



HATFIELD TOWNSHIP BOARD OF COMMISSIONERS WORKSHOP MEETING AGENDA

February 8, 2023

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*
- B. VMSC Ambulance Report – *January*
- C. HTMA Monthly Budget Report – *December 2022*
- D. NPWA Meeting Minutes – *December 20, 2022*

VII. COMMITTEE REPORTS

- A. Planning and Zoning Committee – Vice President Rodgers**
- B. Public Works Committee – Commissioner Lees**
- C. Parks and Recreation Committee – Commissioner Zimmerman**
- D. Public Safety Committee –President Zipfel**
- E. Finance Committee – Commissioner Andris**

VIII. ACTION ITEMS

- 1. Liquor License Transfer Hearing, Wawa – Cowpath/Broad**
Resolution #23-02
Motion for Approval
- 2. Authorize Bids – Road Paving, Heating Fuel, Pool Chemicals, ADA Ramps, and Bishop Field Renovations**
Motion for Approval

IX. TOWNSHIP STAFF REPORTS

- A. Township Manager’s Report**
 - 1. 2022 Annual Report – Building, Zoning, and Code Department
 - 2. HTMA Budget Presentation – Regular Meeting

X. SOLICITOR’S REPORT

XI. 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.

XII. ADJOURNMENT



Hatfield Township Police Activity Report

The timeframe for this report is 01/01/23 – 01/31/23

(2454) Incidents were handled by Officers

(185) Selective Enforcements were conducted

(9) Non -Traffic** arrests were made

(162) Traffic Citations were issued

(18) Parking Tickets were issued

(176) Traffic Courtesy/ Warnings Notices were issued

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

(14) Criminal* Arrests were made

(1) DUI

(1) DUI's w/Accident

(8) Thefts were reported

*(9) Frauds were reported

Addendum:

***Criminal Arrests involved the following charges:** DUI, Drug Possession And Possession Of Drug Paraphernalia, Harassment, Recklessly Endangering Another Person, Simple Assault, Terroristic Threats, Warrant Arrest.

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

Filter statement

Filters

Months in ESO Record Created Date 01/2023 | Is Active true | Is Locked true | Scene Zone MONTGOMERY - HATFIELD TOWNSHIP (46930) | Run Type 911 Response

TOTAL ZONE CALLS: 153

TOTAL VMSC CAL... 1,056

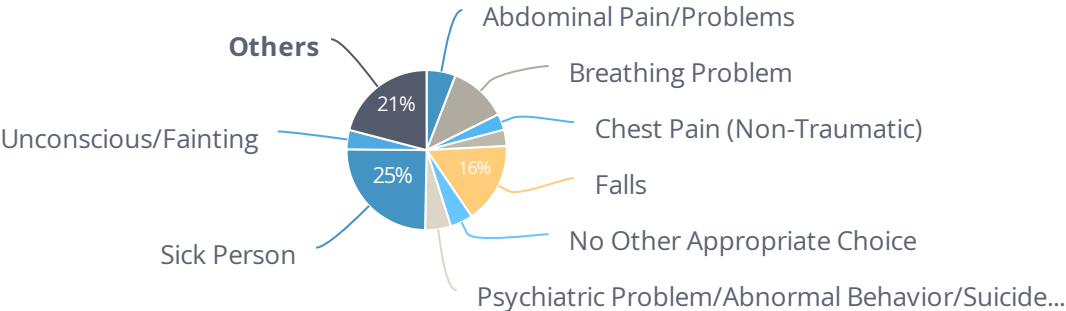
Average Chute ... 1m:8s

Average Response ... 06m:58s

Top 5 Call Types

Type of Incident	#
Sick Person	38
Falls	25
Breathing Problem	18
Abdominal Pain/Problems	9
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	8

Dispatched Complaint Percentages



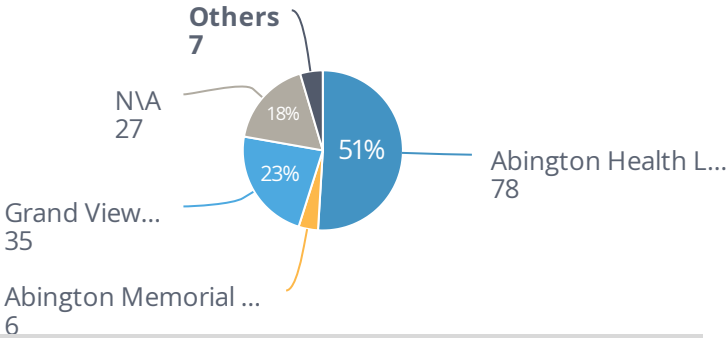
Call Disposition

Disposition	#
Transported No Lights/Siren	78
Transported Lights/Siren	48
Patient Refused Evaluation/Care (Without Transport)	14
Cancelled (No Patient Contact)	4
Assist, Unit	3

