HATFIELD BOROUGH COUNCIL

WORKSHOP MEETING

NOVEMBER 4, 2026



RICHARD GIRARD, PRESIDENT
LARRY BURNS, VICE PRESIDENT
JASON FERGUSON, COUNCILMEMBER
SYEDA HOQUE, COUNCILMEMBER
MICHELLE WEISS, COUNCILMEMBER
MARY ANNE GIRARD, MAYOR
ERIK ALDERMAN, JUNIOR COUNCIL PERSON

JAIME E. SNYDER, BOROUGH MANAGER
CATHERINE M. HARPER, BOROUGH SOLICITOR

Borough of Hatfield

Montgomery County, Pennsylvania

BOROUGH COUNCIL
WORKSHOP MEETING
November 4, 2026
AGENDA

CALL TO ORDER / ROLL CALL

1. APPROVAL OF MEETING AGENDA:
   Motion: To Approve the Agenda of the November 4, 2026, Workshop Meeting

2. PUBLIC INPUT:
   Please rise, state your name and address and reason for addressing Council

3. ANNOUNCEMENTS:
   - Next Council Meeting November 18th Regular Meeting at 7:00PM in Council Chambers
   - 2027 Budget and Projects Meeting November 10, 2026 at 7:00PM in Council Chambers
   - Planning Commission is Scheduled to Meet on Monday, November 16, 2026, at 6:00PM in Council Chambers
   - HEROC is Scheduled to Meet Wednesday, November 18, 2026, at 8:00AM in Council Chambers
   - Liberty Bell Trail Clean-up is Scheduled for Saturday, November 14, 2026 at 9:00AM
   - The Hatfield Borough Offices will be closed on Wednesday, November 11, 2026 in Observance of the Veterans Day Holiday and Thursday and Friday November 26th and 27th in Observance of the Thanksgiving Day Holiday
   - Leaf Bag Collection Starts Monday, October 26, 2026 and will continue every Monday through December 7, 2026

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:
   - Budget, Finance, and Labor Committee Report
   - Planning, Building, and Zoning Committee Report

401 S. Main Street
P.O. Box 190
Hatfield, PA 19440

Phone:
215-855-0781

Fax:
215-855-2075

Email:
admin@
hatfieldborough.com

Website:
www.hatfieldborough.com

- Public Safety Committee Report
- Public Works & Property and Equipment Committee Report
- Utilities Committee Report
- Hatfield Economic Revitalization Outreach Committee Report
- Mayor Mary Anne Girard Report

5. REPORTS AND CORRESPONDENCE:

Monthly Investment Report
Monthly EIT / LST Report
Monthly YTD Report
Monthly Zoning Hearing Board Applications
Hatfield 250 Committee Report
MCPC Steering 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
Junior Council Person Report

6. MANAGERS REPORT:

7. NEW BUSINESS / DISCUSSION ITEMS:

A. 2027 Budget and Projects Meeting Discussion
B. 2027 Proposed Meeting Dates
C. Ordinance No. 564 Establishing a Shade Tree Commission
D. Hatfield Christmas Tree Lighting Request

8. OLD BUSINESS:

9. ACTION ITEMS:

A. Motion to Consider Advertising Ordinance No. 564 Amending Chapter 1 "Commissions and Committees" to Establish a Shade Tree Commission for a Public Hearing to be Held on November 18, 2026 at 7:00PM

B. Motion to Consider Grace Lutheran Church Request to Hold the Annual Christmas Tree Lighting at Railroad Plaza / Memorial Park

10. Motion to Approve Payment of the October 2026 Bills

11. MOTION to ADJOURN: Executive Session: Personnel, Litigation, Real Estate

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JOIN US FOR

LIBERTY BELL TRAIL CLEAN-UP

Team up with Mayor Girard for a Clean-Up Day extravaganza! Roll up your sleeves, grab a trash bag, and let's turn our community into a sparkling, greener paradise by sprucing up the trail together!

NOV 14TH

9:00 AM

ARRIVAL ADDRESS :
BOROUGH OFFICE
401 S MAIN ST

MAGIRARD@HATFIELDBOROUGH.COM
WWW.HATFIELDBOROUGH.COM

4. REPORTS FROM STANDING COMMITTEES AND MAYOR:

- 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
- Mayor Mary Anne Girard Report

