



HATFIELD TOWNSHIP BOARD OF COMMISSIONERS WORKSHOP MEETING AGENDA

February 9, 2022

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 – January, 2022

B. North Penn Water Authority Meeting Minutes – December 21, 2021

C. HTMA Monthly Budget Report – December, 2021

VII. COMMITTEE REPORTS

A. Planning and Zoning Committee – Vice President Rodgers

1. Discussion of Amendment to the Multi-Family Elderly Zoning District

B. Public Works Committee – Commissioner Lees

1. 2022 Road Program

C. Parks and Recreation Committee – Commissioner Zimmerman

D. Public Safety Committee –President Zipfel

1. Conditional Offer of Employment for Police Officer – Regular Meeting

E. Finance Committee – Commissioner Andris

VIII. TOWNSHIP STAFF REPORTS

A. Township Manager’s Report

1. Seasonal Hiring Needed

IX. SOLICITOR’S REPORT

X. CITIZENS’ COMMENTS

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XI. ADJOURNMENT



Hatfield Township Police Activity Report

The timeframe for this report is 01/01/22 – 01/31/22

(2274) Incidents were handled by Officers

(172) Selective Enforcements were conducted

(14) Non -Traffic** arrests were made

(112) Traffic Citations were issued

(17) Parking Tickets were issued

(97) Traffic Courtesy/ Warnings Notices were issued

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

(17) Criminal* Arrests were made

(1) DUI

(2) DUI's w/Accident

(11) Thefts were reported

*(11) Frauds were reported

Addendum:

***Criminal Arrests involved the following charges:** Criminal Mischief, Defiant Trespass, DUI, Harassment, Possession Of Instruments Of Crime, Receiving Stolen Property, Simple Assault, Possessing Instrument Of Crime, Terroristic Threats, Warrant Arrest.

**** Non-Criminal arrests were made for:** Disorderly Conduct, Public Drunkenness.

**NORTH PENN WATER AUTHORITY
MINUTES OF THE BOARD OF DIRECTORS MEETING
DECEMBER 21, 2021**

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, Helen B. Haun, George E. Witmayer, William K. Dingman, Richard C. Mast, David W. Dedman and Robert J. Rodgers. Also present were Anthony J. Bellitto, Jr., Executive Director, Daniel P. Pearce, Chief Information Officer, Daniel C. Preston, Director of Engineering and Operations, 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 Mrs. Haun, the Board unanimously approved the Minutes of the November 23, 2021, Board of Directors meeting as presented.
2. **BIDS:**
 - 2.1. Upon the motion of Mr. Simcox and seconded by Mr. Dingman the Board unanimously authorized the advertising of Bids for Contract No. 793 – Hillcrest Booster Station Building Improvements
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, 2021, was highlighted by Ms. Tarburton and discussed. Ms. Tarburton noted that Total Revenues were up 5% year to year, primarily due to increased collection of Tapping Fees. Also, the Authority is showing a surplus of \$5 million dollars Debt Service Coverage is at 1.36, which is above the minimum of 1.10 required by the Trust Indenture. Total Debt Service Coverage is at 1.67. 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, Capital Budget Report and Metered Sales Report** for the period ending November 30, 2021 were highlighted by Ms. Tarburton and discussed.
 - 4.2. Check Registers for the period November 18, 2021 to December 14, 2021 were distributed and discussed. Upon the motion of Mr. Farrall, seconded by Mr. Witmayer, the board unanimously ratified the payments listed.
5. **ENGINEERING AND OPERATIONS REPORT** - The Engineering and Operations Report for the month of November 2021 was presented, highlighted by Mr. Preston, and discussed.

6. **OPERATING STATISTICS** - The Operating Statistics Report for the month of November 2021 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 2021 were presented, highlighted by Mr. Bellitto, and discussed.

The IT Department Report for the month of November 2021 was presented, highlighted by Mr. Pearce, and discussed.

8. **FOREST PARK WATER** - Mr. Dingman, Chair 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 Board Packet.

9. **MAIN EXTENSIONS:**

- 9.1. Upon the motion of Mr. Mast, seconded by Mr. Farrall, the Board authorized Authority funds in the amount of \$115,000 under Contract No. 788 to complete a 600 foot tie-in project on Broad Street, Lower Salford Township to eliminate a dead end and improve water quality and fire protection in the area.

