



HATFIELD TOWNSHIP BOARD OF COMMISSIONERS WORKSHOP MEETING AGENDA

March 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 – February, 2022
- B. North Penn Water Authority Meeting Minutes – January 25, 2022
- C. HTMA Monthly Budget Report – January, 2022
- D. HTMA Monthly Meeting Minutes – January 11, 2022

SPECIAL ITEM

- Happy 280th Birthday to Hatfield Township

VII. SPECIAL ITEM

A. Women's History Month

Recognizing Outstanding Women in the Hatfield Community

- Lieutenant Jane Robertson, Hatfield PD
- Betty Johnston, Owner of Twin Woods Golf
- Joan DiMaria - Community Volunteer
- Anu Sharma - Engineer and Mrs. India USA PA 2021
- Anna Feingold - 101-year-old resident
- Katie Lapps Wert, DMD - Dentist and Veteran
- Judith Tamas, DVM – Veterinarian and Business Owner
- Heather Kohler – PA Air National Guard
- Ellen Allen – Educator
- Dee Lord – Youth Sports Leader
- Corporal Brandi McCoy, Hatfield PD
- Officer Kaylee Plisinski, Hatfield PD

VIII. COMMITTEE REPORTS

A. Planning and Zoning Committee – Vice President Rodgers

1. Land Development – Pharmacadence, 1440 Industry Road
Discussion

B. Public Works Committee – Commissioner Lees

1. Bid Awards – Regular Meeting

C. Parks and Recreation Committee – Commissioner Zimmerman

D. Public Safety Committee –President Zipfel

E. Finance Committee – Commissioner Andris

IX. TOWNSHIP STAFF REPORTS

A. Township Manager's Report

1. HTMA Budget – 2022/2023 – No Increase in Rates
2. Tree City/Earth Day Resolution

X. SOLICITOR'S REPORT

XI. CITIZENS' COMMENTS

Attention: Board of Commissioner Meetings are Video Recorded

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Comments are guided by Resolution #10-10.

XII. ADJOURNMENT



Hatfield Township Police Activity Report

The timeframe for this report is 02/01/22 – 02/28/22

(2305) Incidents were handled by Officers

(175) Selective Enforcements were conducted

(9) Non -Traffic** arrests were made

(143) Traffic Citations were issued

(27) Parking Tickets were issued

(128) Traffic Courtesy/ Warnings Notices were issued

(1023) Night Eyes/ Business checks/Directed Patrols were conducted

(12) Criminal* Arrests were made

(0) DUI

(0) DUI's w/Accident

(19) Thefts were reported

*(6) Frauds were reported

Addendum:

***Criminal Arrests involved the following charges:** Arrest Prior To Requisition, Harassment, Receiving Stolen Property, Possessing Instrument Of Crime, Terroristic Threats, Theft By Unlawful Taking, Unauthorized Use Of Motor Vehicle, Warrant Arrest.

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

NORTH PENN WATER AUTHORITY
MINUTES OF THE BOARD OF DIRECTORS MEETING
JANUARY 25, 2022

William K. Dingman, Vice-Chair, called the meeting to order at 7:31 p.m. The following Board members were in attendance at the meeting: Jeffrey H. Simcox, Kenneth V. Farrall, George E. Witmayer, Richard C. Mast, David W. Dedman, Robert J. Rodgers, Amy Cummings-Leight and Arthur C. Bustard. 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.

Mr. Bellitto and the Board welcomed Mr. Bustard as a new Board Member, replacing former Chair Paul Ziegler who chose not to pursue another term. Amy Cummings-Leight, the new representative from Souderton Borough, was welcomed by the board members as she began her 3-year appointment to fill out the remainder of Marvin Ander's unfinished 5-year term ending in 2024. Mr. Rodgers, after finishing out the remaining term of John Strobel this past year, was appointed for a full 5-year term.

The following items, by agenda number, were discussed:

1. **REORGANIZATION OF OFFICERS AND COMMITTEES** - The Solicitor, as Acting Chair, accepted nominations for the office of Chair:

Mr. Farrall nominated Mr. Dingman for Chair. No further nominations were received, nominations were closed, and upon the motion of Mr. Farrall, seconded by Mr. Dedman, the board unanimously elected Mr. Dingman as Chair.

Mr. Farrall nominated Mr. Witmayer for Vice-Chair. No further nominations were received, nominations were closed, and upon the motion of Mr. Farrall, seconded by Mr. Dedman, the board unanimously elected Mr. Witmayer as Vice-Chair.

Mr. Dingman nominated Mr. Farrall as Secretary. No further nominations were received, nominations were closed, and upon the motion of Mr. Witmayer, seconded by Mr. Rodgers, the board unanimously elected Mr. Farrall as Secretary.