Response Level of Service

Unit Level of Care	# of Calls
ALS-Paramedic	91
BLS-AEMT	23
BLS-Basic /EMT	39

Hospital Transports



**Hatfield Township Municipal Authority
Monthly Budget Report**

Fiscal Year April 1, 2022 through March 31, 2023

Fiscal Month #9 of 12



	December	Fiscal Year To Date	Budgeted
INCOME: Operations			
Sewer Use Fees - Residential	\$15,011.54	\$2,174,997.13	\$2,900,000
Sewer Use Fees - Commercial	\$2,093.96	\$390,312.66	\$515,000
Sewer Use Fees - Industrial	\$603.90	\$761,164.91	\$925,000
Penalties and Interest	\$1,731.18	\$54,199.24	\$70,000
Connection Fees	\$200.00	\$3,912.00	\$6,000
Certifications - Title Companies	\$650.00	\$1,025.00	\$8,250
Lateral Repair Permit Fees	\$300.00	\$350.00	\$0
Demolition Permit Fees	\$0.00	\$0.00	\$0
Montgomery Township Sewer Fees	\$0.00	\$867,408.82	\$1,025,000
Hatfield Borough Sewer Fees	\$0.00	\$348,913.78	\$475,000
Franconia Township Sewer Fees	\$0.00	\$134,565.75	\$181,400
Trucked Waste - Sludge	\$41,570.00	\$417,536.75	\$595,000
Trucked Waste - Septic, Holding	\$92,230.00	\$769,094.04	\$835,000
Interest on Construction Reserve	\$29,663.60	\$109,697.30	\$5,000
TV/Jet-Vac Services	\$0.00	\$0.00	\$1,500
Lab Fees	\$984.00	\$1,968.00	\$0
Pretreatment Fines	\$0.00	\$0.00	\$0
Miscellaneous	\$0.00	\$6,859.35	\$4,000
Total - Operations Income	\$185,038.18	\$6,042,779.73	\$7,546,150

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	\$393,070.62	\$2,412,943.30	\$3,150,885.00
Benefits, incl. education and training	\$101,811.51	\$1,005,332.46	\$1,423,000.00
Utilities	\$20,901.36	\$440,744.41	\$806,000
Ash and Sludge Disposal	\$27,254.51	\$105,777.87	\$150,000.00
Grit and Screenings Disposal	\$2,509.80	\$9,605.99	\$34,000.00
Plant Chemicals	\$72,899.54	\$315,796.30	\$331,250.00
Lab Supplies and Analysis	\$17,508.40	\$177,753.57	\$130,000
Plant Maintenance	\$81,683.79	\$687,721.46	\$677,000
Sewer Maintenance	\$8,226.14	\$135,453.85	\$209,500
Vehicle Maintenance	\$2,059.76	\$30,102.95	\$39,000
Insurance - liability, work. comp.	\$227.00	\$188,841.38	\$245,000
Office	\$7,348.02	\$86,456.73	\$114,800
Lansdale sewer charges	\$1,457.43	\$6,389.10	\$8,000
Towamencin sewer charges	\$43,650.00	\$87,300.00	\$72,750
Engineer - misc. operations	\$17,343.75	\$121,637.79	\$105,000
Solicitor	\$6,515.00	\$90,533.55	\$105,000
Accountant / Auditor	\$0.00	\$5,000.00	\$17,500
Board Fees	\$750.00	\$2,250.00	\$3,000
Miscellaneous	\$1,811.47	\$62,979.04	\$10,000
Total - Operations Expenses	\$807,028.10	\$5,972,619.75	\$7,631,685

**Hatfield Township Municipal Authority
Monthly Budget Report**

Fiscal Year April 1, 2022 through March 31, 2023

Fiscal Month #9 of 12

	December	Fiscal Year To Date	Budgeted
INCOME: Capital			
Tapping Fees	\$2,789.00	\$462,854.50	\$240,000.00
Front Foot Assessment	\$0.00	\$0.00	\$0.00
Montgomery Twp. Capital	\$87,044.49	\$121,270.77	\$591,738.00
Montgomery Twp. Debt Service	\$0.00	\$0.00	\$0.00
Total - Capital Income	\$89,833.49	\$584,125.27	\$831,738.00