10. **ITEMS FOR DISCUSSION:**

- 10.1. 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 \$123,000.81. This Agreement covers our 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 2022 IT Expense Budget. Following discussion, upon the motion of Mr. Farrall, seconded by Mr. Witmayer, the board unanimously approved and authorized execution of the Purchase Order.
- 10.2. Mr. Pearce also presented to the board a GIS-Cityworks Roadmap Consulting Agreement – Task Order Number 005, with Power Engineering, Inc., in the amount of \$126,200. This project, described in the memo distributed with the board packet, was budgeted and approved as part of the 2022 IT Expense Budget. Following discussion, upon the motion of Mr. Farrall, seconded by Mr. Witmayer, 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 article related to the announcement and presentation of service awards for many employees at the Authority.
13. **COMING EVENTS:**
 - 13.1. The 2022 Forest Park Water Operating Committee meeting dates are scheduled for February 15 and August 16 at 6:00 p.m., at the North Penn Water Authority office.
 - 13.2. The 2022 Joint NPWA/NWWA Board meeting dates are scheduled for March 3 and September 1 at 7:00 p.m., at the North Penn Water Authority office.
 - 13.3. PMAA Board Member Training session is scheduled for Thursday, March 24, 2022 at Delta Hotel in Breinigsville, PA.
 - 13.4. The Roadmasters meeting will be held on Thursday, April 7, 2022, 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 17, 2022 and General Election Day, Tuesday, November 8, 2022.
 - 13.6. The Annual Municipal Banquet will be held on Thursday, May 26, 2022, 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 date is to be determined and will be held at The Bucks Club, York Road, Jamison, Pennsylvania.
 - 13.8. The PMAA 79th Annual Conference and Trade Show will be held from September 11-14, 2022, at The Erie Bayfront Convention Center, Erie, Pennsylvania.
14. **OLD BUSINESS** – There was no Old Business to come before the Board.

15. **NEW BUSINESS**

15.1 Mr. Bellitto read aloud and presented Resolutions, signed by all Board members, to Mr. Ziegler and Mr. Anders for their years of dedicated service to the Authority of 16 and 47 years, respectively. Both Board members are ending their service with the Authority as of December 2021. Also, a Resolution of Condolence was read aloud by Mr. Bellitto and signed by all Board Members for Trudy Borchers, widow of former Executive Manager Harry J. Borchers. Mr. Bellitto will personally deliver and present the Resolution to Mrs. Borchers.

15.2 A letter from John Giangliulio of Context Liberty Capital dated December 20, 2021 was discussed. The letter requested relief from our meter pit policy requiring meter pits for all new service connections. The request is for Phase 4 of the Andale Green development in Lansdale Borough for 27 townhomes. The reason for the request is due to supply chain issues and the unavailability of the meter pits that the Authority specifies. Mr. Preston indicated that we are working with the Developer to come up with a meter pit specification that can be built with readily available materials that will allow us to enforce our meter pit policy and the Developer to continue with construction on the project.

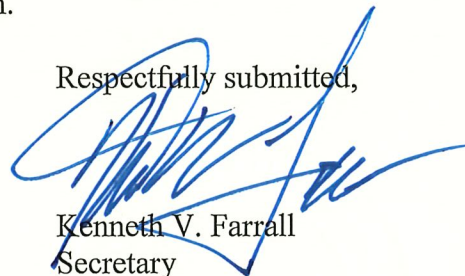
15.3 Mr. Dingman excused himself from the meeting at 8:00 p.m. towards the end of Item 15.2 and was not present for further discussion after that.

16. **EXECUTIVE SESSION** - The board recessed to Executive Session at 8:11 p.m. to discuss personnel matters and reconvened at 8:20 p.m.

Following reconvening, upon the motion of Mr. Anders, seconded by Mr. Farrall, the Board unanimously approved the recommendation of the Executive Committee regarding the 2022 compensation for the Executive Director.

There being no further business, upon the motion of Mr. Anders, seconded by Mr. Farrall, the Board unanimously voted to adjourn at 8:20 p.m.

