



HATFIELD TOWNSHIP BOARD OF COMMISSIONERS WORKSHOP MEETING AGENDA

March 11, 2020

7:30 PM

I. CALL TO ORDER

II. ROLL CALL

- COMMISSIONER PRESIDENT ZIPFEL
- COMMISSIONER VICE PRESIDENT RODGERS
- COMMISSIONER ANDRIS
- COMMISSIONER LEES
- COMMISSIONER ZIMMERMAN

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. CITIZENS' COMMENTS – AGENDA ITEMS ONLY

*Attention: Board of Commissioner Meetings are Video Recorded
All comments made at the podium. Please state your name and address for the record.
Comments are guided by Resolution #10-10.*

VI. CONSENT ITEMS

Motion to Enter into the Record

A. Police Report – February

VII. COMMITTEE REPORTS

A. Planning and Zoning Committee – Vice President Rodgers

1. Medical Office, 150 Bethlehem Pike Land Development Application
Resolution #
Motion for Approval
2. Little Round Industries, 2800 Richmond Road Land Development
3. Select Properties, Fox Meadow Drive Land Development

B. Public Works Committee – Commissioner Lees

1. Paving Bid Award – April Workshop Meeting
2. Fuel Bid Award – March Regular Meeting

C. Parks and Recreation Committee – Commissioner Andris

1. Liberty Bell Trail Grant Application
Resolution #20-05
Motion for Approval
2. Census 2020 Day – April 1, 2020 and March 18th Township Event
Resolution #20-06
Motion for Approval

D. Public Safety Committee –President Zipfel

E. Finance Committee – Commissioner Andris

VIII. TOWNSHIP STAFF REPORTS

A. Township Manager’s Report

1. PECO Invoice – Utility Relocation for Cowpath/Orvilla Project
2. HTMA Budget – Approval at Regular Meeting (No rate increase)
3. Pension Amendments

IX. SOLICITOR’S REPORT

X. CITIZENS’ COMMENTS

*Attention: Board of Commissioner Meetings are Video Recorded
All comments made at the podium. Please state your name and address for the record.
Comments are guided by Resolution #10-10.*

IX. ADJOURNMENT



Hatfield Township Police Activity Report

The timeframe for this report is 2/01/20 – 2/29/20

(2387) Incidents were handled by Officers

(170) Selective Enforcements were conducted

(17) Non -Traffic** arrests were made

(323) Traffic Citations were issued

(29) Parking Tickets were issued

(185) Traffic Courtesy/ Warnings Notices were issued

(482) Night Eyes/ Business checks/Directed Patrols were conducted

(21) Criminal* Arrests were made

(4) DUI

(4) DUI's w/Accident

(21) Thefts were reported

Addendum:

***Criminal Arrests involved the following charges:** Aggravated Assault, DUI, Drug Paraphernalia, Drug Possession, False ID To Law Enforcement, Forgery, Harassment, Intimidating Victim, Receiving Stolen Property, Retail Theft, Simple Assault, Stalking, PFA Violation Possessing Instrument Of Crime, Terroristic Threats, Theft By Deception, Theft Of Leased Property, Warrant Arrest.

**** Non-Criminal arrests were made for:** Control Of Alarm Devices, Harassment, Nailing Hard Object To Utility Pole, Retail Theft, Public Drunkenness, Purchase Of Alcohol By A Minor



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October 25, 2019

Ref: #3613

Hatfield Township
1950 School Road
Hatfield, PA 19440

Attention: Aaron J. Bibro, Township Manager

Reference: Proposed Medical Office (Sukhkarta Realty LLC)
150 Bethlehem Pike
Commercial Land Development
Project #P19-17

Dear Aaron:

CKS Engineers, Inc. has completed our review of the above-referenced land development plan. This submission, prepared by ProTract Engineering, Inc., consists of a seven (7) sheet plan dated July 22, 2019, last revised September 30, 2019.

The applicant proposes to redevelop an approximately 0.41-acre parcel. located on the west side of Bethlehem Pike (SR 309) in the C-Commercial Zoning District. The site currently contains a vacant building with small driveway/parking area and no stormwater management facilities. The plan proposes an 883 SF building addition, renovation of the existing building as well as removal of the existing driveway. A new driveway is proposed, as well as an 11-stall parking lot and stormwater management facility. The building will be served by public water and sanitary sewer.

We have reviewed the documents for compliance with applicable Zoning, Subdivision and Land Development, and Stormwater Management Ordinance requirements and have the following comments:

1. The plan indicates the following requests for waivers from various requirements of the Subdivision and Land Development Ordinance. We note that these items are also included in the August 5, 2019 correspondence from ProTract Engineering, Inc.:
 - a. From Sections 250-29.G.2, 250-40.M, requiring access to parking areas on commercial and industrial and nonresidential sites to be a minimum of 200 feet apart. The applicant proposes to remove the existing driveway and install a new driveway on the southern portion of the site frontage. While this is an improvement to the current condition, the distance from the proposed driveway does not provide the required 200 ft. separation distance.
 - b. From Section 250-38.A.5, requiring a 40 foot buffer and 10 foot barrier buffer against the residential use to the rear of the property. The applicant requests a reduction of the buffer widths to a total of approximately 20 feet, and to get credit for the privacy fence on the adjacent property. We do not support the request as it relates to the privacy fence on the adjacent property, as the applicant has no control over the conditions on another property. We recommend that the plan and waiver request be revised.

