility Replacement Project

- Project Started
- Detour Rote in Place
- Borrowing Secured
- <https://www.hatfieldborough.com/information/utility-replacement-project/>
- Payment App. No. 8,9,10 Approved 5/21/25
- Grant Extension Approved
- Grant Reimbursements Occurring

B. MTF / CTP Crosswalk Grants (after Utility Replacement Project)

- HOP Application - realign crosswalk to the intersection
- Grant Extension Approved
- Advertise for Authorization – 2025/2026 projected works dates

C. Stormwater Feasibility Study Grant with HT (Local Share Funds)

- Next Meeting in July

**4. 2025 Project Updates:**

A. 2025 Roadway Resurfacing Project – N. Main Street

- Bid Awarded – 5/21/2025

**5. PMEA Update:**

**6. Public Information Officer Update:**

**7. Items of Interest:**

- PMEA Conference Registration
- North Wales Arts and Cultural Center Grand Opening

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

**A. Pedestrian Crossing Improvements Project (Broad Street & Towamencin Avenue/Main Street & Liberty Bell Trail Crossing) Bid Advertisement**

Manager Snyder explained that the bid advertisement for the mast arm crossing project at Broad Street and Towamencin Avenue, as well as at Main Street and Liberty Bell Crossing, is on the agenda for consideration this evening.

**B. Resolution 2025-11 Support of SEPTA Funding**

Manager Snyder explained that the resolution under consideration is in support of state funding for SEPTA, with the goal of maintaining all existing transit routes. This item is on the agenda for Council's consideration this evening.

**C. Utility Replacement Project Payment Request No. 11**

Manager Snyder explained that this item is a payment request in the amount of \$300,375.19, accompanied by a letter of recommendation of payment from the Borough Engineer. It is on the agenda for Council's consideration this evening.

**D. Utility Replacement Project Payment Request No. 12**

Manager Snyder explained that this item is a payment request in the amount of \$8,638.20, accompanied by a letter of recommendation of payment from the Borough Engineer. It is on the agenda for Council's consideration this evening.

**E. Utility Replacement Project Payment Request No. 13**

Manager Snyder explained that this item is a payment request in the amount of \$59,116.50, accompanied by a letter of recommendation of payment from the Borough Engineer. It is on the agenda for Council's consideration this evening.

**F. Utility Replacement Project Payment Request No. 14**

Manager Snyder explained that this item is a payment request in the amount of \$99,574.20, accompanied by a letter of recommendation of payment from the Borough Engineer. It is on the agenda for Council's consideration this evening.

**9. OLD BUSINESS: NONE**

**10. ACTION ITEMS:**

**A. Motion to Consider Advertising the Pedestrian Crossing Improvements Project (Broad Street & Towamencin Avenue/Main Street & Liberty Bell Trail Crossing)**

Motion: A motion was made by Councilmember Burns to approve Advertising the Pedestrian Crossing Improvements Project (Broad Street & Towamencin Avenue/Main Street & Liberty Bell Trail Crossing). 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 2025-11 Supporting Funding for SEPTA**

Motion: A motion was made by Councilmember Fagan to approve Motion to Consider Resolution 2025-11 Supporting Funding for SEPTA. The motion was seconded by Councilmember Burns.

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 Payment Request No. 11 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$300,375.19 (three hundred thousand, three hundred seventy-five dollars and nineteen cents)**

Motion: A motion was made by Councilmember Burns to approve Payment Request No. 11 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$300,375.19 (three hundred thousand, three hundred seventy-five dollars and nineteen cents). The motion was seconded by Councilmember Girard.

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 Payment Request No. 12 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$8,638.20 (eight thousand, six hundred thirty-eight dollars and twenty cents)**

Motion: A motion was made by Councilmember Kroesser to approve Payment Request No. 12 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$8,638.20 (eight thousand, six hundred thirty-eight dollars and twenty cents). The motion was seconded by Councilmember Burns.

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

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

**E. Motion to Consider Payment Request No. 13 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$59,116.50 (fifty-nine thousand one hundred sixteen dollars and fifty cents)**

Motion: A motion was made by Councilmember Burns to approve Payment Request No. 13 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$59,116.50 (fifty-nine thousand one hundred sixteen dollars and fifty cents). The motion was seconded by Councilmember Girard.

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. Motion to Consider Payment Request No. 14 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$99,574.20 (ninety-nine thousand five hundred seventy-four dollars and twenty cents)**

Motion: A motion was made by Councilmember Burns to approve Payment Request No. 14 for the Utility Replacement Project to KBC Construction LLC in the Amount of \$99,574.20 (ninety-nine thousand five hundred seventy-four dollars and twenty cents). 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.

**11. 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 Girard to Approve the payment of the bills. The motion was seconded by Councilmember Burns.

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.

**12. ADJOURNMENT:**

Motion: A motion was made by Councilmember Kroesser to adjourn the Workshop / Regular Meeting of June 18, 2025. The motion was seconded by Councilmember Girard and unanimously approved with a vote of 5-0. The meeting adjourned at 8:11 PM.

*Executive Session Litigation, Property and Personnel*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant Manager