

Regular Borough Council Meeting

February 5, 2018

The Regular Meeting of Souderton Borough Council, held on Monday, February 5, 2018, was called to order by President Brian Goshow at 7:00 p.m. Members of Borough Council present at the regular meeting included the following:

President Brian K. Goshow	Junior Councillor Michael Jones
Vice President D. Jeffrey Gross	Mayor John R. Reynolds
Councillor Ned D. Leight	
Councillor Daniel Yocum	Solicitor Robert R. Bricker
Councillor Matt Mscichowski	
Councillor Julie Munden	Borough Manager P. Michael Coll
Councillor Richard Halbom	Police Chief James P. Leary
Councillor Edward Huber	Public Works Director Steven Coll

Absent from the meeting was Councillor Richard Godshall. The Invocation was given by Councillor Julie Munden, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the January 2, 2018 Reorganization and Regular Borough Council Meeting and the January 2018 Work Sessions. A motion was made by Councillor Jeffrey Gross, seconded by Councillor Matt Mscichowski, to approve the minutes as presented. The motion was approved.

Mayor John Reynolds shared comments and a personal family story relating to the Philadelphia Eagles Super Bowl LII victory on February 4, 2018.

Police Chief James Leary distributed the monthly statistical report of police department activity for the month of January. The narrative report will be presented and discussed at the February work session.

The Borough Solicitor's report for the month of January, 2018 was distributed to Borough Council. The Borough Solicitor devoted most of his time in preparation for the sale of 30 W. Broad Street, which included the preparation of an Authorizing Resolution, revisions to the Agreement of Sale and various related telephone and email conversations.

Public Works Director Steven Coll distributed his monthly report to Borough Council. The Public Works crew responded to a series of small snow events. In total the area saw 15 inches of snow from the several storm events, consuming 350 tons of salt.

Borough Manager Michael Coll reported on the business items for the meeting. The first item requests authorization for a series of budgeted expenditures, which were discussed during the work sessions. The items include a camera system to investigate sewer lateral issues, refurbishment of the swimming pool water features, purchase of a new drop slide and the purchase of a new police vehicle. The second item is formal consideration of two appointments. The first appointment is the recommendation of former Councillor Daniel Houser to serve as Vacancy Board Chairman for the 2018 calendar year and the second item is a recommendation to reappoint Donald Arrowsmith as the Souderton Borough representative to the Indian Valley Public Library. The Borough Solicitor prepared a Resolution to formally authorize the President and Secretary to execute all documents relating to the sale of 30 W. Broad Street. An Executive Session has been requested to consult with the Borough Solicitor on matters involving the eventual sale of 24 W. Broad Street and to address a personnel matter. No formal action is contemplated following the Executive Session.

Councillor Daniel Yocum noted the Souderton-Telford Main Streets "So You Think You Can Cook" event.

Consideration was given to paying the bills for the month of January, 2018.

GENERAL FUND

James P. Leary	\$280.19	Nationwide Trust Company	\$966.98
Keystone Health Plan East	35,384.53	NetCarrier Telecom, Inc.	347.42
North American Benefits Co.	1,049.82	Nyco Corporation	20.17
North Penn Water Authority	413.51	PSAB CDL Testing Program	75.00
PA State Boroughs Association	190.00	PECO Energy	238.45
Postmaster, Lansdale	766.93	PennBOC	85.00
Unum Insurance Company	928.92	PA One Call System	61.50
21 st Century Media	768.93	Perkiomenville Watershed Conser	500.00
Carquest	27.02	Postmaster, Lansdale	112.50
Clemens Uniform Rental	99.31	PPL Electric Utilities	551.99
Code Inspections, Inc.	220.50	PPL Electric Utilities	1,825.69
Comcast Cable	353.45	Richter Drafting Office Supply	167.06
Cope's Garage, Inc.	419.54	Scott A. Seifert	900.00
D. L. Beardsley, Ltd.	15.80	Shelly Enterprises	57.67
Davidheiser's, Inc.	313.59	Sudz In A Bucket	55.00
Delta Dental	1,307.10	Syna Tek	660.00
Eagles Peak Spring Water, Inc.	89.31	Towne Answering Service	6,800.00
Fromm Electric Supply Corp.	200.72	Univest VISA	21.90
George Allen Portable Toilets	150.00	Univest VISA	20.02
H & K Materials	1,551.38	Verizon	70.80
Hajoca Corporation	16.25	Verizon Wireless	344.54
Home Depot	98.24	Wise Electric	134.00
I. V. Chamber of Commerce	205.00	Fred Beans Chevrolet	45,237.86
J. P. Mascaro & Sons	36,804.90	J. P. Mascaro & Sons	37,212.97
Markey Paper & Packaging	49.77	James P. Leary	280.19
Metlife	2,836.19	Keystone Health Plan East	34,409.67
Midlantic Machinery	42.32	North American Benefits Co.	1,059.57
Moyer Indoor/Outdoor	1,221.15	Univest Bank & Trust Co.	583.33
Naceville Materials	164.40	Unum Insurance Company	966.79
NAPA Auto Parts	63.22	Total General Fund	\$219,798.06

