

Reorganization and Regular Meeting

January 6, 2020

The Reorganization Meeting began at 7:00 pm with Mayor John R. Reynolds administering the mandatory Oath of Office to the newly re-elected and elected Borough Councillors Daryl Littlefield, Julie Munden, Donna Rogers and Daniel Yocum.

The mandatory biannual Reorganization Meeting of Souderton Borough Council was called to order at 7:10 pm on the above date by Mayor John R. Reynolds. Members of Borough Council in attendance included: Councillor Donna Rogers, Councillor Ned D. Leight, Councillor Richard Godshall, Councillor Daniel Yocum, Councillor Brian K. Goshow, Councillor Matthew Mscichowski, Councillor Julie Munden, Councillor Daryl Littlefield and Councillor Edward Huber.

Mayor John Reynolds reviewed the procedures for nominating and electing officers to the positions of Borough Council President, Vice-President and President Pro-Tem. Mayor Reynolds then opened the floor for nominations for Borough Council President. Councillor Edward Huber nominated Brian Goshow. A vote on the nomination of Brian Goshow to serve as President was held and approved by unanimous vote.

Mayor John Reynolds next opened the floor for nominations for Borough Council Vice-President. Councillor Daniel Yocum nominated Julie Munden. A vote on the nomination of Julie Munden to serve as Vice-President was held and approved by unanimous vote.

Mayor John Reynolds opened the floor for nominations for the position of President Pro-Tem. Councillor Richard Godshall nominated Ned Leight. A vote on the nomination of Ned Leight to serve as President Pro-Tem was held and approved by unanimous vote.

There being no further business, Mayor John Reynolds adjourned the Reorganization Meeting of Borough Council at 7:14 pm.

The Regular Meeting of Souderton Borough Council was then called to order by newly re-elected President Brian K. Goshow at 7:15 p.m. Members of Borough Council present at the regular meeting included the following:

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| President Brian K. Goshow | Councillor Edward Huber |
| Vice-President Julie Munden | Mayor John R. Reynolds |
| Councillor Donna Rogers | Junior Councillor Meg Cross |
| Councillor Ned D. Leight | Solicitor Robert G. Bricker |
| Councillor Richard Godshall | |
| Councillor Daniel Yocum | Borough Manager P. Michael Coll |
| Councillor Matthew Mscichowski | Public Works Director Steven R. Coll |

Councillor Daryl Littlefield

Police Chief James P. Leary

The Invocation was given by Borough Manager P. Michael Coll, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the December 2, 2019, Regular Borough Council Meeting. There were no Borough Council work sessions during the month of December. A motion was made by Councillor Matthew Mscichowski, and seconded by Councillor Richard Godshall, to approve the minutes of December 2, 2019 Borough Council Meeting as presented. The motion was approved.

Borough Manager P. Michael Coll reported that a letter of interest was received from Richard Halbom to fill the vacancy on the Civil Service Commission. This letter will be forwarded to Borough Council for consideration during the January work sessions.

Mayor John Reynolds welcomed newly elected Councillors Donna Rogers and Daryl Littlefield to Borough Council. President Brian Goshaw expressed his appreciation for the continued support of Borough Council and noted that he will be considering Committee assignments and will be in contact with the individual Council members shortly.

Mayor John R. Reynolds, joined by Pennsylvania State Representative Steven Malagari, presented Proclamations to Richard Halbom in recognition of his service as a member of Souderton Borough Council. The Proclamation recognizing Councillor Richard Halbom for his service was read into the minutes:

IN APPRECIATION TO RICHARD HALBOM FOR HIS
COMMUNITY SERVICE AND DEDICATION AS A
MEMBER OF SOUDERTON BOROUGH COUNCIL

WHEREAS, Richard Halbom began his service as a member of Souderton Borough Council on December 1, 2008 and continued to serve in this capacity through December 31, 2019; and

WHEREAS, during his tenure on Borough Council, Richard Halbom served as Chairman of the Highway and Sanitation Committees, was an active member with the Pennsylvania State Association of Boroughs and continues to represent Souderton Borough on the Northern Montgomery County Recycling Commission.