5. REPORTS AND CORRESPONDENCE:

Monthly Investment Report

5. REPORTS AND CORRESPONDENCE:

Monthly EIT / LST Report

5. REPORTS AND CORRESPONDENCE:

Monthly YTD Report

5. REPORTS AND CORRESPONDENCE:

Monthly Zoning Hearing Board Applications

5. REPORTS AND CORRESPONDENCE:

Hatfield 250 Committee Report

5. REPORTS AND CORRESPONDENCE:

MCPC Steering Committee Report

5. REPORTS AND CORRESPONDENCE:

Police Department Report

5. REPORTS AND CORRESPONDENCE:

Fire Department Report

5. REPORTS AND CORRESPONDENCE:

EMS Report

5. REPORTS AND CORRESPONDENCE:

Public Works Department Report

5. REPORTS AND CORRESPONDENCE:

Engineering Report

5. REPORTS AND CORRESPONDENCE:

Zoning Officer, Building Code, Property Maintenance Report

5. REPORTS AND CORRESPONDENCE:

Fire Marshal / Fire Safety Inspection Report

5. REPORTS AND CORRESPONDENCE:

Junior Council Person Report

6. MANAGERS REPORT:

Borough of Hatfield
Montgomery County, Pennsylvania

MANAGER'S REPORT
General Report and Projects Update

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

A. Bennetts Court Land Development
- Paving & Final Improvements
- Escrow Release No. 1 Sitework Approved

B. 43 Roosevelt Land Development
- Recorded Plans
- Starting Construction – Early September
- Escrow Release No. 1 Sitework Approved
- Escrow Release No. 1 Electric Under Review
- U& O Issued
- Escrow Release No. 2 Final Sitework Approved
- Escrow Release No. 2 Final Electric 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
- Funding Received
- Meeting with HT & HB
- Working on LD Plan Submission
- LD: Planning Commission 8/17 Council 8/19
- **ZHB Extension Approval**

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
- Escrow Release No. 1 Site Work Approved

2. **Utility Billing Update:**
- Staff continues to monitor Electric & Sewer Past Due accounts. **Staff will continue to monitor delinquencies.**
- 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.

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- 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.
- **ACH payments are available through Doxo**

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 work dates
      - Bid Opening Award 8/20/25
      - Waiting on Signed Contract Documents
      - Pre-Con Meeting Held 10/29/2025
      - Construction Started in November
      - Payment No. 1 Approved 2/18/26
      - Payment No. 2 Contingent 8/19/26
      - Final Inspection Scheduled / Working on Grant Docs.

   C. Stormwater Feasibility Study Grant with HT (Local Share Funds)
      - Met with Hatfield Township in April
      - Public Survey for Stormwater to be Released

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 Summer 2026 with Hatfield Township
      - Progress Report Submitted

5. **2026 Project Updates:**
   A. 2026 Curb Ramp and ADA Project
      - Survey's Taking Place
      - Working on Bid Package

   B. 2026 Union Street Storm Sewer Project: completed

6. **PMEA Update:**

7. **Items of Interest:**
   A. MCBA Holiday Dinner Invitation

Respectfully Submitted,
Jaime E. Snyder, Borough Manager
November 4, 2026

MONTGOMERY COUNTY BOROUGHS ASSOCIATION HOLIDAY DINNER MEETING

Hosted by the Boroughs of Lansdale and North Wales

The William Penn Inn

Gwynedd, PA

December 3, 2026

Cocktail Hour: 6:00 PM

Dinner: 7:00 PM

Registration & Payments

- **Cost:** $30 per attendee
- **RSVP:** Kindly respond on or before November 16, 2026, to smaile@lansdale.gov
- **Remittance:** Please make checks payable to Lansdale Borough, Attn: Stacie Maile, One Vine Street, Lansdale, PA 19446

7. NEW BUSINESS / DISCUSSION ITEMS:

A. 2027 Budget and Projects Meeting Discussion

DRAFT

AGENDA

Welcome and Introductions Mayor Girard

2026 Financial Overview

Revenues vs. Expenses YTD

2026 & 2027 Projects Overview

ADA Curb Ramp Replacement Project
Utility Pole Replacement Project
Sanitary Sewer Replacement Project – Cherry, Union, Diamond Streets
Park Updates

2027 Draft Budget Presentation

Expenses

Electric Power Purchases
Police Services
Hatfield Aquatic Center
Capital Construction
Benefits
Debt Services
Miscellaneous

Revenues

Tax Millage
EIT / LST
Misc.

Future Meeting Dates & Questions

Q&A: use Zoom feature email admin@hatfieldborough.com text 267-421-4753

7. NEW BUSINESS / DISCUSSION ITEMS:

B. 2027 Proposed Meeting Dates

BC MTG PC MTG

2027

Townhall/ Strategic Planning/ Budget Presentation

January

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

February

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

March

S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

April

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

May

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

June

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

July

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

September

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

October

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

November

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

December

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

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PUBLIC NOTICE

The Borough of Hatfield Council will hold its meetings for the year 2027 on the following dates:
WORKSHOP / REGULAR MEETING. Meetings begin at 7:00 PM

