



**HATFIELD TOWNSHIP BOARD OF COMMISSIONERS
WORKSHOP MEETING AGENDA
FEBRUARY 10, 2021
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 – December**
- B. North Penn Water Authority Meeting Minutes – December 15, 2020**
- C. HTMA Meeting Minutes – December 8, 2020**
- D. HTMA Monthly Budget Report – December, 2020**

VII. COMMITTEE REPORTS

- A. Planning and Zoning Committee – Commissioner Rodgers**

B. Public Works Committee – Commissioner Lees

1. Winter Storm Orlena Recap
2. Committee Meeting Recap

C. Parks and Recreation Committee – Commissioner Zimmerman

1. Garden of Health – Clemens Park
2. Clemens Park Grant Opportunity – DCNR

D. Public Safety Committee –President Zipfel

1. Colmar Fire Station Update and Capital Plan Update

E. Finance Committee – Commissioner Andris

1. 2020 Audit and Preliminary Financial Information

VIII. TOWNSHIP STAFF REPORTS

A. Township Manager’s Report

1. Cowpath Road Demo
2. Route 463 Traffic Signal Synchronization Update

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.*



Hatfield Township Police Activity Report

The timeframe for this report is 1/01/21 – 1/31/21

(2714) Incidents were handled by Officers

(238) Selective Enforcements were conducted

(8) Non -Traffic** arrests were made

(285) Traffic Citations were issued

(39) Parking Tickets were issued

(221) Traffic Courtesy/ Warnings Notices were issued

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

(15) Criminal* Arrests were made

(2) DUI

(2) DUI's w/Accident

(7) Thefts were reported

Addendum:

***Criminal Arrests involved the following charges:** DUI, Drug Possession, Forgery, Harassment, Receiving Stolen Property, Simple Assault, Theft By Deception, Theft By Unlawful Taking, PFA Violation, Warrant Service.

**** Non-Criminal arrests were made for:** Harassment, Public Drunkenness, Retail Theft, Twp. Ordinance Noise Control.

**NORTH PENN WATER AUTHORITY
MINUTES OF THE BOARD OF DIRECTORS MEETING
DECEMBER 15, 2020**

Paul D. Ziegler, Chair, called the meeting to order at 7:30 p.m. The following Board members were in attendance at the meeting: Marvin A. Anders, Jeffrey H. Simcox, Kenneth V. Farrall, John S. Strobel, George E. Witmayer, William K. Dingman, Richard C. Mast and David W. Dedman. Also present were Anthony J. Bellitto, Jr., Executive Director, Daniel P. Pearce, Chief Information Officer, Daniel C. Preston, Director of Engineering and Operations, Maryann M. Regan, Chief Administrative Officer, Ami Tarburton, Chief Financial Officer, and Paul G. Mullin, Esquire, Hamburg, Rubin, Mullin, Maxwell & Lupin, Solicitor.

The following items, by agenda number, were discussed:

1. **MINUTES** - Upon the motion of Mr. Anders, seconded by Mr. Witmayer, the board by a vote of 8-0 (Mr. Ziegler abstaining) approved the Minutes of the November 24, 2020, Board of Directors meeting as presented.
2. **BIDS:**
 - 2.1. There was no Bid activity requiring board approval this month.

Mr. Preston provided additional updates on the following contracts:
 - 2.2. Contract 787 - Columbia Avenue Main Replacement, Lansdale Borough
 - 2.2.1. Executed a Release Agreement with PACT Construction.
 - 2.2.2. This Contract will be rolled into a joint bid, with Lansdale Borough taking the lead, and NPWA entering into a Cost Sharing Agreement.
 - 2.3. Contract 788 - 2021 Main Improvement Project Group (various locations)
 - 2.3.1. Scheduled for Bid advertising by the end of the year for the following project locations:
Laurel Lane & Crescent Avenue, Lansdale Borough
Wile Avenue, Souderton Borough
Thomas Penn Avenue, Hatfield Township
Butler Avenue Tie-in, New Britain Borough
Pierce Street, Lansdale Borough
Unspecified Locations (2-3 smaller projects)
3. **PUBLIC COMMENTS** - There were no members of the public in attendance at the meeting.