NOW, THEREFORE, I, John R. Reynolds, Mayor of the Borough of Souderton, joined by the members of Souderton Borough Council recognize and extend our sincere appreciation to Richard Halbom for faithful and dedicated service to Souderton Borough, serving and representing our community with distinction and diligence. The Mayor,

Borough Council, administrative staff, and members of the community join in wishing Richard Halbom all the best in the future and fully expect that his civic endeavors are not at an end.

Presented on behalf of Souderton Borough Council this 6th day of January, 2020.

Mayor John R. Reynolds, joined by Pennsylvania State Representative Steven Malagari, presented Proclamations to Jeffrey Gross in recognition of his service as a member of Souderton Borough Council. The Proclamation recognizing former Councillor Jeffrey Gross was read into the minutes:

IN APPRECIATION TO D. JEFFREY GROSS FOR HIS
COMMUNITY SERVICE AND DEDICATION AS A
MEMBER OF SOUDERTON BOROUGH COUNCIL

WHEREAS, D. Jeffrey Gross announced his retirement as a member of Souderton Borough Council effective December 31, 2019 after having served the residents of the Borough of Souderton in the capacity of Borough Councillor for twelve years; and

WHEREAS, D. Jeffrey Gross began his service as a member of Borough Council on January 7, 2008, during his tenure serving as Chairman of the Recreation Committee; a member of Souderton-Telford Main Streets; President Pro-Tem and, most recently, Vice-President of Souderton Borough Council; and

WHEREAS, D. Jeffrey Gross has been instrumental in the planning and implementation of the Souderton Community Pool renovation project; the reconstruction of the Souderton Train Station; Souderton Community Park renovation project and many other economic revitalization projects. The success of these projects reflects the vision, professional talent and dedication that he holds for this community; and

WHEREAS, D. Jeffrey Gross continues to serve as a member of the Souderton Planning Commission since November 3, 2014 and has been instrumental in recommending sound land development planning and improved zoning and land use regulations.

NOW, THEREFORE, I, John R. Reynolds, Mayor of the Borough of Souderton, joined by the members of Souderton Borough Council recognize and extend our sincere appreciation to D. Jeffrey Gross for faithful and dedicated service to Souderton Borough, serving and representing our community with distinction and diligence. The Mayor, Borough Council, administrative staff, and members of the community join in wishing Jeffrey Gross all the best in the future and fully expect that his civic endeavors are not at an end.

Presented on behalf of Souderton Borough Council this 6th day of January, 2020.

Mayor John R. Reynolds, joined by Pennsylvania State Representative Steven Malagari, presented Proclamations to William Powis in recognition of his service as an employee and foreman of the Public Works Department. William Powis will be retiring from the Borough with 40 years of service to the Borough. The Proclamation recognizing William Powis was read into the minutes:

IN RECOGNITION OF WILLIAM H. POWIS AS HE ENTERS
RETIREMENT FROM SOUDERTON BOROUGH.

WHEREAS, William H. Powis was a 1974 graduate of Souderton Area High School, former resident of Souderton Borough and a volunteer member of the Souderton Community Ambulance Association; and

WHEREAS, following initial employment with local businesses, William H. Powis became an employee of the Borough of Souderton on May 21, 1979, initially working a rotating schedule between the Souderton Waste Water Treatment Plant and the Borough's Public Works Department; and

WHEREAS, during his tenure William H. (Willie) Powis elected to concentrate his efforts and talents as a full time employee with the Borough's Public Works Department where he became Foreman and primary equipment operator. He always demonstrated a strong work ethic that carried throughout the crew, always displayed a positive attitude even through times of adversity, his open personality fostered countless relationships with area contractors, neighboring municipalities and the residents of the Borough. Willie readily accepted a challenge and was instrumental in the completion of many successful construction projects along with many maintenance tasks and snow removal efforts. Willie further volunteered as a member of the Perseverance Volunteer Fire Company to provide assistance during working hours; and

WHEREAS, on December 31, 2019, William H. Powis retired from the Borough of Souderton following a 40 year tenure of devoted public service to the Souderton Community.

NOW, THEREFORE, I, John R. Reynolds, Mayor of the Borough of Souderton, joined by the members of Souderton Borough Council recognize William H. (Willie) Powis for his dedication to Souderton Borough and wish him the best of health and happiness as he enters a well deserved retirement.

Presented on behalf of Souderton Borough Council this 6th day of January, 2020.