Borough Council Dates:
January 6, 2027 at 6:00PM
January 20, 2027
February 3, 2027
February 17, 2027
March 3, 2027
March 17, 2027
April 7, 2027
April 21, 2027
May 5, 2027
May 12, 2027 Town Hall Meeting
May 19, 2027
June 16, 2027
July 21, 2027
August 18, 2027
September 1, 2027 at 6:00 PM Strategic Planning Meeting
September 15, 2027
October 6, 2027
October 20, 2027
November 3, 2027
November 10, 2027 Budget Presentation Meeting
November 17, 2027
December 1, 2027
December 15, 2027

The Borough of Hatfield Planning Commission will hold its meetings for the year 2027 on the following dates. Meetings begin at 6:00 PM

Planning Commission Dates:
January 25, 2027
February 22, 2027
March 22, 2027
April 26, 2027
May 24, 2027
June 28, 2027
July 26, 2027
August 23, 2027
September 27, 2027
October 25, 2027
November 15, 2027
December 13, 2027

7. NEW BUSINESS / DISCUSSION ITEMS:

C. Ordinance No. 564 Establishing a Shade Tree Commission

DRAFT

THE BOROUGH OF HATFIELD MONTGOMERY COUNTY, PA
ORDINANCE NO. 564

AN ORDINANCE OF THE BOROUGH OF HATFIELD, MONTGOMERY COUNTY, PENNSYLVANIA, AMENDING CHAPTER 1 "ADMINISTRATION AND GOVERNMENT" PART 4 "COMMISSIONS AND COMMITTEES" OF THE CODE OF ORDINANCES OF THE BOROUGH OF HATFIELD, MONTGOMERY COUNTY, PENNSYLVANIA

WHEREAS, the Borough of Hatfield, Montgomery County, Pennsylvania (hereinafter "Borough") is a municipality organized and existing under the laws of the Commonwealth of Pennsylvania; and

WHEREAS, the Borough has enacted a Code of Ordinances pursuant to its statutory authority in the Pennsylvania Borough Code; and

WHEREAS, it is the intent of this ordinance to provide further regulations to encourage compliance with those local ordinances by creating a commission to promote the beautification of public spaces and encourage good planting and landscaping of private spaces in the Borough of Hatfield; and

WHEREAS, it is within the Borough of Hatfield's power to create such a commission through Pa. 53 P.S. §10201.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Borough Council of Hatfield Borough, Montgomery County, Pennsylvania, to amend and restate portions of its existing Code of Ordinances as follows:

CHAPTER 1 ADMINISTRATION AND GOVERNMENT, PART 4 COMMISSIONS AND COMMITTEES

SECTION 1. Chapter 1 of the Borough Code of Ordinances, "Administration and Government," Part 4, "Commissions and Committees" §1-421, §1-422, §1-423, §1-424, §1-425, §1-426, and §1-427 shall be added to read as follows:

§1-421. Borough of Hatfield Shade Tree Commission Established.

A commission to be known as the Borough of Hatfield Shade Tree Commission is hereby established.

§1-422. Purpose

The purpose of the Shade Tree Commission is to promote the beautification of public spaces and encourage good planting and landscaping of private spaces in the Borough of Hatfield. In addition, the Commission will strive to:

(1) Develop a shade tree planting plan that meets the tree planting requirements of the Montgomery County Open Space Preservation Program.

(2) Provide a source of expertise available to residents for private planting and landscaping activities and that assists the Borough in its review of proposed land developments.

(3) Encourage public/private partnerships in tree planting and similar Borough beautification activities.

(4) Encourage special planting programs, such as a Tree City designation by the National Arbor Association or designating and official tree of the Borough of Hatfield or any other programs as deemed beneficial for and to the Borough of Hatfield.

(5) Encourage volunteerism among interested citizens.

§1-423. Membership

1. The Tree Commission shall be composed of five (5) citizen representatives selected at large and two (2) council members. Members of the Tree Commission shall serve without compensation.

2. The Borough of Hatfield Shade Tree Commission shall elect its own Chairman and Vice-Chairman to serve for a period of one year or until successors are appointed.

§1-424. Appointment of Members; Terms; Vacancies.

1. The five (5) members appointed at large shall be appointed for an initial term of one (1) member for one (1) year, one (1) member for two (2) years, one (1) member for three (3) years, one member for four (4) years, and one (1) member for five (5) years, and after the initial appointment term a five (5) year term for each reappointed member will follow thereafter. The two (2) council members shall be appointed for an initial term of one (1) member for one (1) year and one (1) member for two (2) years. All initial terms shall commence from the date of appointment and shall continue until December 31 of the year the term expires.

2. On the expiration of the term of any member, a successor shall commence from the date of appointment and shall serve until a successor is appointed. On the expiration of the term of any member, a successor shall be appointed by the Borough Council of Hatfield Borough to serve for a term of five (5) years.

