

**HATFIELD TOWNSHIP BOARD OF COMMISSIONERS
WORKSHOP MEETING**

November 10, 2004

7:30 PM

AGENDA

I. CALL TO ORDER

Commissioner President Gerald Andris called the Hatfield Township Board of Commissioner's December 8, 2004 meeting to order at 7:30 p.m.

II. ROLL CALL

Commissioner Andris asked Ms. Shafkowitz to call the roll. Present at the meeting were Commissioner President Gerald Andris, Commissioner Vice-President Jim O'Byrne, Commissioner James Bleakly, Commissioner Scott Brown and Commissioner John Norman. Also in attendance were Township Manager Stephanie Shafkowitz, Solicitor Joe Kuhls, Township Planner Ken Amey, Engineer Joe Nolan, Chief of Police Mark Toomey, Finance Director John Hall, Public Works Director Nick DeMeno, Parks and Recreation Director Nancy Stock, and Administrative Assistant Melissa Croak.

III. PLEDGE OF ALLEGIANCE

Commissioner Bleakly led the recitation of the Pledge of Allegiance.

IV. CITIZENS' COMMENTS

None.

V. COMMITTEE REPORTS

A. Planning and Zoning Committee – Commissioner Brown

1. Planning Commission Meeting Minutes – *October 19, 2004*

Commissioner Brown entered the October 19, 2004 Planning Commission Meeting Minutes into record.

2. Subdivision and Land Development Ordinance Proposed Amendments

Township Planner Ken Amey explained the proposed amendments. The first change will eliminate access points onto the proposed 309 connector. The second change will revise park and open space land dedications and eliminate the voluntary contribution for the highway system improvements.

B. Public Works Committee – Commissioner Norman

Commissioner Norman updated the Board on the Public Works Department. Commissioner Andris thanked the staff for moving the salt storage facility along so quickly so the Township would be ready for winter.

C. Parks and Recreation Committee – Commissioner O’Byrne

1. Hatfield Park Commission Meeting Minutes – *October 11, 2004*

Commissioner O’Byrne entered the October 11, 2004 Park Commission Meeting Minutes into record.

2. Hatfield Township Parks and Recreation Committee – *October 4, 2004*

Commissioner O’Byrne entered the October 4, 2004 Parks and Recreation Committee Meeting Minutes into record.

3. Hatfield Township Shade Tree Commission – *October 18, 2004*

Commissioner O’Byrne entered the October 18, 2004 Shade Tree Commission Meeting Minutes into record.

D. Public Safety Committee - Commissioner Norman

1. Monthly Report of Police Activities – *October 2004*

Commissioner Norman entered the October 2004 Monthly Report of Police Activities into record.

Commissioner Norman reported that he would like to have Deer Crossing signs on Cowpath Road.

E. Finance Committee – Commissioner O’Byrne

F. North Penn Water Authority – Commissioner Andris

1. North Penn Water Authority Meeting Minutes – *September 28, 2004*

Commissioner Andris entered the September 28, 2004 North Penn Water Authority Meeting Minutes into record.

G. Hatfield Township Municipal Authority – Commissioner Andris

1. Hatfield Township Municipal Authority Meeting Minutes – *September 14, 2004*

Commissioner Andris entered the September 14, 2004 Hatfield Township Municipal Authority Meeting Minutes into record.

2. Hatfield Township Municipal Authority Monthly Budget Report –
September 2004

Commissioner Andris entered the September 2004 Hatfield Township Municipal Authority Monthly Budget Report into record.

VI. TOWNSHIP STAFF REPORTS

A. Township Manager's Report

1. Municipal Building Project – Overview of Interior Purchases

Township Manager Stephanie Teoli Shafkowitz reviewed the proposed interior purchases. Ms. Shafkowitz reported that she interviewed three vendors for each purchase and that finalists were selected based on their product offerings, experience, and price.

Ms. Shafkowitz recommended Knoll for the furniture contract, Visual Sound for the audio/visual contract for the public meeting room and the board room, and Storage Concepts for the high density filing in the basement. She provided the Board with a worksheet of overall costs for the new building. Ms. Shafkowitz then showed the Board and the residents the proposed furniture layout for the new building. She added that the phone contract was still being negotiated and will most likely be presented for approval with the other contracts.

2. Revision of Personnel Policy

Ms. Shafkowitz explained the revision of the personnel policy, mainly to add the education reimbursement policy. The Personnel Policy will be put into Resolution form for approval on November 22nd.

3. Codification of Ordinances

Ms. Shafkowitz reviewed the codification of ordinances. An ordinance authorizing codification will be presented for approval on December 8th.

B. Solicitor's Report

No report.

C. Building Report

1. Building Report – *October 2004*

Ken Amey entered the October 2004 Building Report into record.

D. Engineer's Report

No report.

VII. OTHER BUSINESS

A. 2005 Budget Presentation

Ms. Shafkowitz presented the 2005 Budget to the Board of Commissioners, staff and residents.

VIII. ADJOURN

Commissioner O'Byrne made a motion to adjourn the November 10, 2004 Board of Commissioners meeting. The motion was seconded by Commissioner Brown and carried on a 5-0 vote. The meeting was adjourned at 8:15 p.m.