Mayor John R. Reynolds, joined by Councillor Daniel Yocum, commented on the

recent death of Robert Greiser. Robert Greiser was a long time resident of Souderton Borough, regularly attended the monthly Borough Council meetings, and served as a volunteer with the Perseverance Volunteer Fire Company for the past 46 years. On December 19, 2019, Robert Greiser responded to a fire call to an apartment complex on Main Street. He was the driver of the aerial truck that responded to the call. Upon his return to the fire station, he suffered a heart attack and in the early hours of December 20, 2019, he passed away. This will be considered as a line of duty death. Mayor Reynolds and members of Borough Council expressed their condolences to the Greiser family on the death of Robert Greiser.

Police Chief James P. Leary noted that his monthly report to Borough Council will be submitted and discussed at the January work session. Chief Leary reported on the progress of the Civil Service Commission in formally certifying the list of police officer candidates. Chief Leary will arrange for the top police officer candidate to appear before Borough Council at the January work session.

The Borough Solicitor's report for the month of December was distributed to Borough Council. The Solicitor completed the required documentation for the 2020 tax anticipation loan through Univest Bank and Trust Company. They also completed the documentation for the \$500,000 general obligation loan for the Community park renovations. The Borough Solicitor researched applicability of veteran's preference for the Civil Service Commission in completing and certifying the list of eligible police officer candidates.

Public Works Director Steven Coll expressed his appreciation to Willie Powis for his service and his support over the many years. Steve Coll distributed his monthly report of public works activities to Borough Council for their review and information.

Borough Manager Michael Coll noted that the regular meeting schedule of Borough Council will resume in January. The Souderton Planning Commission will meet on January 8, 2020 for the annual election of officers and they will have further discussion with the developer on the conceptual planning for the balance of the former high school site. There will be a meeting of the Park renovation committee on January 22 beginning at 4:00 pm.

The Borough Manager reviewed the agenda for the meeting, which will begin with a series of staff and consultant appointments. Following adoption of the 2020 Budget, a Resolution has been prepared to raise the trash service fees effective January 1, 2020. A Resolution has been prepared, following provisions of the Police Contract agreement to waive member contributions to the Police Pension Plan for the 2020 calendar year. A Resolution has been prepared to reduce member contributions to three percent (3%) to the Non-Uniformed Pension Plan for the 2020 calendar year. The waived and reduced member contribution have been accounted for in the preparation of the 2020

MMO Work Sheets for each of the plans and is accounted for in the 2020 Budget.

Councillor Daniel Yocum commented on the death of Former United States Congressman Michael Fitzpatrick.

