

**BOROUGH COUNCIL  
WORKSHOP MEETING**

February 4, 2026

7:00 PM

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) Richard Girard, President
- (X) Larry Burns, Vice President
- ( ) Jason Ferguson- 7:04 PM
- (X) Syeda Hoque
- (X) Michelle Weiss

(X) Mayor Mary Anne Girard

The record shows that four 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., Junior Council Person; Giuseppe Schiano Di Cola, and Assistant Manager; Kathryn Vlahos.

**1. Motion to Approve the February 4, 2026 Workshop Meeting Agenda.**

Motion: A motion was made by Councilmember Burns for Approval of Meeting Agenda, February 4, 2026 Workshop Meeting Agenda. The motion was seconded by Councilmember Weiss and unanimously approved with a vote of 4-0.

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

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

- Next Borough Council Meeting February 18<sup>th</sup> Regular Meeting at 7:00 PM in Council Chambers
- The next Planning Commission Meeting is scheduled for Monday, February 23, 2026 at 6:00PM

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

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

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

**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 Weiss stated that the committee did meet and they discussed the traffic study that was completed on South Main Street and West Broad Street will be completed in the spring. The two pedestrian crossings that are going to be completed this year, are just waiting for the flasher arms to come in to complete that project.

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

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

**Utilities Committee Report**

Councilmember Ferguson 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 they have not met recently and he has nothing to report at this time.

**Mayor Mary Anne Girard's Report**

Mayor Girard stated that she wanted to share information for the Share Food Ribbon cutting ceremony. She stated that this is the lead agency for food distribution in Montgomery County which provides emergency assistance, senior food boxes and school lunches all from donations.

**5. REPORTS AND CORRESPONDENCE:**

- Monthly Investment Report
- Monthly EIT / LST Report
- Monthly YTD Report
- Monthly Zoning Hearing Board Applications
- MCPC Steering Committee Report
- Hatfield 250 Committee 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  
Junior Council Person 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. Bennetts Court Land Development
  - Paving & Final Improvements
  - Settlements Occurring
  - Escrow Release No. 1 Sitework Approved
- B. 43 Roosevelt Land Development
  - Recorded Plans
  - Starting Construction – Early September
  - Escrow Release No. 1 Sitework Approved
- C. 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
  - Looking at Receiving Funding
- D. 23 N. Main Street – Hatfield Walk
  - ZHB Approved with Conditions 4/24/24
  - LD Resolution Approved 2/19/25
  - SPM Approved – Sent to DEP
  - Pre-Construction Meeting Held 7/8/25
  - Demo Approved 7/10/25
  - Plans Recorded August 2025
  - Grading Permit Issued August 2025
  - Foundation Permit Issued
  - Building Permits Issued

**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. \*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.amppartners.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 Completed, 18-month Maintenance Bond in Place](#)
- 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
  - Bid Opening Award 8/20/25
  - Waiting on Signed Contract Documents
  - Pre-Con Meeting Held 10/29/2025
  - Construction Started in November
- C. Stormwater Feasibility Study Grant with HT (Local Share Funds)
  - Next Meeting in 2026

### 4. **2025 Project Updates:**

- A. 2025 Roadway Resurfacing Project – N. Main Street
  - Project Completed, Maintenance Bond in Place
- B. Montco 2040 Grant – Bike Improvements
  - Signed Grant Agreement
  - Checking on Funding through County / State Budget
  - Kick-Off Event with Montgomery County 11/12/25
  - Meeting in Early 2026 with Hatfield Township

### 5. **2026 Project Updates:**

- A. **2026 Curb Ramp and ADA Project**
- B. **2026 Union Street Storm Sewer Project**

### 6. **PMEA Update:**

### 7. **Public Information Officer Update:**

### 8. **Items of Interest:**

- A. **Partnership TMA Trailblazers Advisory Group**

**7. NEW BUSINESS / DISCUSSION ITEMS:** None**8. OLD BUSINESS:****A. Heckler Property Estate Road Opening Request Resolution**

Solicitor Harper explained that this resolution would allow the Heckler Estate to open West School Street to install utilities for two vacant lots that are planned for development. West School Street was recently paved and is currently under a moratorium that does not allow excavation. However, the Borough ordinance allows Borough Council to grant exceptions to the moratorium, which is what is proposed in this resolution. The applicant's attorney and engineer were present to answer any questions from Council. Jeffrey Landis stated that he appreciates the Borough working with them on this matter and introduced the project engineer, Jeff Wert. Mr. Wert explained that they will comply with all requirements set forth by the Borough Engineer. After some discussion, it was noted that the new plan and an updated letter from the Borough Engineer will be included in the draft resolution, along with any additional changes requested by Council. The draft resolution will be presented again at the next Council meeting for further review.

**B. PennDOT Master Casting Agreement Resolution**

Manager Snyder explained that the PennDOT Master Casting Agreement has been discussed at several previous meetings. This resolution would authorize the Borough Manager and Council President to sign the Master Casting Agreement with PennDOT. This item is on the agenda for consideration this evening.

**C. Verizon Cable Franchise Renewal Services**

Manager Snyder stated that the Verizon cable franchise renewal agreement is included in the meeting packet and has been discussed at prior meetings. This letter would authorize the Borough Manager to sign an engagement agreement with Cohen Law Group to assist the Borough with the cable franchise renewal process with Verizon. This item is on the agenda for consideration this evening.

**D. 2026 Council Meeting Dates**

Manager Snyder stated that the August 19, 2026 Council meeting date was discussed at the previous meeting due to the Mayor and Council President being unable to attend. After some discussion, Council decided that the meeting date would remain unchanged.

**9. ACTION ITEMS:****A. Motion to Approve Resolution 2026-01 the PennDOT Master Casting Agreement and Authorize Borough Manager, Jaime E. Snyder to sign the Agreement**

Motion:

A motion was made by Councilmember Burns to Resolution 2026-01 the PennDOT Master Casting Agreement and Authorize Borough Manager, Jaime E.

Snyder to sign the Agreement. The motion was seconded by Councilmember Weiss.

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 5-0.

**B. Motion to Approve the Cohen Law Group Verizon Franchise Renewal Services Agreement and Authorize Borough Manager, Jaime E. Snyder to sign the Agreement**

Motion: A motion was made by Councilmember Ferguson to Approve the Cohen Law Group Verizon Franchise Renewal Services Agreement and Authorize Borough Manager, Jaime E. Snyder to sign the Agreement. The motion was seconded by Councilmember Burns.

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 5-0.

**10. ADJOURNMENT:**

Motion: A motion was made by Councilmember Weiss to adjourn the Workshop Meeting of February 4, 2026. The motion was seconded by Councilmember Burns and unanimously approved with a vote of 5-0. The meeting adjourned at 7:55 PM.

*Executive Session Litigation, Property and Personnel*

Respectfully Submitted,  
Kathryn Vlahos  
Assistant Manager