Mr. Farrall nominated Mr. Mast as Treasurer. No further nominations were received, nominations were closed, and upon the motion of Mr. Farrall, seconded by Mr. Witmayer, the board unanimously elected Mr. Mast as Treasurer.

Mr. Farrall nominated Mrs. Haun as Assistant Secretary. No further nominations were received, nominations were closed, and upon the motion of Mr. Farrall, seconded by Mr. Rodgers, the board unanimously elected Mrs. Haun as Assistant Secretary.

Mr. Farrall nominated Mr. Dedman as Assistant Treasurer. No further nominations were received, nominations were closed, and upon the motion of Mr. Farrall,

seconded by Mr. Witmayer, the board unanimously elected Mr. Dedman as Assistant Treasurer.

Mr. Dingman assumed the Chair and made the following 2022 committee appointments:

Engineering Committee: Kenneth V. Farrall, Committee Chair, George E. Witmayer, Richard C. Mast, Arthur C. Bustard and William K. Dingman, Board Chair

Executive Committee: Jeffrey H. Simcox, Committee Chair, George E. Witmayer, Robert J. Rodgers and William K. Dingman, Board Chair

Finance Committee: Helen B. Haun, Committee Chair, Amy Cummings-Leight, David W. Dedman, Richard C. Mast and William K. Dingman, Board Chair

Trustees: Kenneth V. Farrall and Jeffrey H. Simcox

Forest Park Water Operating Committee: Robert J. Rodgers, Committee Chair, and Helen B. Haun, Alternate.

Upon the motion of Mr. Farrall, seconded by Mr. Witmayer, the Board unanimously retained the following professional staff:

Hamburg, Rubin, Mullin, Maxwell & Lupin as Authority Solicitor; BCM Engineers, ATC Group Services, LLC, as Consulting Engineer; Bank of New York Mellon Trust Company NA as Authority Trustee; and Maillie LLP as Authority Auditor.

2. **MINUTES OF NPWA MEETING** - Upon the motion of Mr. Rodgers, seconded by Mr. Farrall, the Board unanimously approved the Minutes of the December 21, 2021, Board of Directors meeting as presented.
3. **BIDS** - There was no Bid Activity this month.
4. **PUBLIC COMMENTS** - There were no members of the public in attendance at the meeting.
5. **FINANCIALS:**

Ms. Tarburton reported that the auditors have begun their review, which will continue, mostly remotely, over the next few weeks. The increase in domestic sales is continuing.

- 5.1. The **Statement of Income and Expense** for the period ending December 31, 2021, was distributed and highlighted by Ms. Tarburton. 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 1.63 pending completion

of the year-end process. Ms. Tarburton noted that the year-end closeouts were nearly complete and the auditing process will commence shortly.

Following discussion, upon the motion of Mr. Farrall, seconded by Mr. Mast, 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 December 31, 2021 were highlighted by Ms. Tarburton and discussed.

- 5.2. Check Registers for the period December 15, 2021 to January 19, 2022 were distributed and discussed. Upon the motion of Mr. Farrall, seconded by Mr. Mast, the board unanimously ratified the payments listed.
6. **ENGINEERING AND OPERATIONS REPORT** - The Engineering and Operations Report for the month of December 2021 was presented, highlighted by Mr. Preston, and discussed.
7. **OPERATING STATISTICS** - The Operating Statistics Report for the month of December 2021 was presented, highlighted by Mr. Preston, and discussed.
8. **APR, HR, CUSTOMER SERVICE, METER, and IT REPORT** - The APR, HR, Customer Service, and Meter Department Reports for the month of December 2021 were presented, highlighted by Mr. Bellitto, and discussed.

The IT Department Report for the month of December 2021 was presented, highlighted by Mr. Pearce, and discussed. Mr. Pearce noted that customer options for online payment transactions was being expanded and there was a discussion regarding transaction fees for the various services. Staff will follow up to further investigate what other Authorities are doing in this area and if there is a need to change our current practice of absorbing all transaction fees.

9. **FOREST PARK WATER** - Mr. Dingman, Chair of the Forest Park Water Operating Committee, reported that the committee had not met. There is nothing to report beyond that contained in the meeting booklet.
10. **MAIN EXTENSIONS:**
 - 10.1. M.E. 1436 – Sterling Business Center, upon the motion of Mr. Rodgers, seconded by Mr. Farrall, the Board unanimously authorized the execution of Resolution No. 22-01-25B for Deed of Dedication of water utility lines and authorized execution of the Deed of Dedication.
 - 10.2. M.E. 1496 – Upon the motion of Ms. Cummings-Leight, seconded by Mr. Farrall, the board unanimously granted contingent final approval for 68 EDUs to Select Properties, Inc., for the Berkley Square, Phase 2B (Towne Gate Commons) project, located near East Chestnut Street and North School Lane, and further approved and authorized execution of the Main Extension Agreement relating to the development, pending Solicitor review

and approval. The approval was contingent upon the Developer signing the Main Extension Agreement and providing all requisite security and fees.