4. **FINANCIALS:**

4.1. The **Statement of Income and Expense** for the period ending November 30, 2020, was distributed and highlighted by Ms. Tarburton. Ms. Tarburton noted an increase in Domestic Sales of \$1.3 million over last year due to people staying home during the pandemic. Debt Service Coverage is at 1.31, which is above the minimum of 1.10 required by the Trust Indenture. Total Debt Service Coverage is at 1.49. Following discussion, upon the motion of Mr. Anders, seconded by Mr. Farrall, the board unanimously voted to accept the report and file it for audit. The **Balance Sheet and Metered Sales Report** for the period ending November 30, 2020 were distributed.

4.2. Check Registers for the period November 18, 2020 to December 9, 2020 were distributed and discussed. Upon the motion of Mr. Anders, seconded by Mr. Dedman, the board unanimously ratified the payments listed.

5. **ENGINEERING AND OPERATIONS REPORT** - The Engineering and Operations Report for the month of November 2020 was presented, highlighted by Mr. Preston, and discussed.

6. **OPERATING STATISTICS** - The Operating Statistics Report for the month of November 2020 was presented, highlighted by Mr. Preston, and discussed.

7. **APR, HR, CUSTOMER SERVICE, METER, and IT DEPARTMENT REPORTS** - The APR, HR, Customer Service, and Meter Department Reports for the month of November 2020 were presented, highlighted by Ms. Regan, and discussed.

The IT Department Report for the month of November 2020 was presented, highlighted by Mr. Pearce, and discussed.

8. **FOREST PARK WATER** - Mr. Dingman, on behalf of Mr. Strobel, Chairman of the Forest Park Water Operating Committee, reported that the committee had not met. There is nothing further to report beyond that contained in the meeting booklet.

9. **MAIN EXTENSIONS** - There was no Main Extension activity requiring board approval.

10. **ITEMS FOR DISCUSSION:**

10.1. Mr. Bellitto presented to the board an Addendum to the Delaware Valley Health Trust (DVHT) Agreement, which confirms North Penn Water Authority's desire to maintain its participation in the Health Trust for a minimum of two (2) full years after January 1, 2021 (through at least December 31, 2022). The Addendum documents the participation commitment, rate credit and the capped premium increase as discussed as part of the 2021 Operating Budget approval. All other terms of the DVHT Agreement remain unchanged. Following discussion, upon the motion of Mr. Witmayer, seconded by Mr. Strobel, the board unanimously approved and authorized execution of the Addendum as presented.

- 10.2. Mr. Pearce presented to the board a Purchase Order request for a one-year Maintenance and Support Agreement with Cogsdale Corporation in the total amount of \$100,756.65. This Agreement covers the CIS (Customer Information System) and FIS (Financial Information System) for software licensing, maintenance, and unlimited support. This Maintenance Agreement was budgeted and approved as part of the 2021 IT Expense Budget. Following discussion, upon the motion of Mr. Anders, seconded by Mr. Dingman, the board unanimously approved and authorized execution of the Purchase Order.
- 10.3. Mr. Pearce also presented to the board a GIS-Cityworks Roadmap Consulting Agreement – Task Order Number 004, with Power Engineering, Inc., in the amount of \$124,500. This project, described in the memo distributed with the board package, was budgeted as part of the 2021 IT Expense Budget. Following discussion, upon the motion of Mr. Farrall, seconded by Mr. Dedman, the board unanimously approved and authorized execution of the Agreement as presented.

11. **COMMITTEE REPORTS:**

- 11.1. Engineering Committee - Mr. Farrall, Chair of the Engineering Committee, reported that the committee had not met.
- 11.2. Executive Committee - Mr. Simcox, Chair of the Executive Committee, reported that the committee had met this evening to discuss personnel matters which will be discussed in Executive Session.
- 11.3. Finance Committee - Mrs. Haun, Chair of the Finance Committee, reported that the committee had not met.

12. **CORRESPONDENCE** - Various items of correspondence and newspaper articles contained in the Authority meeting booklet were reviewed. Mr. Bellitto brought the board's attention to the letter from Towamencin Township appointing Mr. Dingman as their representative on the North Penn Water Authority Board of Directors for another five-year term.