Consideration was given to paying the bills for the month of December, 2019

GENERAL FUND

21 st Century Media News	\$218.87	Souderton-Telford Main Streets	\$5,937.50
Advanced Disposal	36,344.22	Suburban Propane	242.68
Armour & Sons Electric, Inc.	945.47	Sudz In A Bucket, Inc.	16.50
Bearing & Drive Solutions	28.80	Telford Press Printers	1,009.00
Boucher and James, Inc.	1,361.33	Towne Answering Service	550.00
Catering By Angela	160.00	Univest VISA	521.48
Clemens Uniform Rental	597.23	Univest VISA	291.21
Code Inspections, Inc.	636.25	Univest VISA	1,734.52
Comcast	549.74	Verizon	72.19
Cope's Garage, Inc.	2,275.86	Verizon Wireless	336.81
Country-Fair Cleaners	\$445.00	Wellington Sporting Goods	\$89.00
Davidheiser's, Inc.	30.00	Wise Electric	442.26
Delta Dental/Gettysburg Benefit	1,154.17	Advance Auto Parts	107.12
DS Automotive	736.50	Bux-Mont Awards & Engraving	145.00
E. M. Kutz, Inc.	188.61	21 st Century Media	200.14
Freedom Systems Corp	1,350.00	Altek Business Systems, Inc.	389.41
Fromm Electric Supply Corp	298.97	Armour & Sons Electric, Inc.	628.60
Generations of Indian Valley	6,000.00	Ciocca Ford of Souderton	1,048.56
George Allen Portable Toilets	77.00	Del-Val International Truck	18.79
Georges Tool Rental	273.60	Fromm Electric Supply Corp.	500.08
Good Plumbing Heating A/C, Inc.	551.78	George Allen Portable Toilets	300.00
Hajoca Corporation	180.29	Gregory Meinhardt	352.94
Home Depot	736.06	H & K Materials	265.53
Landis Block Nycecrete Co	335.00	Home Depot	190.57
McGowan Polygraph Services	750.00	Jeffrey C. Lukens	514.61
Meals on Wheels Indian Valley	6,000.00	Landis, Hunsberger, Gingrich	990.00
Metlife	2,567.16	Lawson Products, Inc.	471.78
Moyer Indoor/Outdoor	852.31	Markey Paper & Packaging	170.01
NAPA Auto Parts	91.80	Metlife	3,838.64
Nationwide Trust Company	834.47	Morton Salt	2,364.23
NetCarrier Telecom, Inc	396.38	Moyer Indoor/Outdoor	3,406.19
North Penn Goodwill Service	4,250.00	Nationwide Trust Company	1,788.34
North Penn Water Authority	39.24	PA Dept of Transportation	20.00
PA Chiefs of Police Assoc.	513.00	Petty Cash	108.53
PECO Energy	143.54	Richter Drafting Office Supply	52.48
PA One Call System	129.96	Sealmaster	900.75
PPL Electric Utilities	1,798.48	Souderton Firemens Relief Assoc.	3,299.85
PPL Electric Utilities	57.48	Steven R. Coll	39.99
Richter Drafting Office Supply	166.80	Univest VISA	54.45
Robert W. Harley, RPR	180.00	Univest VISA	18.72
Ryan Kochersperger	95.00	Wise Electric	1,164.50

Shelly Enterprises USLBM, LLC	9.35		
Souderton Ambulance Assoc.	4,500.00	Total General Fund	\$113,442.68

SEWER FUND

Altek Business Systems, Inc.	\$80.87	Shelly Enterprises USLBM, LLC	\$5.39
Analytical Laboratories, Inc.	110.00	Suburban Water Testing Labs	2,475.13
Cintas First Aid & Safety	152.85	Telford Press Printers	1,400.00
Clemens Uniform Rental	178.52	Univest VISA	192.50
Comcast Cable	87.92	Verizon	74.49
Coyne Chemical	4,894.48	Bearing & Drive Solutions	782.86
Delta Dental/Gettysburg Benefit	321.47	CHL Systems	987.00
Essex Service Corporation	1,414.68	Cintas First Aid & Safety	162.81
EVOQUA Water Technologies	3,450.00	Coyne Chemical	5,099.98
H2O Solutions, Inc.	169.00	CP Rankin, Inc.	454.66
Home Depot	67.28	D. L. Beardsley, Ltd.	281.90
J. P. Mascaro & Sons	606.00	EVOQUA Water Technologies	3,585.70
Jesse Baro, Inc.	1,046.09	Georges Tool Rental	71.82
Johnstone Supply	39.68	Jesse Baro, Inc.	3,739.79
Lawson Products, Inc.	214.88	Metlife	138.42
Metlife	69.21	Moyer Indoor/Outdoor	214.76
Moyer Instruments	1,140.00	PPL Electric Utilities	16,822.38
NetCarrier Telecom, Inc.	150.34	Shelly Enterprises USLBM, LLC	110.11
North Penn water Authority	167.86	ZEP Manufacturing	315.06
PPL Electric Utilities	631.73	Total Sewer Fund	\$51,907.62

POOL FUND

Airgas National Carbonation	\$75.00	PECO Energy	\$64.91
Comcast	151.27	PPL Electric Utilities	335.68
NetCarrier Telecom, Inc.	135.95		
North Penn Water Authority	13.15	Total Pool Fund	\$775.96

CAPITAL RESERVE FUND

Boucher and James, Inc.	\$4,416.60	Trout Brothers, Inc.	\$6,186.50
H & K Materials	13,473.96	Univest Capital	3,155.23
P. K. Moyer & Sons, Inc.	9,754.50	Andrew Randazzo Architects	2,987.50
Ply-Mar Construction Co., Inc.	\$53,597.70		
PPL Electric Utilities	9,570.00	Total Capital Reserve Fund	\$103,141.99

LIQUID FUELS FUND

PPL Electric Utilities	925.57	PPL Electric Utilities	\$6,085.75
Signal Control Products, Inc.	42.00	Total Liquid Fuels Fund	\$7,053.32

A motion was made by Councillor Edward Huber, and seconded by Councillor Matt Mscichowski, to pay the bills for the month of December, 2019, as presented. The motion was approved.