- c. From Section 250-40.D, to permit encroachment within the required 15-foot setback from a building to a parking space. The proposed parking stall is approximately four feet from the proposed building addition.
- d. From Section 250-44.I, requiring commercial refuse collection stations to be screened from view. The applicant has stated that trash collection will be via curbside pickup.
- e. From Section 250-31, requiring sidewalk along the frontage of the subject property. We remind the applicant that the Board has been consistent in requiring sidewalk to be installed along the Bethlehem Pike corridor.
- f. From Section 250-67.D.2, requiring the plans to show all existing features within 100 feet of the subject property. We take no exception to this request conditioned on information being provided as necessary to support the proposed design.
- g. From Section 242-19.A.4, requiring proposed grading to not encroach within five feet of the property boundary. The proposed grading is within five feet of the property boundary to the north and south. The plan has been revised to indicate retaining walls that will minimize potentially adverse conditions.

We note that the plan identifies these waivers, however the plan should be revised to adjust the ordinance sections as indicated above.


- 2. The plan has been revised to provide the dimensional information necessary for the driveway width and curb radii. However, we note that a two-way driveway requires a width of 24 feet, the driveway as proposed has a width of 20.5 feet between the access and the parking lot. Due to site constraints, it is not possible to provide the full 24 foot width for the entire length of the driveway. A waiver is required. (250-29.F.6, 250-40.E, 250-67.E)
- 3. We have the following comments regarding the landscape plan:
 - a. The plan has been revised to indicate different plantings. Based on the information provided, the design, not including the buffer requirements, is deficient 1 deciduous tree and 1 evergreen tree. (250-38.C.2)
 - b. As noted above, the plan includes a request for a waiver of the buffer requirements, in part to permit an existing fence on the adjacent property to be credited as a visual buffer. The initial buffer plantings shall contain, at a minimum, the equivalent of three (2 1/2 inch dbh minimum) shade trees, five (six to eight feet height minimum) evergreen trees and 10 (24 inches height minimum) shrubs per 100 lineal feet of property boundary for every 20 feet of buffer width, along with complete all-season ground cover to prevent soil erosion. The 10 foot barrier buffer shall contain, at a minimum, the equivalent of three shade trees, five evergreen trees and 10 shrubs per 100 lineal feet of property boundary along with complete all-season ground cover to prevent soil erosion. We recommend the plan be revised to indicate the appropriate number of required plantings as well as the deficiencies. Should a fence on the subject property be desired by the applicant, we recommend that the applicant's engineer and landscape architect coordinate the fence type and height as well as the plantings with the Township staff. (250-38.A)

- c. The landscaping plans are required to be prepared by a Registered Landscape Architect, or a waiver should be requested. (250-38.C.2)
4. The plan proposes an underground stormwater detention facility to address the requirements of the Stormwater Management Ordinance. We have the following comments regarding the grading, erosion control and stormwater management design:
 - a. The plan indicates an increase in impervious surface of approximately 4,677 SF of new impervious surface. The applicant proposes an underground seepage bed to address the volume control requirements. We take no exception to the design. (242-12, 242-14)
 - b. The plan should be revised to include a detail of the proposed retaining walls as well as a note stating that shop drawings, sealed by an engineer registered in the Commonwealth of Pennsylvania, shall be submitted for review by the Township prior to construction. (250-27)
 - c. Operation, maintenance and inspection information for the stormwater management facility must be provided on the record plan. The plan contains a note titled "Maintenance of Stormwater Facilities", however the notes that follow do not describe actual maintenance of the system, i.e. checking the inlet box after heavy rainfall events, etc. The plan should be revised. (242-18.A.3.b, 250-68.D.6.e.4)
 - d. The construction sequence on sheet 4 does not appear to be site specific and should be revised accordingly. For instance, it references the installation of two detention basins. (242-18.B)
 - e. Upon approval of the plan, an Operations and Maintenance Agreement for the Stormwater Management facility will be required. (242-31)
5. A Traffic Impact Fee is required. We recommend the applicant's engineer coordinate traffic counts with the Township Traffic Engineer. (250-87)
6. Approval of the proposed sanitary sewer service by the Hatfield Township Municipal Authority is required, including Sewage Facilities Planning Module Approval or waiver from PA DEP. Additionally, an executed Service Agreement with Hatfield Township Municipal Authority should be submitted. (250-34.A.3)
7. Approval of the proposed water system, as well as an executed Water Service Agreement from North Penn Water Authority, is required. (250.35)
8. A PennDOT Highway Occupancy Permit will be needed for the change in use, the revised entrance within the PennDOT right of way of Bethlehem Pike. We recommend that at a minimum, the Township Traffic Engineer be included in any future meetings/discussions regarding the access design. (250-29.G)
9. We have the following drafting and engineering detail comments:
 - a. We recommend that the Record Plan(s) be provided to the Township Solicitor for review. (250-68)

- b. The plan indicates an "Existing Hedge" along the northern property boundary. Field observation reveals that this is not a hedge, rather is a fairly mature stand of evergreens. The plan should more clearly identify which of these trees is to be removed as a result of the installation of improvements. As shown, the trees encroach onto the subject property, however we wish to avoid confrontations during construction, and recommend that prior to construction, the property line be survey located, and the adjacent property owner be apprised of the situation.
10. The application has been submitted for consideration as a Preliminary/Final plan. We recommend that an additional waiver request be added to the plan in order to consider the application as such. (Section 250-10.A.(1))
11. The plans should be reviewed and approved by the following agencies:
 - a. Pennsylvania Department of Transportation
 - b. Montgomery County Planning Commission
 - c. Hatfield Township Shade Tree Commission
 - d. Hatfield Township Fire Marshal
 - e. Hatfield Township Municipal Sewer Authority
 - f. North Penn Water Authority
 - g. Hatfield Township Landscape Architect
 - h. Hatfield Township Traffic Engineer

We recommend that the plans be revised to address the above comments to the satisfaction of the Township. Should you have any questions, please feel free to contact me.