3. Vacancies in the office of Shade Tree Commission shall be filled by the Borough Council for the unexpired term.

§1-425. Powers.

1. The Tree Commission shall have supervision over all trees planted or growing within the lines of all public streets and highways and in the open space areas owned by the Borough Council of Hatfield Borough.

2. The Tree Commission shall advise the Borough Council of Hatfield Borough on any subdivision or land development proposals that include the planting of street trees.

3. The Tree Commission shall have the right, upon program approval of the Borough Council of Hatfield Borough, to make recommendations to the Borough Council to trim, spray, preserve and plant such trees as may be necessary to beautify an area which is in an unsafe condition or which by reason of its nature is injurious to sewers or electric infrastructure or other public improvements or is infected with any injurious fungus, insect, or other pest.

4. If the Tree Commission determines that it is necessary to obtain the assistance of persons especially qualified by reason of training or experience in tree planting, preservation, or landscaping, in order to perform its duties, the Tree Commission shall recommend to the Borough Council to direct Borough personnel to perform such tasks or to contract with other persons to perform such tasks. The employees or contractors shall be under the direction and control of the Borough Manager.

§1-426. Budget.

The Tree Commission, at such times as directed by the Borough Council of Hatfield Borough, shall annually submit for approval to the Borough Council a proposed budget for the ensuing year, setting forth all proposed expenditures and salaries for its annual tree planting and maintenance events. The Tree Commission shall not in any manner obligate the Borough of Hatfield for the payment of any municipal funds until the same is appropriated and payment is authorized and approved by the Borough Council of Hatfield Borough. Funds appropriated by the Borough Council and budgeted to the Tree Commission shall be disbursed after the authorization and approval by the Borough Council by the fiscal disbursing officer of the Borough, upon vouchers issued by the Tree Commission and within the budget appropriation made. Funds received by the Tree Commission from sources other than budget appropriations shall be deposited by the Borough to the credit of and for such Borough and shall be disbursed as the above budget funds are disbursed, except that funds received by gift, bequest or otherwise shall be disbursed in accordance with the terms of such gift or bequest per the terms of the acceptance thereof.

§1-427. Meetings.

The Shade Tree Commission shall meet at least quarterly at such times and on such dates as the Commission may establish. One (1) joint meeting with the Borough of Hatfield Economic Revitalization Outreach Committee and Borough Planning Commission shall be held each calendar year for the purpose of discussing and coordinating program activities. All meetings shall be public meetings held in the Borough building. Meetings shall be advertised in conformity with the laws and regulations of the Commonwealth of Pennsylvania.

SECTION 3. Severability. In the event that any section, sentence, clause, phrase or word of this Ordinance shall be declared illegal, invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not prevent, preclude, or otherwise foreclose enforcement of any of the remaining portions of this Ordinance.

SECTION 4. Repealer. All ordinances or parts of ordinances inconsistent herewith are in conflict with any of the specific terms enacted hereby to the extent of said inconsistencies or conflicts, are hereby repealed.

SECTION 5. This Ordinance shall take effect as provided by law.

ORDAINED and ENACTED this _____ day of _____, 2026, by the Borough Council of Hatfield Borough with _____ voting "aye" and _____ voting "nay."

Attest: HATFIELD BOROUGH

_____ By: _____

Jaime E. Snyder, *Secretary* Richard Girard, *Council President*

7. NEW BUSINESS / DISCUSSION ITEMS:

D. Hatfield Christmas Tree Lighting Request

Jaime Snyder

From: [redacted]
Sent: Thursday, October 29, 2026 5:08 AM
To: Jaime Snyder
Subject: Use of Memorial Park on 5 December 2026 (Christmas Tree Lighting)

Ms. Kaler,

Good morning. This e-mail is in regard to the annual Christmas Tree lighting ceremony to be held on 5 December 2026. Grace Lutheran Church will be conducting its annual Christmas gathering at the church for the children. As part of this celebration, we are asking the borough for permission to utilize Memorial Park for the Christmas Tree lighting ceremony, we will need the use of the park from 4:00 PM to 8:00 pm on this day. If you have any questions, please contact me. Thank you for your help with this matter.

V/R
David Kunkel
[redacted]

8. OLD BUSINESS:

9. ACTION ITEMS:

A. Motion to Consider Advertising Ordinance No. 564 Amending Chapter 1 "Commissions and Committees" to Establish a Shade Tree Commission for a Public Hearing to be Held on November 18, 2026 at 7:00PM

9. ACTION ITEMS:

B. Motion to Consider Grace Lutheran Church Request to Hold the Annual Christmas Tree Lighting at Railroad Plaza / Memorial Park

10. Motion to Approve Payment of the October 2026 Bills

11. MOTION to ADJOURN:
Executive Session:

Personnel, Litigation, Real Estate