SEWER FUND

Keystone Health Plan East	\$7,563.95	Jesse Baro, Inc.	\$761.05
Mary M. Koehler	267.04	K. J. Door Services	153.00
North American Benefits Co.	255.86	Metlife	46.14
North Penn Water Authority	9.10	NetCarrier Telecom, Inc.	147.92
Unum Insurance Company	239.54	PA Rural Water	100.00
Bergey's Electric, Inc.	9.99	Postmaster, Lansdale	112.50
Cintas First Aid & Safety	83.77	PPL Electric Utilities	17,574.99
Clemens Uniform Rental	40.95	Precision Solutions, Inc.	2,591.78
Comcast Cable	84.90	Richter Drafting Office Supply	15.00
Coyne Chemical	4,730.00	Shelly Enterprises	4.35
Delta Dental	321.47	Suburban Water Testing Labs	2,632.47
Empire Scale Corporation	270.00	Verizon	71.64
EVOQUA Water Technologies	2,128.40	Keystone Health Plan East	7,563.95
Franc Environmental, Inc.	2,000.00	Mary M. Koehler	263.44
Good Plumbing Heating A/C, Inc.	449.96	North American Benefits Co.	257.86
Hajoca Corporation	151.61	Unum Insurance Company	244.44
J. P. Mascaro & Sons	480.00	Total Sewer Fund	\$51,627.07

SWIMMING POOL FUND

Airgas National Carbonation	\$62.75	NetCarrier Telecom, Inc.	\$133.73
Comcast Cable	74.42	PECO Energy	70.94
Good Plumbing Heating A/C, Inc.	550.70	PPL Electric Utilities	489.69
Moyer Indoor/Outdoor	187.72	Total Pool Fund	\$1,569.95

CAPITAL RESERVE FUND

Phila Toboggan Coasters	\$10,618.00	Wise Electric	\$660.25
Univest Capital	3,155.23	Total Capital Reserve Fund	\$14,433.48

LIQUID FUELS FUND

PPL Electric Utilities	\$7,398.24	PPL Electric Utilities	\$169.51
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A motion was made by Councillor Richard Halbom, seconded by Councillor Ned Leight, to authorize payment of the bills for the month of January, 2018, as presented. The motion was approved.

President Brian Goshow opened the floor to the audience who may wish to address Borough Council on any topic or matter of concern.

Daniel Houser, 436 Central Avenue, Souderton commented that Main Streets is again planning a number of evening events. In the past, the Souderton Fire Company and municipal crew assisted with area lighting. Perhaps the Borough can consider purchasing a portable light tower to use at these vents and in the Community Park to relieve the burden on our volunteer fire fighters. Brian Goshow recommended further discussion at the coming work sessions.

There being no further public comment, Borough Council President moved to the business portion of the agenda. The first item of business concerns authorization for a series of budgeted expenses.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Matt Mscichowski, to authorize the budgeted purchase of a Camera and Pipe Locator system from L/B Water Service, Inc. at a cost of \$9,530.08. The motion was approved.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Ned Leight, to approve the quotation from Philadelphia Toboggan Coasters, Hatfield, PA to repair and refurbish the swimming pool water features at a cost of \$21,236.00. The motion was approved.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Ned Leight, to authorize the budgeted purchase of a new Miracle Pool Slide from Lyons Recreation, Stratford, New Jersey, under a COSTARS contract, with an installed purchase price of \$24,595.00. The motion was approved.