Very truly yours,
CKS ENGINEERS, INC.
Township Engineers



Bryan McAdam, P.E.

BMc/paf

cc: Ken Amey, Township Planner/Zoning Officer
Christen Pionzio, Esq., Township Solicitor
Catherine Basill, Administrative Asst., Code Enforcement Dept.
Anton Kuhner, McMahon Associates
Kim Flanders, McCloskey & Faber
Sukhkarta Realty, LLC, Applicant
Nick Rose, ProTract Engineering, Inc.
File



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October 17, 2019
Ref. #3595

Hatfield Township
1950 School Road
Hatfield, PA 19440

Attention: Aaron J. Bibro, Township Manager

Reference: Little Round Industries (2800 Richmond Road)
Proposed Land Development
Project #P18-04

Dear Aaron:

We have reviewed the Land Development Plan submission for the above-referenced project, plans consisting of twenty-one (21) sheets, dated August 20, 2018, last revised July 11, 2019, as prepared by Cowan Associates, Inc.

The applicant proposes to construct a 27,232 SF building addition, to be used for manufacturing and warehousing, as well as parking areas, and a new driveway access to Richmond Road. The improvements also include the installation of stormwater management facilities. The 3.6976-acre site has frontage on Richmond Road in the LI – Light Industrial Zoning District.

We have reviewed the documents for compliance with applicable Zoning, Subdivision and Land Development, and Stormwater Management Ordinance requirements and have the following comments:

1. The plan proposes to continue the existing metal fabrication business, with minimal increase in employees. As presented, we find no zoning concerns.
2. The following waivers are requested from the Subdivision and Land Development and Stormwater Management Ordinance requirements:
 - a. Section 250-31.A and 250-51 – requiring sidewalk along street frontages. We take no exception to this request and remind the applicant that a fee in lieu of sidewalk has been requested by the Board in recent applications.
 - b. Section 250-38.E – requiring tree replacement for existing trees eight inches and greater in diameter that are removed during installation of the proposed improvements. The plan should be revised to indicate how many trees are to be removed. The plan has been revised to indicate those trees which are 8 inches and greater. It appears that 105 deciduous trees and 14 evergreen trees will be removed.

- c. Section 250-49.D.2 – requiring street lights. This requirement typically applies to streetlights at street intersections. We take no exception to the request but defer to the Township emergency services personnel in the event that a fixture should be necessary for public safety.
- d. Section 242-18.B.2.G and 250-53.C – requiring all stormwater pipe to be a minimum diameter of 18” and be constructed from reinforced concrete pipe. We note that the pipes proposed in Richmond Road, as well as most of the conveyance pipes, are reinforced concrete material. The waiver applies to the onsite piping systems; some are small, i.e. 4 inch diameter PVC, for roof drains or the water quality devices. We take no exception to the use of PVC and/or HDPE for the internal stormwater systems. We take no exception to diameter less than 18” for specific aspects of the design but recommend that the 18” minimum be provided where possible.
- e. Sections 250-67.D.2, 250-6.D.2 & 250-72.C.2 – requiring existing features within 100 feet of the property boundary to be shown on the plan. We take no exception to this request.
- f. Section 242-18.B.8.n – requiring detention basin embankments to be no steeper than 4H:1V. The plan proposes 3H:1V side slopes for the basin, which will be privately owned and maintained. We take no exception to this request.
- g. Section 242-18.B.8.o – requiring the minimum slope for the detention basin to be 2%. The plan proposes a 1% slope for the basin bottom in order to increase the water quality component. We take no exception to this request.
- h. Section 242-18.B.8.z – requiring an access easement to the detention basin as well as a stabilized access drive. We recommend that a blanket easement be granted to the Township for access to the site to perform inspection and if necessary, maintenance of the stormwater management facilities. Due to the proximity of the basin to the proposed parking area west of the building addition, we take no exception to the waiver request.
- i. Section 242-18.B.8.dd – requiring the invert of pipes discharging into detention basins be a minimum of six inches above the basin bottom elevation. Due to the minimal vertical change across this relatively small site, we take no exception to this waiver request.
- j. Section 242-14.A – requiring volume controls for the increase in runoff. The site soils do not provide any infiltration capability; therefore, the stormwater management system is designed to provide extended detention for the two-year storm event via the underground storage systems. This method (extended detention) is currently accepted by the Montgomery County Conservation District for sites with zero infiltration. We note that every effort has been made to comply and additional measures have been provided to improve stormwater quality for runoff that leaves the site. We take no exception to the waiver request.

An updated waiver letter request should be provided, as the waivers requested have changed since the initial submission (for instance, some are no longer needed). In addition, the waivers as noted above should be listed on the plan. We note that some of the ordinance sections indicated on the plan are slightly different.

Finally, the landscaping waivers noted below and on the landscape plan must also be included in the updated correspondence and on the Record Plan. The official waiver request letter and waiver list on the plan must be consistent.