	December	Fiscal Year To Date	Total Paid To Date
EXPENSES: Capital			
2022 Sewer Work	\$0.00	\$0.00	\$0.00
2022 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	\$2,394.00	\$108,015.88	\$144,655.68
Centrifuge Rehab	\$0.00	\$0.00	\$0.00
Secondary #1 Rehab	\$11,253.00	\$185,532.75	\$221,738.48
Trucked Waste Diffusers	\$0.00	\$0.00	\$0.00
Admin Building HVAC replacement	\$0.00	\$20,839.00	\$20,839.00
Pine Street Line Remediation	\$127,907.33	\$697,406.91	\$790,894.51
Afterburner Repair	\$0.00	\$0.00	\$0.00
New Polymer Feed System	\$0.00	\$87,829.11	\$0.00
New Bar Screen	\$0.00	\$0.00	\$0.00
Flood Wall	\$0.00	\$24,935.50	\$24,935.50
Flood Gates	\$0.00	\$46,982.23	\$46,982.23
Grit Classifier	\$0.00	\$0.00	\$0.00
Lab Equipment	\$0.00	\$0.00	\$0.00
New Televising Truck	\$0.00	\$0.00	\$0.00
New Spare Centrifuge Gearbox	\$0.00	\$0.00	\$0.00
New Spare Sumitoma Screw Pump Drive	\$0.00	\$69,357.00	\$0.00
Secondary Clarifier Drain	\$0.00	\$0.00	\$0.00
Concrete Rehab at Ash Garage	\$0.00	\$0.00	\$0.00
Electric Grid Rehab	\$0.00	\$36,473.73	\$41,119.23
Helisieve	\$0.00	\$86,475.00	\$86,475.00
Emergency Repair Generator and Transfer	\$0.00	\$89,525.00	\$89,525.00
Muffin Monster Wet Weather System	\$0.00	\$33,086.00	\$33,086.00
Total - Capital Expenses	\$141,554.33	\$1,486,458.11	\$1,500,250.63

NORTH PENN WATER AUTHORITY
MINUTES OF THE BOARD OF DIRECTORS MEETING
December 20, 2022

William K. Dingman, Chair, called the meeting to order at 7:30 p.m. The following Board members were also in attendance at the meeting: David W. Dedman, George E. Witmayer, Richard C. Mast, Robert J. Rodgers, Arthur C. Bustard, Helen B. Haun, and Amy J. Cummings-Leight. Mr. Rodgers participated via conference call. Jeffrey H. Simcox was absent. Mr. Farrall was present for the Executive Session only. Also present were Anthony J. Bellitto, Jr., P.E., Executive Director, Jonathan C. Hartzell, Director of Operations and Field Services, Daniel P. Pearce, Director of Information Technology, Daniel C. Preston, P.E., Director of Asset Management and Strategic Initiatives, Ami L. Tarburton, Director of Finance and Human Resources, and Paul G. Mullin, Esquire, Hamburg, Rubin, Mullin, Maxwell & Lupin, Solicitor. Also, John Frey of PFM and Brian Bradley of RBC Capital Markets were in attendance.

The following items, by agenda number, were discussed:

- 11.1 **ITEMS FOR DISCUSSION** – John Frey of PFM provided an update on the Refunding of the 2015 bonds. This item was discussed out of agenda sequence to facilitate Mr. Frey. Mr. Frey provided a 6-page update that provided favorable news. Current interest rates have changed resulting in a net savings to NPWA of approximately \$530,000 at this time. Savings have improved since the refunding was considered. After discussion, it was recommended NPWA proceed with the refunding and in accordance with the proposed resolution, establish a savings threshold of \$260,000, and to initiate the process in February 2023. Mr. Frey indicated that financing costs should be slightly lower than originally projected. Upon the motion of Mrs. Haun, seconded by Mr. Bustard, the Board approved unanimously Bond Resolution No. 22-12-20, authorizing the redemption of all or a portion of its water revenue bonds, Series of 2015; authorizing the execution and delivery of a supplemental indenture to the Bank of New York Mellon Trust Company N.A.; authorizing execution and delivery of all legal documents relating to the refunding by designated officers of the Authority; authorizing other necessary actions; and repealing inconsistent resolutions. Mr. Frey and Mr. Bradley left the meeting at 7:36 p.m. and were not present for any further discussion.
1. **MINUTES** - Upon the motion of Mrs. Haun, seconded by Mr. Dedman, the Board approved unanimously the Minutes of the November 22, 2022, Board of Directors meeting as presented.
2. **BIDS**
 - 2.1. Authorize Bids – Contract 795 – 2023 Main Replacements Project Group, various locations throughout the service area. Upon the motion of Mr. Witmayer, seconded by Ms. Cummings-Leight, the Board authorized unanimously the Advertisement for Bids.
 - 2.2. Award Bids – Contract 794 – 2023 Annual Paving Services Contract, various locations throughout the service area. After discussion it was decided to defer action on the Bids until January 2023 to do further analysis prior to making an

award recommendation. At the January Board meeting, a recommendation will be forthcoming.