11. **ITEMS FOR DISCUSSION:**

- 11.1. Mr. Bellitto indicated to the Board that the proposed theme for the 2022 Annual Report and presentation at the Annual Banquet is “Succession Planning.” The Board concurred with this recommendation.

Since the Annual Report forms the basis for the presentation at the Annual Municipal Banquet to be held on May 26th, Mr. Bellitto indicated that work on the Annual Report will begin right away. Planning for the Municipal Banquet would need to start soon as the invitations go out in the beginning of April.

- 11.2. As requested by the Board, the Signatories Resolution designating authorized signatories for general contracts and Authority documents is presented at the reorganizational meeting each year. The only change was the removal of former Director of Administration, Maryann Regan from the resolution. There were no other changes, other than the standard ones updating the Resolution number, date of adoption, and current bidding requirements amount, to the Resolution previously adopted. Following discussion, upon the motion of Mr. Farrall, seconded by Mr. Rodgers, the board unanimously approved Resolution No. 22-01-25A as presented.
- 11.3 Mr. Bellitto noted the memo included in the Board Packet that highlights the announcement of Linde Air as a new large customer in Hatfield Township. Due to the expansion of the facility, scheduled for completion later this year, Linde will increase consumption to an estimated 165,000 gallons per day. This will generate an additional \$325,000 in annual revenue and over \$1.2 million dollars in tapping fees.

12. **COMMITTEE REPORTS:**

- 12.1. Engineering Committee - Mr. Farrall, Chair of the Engineering Committee, reported that the committee had not met this month. Mr. Bellitto indicated that a meeting will be scheduled for the evening of the February Board meeting, Tuesday, February 22, if committee members are available that evening.
- 12.2. Executive Committee - Mr. Simcox, Chair of the Executive Committee, reported that the committee had not met this month.
- 12.3. Finance Committee - Mr. Bellitto, on behalf of Mrs. Haun, Chair of the Finance Committee, reported that the committee had not met this month.

13. **CORRESPONDENCE** - Various items of correspondence and newspaper articles contained in the Authority meeting booklet were reviewed.

14. **COMING EVENTS:**

- 14.1. 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.
- 14.2. 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.
- 14.3. PMAA Board Member Training session is scheduled for Thursday, March 24, 2022 at Delta Hotel in Breinigsville, PA.
- 14.4. 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.
- 14.5. 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.
- 14.6. 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.
- 14.7. The Forest Park Customer Appreciation Day Golf Outing date is scheduled for Monday, September 26, 2022 at The Bucks Club, York Road, Jamison, Pennsylvania.
- 14.8. The PMAA 79th Annual Conference and Trade Show will be held from September 11-14, 2022, at the Erie Bayfront Convention Center, Erie, Pennsylvania.

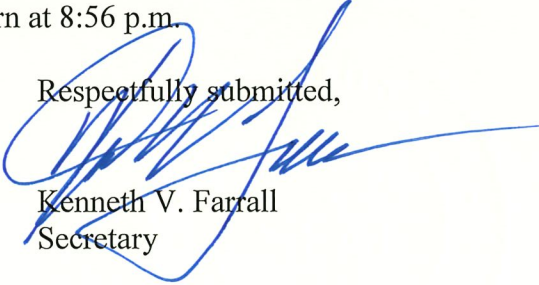
15. **OLD BUSINESS** - There was no Old Business to come before the board.

16. **NEW BUSINESS** - There was no New Business to come before the board.

17. **EXECUTIVE SESSION** - The Board adjourned to Executive Session at 8:26pm to discuss personnel matters and reconvened at 8:56pm

There being no further business, upon the motion of Mr. Farrall, seconded by Mr. Witmayer, the board unanimously voted to adjourn at 8:56 p.m.