3. We have the following comments regarding the proposed landscaping. These items, as well as any comments from the Township Landscape Architect, should be addressed on a revised plan. We have the following conceptual observations:
 - a. The street tree requirement should be based on the average spacing of 45 ft. The Landscape Information Plan (Sheet SP-4A) suggests that a waiver is requested. We note that the plan proposes 6 street trees, whereas 10 are required. (250-38.B)
 - b. As noted above, the plan should be revised to address the number of trees to be removed (in the tabulation on Sheet SP-4A. (250-38.F)
 - c. The Landscape Information Plan indicates a request for a waiver of the parking lot landscaping requirements; however, the tabulation indicates 2 trees required and 2 proposed. This should be clarified. (250.40.Q)
 - d. The detention basin landscaping minimum shade tree total on sheet SP-4 is not consistent with the calculation on sheet SP-4A. The plan should be revised to meet the minimum requirement of 10 shade trees as calculated.
 - e. The Township Landscape Architect should be consulted regarding the tabulation and selection of the various species chosen for compliance with the landscaping requirements.
4. A Transportation Impact Fee may be required. The applicant should provide sufficient traffic/trip information to determine the respective fees. (250-93.B)
5. The response letter from Cowan Associates indicates that the sanitary sewer service will be addressed internally via the existing sewer lateral, and that the HTMA has verified the purchase of the necessary EDUs. We request that the correspondence confirming same be provided for the Township files. (250-67.C.4, 250-34.A.3)
6. The plan has been revised to indicate a water line extension along Richmond Road. The design will need to be reviewed and approved by the North Penn Water Authority. We recommend that the Township be provided with all approval correspondence and a copy of the service agreement. (250-35)

7. Approval is required from the Montgomery County Conservation District, as well as PA DEP, for construction activities. (242-19.B.1)
8. We have the following comments regarding the grading, erosion control and stormwater management design:
 - a. The applicant proposes two underground stormwater storage facilities as well as a new above ground detention basin. The site also has an existing pond that will remain in use. The various facilities will adequately address the respective release rate and volume control requirements of the Stormwater Management Ordinance upon clarification of some drafting and engineering details as noted below. (242-21.B.5)
 - b. We request that Note 26 on Sheet SP-1 include a reference to the O&M procedures on Sheet SP-12. (242-21.B.2.h)
 - c. An Operations and Maintenance Agreement for the stormwater management facilities is required. (242-31)
9. The following drafting/engineering items should be addressed:
 - a. There is a stray dashed line indicated within the existing building on sheet SP-1 of 21 that should be removed.
 - b. The existing and proposed lot width at the building setback line, identified as 512.18 feet does not appear to be correct and should be revised. There is no concern with compliance, however, the dimension should be checked and revised accordingly.
 - c. The proposed maximum impervious coverage percentage listed in the zoning information table on Sheet SP1 for the appears to be incorrect; it appears that the figure should be 52.34%.
 - d. The plans contain two OS-1 outlet structure/berm section details, on sheets SP-13 and SP-18. We recommend that one of the details be removed.

In addition, we request that a more specific detail of OS-1 be provided to more clearly identify the respective orifices, weirs, etc.
10. Ultimately, we will require a construction cost estimate for use with the Development Agreement, however this estimate should not be prepared until the approvals have been obtained. (250-61)
11. The plan appropriately contains a note stating that the area between the legal right of way of Penn Street and the Ultimate Right of Way is offered for dedication. Prior to recording, a legal description of this area should be provided for review by the Township. (250-29.B.4)

12. The plan has been submitted for Preliminary/Final approval. We recommend that a waiver be requested to process the plan in this manner. (250-10.A.1)
13. The plan should be submitted to the Township Solicitor for review of the recording certifications.
14. The plans should be submitted to the following entities for review and approval:
 - a. Township Traffic Engineer
 - b. Montgomery County Conservation District
 - c. Montgomery County Planning Commission
 - d. Hatfield Township Fire Marshal
 - e. Hatfield Township Shade Tree Commission
 - f. North Penn Water Authority
 - g. Hatfield Township Municipal Authority
 - h. Township Landscape Architect

We recommend the plan be revised and resubmitted. Should you have any questions, please feel free to contact me.

Very truly yours,
CKS ENGINEERS, INC.
Township Engineers



Bryan McAdam, P.E.

BMc/paf

cc: Ken Amey, Township Planner/Zoning Officer
Catherine Basillii, Administrative Asst., Code Enforcement Dept.
Christen Pionzio, Esq., Township Solicitor
Anton Kuhner, McMahon Associates
Kim Flanders, McCloskey & Faber
Richard F. Burke, Applicant
Scott McMackin, Cowan Associates, Inc.
File



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January 20, 2020
Ref: #3608

Hatfield Township
1950 School Road
Hatfield, PA 19440

Attention: Aaron J. Bibro, Township Manager

Reference: Fox Meadow Drive – 6 Unit Townhouse - Subdivision
Select Properties
(Hatfield Township Project #P19-13)

Dear Mr. Bibro:

CKS Engineers, Inc. has completed our review of the above-referenced land development plan. The applicant proposes to construct a six unit townhouse building on the north side of Fox Meadow Drive, adjacent to the Firefox Development. The parcel is zoned LI and was formerly owned by the North Penn Water Authority and will be subdivided to create six lots and several small open space areas. The site will be accessed via a new access drive onto Fox Meadow Drive and served by a 3 stall parking lot, stormwater management facilities, public water and sanitary sewer. The submission consists of a seven-sheet set of plans, titled "Preliminary Subdivision Plans of a Six-Unit Townhouse Development", dated May 30, 2019, last revised December 3, 2019, a Post Construction Stormwater Management Narrative, dated May 30, 2019, and an Erosion and Sediment Control Narrative, dated May 30, 2019 last revised December 3, 2019, as well as an "Overall Land Development Record Plan, dated March 30, 2006, last revised December 27, 2019, each prepared by STA Engineering, Inc.