3. **PUBLIC COMMENTS** – There was no public comment.

4. **FINANCIAL AND HUMAN RESOURCES REPORT:**

- 4.1. The **Statement of Income and Expense** for the period ending November 30, 2022, was highlighted by Mrs. Tarburton and discussed. Mrs. Tarburton noted, with 92% of the year lapsed, metered sales were up 6%, over \$1 million more than last year and total revenues were up more than 4%, an increase of approximately \$800,000. Total revenues were 100% of budget and total operating expenses were 85% of budget. Debt Service Coverage is at 1.48, which is above the 1.10 required by the Trust Indenture. Total Debt Service Coverage is at 1.76.

The **Statement of Net Position, Expense Variance Report, Capital Budget Report and Metered Sales Report** for the period ending November 30, 2022 were highlighted by Mrs. Tarburton and discussed. It was noted that Net Position had increased by 2.6% year to year, an increase of approximately \$4.2 million dollars. Also, it was noted that the Capital Budget expenditures are at 89% and are in line with the budgeted amount for this time of year. The total metered sales are at or above the 3-year average mark. Commercial and industrial sales continue to outperform projections. Following discussion, upon the motion of Ms. Cummings-Leight, seconded by Mr. Dedman, the Board voted unanimously to accept the financial reports and file for future audit.

- 4.2. The Check Register for November 16, 2022 to December 12, 2022 was reviewed and discussed. Upon the motion of Mr. Witmayer, seconded by Mr. Mast, the Board ratified unanimously the payments.
5. **OPERATIONS, METER/CUSTOMER SERVICE, AND STATISTICS REPORT** - The Report for the month of November 2022 was presented, highlighted by Mr. Hartzell, and discussed.
6. **ENGINEERING AND WATER QUALITY REPORT** - The Report for the month of November 2022 was presented, highlighted by Mr. Preston, and discussed.
7. **INFORMATION TECHNOLOGY REPORT** - The Report for the month of November 2022 was presented, highlighted by Mr. Pearce, and discussed.
8. **ADMINISTRATION AND PUBLIC RELATIONS REPORT** - The Report for the month of November 2022 was presented, highlighted by Mr. Bellitto, and discussed. Mr. Bellitto indicated there was nothing else to report or highlight.
9. **FOREST PARK WATER** - Mr. Rodgers, Chair of the Forest Park Water Operating Committee, reported that the committee had not met since the last Board meeting. Mr. Bellitto indicated there is nothing to report beyond that contained in the meeting packet.

10. **MAIN EXTENSIONS:**

- 10.1. M.E. 1506 – Reserves at Franconia – Upon the motion of Mr. Witmayer, seconded by Mr. Bustard, the Board granted unanimously contingent Final Approval for 85 EDUs to Pulte Homes of PA, LLP, for the Reserves at Franconia, located at Beck and Cowpath Roads, Franconia Township and further, authorized execution of the Main Extension Agreement. Approval is contingent on the developer providing an acceptable Letter of Credit.