Respectfully submitted,


Kenneth V. Farrall
Secretary

**Hatfield Township Municipal Authority
Monthly Budget Report**

Fiscal Year April 1, 2021 through March 31, 2022

Fiscal Month #10 of 12

	January	Fiscal Year To Date	Budgeted
INCOME: Operations			
Sewer Use Fees - Residential	\$669,654.31	\$2,809,653.64	\$2,850,000
Sewer Use Fees - Commercial	\$111,494.47	\$508,045.09	\$480,000
Sewer Use Fees - Industrial	\$226,375.51	\$972,681.37	\$925,000
Penalties and Interest	\$8,415.95	\$82,655.09	\$55,000
Connection Fees	\$800.00	\$29,800.00	\$3,000
Certifications - Title Companies	\$250.00	\$4,025.00	\$4,500
Lateral Repair Permit Fees	\$300.00	\$300.00	\$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	\$44,855.25	\$176,244.75	\$181,400
Trucked Waste - Sludge	\$47,459.00	\$530,866.00	\$560,000
Trucked Waste - Septic, Holding	\$59,397.85	\$777,269.99	\$785,000
Interest on Construction Reserve	\$400.80	\$5,437.94	\$3,100
TV/Jet-Vac Services	\$0.00	\$1,211.50	\$1,500
Lab Fees	\$492.00	\$3,352.00	\$0
Pretreatment Fines	\$0.00	\$0.00	\$0
Miscellaneous	\$0.00	\$3,650.00	\$3,000
Total - Operations Income	\$1,169,895.14	\$7,085,564.28	\$7,336,500

Hatfield Township Municipal Authority
Monthly Budget Report

Fiscal Year April 1, 2016 through March 31, 2017

Fiscal Month #10 of 12

	January	Fiscal Year To Date	Budgeted
EXPENSES: Operations			
Salaries	\$283,024.34	\$2,515,369.49	\$2,992,750.00
Benefits, incl. education and training	\$82,937.41	\$1,008,570.73	\$1,339,500.00
Utilities	\$54,188.31	\$482,620.48	\$708,000
Ash and Sludge Disposal	\$10,199.67	\$128,325.52	\$105,000.00
Grit and Screenings Disposal	\$0.00	\$15,494.72	\$34,000.00
Plant Chemicals	\$10,166.00	\$161,936.36	\$280,000.00
Lab Supplies and Analysis	\$7,695.47	\$77,536.07	\$130,000
Plant Maintenance	\$29,809.97	\$552,725.38	\$655,000
Sewer Maintenance	\$41,253.17	\$122,309.64	\$189,500
Vehicle Maintenance	\$10,179.97	\$44,720.37	\$39,000
Insurance - liability, work. comp.	\$20,169.50	\$216,801.25	\$230,000
Office	\$4,622.22	\$81,252.55	\$102,800
Lansdale sewer charges	\$519.82	\$5,396.82	\$8,000
Towamencin sewer charges	\$36,375.00	\$72,750.00	\$72,000
Engineer - misc. operations	\$9,006.16	\$125,658.45	\$90,000
Solicitor	\$4,912.25	\$65,292.76	\$105,000
Accountant / Auditor	\$0.00	\$14,000.00	\$17,500
Board Fees	\$0.00	\$2,400.00	\$3,000
Miscellaneous	\$225.00	\$26,426.87	\$10,000
Total - Operations Expenses	\$605,284.26	\$5,719,587.46	\$7,111,050

**Hatfield Township Municipal Authority
Monthly Budget Report**

Fiscal Year April 1, 2021 through March 31, 2022

Fiscal Month #10 of 12

INCOME: Capital	January	Fiscal Year To Date	Budgeted
Tapping Fees	\$22,944.00	\$274,348.85	\$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	\$22,944.00	\$274,348.85	\$115,000.00

EXPENSES: Capital	January	Fiscal Year To Date	Total Paid To Date
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	\$0.00	\$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	\$712.00	\$36,154.23	\$36,154.23
Trucked Waste Diffusers	\$0.00	\$0.00	\$0.00
Admin Building HVAC replacement	\$0.00	\$0.00	\$0.00
Pine Street Line Remediation	\$8,165.50	\$40,043.17	\$42,097.89
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	\$53,600.00
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	\$8,877.50	\$484,499.54	\$1,730,439.21

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
JANUARY 11, 2022

- I. Call to order by the Chairman at 7:30 p.m.
- II. Roll call by secretary – Authority members present: Ralph Harvey, Charles Sibel, Barry Wert and George Landes. Authority members absent: Donald Atkiss. Also present: Peter Dorney, Executive Director, Joseph Stammers, Plant Manager, Paul Mullin, Solicitor and Stan Chilson, GHD Engineer.
- III. Approval of minutes for December 14, 2021 – Motion was made by George Landes to approve the minutes as presented, seconded by Charles Sibel and approved by the Authority.
- IV. Reorganization of Board & Professional Services Appointments – The Authority meeting was turned over to Mr. Mullin for reorganization. Barry Wert made the motion for all positions of the Board members to stay the same, seconded by Charles Sibel and approved by the Authority. George Landes made the motion to approve the professional services, of GHD and HRMM & Lupin to stay the same, seconded by Charles Sibel and approved by the Authority.
- V. Citizens comments – no report
- VI. Union – no report
- VII. Montgomery Township – no report
- VIII. Executive Directors report
 - A. Budget Discussion – Mr. Dorney is still working on the budget. There is one change since last month – the lab equipment is going to be changed – raised to \$86,000.00.
 - B. Grit Washer Purchase – nothing new to report.
 - C. Pine St. line project – Working on easement agreements. GHD plans to advertise soon.
 - D. DEP/Stack test – Scheduled for January 12th and 13th.
 - E. Lateral Ordinance – Implementation January 1, 2022.