We have reviewed the documents for compliance with applicable Zoning, Subdivision and Land Development, and Stormwater Management Ordinance requirements, and have the following comments:

1. The applicant proposes to consolidate the former North Penn Water Authority parcel with the adjacent development, also owned by the applicant. This consolidation is graphically represented on the Overall Land Development Record plan. We have the following comments regarding the consolidation and the Overall Land Development Record plan:
 - a. The plan identifies the NPWA parcel as "Phase 3", and contains a note stating that "Only phase 3 is being recorded at this time. Phases 1 & 2 were recorded previously." Although we take no exception to the proposal in concept, we recommend that the previous approvals and development agreements be reviewed and revised to the satisfaction of the Township. (250-24, 250-61, 250-67.A.7, 250-68.A.7)
 - b. The Overall Land Development Record plan should be revised to include a statement indicating the intention and purpose of the plan, i.e. This plan proposes consolidation of the former NPWA parcel with the previously approved Firefox Subdivision and is intended to become Phase 3 of the overall subdivision and land development, or similar note to the satisfaction of the Township. (250-28, 250-65, 250-70)

- c. The Overall Land Development Record plan appropriately contains the respective waivers, variances, etc. as they applied to the original subdivision. However, this proposal will contain additional waivers that apply only to the improvements on the former NPWA parcel. The Overall Land Development Record plan should be revised to reference the various zoning and subdivision ordinance relief as identified on Record Plan sheet 2. (It does not appear that there would be sufficient area on the plan to contain the variance and waiver information from the Phase 3 proposal on the Overall Land Development Record plan.)
 - d. The application has been submitted for consideration as a Preliminary/Final plan. We recommend that an additional waiver request be added to the plan in order to consider the application as such. (250-10.A.1, 250-67.A.7)
 - e. The parcel areas are inconsistent with the areas from the original Firefox Subdivision. For instance, the total tract area (Hatfield portion) from the original plan is 15.8486 ac.; the Overall Land Development Record Plan indicates an area of 16.8868 ac. (prior to consolidation). This discrepancy should be addressed, as well as the respective building and impervious area coverages, etc. (250-68.C.5)
 - f. The former NPWA parcel is contained entirely within Hatfield Township, however the proposed access is in Montgomery Township. It may be advisable to verify that Montgomery Township is in favor of the current proposal.
 - g. As submitted, the plan sheet numbering is inconsistent. The sheet numbering should begin at 1 with the Overall Land Development Record Plan and continue consecutively. The full set would contain 8 sheets.
2. The applicant applied for, and received, a series of variances from the Zoning Hearing Board. Because the property is zoned Light Industrial, townhouse is not a permitted use. The relief granted permits the use as well as a relief for a series of dimensional requirements, i.e. lot size, yard setbacks and building separation. The parcel is an island surrounded by the TH – Townhouse Zoning District. During testimony, the applicant stated that the parcel would be developed in accordance with the requirements of the TH district except for the respective relief granted. The relief granted is accurately noted on the Record Plan (Sheet 2 of 7). (282-158)
 3. As indicated in the December 3, 2019 correspondence from STA Engineering, Inc., the applicant is requesting the following waivers from the requirements of the Subdivision and Land Development Ordinance and Stormwater Management Ordinance:
 - a. Sections 250-29.B.2 and 250-40.E, requiring minimum widths for streets and driveway aisles in parking area. The plan proposes a width of 26 feet for the portion of the access drive from the street into the site. A width of 24 ft. is proposed in front of the units and the parking spaces. A width of 15 ft. is proposed from the parking area back toward the primary access drive.

The 26 foot width does not meet the minimum width required for a cul-de-sac or residential single-family street (34 ft. and 28 ft. respectively). The 15 foot width is acceptable for a one way aisle in a parking lot. The configuration is unique; however, we take no exception to the proposed widths and note that the plan set includes a truck turning plan confirming that a fire truck can safely navigate the proposed driveway configuration. We take no exception to the waiver requests.

- b. Section 250-30.B, requiring concrete curbing for parking areas and streets. The applicant proposes Belgian Block curbing. We take no exception to the request and note that the Firefox development obtained a waiver to permit the use of Belgian Block curbing.
- c. Section 250-38.E, requiring replacement in kind for all trees 8" in diameter and above. The applicant requests relief from full replacement. Seventy trees are to be removed, two will be replaced, leaving a deficiency of 68 trees.
- d. Section 250-39.B.2, requiring residential lots to front on a Township street. The proposed lots will access Fox Meadow Drive via an access easement.

In addition, the proposed easement is over property owned by the Arbors Community Association. An easement is shown on the plan, as well as a note referencing an agreement between the applicant and the parcel owner. We recommend the applicant provide the proposed easement agreement and a copy of the plan to the Township Solicitor for review. The agreement will need to be in place prior to recording of the plan. (250-39.C.6 & 250-39.B.2.C)