11. **ITEMS FOR DISCUSSION:**

- 11.1. The Bond Resolution No. 22-12-20 Authorizing the Redemption of all or a Portion of Water Revenue Bonds, Series of 2015, was discussed at the beginning of the meeting.
- 11.2. Deed of Consolidation for the Operations Center Property – Mr. Preston discussed and highlighted the memo included with the Board Packet that explains the need to consolidate the two parcels that represent the Operations Center Complex. The Authority conducted a “land swap” with Clemens Family Corporation in 2008, and the Township has requested that the two parcels be consolidated into one parcel in conjunction with the new pole barn building to be constructed. Following discussion, upon the motion of Mr. Dingman, seconded by Mr. Mast the Board approved unanimously the execution of a Deed of Consolidation for Parcel Nos. 53-00-03064-50-1 and 53-00-00364-02-4.
- 11.3. Authorize and execute 2023 Retainer – General Engineering Services Agreement with Total Engineering and Consulting Services, LLC (TEC), for a not-to-exceed amount of \$150,000 – Mr. Preston discussed and highlighted the memo included with the Board Packet that requests renewal of the existing 2022 Agreement with TEC for 2023. The Consultant has been a good fit for NPWA, providing high quality and timely work in support of our Annual Main Replacement Program at an average cost of \$6,000 per project. All work associated with this Contract will be capitalized and have no impact on the bottom line. Following discussion, upon the motion of Mrs. Haun and seconded by Mr. Bustard, the Board approved execution of the Agreement by a vote of 7-0, with one abstention. In accordance with the Public Official and Employee Ethics Act, Mr. Mast announced his abstention due to a potential business conflict of interest and his written memorandum regarding such abstention is attached hereto and made a part hereof as Exhibit “A”.
- 11.4. Authorize and execute Purchase Order No. 16090 for a Maintenance Agreement with Cogsdale Corporation in the total amount of \$136,545.93 – Mr. Pearce presented to the board a Purchase Order request for a one-year Maintenance and Support Agreement. 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 2023 IT Expense Budget. Following discussion, upon

the motion of Mr. Dedman, seconded by Ms. Cummings-Leight, the board unanimously approved and authorized execution of the Purchase Order, as presented.

- 11.5 Authorize and execute GIS-Cityworks Roadmap Consulting Agreement, Task Order Number 006 – Mr. Pearce discussed and highlighted the memo included with the Board Packet. NPWA’s IT Consultant, Power Engineers, retained by the Authority since August of 2018, is embarking on the next task associated with NPWA’s technology integration related to the GIS-Cityworks and Computerized Maintenance Management System (CMMS). This project was budgeted and approved as part of the 2023 IT Expense Budget. Following discussion, upon the motion of Mr. Bustard, seconded by Mrs. Haun, the Board unanimously approved and authorized execution of the Agreement with Power Engineers for Task Order Number 006 for a lump sum amount of \$122,478.00, as presented.

12. **COMMITTEE REPORTS:**

- 12.1. Engineering Committee – Mr. Farrall, Chair of the Engineering Committee, reported that the committee had not met this month.
- 12.2. Executive Committee – On behalf of Mr. Simcox, Chair of the Executive Committee, Mr. Dingman reported that the committee had met earlier in the evening prior to the Board meeting to discuss a personnel matter.
- 12.3. Finance Committee – Mrs. Haun, Chair of the Finance Committee, reported that the committee met on November 17, 2022. Minutes of that meeting are included in the Board Packet. Upon the motion of Mrs. Haun, seconded by Mr. Witmayer, the Board unanimously approved the minutes.

13. **CORRESPONDENCE** - Various items of correspondence and newspaper articles contained in the Board Packet were reviewed. Mr. Bellitto noted that Mr. Mast and Mr. Farrall have been reappointed for another 5-year term beginning in January 2023. Also, Towamencin Township has hired a new Township Manager and there are numerous news articles related to the pending Towamencin Township sewer system sale.

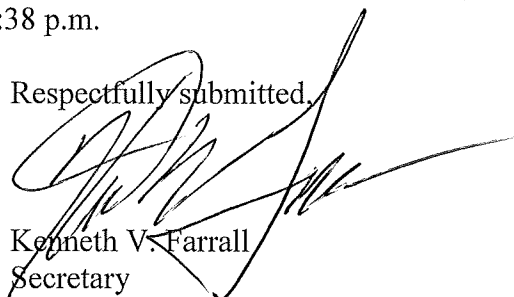
14. **COMING EVENTS:**

- 14.1. Forest Park Operating Committee Meeting Dates for 2023 are February 21 and August 15 at 6:00 p.m. at the North Wales Water Authority office.
- 14.2. NPWA/NWWA 2023 Joint Board Meeting Dates are scheduled for March 2 and September 7 at the North Penn Water Authority office.
- 14.3. PMAA Board Member Training session is scheduled for March 30, 2023 at the Crowne Plaza Philadelphia/Valley Forge.

- 14.4. Roadmasters Meeting is scheduled for April 6, 2023 at the Hennings Market in Harleysville.
- 14.5. Public voting will take place at the North Penn Water Authority Operations Center on Primary Election Day, Tuesday, May 16, 2023 and General Election Day, Tuesday, November 7, 2023.
- 14.6. The Annual Municipal Banquet will be held on Thursday, May 25, 2023, at 6:30 p.m., at the Indian Valley Country Club, 650 Bergey Road, Franconia Township.
- 14.7. The PMAA 81th Annual Conference and Trade Show will be held from September 17-20, 2023, at the Kalahari Resorts and Convention Center, Pocono Mountains, Pennsylvania.
- 14.8. The Forest Park Customer Appreciation Day Golf will be held on Monday September 25, 2023 at The Bucks Club, York Road, Jamison, 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 recessed to Executive Session at 8:20 p.m. to discuss a personnel matter and reconvened at 8:37 p.m. Upon the motion of Mr. Farrall, seconded by Mr. Dedman, the Board approved unanimously the recommendations of the Executive Committee.