F. Secondary Channels Replacement – Looking at receiving equipment in the middle or the end of March.

G. Plant Electric Grid upgrade – No information yet from GHD.

H. Orvilla/309 Car Wash – no new information.

I. Hilltown Development – no new information.

IX. Pretreatment report – no report.

X. Engineers report – The following requisitions were submitted:

Project #2020-9480	Pine Street Interceptor	\$8,165.50
Project #2021-9840	Clarifier Launder Trough Assembly	\$ 712.00

XI. Solicitors report – Mr. Mullin reported that Imprint requested a payment plan for the money that they owe us. The Board decided for Mr. Mullin to draft the agreement for them to pay for 4 EDU's up front and six (6) months to pay the remaining 3 EDU's.

XII. Treasurer's report – after a review of the bills, Charles Sibel made the motion to pay the bills and requisitions as submitted, seconded by George Landes and approved by the Authority.

XIII. Old Business

A. Office addition – Mr. Dorney will be attending the Zoning Hearing Board of January 27th for our office addition.

B. DHS Security Evaluation – no report

C. Penn Beer line – no report

D. Baum property – ongoing.

E. Walters Tract – ongoing.

F. Imprint – They have paid their past due sewer bills.

G. Air Quality Title V permit application – Application has been submitted to DEP.

XIV. New Business

A. Escrow for residential customers – There was a discussion on charging additional fees (over the permit fee) for going out for inspections multiple times for the same property. They discussed on the need and how the charges should be handled/billed.

B. 2021 Plant Flow – The annual average plant flow for 2021 looks like it will be 6.92 MGD, slightly below our NPDES limit of 6.98MGD, thanks to a dry November and December this year. Mr. Dorney

reported that Praxair wants to give us a lot of flow, (they will be receiving 300,000 gallons per day from NPWA) but much of that should evaporate. There was a discussion on this issue.

C. Bad Manhole – Road crew found a very bad manhole on the line coming from Walnut St. Much flow from flood waters could enter – this was fixed.

XIV. Other Business – no report

XV. Adjournment – George Landes made the motion to adjourn the meeting at 8:07 p.m., seconded by Barry Wert and approved by the Authority.

Submitted by,



Secretary



4259 W. Swamp Road
Suite 410
Doylestown, PA 18902

www.cksenineers.com
215.340.0600

January 13, 2022
Ref: #3633

Hatfield Township
1950 School Road
Hatfield, PA 19440

Attention: Aaron J. Bibro, Township Manager

Reference: Pharmacadence Analytical Services Building Expansion
Pharmacadence Analytical Services, LLC
Land Development
(Hatfield Township Project #P21-13)

Dear Mr. Bibro:

CKS Engineers, Inc. has completed our review of the above-referenced land development plan. The applicant proposes to construct an 8,781 SF industrial building addition at the corner of 1440 Industry Road, in the LI-Light Industrial Zoning District. The project also proposes an expansion of the existing parking lot. The existing public water and sanitary sewer connections are unaffected. The site will continue to be accessed via Industry Road through a reconfiguration of one of the two existing access drives.

The submission consists of the following items, each prepared by Knight Engineering, Inc.:

- Nine (9) sheet set of plans, titled "Preliminary/Final Land Development Plans for Pharmacadence Analytical Services," dated August 17, 2021, last revised December 22, 2021.
- Truck turning templates on an 11 x 17 in. sheet labeled "Record Plan" dated December 22, 2021
- Waiver request correspondence dated December 22, 2021, from Knight 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. Correspondence from Knight Engineering, Inc., dated December 22, 2021, requesting relief from the requirements of the Subdivision and Land Development Ordinance is included with the current submission. The waivers requested are noted below and are also identified on the plans.
 - a. From Section 250.9.B.5 from the requirement to submit separate preliminary and final plans. The applicant is requesting that the land development plans be considered as combined preliminary/final plans. We take no exception to this request.