A motion was made by Councillor Julie Munden, and seconded by Councillor Matt Mscichowski, to authorize the payment of recurring monthly bills for the month of January, 2020, as presented. The motion was approved.

President Brian K. Goshow opened the floor to the audience for public comment.

Margaret Zglinicki, Chairperson of the Souderton Business Improvement District introduced herself to the members of Souderton Borough Council. Main Streets and the BID will be joining together to better support Souderton Borough. Both organizations are looking forward to some exciting events happening in 2020. Reauthorization of the Business Improvement District will occur this year. The organizations will continue to work on branding Souderton as a place to live, work and play.

Jeffrey Gross, 207 Main Street, Souderton, speaking from the podium, expressed how well Borough Council has worked together during his tenure. Borough Council has chosen great leadership for this coming year. Jeffrey Gross further expressed his appreciation to the Borough Manager, the administrative staff, police department and the public works crew.

William Powis expressed his appreciation to Souderton Borough Council and the members of the public works crew and Borough staff. He truly enjoyed his time with Souderton Borough.

There being no public comment from the audience, President Goshow moved to the scheduled items of business, starting with a number of suggested appointments.

A motion was made by Councillor Ned Leight, and seconded by Councillor Richard Godshall, to appoint P. Michael Coll, Borough Manager, to also serve as the Borough Secretary and the Borough Treasurer. The motion was approved by unanimous vote.

A motion was made by Councillor Daniel Yocum, and seconded by Councillor Edward Huber, to appoint the firm of Landis, Hunsberger, Gingrich and Weik, LLP to serve as the Borough Solicitor. The motion was approved by unanimous vote.

A motion was made by Councillor Matt Mscichowski, and seconded by Councillor Richard Godshall, to appoint the firm of Boucher and James, Inc. to serve as the Borough Engineer. The motion was approved by unanimous vote.

A motion was made by Councillor Edward Huber, and seconded by Councillor Ned Leight, to appoint Daniel Houser, 436 Central Avenue, Souderton to serve as Vacancy Board Chairman through December 31, 2020. The motion was approved by

unanimous vote.

Borough Manager Michael Coll noted that the 2020 Budget includes an increase in the fees for trash collection. A Resolution has been prepared to establish the new fees effective January 1, 2020. A motion was made by Councillor Richard Godshall, and seconded by Councillor Ned Leight, to adopt Resolution 2020-01 setting fees for municipal curbside collection of solid waste and recycling materials effective January 1, 2020. The motion was approved.

A motion was made by Councillor Julie Munden, and seconded by Councillor Richard Godshall, to adopt Resolution No. 2020-02 waiving member contributions to the Police Pension Plan for the 2020 calendar year. The motion was approved.

A motion was made by Councillor Richard Godshall, and seconded by Councillor Matt Mscichowski, to adopt Resolution No. 2020-03 reducing member contributions to the Non-Uniformed Pension Plan from five percent (5%) to three percent (3%) for the 2020 calendar year. The motion was approved.

There being no further business, the meeting was adjourned at 8:00 pm.

Respectfully submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – January 13, 2020 (7:00pm-8:40pm)

Council Attendees: John Reynolds, Brian Goshow, Donna Rogers, Daniel Yocum, Julie Munden, Daryl Littlefield and Edward Huber. Junior Councillor Meg Cross.

Staff Attendees: Public Works Director Steven Coll, Chief James Leary, Officer Thomas Lawson and Borough Manager Michael Coll.

1. Sanitation Committee

- a. The Discharge Monitoring Report for the month of December 2019 will be submitted to the Department of Environmental Protection with no exception to permit limitations.
- b. Borough Manager Michael Coll described mechanical and plumbing issues associated with the Cherry Lane in-street pump station. This small pump station handles twelve residential properties along Cherry Lane and

pumps the sewer up to Fifth Street where it flows by gravity through the collection system to the wastewater treatment plant. The force main has an old check valve that became lodged in a closed position, causing the pumps to continually recirculate water and eventually fail. The small wet well was also leaking. The station is in need of immediate repair to replace the wet well, remove the old check valve and re-pipe the new pumps. Borough forces, along with Derstine Company, will schedule and complete the required repairs.