There being no further business, upon the motion of Ms. Cummings-Leight, seconded by Mrs. Haun, the Board voted unanimously to adjourn at 8:38 p.m.

Respectfully submitted,

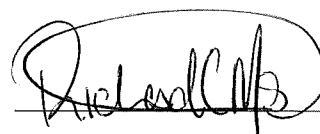


Kenneth V. Farrall
Secretary

Exhibit "A"

Voting Conflict Memorandum

I, Richard C. Mast, member of the North Penn Water Authority, abstained from a vote pertaining to Authorize and Execute 2023 Retainer – General Engineering Services Agreement with Total Engineering and Consulting Services, LLC due to a potential business conflict of interest. The situation constitutes a conflict of interest under section 1102 of the Public Official and Employee Ethics Act (the "Act"), therefore I abstained from the vote.

A handwritten signature in black ink, appearing to read "Richard C. Mast", is written over a horizontal line. The signature is enclosed within a large, loopy oval shape.

Richard C. Mast

**RESOLUTION NO. 23-02
HATFIELD TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

**A RESOLUTION OF HATFIELD TOWNSHIP APPROVING THE
TRANSFER OF RESTAURANT LIQUOR LICENSE NO. R-15117 INTO
HATFIELD TOWNSHIP FOR USE BY WAWA, INC. AT 1900 NORTH
BROAD STREET, HATFIELD, PA 19446**

WHEREAS, Act 141 of 2000 (“the Act”) authorizes the Pennsylvania Liquor Control Board (“PLCB”) to approve, in certain instances, the transfer of restaurant liquor licenses across municipal boundaries within the same county regardless of the quota limitations provided for in Section 461 of the Liquor Code if sales of liquor and malt or brewed beverages are legal in the municipality receiving the license; and

WHEREAS, the Act requires the applicant to obtain from the receiving municipality a resolution or ordinance approving the inter-municipal transfer of the liquor license prior to an applicant’s submission of an application to the Pennsylvania Liquor Control Board; and

WHEREAS, the Liquor Code stipulates that, prior to adoption of a resolution or ordinance by the receiving municipality, at least one hearing be held for the purpose of permitting individuals residing within the municipality to make comments and recommendations regarding the applicant’s intent to transfer a liquor license into the receiving municipality; and

WHEREAS, an application for transfer filed under the Act must contain a copy of the resolution adopted by the municipality approving the transfer of a liquor license into the municipality.

NOW, THEREFORE, BE IT RESOLVED, that Wawa, Inc. (hereinafter, “Applicant”) has requested the approval of the Hatfield Township Board of Commissioners for the proposed transfer of Pennsylvania Restaurant Liquor License No. R-15117 from the Pennsylvania Liquor Control Board to 1900 North Broad Street, Hatfield, PA with the understanding that said transfer must be approved at a later date by the Pennsylvania Liquor Control Board; and

BE IT FURTHER RESOLVED, that the Hatfield Township Board of Commissioners has held a Public Hearing pursuant to duly advertised Public Notice in accordance with the requirements of Section 102 of the Liquor Code to receive comments on the proposed liquor license transfer by the Applicant impacting the above stated location; and

BE IT FURTHER RESOLVED, that the Hatfield Township Board of Commissioners approves, by adoption of this Resolution, the proposed Inter-Municipal liquor license transfer of restaurant liquor license No. R-15117 to the Applicant; and

BE IT FURTHER RESOLVED, that Hatfield Township finds that the transfer by the Applicant will not have an adverse effect on the welfare, health, peace and morals of the Township or its residents; and

BE IT FURTHER RESOLVED, that transfers, designations and assignments of liquor licenses hereunder are subject to approval by the Pennsylvania Liquor Control Board.

PURSUANT TO THE ABOVE, BE IT RESOLVED that the Petition for an Inter-Municipal Transfer of Restaurant Liquor License No. R-15117 from the Pennsylvania Liquor Control Board to the Applicant to be used at the premises located at 1900 North Broad Street, Hatfield, PA is hereby **APPROVED**.