- b. From Section 250.29.G.2 from the requirement that access to parking areas on commercial and industrial and nonresidential sites be so located as to provide a minimum of 200 feet between points of access. There are two existing driveways, one of which will be reconfigured. The existing spacing between the driveways is approximately 115 feet, which is proposed to be increased to approximately 138 feet. We take no exception to this request, as the spacing increases, decreasing the non-conformity.
 - c. From Section 250.31.A, from the requirement that sidewalks be provided on both sides of all new streets of land developments. The applicant is requesting confirmation that a waiver previously granted for the subdivision remains acceptable to the Township. We take no exception to this request, as there are no existing sidewalks elsewhere within the development.
 - d. From Section 250.40.D, which requires that a minimum of 15 feet of open space be provided between the edge of any parking area and the outside wall of the nearest building. One parking space is proposed slightly less than 15 feet from the building, to allow the sidewalk to align with the proposed ADA parking space aisle. We take no exception to this request. The relief is minimal.
 - e. From Section 250.40.O, which requires that pedestrian crosswalks and refuge islands shall be provided at intervals not exceeding 200 feet along the length of each parking area. There is not adequate space to provide sidewalk along the existing driveway, which would require sidewalk to be located along the outside of the driveway. The applicant also notes that most pedestrians would not utilize sidewalk at that location. We take no exception to this request, as the number of spaces greater than 200 feet from an access door are minimal, and it does not appear that sidewalk around the parking facility would receive significant pedestrian traffic.
2. The project will require a Traffic Impact Fee, as indicated in the November 9, 2021, review by McMahon Associates, Inc. (250-87).
 3. A street opening permit is required from Hatfield Township for the driveway relocation. (246-17)
 4. We have the following comments regarding the stormwater management, grading and erosion control design:
 - a. The site contains an existing area of compacted stone of approximately 25,600 SF; this area is a "leftover" condition from the original building occupant and was used as a contractor's staging area. The stone was compacted over time due to the previous use and is considered impervious surface in regard to runoff conditions. A portion of the area comprised of stone is where the building addition and parking lot/driveway improvements are proposed. The plans have been revised to propose the removal of approximately 10,000 SF of the existing compacted stone area at the rear of the building. The removal of the 10,000 SF of stone and replacement of that stone with amended soil will represent an overall reduction of impervious area on the site. Therefore, we anticipate no increase in runoff, and expect a slight decrease following installation of the improvements. In addition to the amended soils, the required landscaping to be installed will represent an improvement to the general stormwater conditions at the site.

- b. A PADEP "NPDES Permit for Stormwater Discharges Associated with Construction Activities" is required for the proposed construction activities. (242-19B(2))
 - c. The E&S construction sequence on Erosion and Sedimentation Control Plan (Sheet 7) should be revised to remove the and steps referencing the underground infiltration basin. (242-19B(3))
 - d. We recommend that a measure of protection against erosion be installed at the discharge ends of the proposed and existing roof drain discharges, i.e., rip rap. (242-34)
5. We have the following comments regarding landscaping. We defer to the Township Landscape Architect regarding spacing, species, etc.:
- a. The Landscape Schedule and required plantings table on the Landscape Plan (Sheet 6) indicates that 20, 18-in. high deciduous plantings are proposed but only nine Pagoda Dogwoods are shown on the plan. If equivalent plantings will be used for compliance, they must satisfy ratios found in Section 250-38.K. In addition, The Landscape Schedule understates the quantity of Inkberry shrubs by two; a total of 20 are shown in plan view.
 - b. A Landscape Requirements table should be added to the landscaping plan to demonstrate how the ordinance requirements are met. The tabulation should clearly note the respective required plantings, those provided and any deficiencies. The tabulation provided is incomplete.
 - c. The proposed Eastern White Pines and Swamp White Oaks are proposed within the drainage easement and within ten feet of the underground electric line and should be relocated. (250-38.J)
 - d. The Landscape Plan (Sheet 6) should be revised to clarify if an additional street tree is proposed east of the accessible parking spaces.
6. The applicant should confirm whether additional review by the Hatfield Township Municipal Authority is required, including Sewage Facilities Planning Module Approval or waiver from PA DEP, if there is a change to the anticipated sewage flows. Accordingly, if there are changes required by the HTMA, an updated Service Agreement should be provided. (250-34.A.3)
7. Ultimately, we will require a construction cost estimate for use with the Development Agreement. (250-61)
8. We recommend the Record Plans be sent to the Township Solicitor for review of the signature certifications, etc.
9. We have the following drafting/engineering comments (250-72 unless otherwise noted):
- a. A fairly steep slope is proposed beyond the rear doorway landing; a few steps or ramp may be helpful for pedestrians to access the parking lot. This adjustment could be handled during construction, as we do not feel that the adjustment will adversely affect drainage patterns, parking lot slope, etc.

- b. The PA One-Call utility serial case number and date should be added to the Act 172 notes on the plans. (246-29A)
- c. The sidewalk and curbing details should be revised to note "Concrete for sidewalks shall be Class A Air Entrained Mix, with a minimum of 4,000 psi."
- d. Regarding the turning templates provided: The applicant should confirm that no combination vehicles will serve the site, as turning templates and sight distances at driveways assume a single unit box truck (SU-30) will be the largest delivery vehicle.

We recommend adding a third template for a waste hauling truck as well.