- c. Borough Council allocated funds in the 2020 Budget to demolish the soda ash silo at the wastewater treatment plant. The silo has not been in use for many years. The product is now delivered in bags, which has been easier and more economical for our operations. Derstine Company provided the lowest bid to remove the silo at a cost of \$34,000 and provided a supplemental bid to remove unnecessary equipment within the chemical building for an additional cost of \$8,000. The total cost is nearly half of the next bid received. Borough Council authorized the work to proceed as budgeted.
- d. Longtime employee Keith Koehler will be retiring from the wastewater treatment plant this spring. His last physical day of work will be in February and he will then exhaust his accrued vacation and paid leave to his official retirement date of April 1, 2020. Keith Koehler was originally hired in August 1975 as a member of the highway department, transferring to the treatment plant later in his career, and will retire with 45 years of service to the Borough. Chief Operator Sal DeSimone and I will be searching for a new entry-level employee to fill this vacancy. The new hire will need to become a licensed operator as a condition of employment.

2. Highway Committee

- a. Public Works Director Steven Coll reviewed public works department activities. The backhoe will be scheduled for repair of the transmission. A hydraulic leak was discovered in the boom of the new utility truck. The repair will be covered under warranty; the old utility truck will be used to remove the holiday decorations until repairs are completed.
- b. Crews handled two recent snow events, both involved salting. 200 tons of salt were ordered for delivery at the Cherry Lane building.
- c. This time of the year personnel will be completing annual preventative maintenance on the trucks and equipment.
- d. North Penn Water Authority has awarded contracts to replace water mains and services on S. Fifth Street, from Noble Street to Cherry lane, Diamond Street, from Wile Avenue to Main Street, and W. Reliance Road from Wile Avenue to Cowpath Road in Franconia Township. Given the relatively mild winter, North Penn Water Authority would like to start up the construction projects inside the Borough on S. Fifth Street and on Diamond Street.

3. Sidewalk Committee

- a. Ply-Mar Construction Company has made very good progress on the Hillside Avenue curb and sidewalk project. The Borough assisted the contractor to pipe 21 downspout lines on the south side of Hillside Avenue directly to storm water inlets instead of running through the curb. Dwellings on the north side of Hillside Avenue have a high grade above the sidewalk. The contractor has encountered conflicts with front yard retaining walls and several sewer laterals from the dwellings. Borough forces are now assisting the contractor with repairs and adjustments to the laterals to accommodate the new sidewalk. The contractor is hoping to complete this project by the end of the month depending on weather conditions.
- b. The Borough has been utilizing two existing electric utility poles to display banners across Main Street just below Reliance Road. A strong storm went through the region while a banner was displayed. The strong winds against the banner created significant force on the electric poles and ultimately created a power outage in the surrounding neighborhood. The banner was removed and PPL Electric expressed concern with any further banners. Given the circumstance, banner displays have been suspended. A suggestion was made to research the installation of separate poles for banner displays and requirements associated with the placement of the poles within the PennDOT right of way.
- c. Borough Manager Michael Coll recommended the submission of a Community Development Block Grant to replace the curb and sidewalk along Diamond Street. The grants are very competitive, with priority given to municipalities that have not received a grant award during the prior round. The Borough is working on a grant for Hillside Avenue, so the Borough will have some disadvantage with this coming grant period. Borough Council agreed with the suggestion to submit an application for CDBG funding.
- d. Borough Council discussed the street trees in the core business district. The trees have grown into the buildings and need to be trimmed. Borough Council also discussed the development of street tree requirements, permits to remove street trees and a program to replace trees that are nearing the end of their life cycle.

4. Recreation Committee

- a. Borough Council discussed planning priorities and engineering to begin the initial phases of the Community Park renovation project. The Borough Engineer met with the Montgomery County Conservation District to discuss permitting for the project. The Conservation District is short of staff and, unfortunately, there will be a lengthy application and review process for this project that will conflict with our construction timeframe. The best course of

action is to divide the project up into smaller phases to limit the amount of earth disturbance to less than one acre, while the overall project application is under review. Piping of the existing drainage swale, some utility construction, storm drainage improvements in front of the band shell and construction of the new main pathway were suggested phases to complete prior to the beginning of Concert Sundaes. We will work on upgrades to the band shell in preparation for the planned re-dedication during the Concert Sundaes program. The parking lot will have to be delayed until later in the fall, pending the issuance of a permit from the Conservation District.