Duly adopted this 8th day of February, 2023, by the Board of Commissioners of Hatfield Township, Montgomery County, Pennsylvania, in lawful session duly assembled.

ATTEST:

**HATFIELD TOWNSHIP
BOARD OF COMMISSIONERS**

Aaron Bibro, Township Manager

By:

Thomas C. Zipfel, President



MEMORANDUM

To: Aaron Bibro, Township Manager

From: Donald Delamater, Director of Building and Zoning

Subject: Department Year End Report - 2022

Date: February 3, 2023

I am happy to submit a year-end recap for the Department of Building, Zoning and Code Enforcement. The following information is a big picture of all activities that took place in 2022 with all of the permitting information derived from the Traisr system. Also included is data from the Township's Fire Marshal, Code Enforcement Officer and the Zoning Hearing Board.

As you will notice, the department was very busy last year with our inspection programs and major development activity taking place in the Township. I must commend the staff (Cathy Basilli, Angie Johnson, Mike Waldron, & Mike McCann) for all their hard work and dedication to Hatfield Township. They are all consummate professionals and function efficiently as a team to get all the work completed. To put in perspective, the department processed over 2,300 permit applications in 2022. Some of these were simple but, many required a more detailed approach to process with follow-up communications with the applicants. However, all permit applications require a thorough review to ensure everything is accurate. In addition, we have added a part time fire inspector, Mike McMahon, who assists the Fire Marshal with inspections and has also proven to be an asset to the township. Finally, I would be remised to not acknowledge Lisa's support of the department as well with her ability to answer general questions and perform initial processing/acceptance of permits.

Throughout the year, the staff was enthralled with two major residential developments (Pulte and NV Homes) as well many large warehouse projects which were all engrossed with construction activities. Again, the following is a general recap of the activities for the Department of Building, Zoning and Code Enforcement:

Total Permits Applied for and processed in 2022

Permit Type	# of Permits
Accessibility	28
Building	574
Earth Disturbance	17
Electrical	373
Fire Protection	135
Mechanical	255
Plumbing	325
Road Opening	22
Temporary Access Certificate	17
Temporary Use & Occupancy	1
Use and Occupancy	462
Zoning	129
Total	2,338

From these numbers, the department completed 44 building permit applications for the Pulte residential development and issued 44 U&O permits for that same development. In addition, the department completed 28 building permit applications for the NV Homes development and issued 23 U&O permits. Even though these numbers do not appear significant compared to the total numbers for the year, these two developments consumed a significant amount of manhours between the permits processing and reviews and the inspections. Again, thanks to the efforts of the staff in coordinating and keeping these projects moving forward.

In addition to the residential construction activity, we were also consumed by large warehouse/commercial activity. During 2022, the township processed commercial building permits for new space and fit-outs that amounted to about 830,000 square feet of space. One project of note is the Turn 14 warehouse expansion project. This project was challenging because of the new technology being used in the warehouse. The entire warehouse racking and retrieval system will be automated and used by electronic machines rather than humans. This is a new technology for our inspectors and took a lot of research and communication with the contractors to address our safety and fire suppression concerns.

Fire Marshal's Office and Office of Emergency Management Activity for the Year 2022 Mike Waldron	
Fire Marshal responses with the fire department	67
Township staff responses to supplement volunteer firefighters (Deputy Fire Marshal and Public Works)	97
Fire origin & cause investigations	22
Civilian fire / burn injuries	2
Civilian fire deaths	0
Hazardous condition investigations	6
Individual buildings or spaces to be inspected under the Fire and Life Safety Inspection Program (Does not included individual apartment units)	1,089
Fire and life safety inspections - non-residential	269
Fire and life safety inspections - non-residential U&O	60
Floor space added in 2022 to be inspected under the Fire and Life Safety Inspection Program	642,000 sq.ft.
Percentage of non-residential occupancies with code violations found during the initial inspection	89%
Fire and life safety inspections - apartment units	2125
Apartment units added in 2022 to be inspected under the Fire and Life Safety Inspection Program	64
Percentage of apartment units with code violations found during the initial inspection	30%
Fire and life safety inspections - residential U&O	209
Fire code violation notices sent	8
Fire code citations issued	1
Public education activities	6
Public education activity attendees	36
Smoke detectors distributed	12
Emergency Management operations	0
Land Development / Subdivision and construction plan reviews	250
Construction inspections & meetings*	396
Phone calls handled**	290
Training hours - building / fire codes	46
Training hours - fire investigation	48
Training hours - Emergency Management	20.5
Training hours - code enforcement	0
Training hours - misc. topics	7
Lives saved / fires and property damage prevented	Unmeasurable

* Only represents a single scheduled inspection timeslot on the schedule. Multiple inspections may have been completed during that time.