Respectfully submitted,



Kenneth V. Farrall
Secretary

TWP

Hatfield Township Municipal Authority
Monthly Budget Report

Fiscal Year April 1, 2021 through March 31, 2022

Fiscal Month #9 of 12

	December	Fiscal Year To Date	Budgeted
INCOME: Operations			
Sewer Use Fees - Residential	\$19,218.91	\$2,139,999.33	\$2,850,000
Sewer Use Fees - Commercial	\$3,339.79	\$396,550.62	\$480,000
Sewer Use Fees - Industrial	\$45,151.02	\$746,305.86	\$925,000
Penalties and Interest	\$2,553.50	\$74,239.14	\$55,000
Connection Fees	\$400.00	\$29,000.00	\$3,000
Certifications - Title Companies	\$800.00	\$4,025.00	\$4,500
Lateral Repair Permit Fees	\$840.00	\$890.00	\$0
Demolition Permit Fees	\$0.00	\$0.00	\$0
Montgomery Township Sewer Fees	\$0.00	\$855,032.44	\$985,000
Hatfield Borough Sewer Fees	\$0.00	\$324,199.47	\$500,000
Franconia Township Sewer Fees	\$0.00	\$131,389.50	\$181,400
Trucked Waste - Sludge	\$51,446.00	\$483,407.00	\$560,000
Trucked Waste - Septic, Holding	\$73,310.00	\$717,872.14	\$785,000
Interest on Construction Reserve	\$389.55	\$5,037.14	\$3,100
TV/Jet-Vac Services	\$0.00	\$1,211.50	\$1,500
Lab Fees	\$1,084.00	\$2,860.00	\$0
Pretreatment Fines	\$0.00	\$0.00	\$0
Miscellaneous	\$0.00	\$3,650.00	\$3,000
Total - Operations Income	\$198,532.77	\$5,916,794.14	\$7,336,500

Hatfield Township Municipal Authority
Monthly Budget Report

Fiscal Year April 1, 2016 through March 31, 2017

Fiscal Month #9 of 12

	December	Fiscal Year To Date	Budgeted
EXPENSES: Operations			
Salaries	\$349,360.55	\$2,232,345.15	\$2,992,750.00
Benefits, incl. education and training	\$107,296.62	\$925,633.32	\$1,339,500.00
Utilities	\$74,973.94	\$428,432.17	\$708,000
Ash and Sludge Disposal	\$11,122.18	\$118,125.85	\$105,000.00
Grit and Screenings Disposal	\$1,173.27	\$15,494.72	\$34,000.00
Plant Chemicals	\$16,904.56	\$151,770.36	\$280,000.00
Lab Supplies and Analysis	\$6,429.52	\$69,840.60	\$130,000
Plant Maintenance	\$80,856.56	\$522,915.41	\$655,000
Sewer Maintenance	\$10,424.62	\$81,056.47	\$189,500
Vehicle Maintenance	\$2,732.92	\$34,540.40	\$39,000
Insurance - liability, work. comp.	\$0.00	\$196,631.75	\$230,000
Office	\$7,171.95	\$76,630.33	\$102,800
Lansdale sewer charges	\$1,367.80	\$4,877.00	\$8,000
Towamencin sewer charges	\$0.00	\$36,375.00	\$72,000
Engineer - misc. operations	\$11,165.00	\$116,652.29	\$90,000
Solicitor	\$7,945.00	\$60,380.51	\$105,000
Accountant / Auditor	\$0.00	\$14,000.00	\$17,500
Board Fees	\$750.00	\$2,400.00	\$3,000
Miscellaneous	\$0.00	\$26,201.87	\$10,000
Total - Operations Expenses	\$689,674.49	\$5,114,303.20	\$7,111,050

**Hatfield Township Municipal Authority
Monthly Budget Report**

Fiscal Year April 1, 2021 through March 31, 2022

Fiscal Month #9 of 12

INCOME:	December	Fiscal Year To Date	Budgeted
Capital			
Tapping Fees	\$4,505.50	\$251,404.85	\$45,000.00
Front Foot Assessment	\$0.00	\$0.00	\$0.00
Montgomery Twp. Capital	\$0.00	\$0.00	\$70,000.00
Montgomery Twp. Debt Service	\$0.00	\$0.00	\$0.00
Hatfield Borough Interceptor	\$0.00	\$0.00	
Total - Capital Income	\$4,505.50	\$251,404.85	\$115,000.00