- b. The Borough Manager noted that the Pennsylvania Department of Conservation and Natural Resources will be opening their annual round of grants for park and recreation projects. The Borough Manager suggested that the Borough might want to submit an application for the purchase and installation of playground equipment and the outdoor gym equipment. Most of this equipment is available under the State COSTARS program, which includes installation. The grant will help with the overall financing for this project; however, the grant program is extremely competitive. Borough Council agreed with the recommendation to submit an application.
- c. The 2019 year-end budget comparison reports will be prepared for discussion at the January Administrative work session. The Borough manager noted that the overall swimming pool operations were fairly close to budget projections, however, the concession stand continues to be under performing. Borough Council will need to consider how best to improve the operation, possible through a lease with an outside operator, revisions in management and/or cutting back on menu options. This will need to be resolved early to provide time for any transitions.

5. Property Committee

- a. Borough Manager Michael Coll met with representatives of the Montgomery County Planning Commission to review and begin the planning study for alternative Municipal Building considerations. This planning project will be part of our current planning assistance contract. The Borough Engineer provided survey plans for the park properties and the Cherry lane property to assist them in this planning effort.
- b. Montgomery County has opened up the next round of their Montco 2040 Implementation grant program. The Souderton Planning Commission discussed possible economic revitalization priorities that may be considered. The Souderton Planning Commission is recommending improvements to the Chestnut Street parking lot, which is also a project supported by the Business Improvement District. The Borough Engineer has completed some preliminary survey and conceptual planning for this project. A recommendation was made to approve a Resolution authorizing the submission of this project for

consideration.

Administrative Work Session- January 20, 2020 (7:00pm-9:18pm)

Council Attendees: John Reynolds, Donna Rogers, Richard Godshall, Daniel Yocum, Matt Mscichowski, Julie Munden, Daryl Littlefield and Edward Huber. Junior Councillor Meg Cross.

Staff Attendees: Police Chief James Leary, Code Enforcement Officer Steven Toy and Borough Manager P. Michael Coll.

1. Police Committee

- a. Police Chief Leary distributed and reviewed the statistical report for December 2019.
- b. The Civil Service Commission and Police Department completed the testing and background investigations to certify the list of police officer candidates. Police Chief Leary introduced the top ranking police officer candidate Megan Jarrell, who currently is a sworn police officer with the University of Pennsylvania. She scored very high in both the written and oral examinations. Megan Jarrell noted that she originally grew up in the Telford area and is now a resident in Hatfield. She is in the Air Force reserves, stationed in Willow Grove and is pursuing continuing education. The floor was opened to a question and answer session with Borough Council members. Borough Council will consider the formal appointment of Megan Jarrell as a police officer with the Souderton police department. The mayor will provide the oath of office following the appointment. Chief Leary will schedule her actual start date later in February.
- c. Nathan Miller submitted a letter of resignation from his position on the Civil Service Commission. Letters of interest to fill the vacancy on the Civil Service Commission were received from Richard Halbom, 49 N. Fourth Street, and from Michael Moffitt, 165 N. School Lane. Copies of the letters were distributed to Borough Council for review and discussion. A recommendation was made to invite both candidates to the February 17, 2020 Administrative Work Session for an interview with Borough Council.
- d. Mayor John Reynolds discussed the planned retirement of Chief Leary at the end of this year and the need to begin the selection process for our next Police Chief. A proposal was received from Chief Tim Dickenson of SafeCity Solutions to serve as our consultant for this selection process. Borough Council discussed the various levels of the selection process as proposed by SafeCity Solutions. Mayor Reynolds requested that more discussion be held on this personnel matter in executive Session following the conclusion of the scheduled agenda items. Members of Borough Council agreed with the Executive Session request.