- e. Section 242-18.B.8.t, requiring one foot of freeboard in both the emergency spillway and below the emergency spillway within a detention basin. The design does not provide the required freeboard in the basin or within the emergency spillway. However, the facility on this parcel is a rain garden, with less than one-acre drainage area, rather than a detention basin. We take no exception to the waiver request.
- 4. The project will require a Traffic Impact Fee, in the amount of \$11,409.40, as indicated in the July 3, 2019 McMahan Associates review letter. (250-87)
 - 5. Approval of the proposed sanitary sewer system by the Montgomery Township Municipal Authority is required, including Sewage Facilities Planning Module Approval or waiver from PA DEP. Additionally, an executed Service Agreement with Montgomery Township Municipal Authority should be submitted. (250-34.A.3)
 - 6. Approval of the proposed water system, as well as an executed Water Service Agreement from North Penn Water Authority, is required. (250.35)
 - 7. The plan identifies an existing 12 inch water main extending toward the proposed units, with the necessary fittings to a new 8 inch line serving the proposed units. This configuration will require approval from the North Penn Water Authority and Hatfield Township Fire Marshal. We note that the plan indicates a fire hydrant in the curbed island near the parking spaces, and a blow off valve at the end of the 8 inch line. It may be preferable to move the fire hydrant to the end of the line and remove the blow off valve, however we defer to the previously mentioned entities for final design approval. (250-35)
 - 8. We have the following comments regarding site landscaping. We defer to the Township Landscape Architect regarding spacing, species, etc. however there are some technical aspects that we recommend be addressed:
 - a. The plan should be revised in response to the January 7, 2020 McCloskey & Faber review.

- b. The plan indicates that there are 70 existing trees to be removed, two to be replaced, resulting in 68 replacement trees required. However the January 7, 2020 review from McCloskey & Faber suggests that some of the trees could possibly be preserved. This should be addressed. (250-38.E)
9. The plan indicates a disturbed area of less than one acre. We remind the applicant that approval will be required from the Montgomery County Conservation District, as well as PA DEP, for construction activities, should the limit of disturbance exceed the amount shown on the plan. (242-19.B.1).
10. The applicant proposes one above ground bioretention basin to address the volume control requirements on this parcel. The parcel consolidation with the adjacent Firefox project allows the increase in runoff from this parcel to be accounted for by the existing detention basin. Accordingly, the revised stormwater management report includes additional calculations to support the additional runoff. We have the following comments regarding the grading, erosion control and stormwater management design:
 - a. We take no exception to the stormwater management design. The stormwater management report adequately details how the release rate, volume control and water quality requirements will be met.
 - b. An Operations and Maintenance Agreement for the stormwater management facility will be required. We note that Note 12 on Sheet 1 of 7 plan indicates that ownership and maintenance responsibilities will be by Walnut Creek at Montgomery Planned Community. As indicated above regarding prior approvals, development agreements, etc., it appears that the current Operations and Maintenance Agreement will need to be revised to incorporate this new parcel. We recommend that the applicant provide the Township Solicitor with all necessary documents for review and approval. (242-31)
11. We have the following drafting/engineering comments (250-72 unless otherwise noted):
 - a. The plan indicates various signage in the driveway and parking area. It appears that the sign designations are incorrect and should be revised to be consistent with the sign details elsewhere in the plan set.
 - b. Ultimately, we will require a construction cost estimate for use with the Development Agreement, however this estimate should not be prepared until all approvals have been obtained. (250-61)
 - c. The plan should be revised to include a cross section detail for the proposed access drive and parking stall paving. The revised plan includes a detail, however the various materials and thicknesses are not correct. The paving section requires a minimum of six inches of 2A stone, 4 1/2 inches of 25 mm base course and 1 1/2 inches of 9.5 mm wearing course. The design shall be based on 0.0 to 0.3 million ESALs. The SLR rating shall be "M" or greater. (250-29.I.5)
 - d. We recommend that the Record Plans be sent to the Township Solicitor for review of the signature certifications, etc.
 - e. In addition to the clear sight triangle, the plans should be revised to include the sight distance, both required and provided at the intersection of the access drive and Fox Meadow Drive. (250-29.G.4)

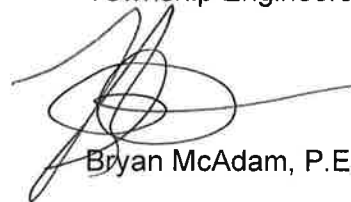
- f. The plan indicates what appears to be an access drive along two of the sanitary sewer easements, one of which runs across the rear of lots 152, 153 and 154. Field inspection shows that the trail/path is overgrown and may no longer be in use. We recommend that the applicant's engineer coordinate with the MTMSA to determine whether these are active access drives for maintenance of the sanitary sewer mains, and include a note on the plan stating whether they are to remain or be removed, etc.

12. The plans should be submitted to the following entities for review and comment:

- a. Hatfield Township Fire Marshal
- b. Montgomery County Planning Commission
- c. North Penn Water Authority
- d. Hatfield Township Municipal Authority
- e. Hatfield Township Landscape Architect
- f. Hatfield Township Traffic Engineer

We recommend the plan be revised and resubmitted, however we take no exception to the plan being discussed at the forthcoming Planning Commission meeting. Should you have any questions, please feel free to contact me.

Very truly yours,
CKS ENGINEERS, INC.
Township Engineers



Bryan McAdam, P.E.