13. **COMING EVENTS:**

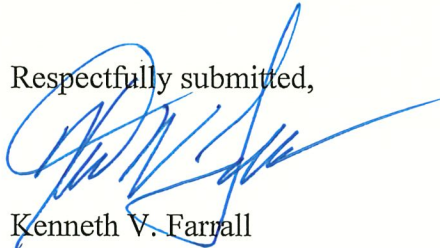
- 13.1. The 2021 Forest Park Water Operating Committee meeting dates are scheduled for February 16 and August 17 at 6:00 p.m., at the North Wales Water Authority office.
- 13.2. The 2021 Joint NPWA/NWWA Board meeting dates are scheduled for March 4 and September 2 at 7:00 p.m., at the North Penn Water Authority office.
- 13.3. The date and place for the annual PMAA Board Member Training session has not yet been determined.

- 13.4. The Roadmasters meeting will be held on Thursday, April 8, 2021, at 11:00 a.m., at Henning's Market, 290 Main Street, Harleysville, Pennsylvania.
- 13.5. Public voting will take place at the North Penn Water Authority Operations Center on Primary Election Day, Tuesday, May 18, 2021(tentative) and General Election Day, Tuesday, November 2, 2021.
- 13.6. The Annual Municipal Banquet will be held on Thursday, May 27, 2021, at 6:30 p.m., at the Indian Valley Country Club, 650 Bergey Road, Franconia Township.
- 13.7. The Forest Park Customer Appreciation Day Golf Outing will be held on Monday, June 21, 2021, at The Bucks Club, York Road, Jamison, Pennsylvania.
- 13.8. The PMAA 79th Annual Conference and Trade Show will be held from August 29 to September 1, 2021, at The Penn Stater Conference Center Hotel, State College, Pennsylvania.
14. **OLD BUSINESS:**
- 14.1. The Solicitor presented information concerning a Release with Doli Construction pertaining to the Sellersville Road work in New Britain Township. During construction, certain change orders were requested for which the Authority agreed to pay \$15,840.15. Following discussion, upon the motion of Mr. Dingman, seconded by Mr. Farrall, the board unanimously approved and authorized execution of the Release.
15. **NEW BUSINESS** - There was no New Business to come before the board.
16. **EXECUTIVE SESSION** - The board recessed to Executive Session at 7:57 p.m. to discuss a personnel matter and reconvened at 8:03 p.m.

Following reconvening, upon motion of Mr. Anders, seconded by Mr. Mast, the board unanimously approved the recommendation of the Executive Committee regarding the 2021 compensation for the Executive Director.

There being no further business, upon the motion of Mr. Farrall, seconded by Mr. Anders, the board unanimously voted to adjourn at 8:04 p.m.

Respectfully submitted,



Kenneth V. Farrall
Secretary

Hatfield Township

MUNICIPAL AUTHORITY

Ralph Harvey, *Chairman*
Donald Atkiss, *Vice Chairman*
George Landis, *Asst. Secretary*
Barry Wert, *Secretary / Asst. Treasurer*
Charles Sibel, *Treasurer*

GHD Inc ~ *Engineer*

Hamburg, Rubin, Mullin,
Maxwell & Lupin ~ *Solicitor*

HATFIELD TOWNSHIP MUNICIPAL AUTHORITY

Public Meeting
December 8, 2020

I. The meeting of the Hatfield Township Municipal Authority was held on December 8, 2020 at 3200 Advance Lane, Colmar, PA.

II. The Hatfield Township Municipal Authority was called to order at 7:39 p.m. Late start was due to Executive Session. The following Authority members were present: George Landes, Ralph Harvey and Barry Wert. Donald Atkiss was present via zoom. Authority member absent: Charles Sibel. Also present: Peter Dorney, Executive Director, Joseph Stammers, Plant Manager and Paul Mullin, Solicitor. Charles Winslow, GHD Eng. was present via zoom.

III. Approval of minutes for November 10, 2020 – Motion was made by George Landes to approve the minutes as presented, seconded by Barry Wert and approved by the Authority.

IV. Citizens comments – no report

V. Union – Negotiations begin in January. George Landes and Donald Atkiss will be on the committee with Ralph Harvey as an alternate.