A motion was made by Councillor Julie Munden, and seconded by Councillor Richard Halbom, to authorize the budgeted purchase of a new 2017 Chevrolet Tahoe Police vehicle from Fred Beans Chevrolet, Doylestown, PA, under a COSTARS contract, with a delivered price of \$45,237.86. The motion was approved.

Responding to a question from Councillor Daniel Yocum, Police Chief Leary confirmed that the new vehicle is ready for service as delivered. Additional equipment will be installed and visible markings will be installed in the coming weeks.

A motion was made by Councillor Daniel Yocum, and seconded by Councillor Jeffrey Gross, to appoint Daniel Houser, 436 Central Avenue, Souderton as Vacancy Board Chairman through December 31, 2018. The motion was approved by unanimous vote.

A motion was made by Councillor Ned Leight, and seconded by Councillor Daniel Yocum to appoint Donald Arrowsmith, 424 E. Garfield Avenue, to serve as the Souderton Borough representative to the Indian Valley Public Library Board of Directors for another three year term through December 31, 2020. The motion was approved by unanimous vote.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Edward Huber to adopt Resolution 2018-03 authorizing the President of Borough Council and the Borough Secretary/Manger to execute necessary documents in connection with the sale of 30 W. Broad Street. The motion was approved.

A motion was made by Councillor Daniel Yocum, and seconded by Councillor Matt Mscichowski, to adjourn to executive Session to consult with the Borough Solicitor on matters concerning the future sale of the Broad Theater property and a personnel matter. The motion was approved.

President Brian Goshow adjourned the meeting to executive Session at 7:36 pm confirming that no further business is contemplated following the conclusion of the executive session.

Borough Council convened to public session at 9:10 pm and there being no further business, the meeting was promptly adjourned.

Respectfully Submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – February 12, 2018 (7:00pm-9:10pm)

Council Attendees: John Reynolds, Brian Goshow, Ned Leight, Jeffrey Gross, Richard Godshall, Daniel Yocum, Matt Mscichowski, Julie Munden, Richard Halbom and Edward Huber. Junior Councillor Michael Jones.

Staff Attendees: Police Chief James P. Leary and Borough Manager Michael Coll.

Presentation- The work session began with a presentation by representatives of the Montgomery Theater. Thomas Quinn, Artistic Director and Allegra Ketchum, Managing Director discussed the various capital improvements to the building contemplated over the next few years. The Theater is in good financial position and they favor a lease extension over ownership. A lease extension will maintain Borough control over the use of the building. The original purchase price of the building was established at \$300,000, of which the theater invested \$100,000 towards the purchase with the balance of \$200,000 to be paid over a ten year period pursuant to a lease purchase agreement between the parties. The Borough re-negotiated the lease agreement with an extension and reduced annual payment of \$6,000. The Montgomery Theater proposed a \$23,000 grant and another extension to the lease to cover the additional planned capital expenses. Borough Council was not favorable to the grant proposal but expressed a willingness to consider a further lease extension. There is 3 years remaining on the current lease agreement, an extension will continue to carry the same \$6,000 annual fee. The Montgomery Theater is planning a capital campaign in 2020. In the interim, Borough forces will continue to assist with building maintenance. Borough Council noted that the Anchor Building fund may also be considered as a source of capital funding for certain improvements. The Borough Manager and Theater staff will continue to discuss details of a lease extension.

1. Sanitation Committee

- a. The Discharge Monitoring Report for the month of January, 2018 will be filed with no exception to permit limitations.
- b. A pre-construction meeting was held on Monday, January 29, 2018 regarding the new mechanical bar screen project. The equipment has been delivered to the site. The contractor is awaiting delivery of slide gates and other mechanical equipment. Bypass pumping will be required to modify the flow channels to prepare for the new bar screen installation. Weather conditions will be a factor in scheduling the concrete work associated with the flow channel modifications. The contractor is planning to mobilize on site in mid to late February depending on weather conditions.
- c. Chief Operator Sal DeSimone reported that the original conveyor belt that takes the dewatered sludge from the belt filter press to the dumpster is in very poor condition and needs to be replaced. A number of pulleys and drive shafts will also need to be replaced at the same time. We are evaluating the best options to make this repair or replacement.