EXPENSES:	December	Fiscal Year To Date	Total Paid To Date
Capital			
2021 Sewer Work	\$0.00	\$0.00	\$0.00
2021 I/I Mitigation Plan	\$0.00	\$0.00	\$0.00
Plant Paving	\$0.00	\$0.00	\$0.00
Annual Stack Test	\$0.00	\$0.00	\$0.00
Office Addition	\$2,193.00	\$11,376.75	\$11,376.75
Front Loader	\$0.00	\$72,369.83	\$72,369.83
Centrifuge Rehab	\$0.00	\$0.00	\$0.00
Suitoma Gear Box	\$0.00	\$0.00	\$0.00
Secondary #1 Rehab	\$13,460.00	\$35,442.23	\$35,442.93
Trucked Waste Diffusers	\$0.00	\$0.00	\$0.00
Admin Building HVAC replacement	\$0.00	\$0.00	\$0.00
Pine Street Line Remediation	\$1,132.00	\$31,877.67	\$33,932.39
Afterburner Repair	\$0.00	\$0.00	\$0.00
New Polymer Feed System	\$0.00	\$0.00	\$0.00
Schwing Pump Spare Parts	\$0.00	\$0.00	\$0.00
Old Incinerator Bldg Roof	\$0.00	\$89,627.49	\$168,312.04
Maintenance Truck	\$0.00	\$40,339.74	\$40,339.74
Centrifuge Gearbox Drive Repair	\$0.00	\$38,826.00	\$38,826.00
CEMS Upgrade	\$0.00	\$7,685.16	\$85,529.16
UV Upgrade	\$0.00	\$58,031.70	\$58,031.70
Neshaminy Interceptor	\$0.00	\$2,301.50	\$1,089,657.90
Schreiber Bar Screen	\$0.00	\$53,600.00	\$5,092.00
Radiation Portal Rehab	\$0.00	\$18,371.69	\$18,371.69
Electric Grid Rehab	\$0.00	\$1,919.17	\$1,919.17
Flood Gates	\$0.00	\$13,853.11	\$13,853.11
Total - Capital Expenses	\$16,785.00	\$475,622.04	\$1,673,054.41

ORDINANCE NO. ____

**HATFIELD TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

AN ORDINANCE PURSUANT TO THE FIRST CLASS TOWNSHIP CODE AND THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE AMENDING ARTICLE XIV OF THE ZONING CODE OF HATFIELD TOWNSHIP RELATED TO OCCUPANCY OF DWELLING UNITS WITHIN THE MF-E MULTIFAMILY-ELDERLY DISTRICT.

WHEREAS, there is a growing population of senior citizens in Hatfield Township;
and

WHEREAS, there is a growing need for a greater variety of Senior-Oriented Residential Housing options in Hatfield Township.

NOW, THEREFORE, BE IT ENACTED and ORDAINED that the Board of Commissioners of Hatfield Township, Montgomery County, Pennsylvania approve, and it is hereby enacted and ordained by the authority of the same, as follows:

SECTION 1: Article XIV, MF-E Multi-family Elderly District, § 282-103.1 A.(2) of the Zoning Code of Hatfield Township (the "Code") is hereby amended to eliminate the following sentence:

“There shall be no more than two permanent residents in any dwelling unit.”

SECTION 2. All other provisions of the Code shall remain in full force and effect, in their entirety, unmodified or amended in any manner by this Ordinance.

SECTION 3. The provisions of this Ordinance are declared to be severable. If any provision of this Ordinance is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Ordinance or on the provisions of the Hatfield Township Code.

SECTION 4. This Ordinance shall be immediately effective.

ENACTED and ORDAINED this 26th day of January, 2022.

ATTEST:

**BOARD OF COMMISSIONERS OF
HATFIELD TOWNSHIP**

Arron Bibro, Manager/Secretary

Thomas C. Zipfel, President