VI. Montgomery Township – no report

VII. Executive Directors report

A. Flood – We received our last significant invoice for damages, and expect to receive the insurance check soon.

B. Baum property – Mr. Mullin is still working on agreements.

C. DEP/Stack test – We are scheduled for our stack test on January 6th and 7th. Last year's testing was approved with the exception of SOX, by DEP. This has to be looked into.

D. Pine St. – Metz has finished the survey and GHD is completing their report and recommendations. The bid should be going out next year.

E. Budget – Preliminary proposed budget was given to the Board members for review. There was a discussion on the office addition. The cost was questioned. Mr. Dorney said that we will try to propose another alternative.

F. Old incinerator roof – Contractor has his equipment on site and should be starting on Monday.

G. Security – DHS will be back January 15th with a lot of questions to begin their process.

H. Waste oil burner/heating boiler – We need to replace our waste oil burner and our heating boiler. The cost for the oil burner is \$9,000.00 and the boiler is approximately \$12,000.00.

I. Portal radiation – Our portal radiation detector needs an upgrade to new electronics and a new gate.

J. Lateral Ordinance – Mr. Dorney and Mr. Mullin will be attending the Township's Wednesday night, December 16th, meeting workshop to discuss the proposed Lateral Ordinance and answer questions.

VIX. Pretreatment report – Mr. Stammers is finishing up his reports for the year. He also reported that we had an overflow reported to DEP, due to an alarm malfunction, at the Clemens Rd. pump station. He answered questions by the Board Members on this.

IX. Engineers report

A. The following requisitions were submitted:

Project #2019-9490	Upper Interceptor Upgrade	\$ 99.86
Project #2020-9755	Old Incinerator Bldg. Roof Replacement II	\$ 2,862.25
Project #2020-9480	Pine Street Interceptor	\$14,544.75

X. Solicitors report – nothing additional to report

XI. Treasurer's report – Motion was made by Donald Atkiss to pay the bills and requisitions as submitted, seconded by Barry Wert and approved by the Authority.

XII. Old Business – no report

XIII. Other Business

A. Office addition – already discussed.

XV. Adjournment – George Landes made the motion to adjourn the meeting at 8:02 p.m., seconded by Donald Atkiss and approved by the Authority.

Submitted by,



Secretary

**Hatfield Township Municipal Authority
Monthly Budget Report**

Fiscal Year April 1, 2020 through March 31, 2021

Fiscal Month #9 of 12

	December	Fiscal Year To Date	Budgeted
INCOME: Operations			
Sewer Use Fees - Residential	\$15,352.64	\$2,085,606.41	\$2,850,000
Sewer Use Fees - Commercial	\$3,293.55	\$376,388.76	\$480,000
Sewer Use Fees - Industrial	\$3,182.10	\$724,509.92	\$925,000
Penalties and Interest	\$4,988.90	\$45,031.35	\$50,000
Connection Fees	\$0.00	\$1,700.00	\$3,000
Lateral Repair Permit Fees	\$300.00	\$300.00	
Certifications - Title Companies	\$350.00	\$5,225.00	\$2,200
Montgomery Township Sewer Fees	\$0.00	\$574,451.17	\$950,000
Hatfield Borough Sewer Fees	\$0.00	\$280,857.83	\$495,000
Franconia Township Sewer Fees	\$45,351.90	\$181,407.60	\$181,400
Trucked Waste - Sludge	\$59,091.25	\$450,739.77	\$560,000
Trucked Waste - Septic, Holding	\$63,822.95	\$567,065.40	\$785,000
Interest on Construction Reserve	\$0.00	\$3,994.20	\$2,900
TV/Jet-Vac Services	\$0.00	\$0.00	\$1,500
Lab Fees	\$0.00	\$1,571.00	\$0
Pretreatment Fines	\$0.00	\$0.00	\$0
Miscellaneous	\$0.00	\$8,345.23	\$3,000
Total - Operations Income	\$195,733.29	\$5,307,193.64	\$7,289,000