The Township Fire Marshal should confirm the emergency vehicle size shown on the turning template is acceptable.

- e. We recommend that a tabulation of the existing and proposed impervious surface areas by type be provided, summarizing the net changes proposed on the site.
 - f. The number of employees on the two heaviest work shifts should be listed on the plans (282-186.B.11)
 - g. A construction detail must be provided for the accessible ramp adjacent to the parking access aisle.
 - h. The applicant should specify if any walls, fencing or bollards will be placed around the new cryogenic tank and vaporizer pad south of the building addition. Details should be provided as necessary.
 - i. The landscaping and erosion control plans should be revised to clearly indicate both tree protection fencing locations and the Limit of Disturbance (LOD). (250-38.D)
 - j. The plans should be revised to include a detail for the proposed bumper block/stops.
10. The plans should be submitted to the following entities for review and comment:
- a. Montgomery County Conservation District
 - b. Montgomery County Planning Commission
 - c. Hatfield Township Fire Marshal
 - d. Hatfield Township Shade Tree Commission
 - e. North Penn Water Authority
 - f. Hatfield Township Municipal Authority
 - g. Hatfield Township Landscape Architect
 - h. Hatfield Township Traffic Engineer

January 13, 2022

Ref: #3633

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We recommend the plan be revised and resubmitted, however the revisions have addressed our primary overall/planning concerns. 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
Catherine Basilli, Administrative Assistant to Building & Codes
Daniel Gray, Knight Engineering, Inc.
Carmen Fernandez-Metzler
Anton Kuhner, McMahon Associates, Inc.
Kim Flanders, McCloskey & Faber, P.C.
Josh Gross, CKS Engineers, Inc.
George DiPersio, CKS Engineers, Inc.
File

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*

February 10, 2022

To: Aaron Bibro, Hatfield Township Manager
From: Peter Dorney, Executive Director

Aaron,

Attached is HTMA's proposed budget for the fiscal year April 1, 2022 through March 31, 2023, in the amount of \$11,181,685 for approval by Resolution of the Hatfield Township Board of Commissioners.

HTMA proposes no sewer rate increases again this year.



HATFIELD TOWNSHIP MUNICIPAL AUTHORITY
SUMMARY OF ESTIMATED INCOME
April 1, 2022 to March 31, 2023

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

OPERATIONS INCOME

PROJECTED

Sewer Use Fees - Residential	\$2,900,000
Sewer Use Fees - Commercial	\$515,000
Sewer Use Fees - Industrial	\$925,000
Penalties and Interest	\$70,000
Connection Fees	\$6,000
Certifications	\$8,250
Montgomery Township Sewer Rental	\$1,025,000
Hatfield Borough Sewer Rental	\$475,000
Franconia Township Sewer Rental	\$181,400
Trucked Waste - Sludge Revenue	\$595,000
Trucked Waste - Septic/Holding Tank Revenue	\$835,000
Interest on Construction Reserve	\$5,000
Television/Jet Vac Services	\$1,500
Miscellaneous Revenue	\$4,000
<u>TOTAL OPERATIONS INCOME</u>	\$7,546,150

CAPITAL INCOME

PROJECTED

Tapping Fees	\$240,000
Montgomery Township Capital	\$591,738
Hatfield Borough Capital	\$0

TOTAL CAPITAL INCOME \$831,738

TOTAL BUDGETED RECEIPTS \$8,377,888

Construction Reserve Funds Used or (Invested)
\$2,803,797

TOTAL PROJECTED FUNDS AVAILILABLE \$11,181,685

HATFIELD TOWNSHIP MUNICIPAL AUTHORITY
SUMMARY OF ESTIMATED EXPENSES
April 1, 2022 to March 31, 2023

OPERATIONS EXPENSES

	<u>PROJECTED</u>
PAYROLL	
Management/Administration	\$743,060
Operators	\$2,038,200
Occasional Labor	\$22,000
Office Salaries	\$160,165
Overtime (All Catagories)	\$187,460
<u>TOTAL - PAYROLL</u>	\$3,150,885
BENEFITS AND TAXES	
Group Insurances	\$775,000
Unemployment Compensation	\$8,500
Retirement Plan Contributions	\$345,000
Tri-Annual Medical Examinations and Shots	\$25,000
Social Security	\$245,000
Education/Training/Dues/Subscriptions	\$24,500
<u>TOTAL - BENEFITS AND TAXES</u>	\$1,423,000
UTILITIES	
Electric - Treatment Plant	\$565,000
Electric - Pump Stations	\$13,000
Gas - Treatment Plant	\$205,000
<u>SUB-TOTAL (Electric and Gas)</u>	\$783,000

UTILITIES, CONT.