BMc/paf

cc: Kenneth Amey, Building/Zoning Official
Christen Pionzio, Esq., Township Solicitor
Brian Grant, Select Properties, Inc., Applicant
Cliff Stout, S.T.A. Engineering, Inc.
Anton Kuhner, PE, McMahan Associates, Inc.
Kim Flanders, RLA, McCloskey & Faber, P.C.
File

RESOLUTION #20-05

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HATFIELD
TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA
DVRPC TRANSPORTATION AND COMMUNITY DEVELOPMENT
GRANT APPLICATION**

WHEREAS, Hatfield Township supports the request for planning grant dollars from the Delaware Valley Regional Planning Commission; and

WHEREAS, Hatfield Township understands the grant amount requested must provide a 20% local match of the total project cost while at least 5% must cover administration of the grant through in-kind services; and

WHEREAS, Hatfield Township fully understands the application requirements including mandatory meetings and attachments; and

WHEREAS, Hatfield Township fully understands the federal contracting process and rules as outlined in Uniform Guidance 2 C.F.R.200 if awarded the planning grant dollars; and

WHEREAS, Hatfield Township fully understands that noncompliance with federal procurement rules and DVRPC contracting parameters will result in the loss of TCDI funds; therefore

WHEREAS, that Hatfield Township HEREBY AUTHORIZES Pennsylvania Environment Council to submit an application to DVRPC for a TCDI planning grant; and

NOW, THEREFORE, BE IT RESOLVED, that Hatfield Township agrees to, if selected for the TCDI grant, to: engage in contracting procedures including the competitive Request for Proposals and budget allocation; sign grant agreement documents; agree to submit reimbursement invoices and progress reports along with necessary supporting documentation; take all necessary action to complete the project associated with the grant agreement within the 24 month timeframe, and submit the final deliverable to DVRPC; and provide proof of adoption or acceptance of the final deliverable by the governing body through a resolution that must be submitted no later than December 31, 2022 to DVRPC.

Adopted on this 11th day of March, 2020.

ATTEST:

**HATFIELD TOWNSHIP
BOARD OF COMMISSIONERS**

Aaron Bibro, Township Manager

Thomas C. Zipfel, President

RESOLUTION #20-06

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HATFIELD
TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA
2020 CENSUS PARTNERSHIP**

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

WHEREAS , Hatfield Township is committed to ensuring every resident is counted;

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing;

WHEREAS, census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for the accurate and fair redistricting of state legislative seats, county and city councils and voting districts;

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment;

WHEREAS, the information collected by the census is confidential and protected by law;

WHEREAS, a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens;

Now, therefore, **BE IT RESOLVED** that Hatfield Township is committed to partnering with the U.S. Census Bureau and the Commonwealth of Pennsylvania and will:

1. Support the goals and ideals for the 2020 Census and will disseminate 2020 Census information.
2. Encourage all Township residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation.
3. Support census takers as they help our Region complete an accurate count.
4. Strive to achieve a complete and accurate count of all persons within our borders.

Adopted on this 11th day of March, 2020.

ATTEST:

**HATFIELD TOWNSHIP
BOARD OF COMMISSIONERS**

Aaron Bibro, Township Manager

Thomas C. Zipfel, President

PECO
2301 Market Street
Philadelphia, PA 19101

March 6, 2020

Mr. Aaron Bibro
Hatfield Township Manager
1950 School Road
Hatfield, PA 19440

SUBJECT: Reimbursement for PECO gas facilities in connection with Orville Road

Dear Mr. Bibro,

This letter/invoice is regarding your request for PECO to relocate its gas facilities in connection with Hatfield Township's project to relocate Orville Road.

As you are aware, PECO has engaged Henkels and McCoy to perform the work to relocate 2 meters in accordance with the attached proposal. The majority of this work has been completed in order for a timely completion of the roadway work.

In order to signify your acceptance, please review and sign a copy of this letter and kindly remit payment in the amount of \$75,000.00 and to:

David Bonner
PECO
300 Front Street
Conshohocken, PA 19428

Upon receipt of the check, we will then schedule the remaining work.

If you should have any further questions, please contact me at (267) 549-2714.

Very truly yours,

William J. Hensil

William J. Hensil
Program Manager

I hereby agree to the foregoing

Aaron Bibro, Township Manager

Date

RALPH HARVEY, Chairman
DONALD ATKISS, Vice Chairman
GEORGE LANDES, Asst. Secretary
BARRY WERT, Secretary/Asst. Treasurer
CHARLES SIBEL, Treasurer

PETER R. DORNEY, Executive Director



GHD INC
Engineer
717-541-0622

HAMBURG, RUBIN, MULLIN,
MAXWELL & LUPIN
Solicitor
215-661-0400

January 29, 2020

To: Aaron Bibro, Hatfield Township Manager

From: Peter Dorney, Executive Director *Ped*

Re: Proposed Budget, April 1, 2020 through March 31, 2021

Aaron,

Attached please find the proposed annual budget for the Hatfield Township Municipal Authority, fiscal year April 1, 2020 through March 31, 2021, for review and approval by resolution of the Hatfield Township Board of Commissioners.

Although the Budget shows the need next year to use funds from construction reserve, the Authority Board believes it is not necessary to increase sewer rentals in next year's Budget.

As always, if the Commissioners deem appropriate I can attend a Township meeting to answer any questions regarding the proposed budget.