2. Code Enforcement Department

- a. Code Enforcement Officer Steven Toy reported on significant electrical code and zoning issues with property at 136 N. Main Street. The owner has been nonresponsive to the violation notices and further steps to correct the outstanding issues may need to be considered.
- b. Borough Manager Michael Coll discussed a heating oil leak that occurred in a foreclosed residential property at 247 W. Chestnut Street. The fire company was called for an oil spill in the vacant rowhouse dwelling in early November. Gaining access, the fire company discovered that the line from the basement oil tank was severed and oil had leaked throughout the basement and into the rear yard. Attempts were made to locate the responsible parties with Wells Fargo bank to address the matter. After nearly ten days without a response, the Borough, upon recommendation of PADEP, contracted with EDS to take steps to contain the spill and protect the adjoining residential properties. The initial work performed by EDS amounted to over \$16,000, which was paid by the Borough and subsequently billed to Wells Fargo. As of this date, Wells Fargo has yet to send an environmental contractor to the site. The Borough Manager is working with the Borough Solicitor to lien the property to protect and eventually recover the cost. Further remediation work is still required, but this will be the responsibility of Wells Fargo to address prior to the sale of the property. The Borough has placarded the property for no occupancy. This is another example of the problems with foreclosed properties; it is extremely difficult to find contact information and the responsible parties to promptly address issues in the vacant properties. Currently there are several foreclosed properties in the Borough.
- c. Steven Toy requested consideration of Borough Council to consider adopting the 2015 National Fire Code. The state has not officially adopted this code, but municipalities may elect to exercise the option to adopt the National Fire Code. This will aid in addressing various code related issues in the Borough.

3. Administrative Committee

- a. Borough Council discussed continuation of an opening Invocation at the regular monthly Borough Council meeting. Some members expressed discomfort in providing the invocation, however, the consensus was to retain the practice and provide flexibility in the schedule. It was suggested that a moment of silence and reflection could also be considered in place of a spoken invocation.
- b. The Indian Valley Public Library is pursuing a state grant to help fund the replacement of the roof on the library. The state grant requires that a municipality sponsor the application. The Indian valley public Library

approached Souderton Borough for assistance, particularly since we just completed a very similar roof replacement on the municipal building. Telford Borough was notified of this request and they have no objection with the assistance of Souderton Borough in this application. A formal resolution authorizing the submission of this grant application on behalf of the Indian Valley Public Library will be required. The Library will be responsible to fund all matching requirements for the project. The Resolution will be prepared for the February Borough Council Meeting.

- c. Borough Council was apprised that presentations from the Indian Valley Public Library and the NAACP are planned for the February Borough Council meeting.

4. Development Committee

- a. Borough Manager Michael Coll informed the Souderton Planning Commission that Joseph Chiaro decided to continue with his plan for the proposed Taco Shop at 20 Central Avenue. The Planning Commission found the plans to be acceptable, but recommended revisions to the proposed parking table for the final plan. The Zoning Ordinance provides for reductions in on street parking when a public parking lot is situated in close proximity to the proposed use. Some street parking can also be considered. The Planning Commission suggested that employees could park on his Main Street lot. The revisions have been communicated with his planning consultant for revision.
- b. Borough Council discussed the most current concept plan for the remainder of the Berkeley Court development. The concept plan was revised to address concerns of the Souderton Planning Commission and comments from the Montgomery County Planning Commission. The latest draft seems to have support from both of the planning commissions. The Souderton Planning Commission did clarify that the commercial space within the proposed Walden units must remain under control of the developer to provide the most flexibility in leasing the commercial spaces.
- c. Councillor Richard Godshall discussed the recent closure of Young's retail and warehouse space on Cherry Lane. This is a sizeable property that will go on the market. Councillor Godshall suggested that the Borough should consider ways to assist with finding the right business or investor to purchase and reuse the properties.

5. Finance Committee

- a. Borough Manager Michael Coll distributed copies of the Budget reports for the calendar year ending December 31, 2019. The funds appear to have tracked very well with budget projections through the year. The Borough manager also cleaned up some of the liabilities between the funds at the end of

the year. The ledgers reports will be turned over to the auditors to prepare the required audit, budget reports and financial statements.

6. Executive Session

- a. Borough Council adjourned to executive session at 8:47 pm to discuss personnel matters concerning the Police Chief selection process. Borough Council convened to public session at 9:18 pm and there being no further business the meeting was promptly adjourned.