PROJECTED

Water	\$2,000
Refuse	\$12,000
Ash Disposal	\$105,000
Sludge Removal	\$45,000
Screenings Disposal	\$34,000
Telephone	\$9,000

TOTAL - UTILITIES \$990,000

PROCESS CHEMICALS

Ferric Chloride	\$70,000
Polymers	\$106,250
Other Chemicals	\$155,000

TOTAL - PROCESS CHEMICALS \$331,250

LABORATORY

Chemicals and Glassware	\$14,500
Equipment and Maintenance	\$15,500
Contract Lab Analysis	\$100,000

TOTAL - LABORATORY \$130,000

MAINTENANCE

Cleaning Supplies	\$7,000
Plant Maintenance/Repair	\$535,000
New Equipment - Plant	\$75,000
Outside Contractors - Plant	\$60,000

TOTAL - MAINTENANCE \$677,000

ROAD CREW	<u>PROJECTED</u>
Materials and Small Tools	\$4,500
Outside Contractors	\$95,000
Sewer Line Maintenance	\$110,000
<u>TOTAL - ROAD CREW</u>	<u>\$209,500</u>
VEHICLES	
Gas and Oil	\$20,000
Repairs and Maintenance	\$21,000
<u>TOTAL - VEHICLES</u>	<u>\$39,000</u>
INSURANCE	
General Liability	\$150,000
Workman's Compensation	\$95,000
<u>TOTAL - INSURANCE</u>	<u>\$245,000</u>
OFFICE	
Postage	\$16,000
Computer Maintenance Contract	\$9,800
Office Supplies and Expenses	\$85,000
Legal Advertisements	\$4,000
<u>TOTAL - OFFICE</u>	<u>\$114,800</u>
LANSDALE SEWER RENTALS	\$8,000
TOWAMENCIN SEWER RENTALS	\$72,750

PROFESSIONAL SERVICES	<u>PROJECTED</u>
Consulting Engineer - Operations	\$20,000
Other Engineer Services	\$85,000
Legal Fees	\$105,000
Accounting and Audit	\$17,500
Board Fees	\$3,000
<u>TOTAL - PROFESSIONAL SERVICES</u>	\$230,500
MISCELLANEOUS	\$10,000
<u>TOTAL OPERATING EXPENSES</u>	\$7,631,685
<u>TOTAL OPERATIONS AND DEBT SERVICE</u>	\$7,631,685

PROJECT EXPENDITURES	<u>PROJECTED</u>
2022 Sewer I/I Work	\$135,000
2022 I/I Mitigation Plan Implementation	\$70,000
Plant Paving	\$40,000
Annual Stack Test	\$25,000
Office Expansion	\$1,000,000
Centrifuge Rehab	\$75,000
Secondary Rehab	\$400,000
Trucked Waste Diffusers	\$50,000
Admin Building HVAC	\$30,000
Pine Street Line Remediation	\$850,000
Afterburner Rehab	\$100,000
New Polymer Feed System	\$90,000
New Barscreen	\$60,000
Flood Gates	\$50,000
Grit Classifier	\$35,000
Lab Equipment	\$90,000
New Televising Truck	\$360,000
New Spare Centrifuge Gearbox	\$90,000
Replace Secondary Clarifier Drain Valve	\$40,000
Concrete Restoration at Ash Rolloffs	\$50,000
<u>TOTAL PROJECT EXPENDITURES</u>	\$3,550,000
<u>TOTAL PROJECTED EXPENSES</u>	\$11,181,685



**HATFIELD TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

**Hatfield Township Shade Tree Commission
Annual Plant Exchange & Arbor Day Observance**

RESOLUTION #22-

WHEREAS, the Hatfield Township Board of Commissioners promote the value of trees through its operation of an Arboretum and a Nursery; and through consistent coordination, on a recurring annual basis, of numerous tree planting projects on its public lands; and

WHEREAS, the Hatfield Township Board of Commissioners have designated and support an appointed body of citizens, the Hatfield Township Shade Tree Commission, to advocate for trees, tree health and tree plantings on its public lands; and

WHEREAS, the Hatfield Township Shade Tree Commission has further identified as its mission the work to advocate for trees, tree health and tree plantings among Hatfield Community citizens, by urging them to plant trees as either part of community service projects on public land or as individuals, families, or business units on private land.

NOW, THEREFORE BE IT RESOLVED, that the Hatfield Township Board of Commissioners support Saturday, May 21, 2022, as the day for the Shade Tree Commission's presentation of a special community event for the purpose of bringing people together, by reason of an information and plant exchange, to celebrate the value of trees and of caring for and planting more of them within the community.

**HATFIELD TOWNSHIP
BOARD OF COMMISSIONERS**

By: _____
Thomas C. Zipfel, President

ATTEST: _____
Aaron Bibro, Township Manager