Pete

HATFIELD TOWNSHIP MUNICIPAL AUTHORITY
SUMMARY OF ESTIMATED INCOME
April 1, 2020 to March 31, 2021

Residential: \$330 per year per EDU
Commercial: \$402.60 per year per EDU
Industrial: \$4.33 per 1000 gallons base rate

OPERATIONS INCOME

PROPOSED

PROJECTED

Sewer Use Fees - Residential	\$2,850,000
Sewer Use Fees - Commercial	\$480,000
Sewer Use Fees - Industrial	\$925,000
Penalties and Interest	\$50,000
Connection Fees	\$3,000
Certifications	\$2,200
Montgomery Township Sewer Rental	\$950,000
Hatfield Borough Sewer Rental	\$495,000
Franconia Township Sewer Rental	\$181,400
Trucked Waste - Sludge Revenue	\$560,000
Trucked Waste - Septic/Holding Tank Revenue	\$785,000
Interest on Construction Reserve	\$2,900
Television/Jet Vac Services	\$1,500
Miscellaneous Revenue	\$3,000
<u>TOTAL OPERATIONS INCOME</u>	<u>\$7,289,000</u>

<u>CAPITAL INCOME</u>	<u>PROJECTED</u>
Tapping Fees	\$45,000
Montgomery Township Capital	\$70,000
Hatfield Borough Capital	\$230,000
<u>TOTAL CAPITAL INCOME</u>	\$345,000
<u>TOTAL BUDGETED RECEIPTS</u>	\$7,634,000
Construction Reserve Funds Used or (Invested)	\$1,220,950
<u>TOTAL PROJECTED FUNDS AVAILABLE</u>	\$8,854,950

HATFIELD TOWNSHIP MUNICIPAL AUTHORITY
SUMMARY OF ESTIMATED EXPENSES
April 1, 2020 to March 31, 2021

<u>OPERATIONS EXPENSES</u>	<u>PROJECTED</u>
PAYROLL	
Management/Administration	\$643,750
Operators	\$1,940,000
Occasional Labor	\$22,000
Office Salaries	\$155,000
Overtime (All Catagories)	\$182,000
<u>TOTAL - PAYROLL</u>	\$2,942,750
BENEFITS AND TAXES	
Group Insurance	\$752,000
Unemployment Compensation	\$8,000
Retirement Plan Contributions	\$295,000
Tri-Annual Medical Examinations and Shots	\$0
Social Security	\$215,000
Education/Training/Dues/Subscriptions	\$24,500
<u>TOTAL - BENEFITS AND TAXES</u>	\$1,294,500
UTILITIES	
Electric - Treatment Plant	\$435,000
Electric - Pump Stations	\$10,000
Gas - Treatment Plant	\$205,000
<u>SUB-TOTAL (Electric and Gas)</u>	\$650,000

UTILITIES, CONT.	<u>PROJECTED</u>
Water	\$2,000
Refuse	\$12,000
Ash Disposal	\$105,000
Sludge Removal	\$35,000
Screenings Disposal	\$27,500
Telephone	\$9,000
<u>TOTAL - UTILITIES</u>	\$840,500
PROCESS CHEMICALS	
Ferric Chloride	\$50,000
Polymers	\$85,000
Other Chemicals	\$115,000
<u>TOTAL - PROCESS CHEMICALS</u>	\$250,000
LABORATORY	
Chemicals and Glassware	\$14,500
Equipment and Maintenance	\$15,500
Contract Lab Analysis	\$100,000
<u>TOTAL - LABORATORY</u>	\$130,000
MAINTENANCE	
Cleaning Supplies	\$5,000
Plant Maintenance/Repair	\$515,000
New Equipment - Plant	\$75,000
Outside Contractors - Plant	\$60,000
<u>TOTAL - MAINTENANCE</u>	\$655,000

ROAD CREW	<u>PROJECTED</u>
Materials and Small Tools	\$4,500
Outside Contractors	\$50,000
Sewer Line Maintenance	\$100,000
<u>TOTAL - ROAD CREW</u>	\$154,500
 VEHICLES	
Gas and Oil	\$16,000
Repairs and Maintenance	\$21,000
<u>TOTAL - VEHICLES</u>	\$37,000
 INSURANCE	
General Liability	\$135,000
Workman's Compensation	\$95,000
<u>TOTAL - INSURANCE</u>	\$230,000
 OFFICE	
Postage	\$16,000
Computer Maintenance Contract	\$8,200
Office Supplies and Expenses	\$55,000
Legal Advertisements	\$2,000
<u>TOTAL - OFFICE</u>	\$81,200
 LANSDALE SEWER RENTALS	\$8,000
 TOWAMENCIN SEWER RENTALS	\$72,000

PROFESSIONAL SERVICES	<u>PROJECTED</u>
Consulting Engineer - Operations	\$15,000
Other Engineer Services	\$75,000
Legal Fees	\$105,000
Accounting and Audit	\$17,500
Board Fees	\$3,000
<u>TOTAL - PROFESSIONAL SERVICES</u>	<u>\$215,500</u>
MISCELLANEOUS	\$10,000
<u>TOTAL OPERATING EXPENSES</u>	<u>\$6,920,950</u>
<u>TOTAL OPERATIONS AND DEBT SERVICE</u>	<u>\$6,920,950</u>

PROJECT EXPENDITURES	<u>PROJECTED</u>
2020 Sewer I/I Work	\$100,000
2020 I/I Mitigation Plan Implementation	\$80,000
Plant Paving	\$50,000
Annual Stack Test	\$51,000
New Wet Weather System Pump	\$70,000
Centrifuge #2 Control Upgrade	\$100,000
Maintenance Pick-up Truck	\$40,000
Sumitoma Gear Box	\$65,000
Upper Interceptor Replacement	\$1,000,000
Trucked Waste Diffusers	\$50,000
Admin Building HVAC	\$28,000
Incinerator Building Roof, Old Part	\$150,000
Afterburner Rehab	\$50,000
New Polymer Feed System	\$50,000
Schwing Pump Spare Parts	\$50,000
<u>TOTAL PROJECT EXPENDITURES</u>	<u>\$1,934,000</u>
<u>TOTAL PROJECTED EXPENSES</u>	<u>\$8,854,950</u>