** Estimate only. Not all staff members keep records.

Code Enforcement Officer, Mike McCann

The summary for 2022 calendar year is as follows (please note that some of these numbers may be included in the Fire Marshal's report):

Fire Inspections	122
Fire Investigations	1
Re-inspections	126 Commercial, 0 Apartments
Apartment Inspections	2,123
Residential/Commercial U&Os	201 Residential, 1 Commercial
Code Enforcement	99 Complaints
Plan Reviews	0
Alarm/Suppression Test	1
Construction Site Inspections	11 (Fire Marshal Related)
Meetings with Business Owners	9
Meetings with Township Staff	11

Last year, Mike spent 80.5 hours in training classes ranging from 1hr on line webinars to a three-day training classes with Pennsylvania Association of Arson Investigators. All of the classes attended are used for continuing education hours required by; the ICC/ PA L&I for construction certifications, NFPA for fire inspection certification, National Association of Fire Investigators for fire investigation certification and PEMA for Emergency Management certification. The breakdown in hours is as follows:

- Construction/ Fire Inspection- 12 hours
- Fire Investigation- 25 hours
- Emergency Management- 16.5 hours
- Code Enforcement- 0

Mike also oriented new part time employee, Mike McMahon, performing Fire Inspections for 3 weeks prior to his performing these inspections on his own.

Finally, Mike responded to 81 fire calls during the work day in 2022. He responded to 50 calls with the Hatfield Fire Company and 31 calls with Colmar Fire Company. This added up to 56.75 hours of work time during the year. Mike continues to use his best judgement when responding to fire calls and returning to work as soon as possible so that his work schedule is not disrupted too much.

Zoning Hearing Board Applications/Decisions

App #	NAME	ADDRESS	DATE	DECISION
Z22-01	HTMA	3200 Advance Lane	1/27/2022	Granted w/Cond.
Z22-02	Funks Road Properties LLC	2702 Clemens Rd (2929 Funks Rd)	1/27/2022	Granted w/Cond.
Z22-03	David E. Fry	Pine St & Norman Ave (Vacant)	1/27/2022	Granted w/Cond.
Z22-04	Advanced Living Community Development	84 Derstine Road Bldg. 4, Hatfield	2/24/2022	Granted w/Cond.
Z22-05	Brian & Cheryl Martin	416 Derstine Road, Hatfield	2/24/2022	Granted w/Cond.
Z22-06	North Penn SS LLC	25 Bethlehem Pike, Colmar	2/24/2022	Granted w/Cond.
Z22-07	Arbor Commercial 2 Corp	107(aka 83) Bethlehem Pike, Colmar	3/31/2022	Withdrawn
Z22-08	Frank & Morgan Schoendorfer	203 Oak Park Road, Hatfield	3/31/2022	Granted w/Cond.
Z22-09	Lansdale Speed Motor Inc	1107 N. Broad St., Hatfield/Lansdale	3/31/2022	Granted w/Cond.
Z22-10	Jeffrey Fink	2966 Walnut St., Colmar	4/28/2022	Granted w/Cond.
Z22-11	John Powell	645 Wendy Way, Hatfield	4/28/2022	Granted w/Cond.
Z22-12	North Penn Medical Arts Center Condo	2100 North Broad St, Lansdale	4/28/2022	Granted w/Cond.
Z22-13	Linda D'Andrea	262 Bethlehem Pike, Colmar	4/28/22 & 5/26/22	Withdrawn
Z22-14	Richard J. Roberts	613 Wendy Way, Hatfield	6/16/2022	Granted w/Cond.
Z22-15	Alliance Housing Development Inc.	2600 Cowpath Road, Hatfield	6/16/2022	Granted w/Cond.
Z22-16	Habitat for Humanity	2748 Cowpath Road, Hatfield	7/28/2022	Continued
Z22-17	Francesco & Maria Tosco	1431 Cowpath Road, Hatfield	7/28/2022	Granted w/Cond.
Z22-18	Alterra Property Group LLC	2750 Bethlehem Pike, Hatfield	8/25/2022	Granted w/Cond.
Z22-19	AREC6, LLC (aka U-Haul)	272 Bethlehem Pike, Colmar	9/29/2022	Granted w/Cond.
Z22-20	Joseph Pileggi	2321 N Broad St, Colmar	10/27/2022	Granted w/Cond.