Hatfield Township Municipal Authority
Monthly Budget Report

Fiscal Year April 1, 2020 through March 31, 2021

Fiscal Month #9 of 12

	December	Fiscal Year To Date	Budgeted
EXPENSES: Operations			
Salaries	\$434,051.84	\$2,276,038.98	\$2,942,750.00
Benefits, incl. education and training	\$93,463.65	\$883,183.35	\$1,294,500.00
Utilities	\$46,810.73	\$430,938.46	\$673,000
Ash and Sludge Disposal	\$10,412.22	\$77,855.05	\$140,000.00
Grit and Screenings Disposal	\$1,132.38	\$20,480.27	\$27,500.00
Plant Chemicals	\$8,246.98	\$232,095.55	\$250,000.00
Lab Supplies and Analysis	\$8,319.49	\$69,748.92	\$130,000
Plant Maintenance	\$51,332.52	\$350,758.14	\$655,000
Sewer Maintenance	\$2,800.08	\$156,217.46	\$154,500
Vehicle Maintenance	\$784.97	\$31,954.49	\$37,000
Insurance - liability, work. comp.	\$0.00	\$183,453.87	\$230,000
Office	\$9,853.29	\$111,450.87	\$81,200
Lansdale sewer charges	\$1,056.55	\$3,702.90	\$8,000
Towamencin sewer charges	\$0.00	\$36,375.00	\$72,000
Engineer - misc. operations	\$6,927.25	\$89,021.43	\$90,000
Solicitor	\$6,410.00	\$55,557.00	\$105,000
Accountant / Auditor	\$0.00	\$14,000.00	\$17,500
Board Fees	\$750.00	\$2,250.00	\$3,000
Miscellaneous	\$888.48	\$15,871.52	\$10,000
Total - Operations Expenses	\$683,240.43	\$5,040,953.26	\$6,920,950

**Hatfield Township Municipal Authority
Monthly Budget Report**

Fiscal Year April 1, 2020 through March 31, 2021

Fiscal Month #9 of 12

	December	Fiscal Year To Date	Budgeted
INCOME: Capital			
Tapping Fees	\$3,824.00	\$192,770.00	\$45,000.00
Front Foot Assessment	\$0.00	\$0.00	\$0.00
Hatfield Borough Interceptor Share	\$56,019.61	\$223,035.61	\$230,000.00
Montgomery Twp. Capital	\$0.00	\$26,256.59	\$70,000.00
Montgomery Twp. Debt Service	\$0.00	\$0.00	\$0.00
Total - Capital Income	\$59,843.61	\$442,062.20	\$345,000.00

	December	Fiscal Year To Date	Total Paid To Date
EXPENSES: Capital			
2019 I/I Mitigation Plan	\$0.00	\$27,093.83	\$24,531.08
Plant Paving	\$0.00	\$0.00	\$0.00
Centrifuge #2 Control System	\$0.00	\$78,896.00	\$78,896.00
Orvilla Road Pump Installation	\$0.00	\$0.00	\$0.00
Centrifuge #2 Overhaul	\$0.00	\$0.00	\$0.00
Stack Testing	\$0.00	\$0.00	\$0.00
Maintenance Truck	\$0.00	\$0.00	\$0.00
2020-2021 Lining Contract	\$0.00	\$0.00	\$0.00
Upper Interceptor Upgrade	\$99.86	\$260,187.03	\$1,085,579.61
Sumitoma Gear Box	\$0.00	\$0.00	\$0.00
Incinerator Roof	\$2,862.25	\$11,279.25	\$11,279.25
Incinerator Shell Liner	\$0.00	\$0.00	\$0.00
Admin Building HVAC	\$0.00	\$0.00	\$0.00
Afterburner Rehab	\$0.00	\$0.00	\$0.00
New Polymer Feed System	\$0.00	\$0.00	\$0.00
Trucked Waste Diffusers	\$0.00	\$0.00	\$0.00
Schwing Pump Spare Parts	\$0.00	\$0.00	\$0.00
Wet Weather System Pump	\$0.00	\$0.00	\$0.00
Pine Street Rehab	\$14,544.75	\$14,544.75	\$14,544.75
CEM System	\$0.00	\$56,627.00	\$75,492.16
Total - Capital Expenses	\$17,506.86	\$448,627.86	\$1,290,322.85