2. Highway Committee

- a. Public Works Director Steven Coll was absent due to illness but will submit an outline of highway department activities to Borough Council.
- b. The 2018 Budget included the purchase of a self-contained leaf collector, which was carried over from the 2017 Budget given the extended delivery date for this equipment. The equipment is available through a State COSTARS contract. The quote was revised to purchase a new unit at a delivered price of \$56,917.35. Borough Council supported this purchase.
- c. Following comments from the Borough Council meeting, Steve Coll obtained pricing options for a portable light tree/tower for various special events. The unit can be rented through George's Tool Rental for \$155.00 per weekend. To purchase the equipment used is \$2,500 and a new unit will cost \$6,000. Borough Council felt that rentals would be the best option.

3. Sidewalk Committee

- a. Borough Manager Michael Coll reported on progress with the Montgomery Avenue curb and sidewalk project.
- b. Borough Manager Michael Coll noted that the next round of Community Development Block Grants will be in the spring. The Borough Manager will be attending a mandatory CDBG training session on March 13th in order to submit a CDBG application in April. The Borough Manager suggested filing an application for another curb and sidewalk project for Hillside Avenue.

4. Recreation Committee

- a. Following discussion at the January work sessions, Borough Manager Michael Coll discussed having the Borough Engineer prepare a master plan for the Community Park. The master plan will include an overlay of a new parking lot around the scout cabin which was designed in conjunction with the pool project. The plan will also locate an area for a new modular play structure; installation of spring toys donated by Club E-Z Fit, additional storage sheds for Concert Sundaes and plans to enclose an open drainage swale that cuts through the park. Survey work is expected to begin in the coming weeks and a meeting will be setup with the Borough Engineer and Council members to review various priorities to be incorporated within the plan.
- b. Borough Council held further discussion on the proposal of the Souderton Baseball League to take over the maintenance of the Summit Street ballfield. They suggested improvements to the infield, backstop fencing and bench areas. They will install or utilize a storage shed to store a lawn tractor to regularly drag the infield. They requested assistance from the Borough in providing the infield mix and performance of regular mowing. In return they asked for exclusive use of the field during the summer season. Borough Council looked favorably on the proposal.

5. Property Committee

- a. Steve Toy continues to work with the future tenants on fit out requirements for the kitchen and dining areas. Steve Toy has made arrangements with Rodney Shoemaker Plumbing, Trout Brothers Concrete and Wise Electric to complete the rough-in of the kitchen area and the bar and liquor storage area in the front dining room. Finishes and equipment will be completed by the tenant. James Mohan Construction has been selected to perform general construction work. The Borough Manager discussed and recommended the installation of a monitored fire alarm system to protect our investment and the installation of a camera system for exterior surveillance of the property. Burglar systems will be on the tenant if they desire.
- b. The Borough Solicitor confirmed settlement on 30 West Broad Street with Sowhangar Investments, LLC is scheduled for Tuesday, February 27, 2018.

Sowhangar Investments will be paying off all liens and judgements against this parcel at settlement. Borough Council discussed a potential timeline for the sale of the Broad Theater parcel.

- c. The Borough Manager noted that funding has been earmarked in the 2018 Budget to replace the roof on the Souderton Municipal Building. Several leaks have developed and they will only get worse as the warmer weather approaches. Borough Council formally authorized the advertisement of bids to replace the roof at their May, 2017 Borough Council meeting. Architect Andrew Randazzo prepared plans and specifications for this project. Upon review a suggestion was made to eliminate the sky light in the lobby which will darken the lobby area during the day. Borough Council expressed no objection to the proposal.
- d. Councillor Ed Huber discussed the various parking lots and parking lot potentials throughout the Borough. He would like to have a conversation with the Montgomery County Planning Commission about creating a fee in lieu of parking for future land developments to aid in the development and maintenance of municipal parking lots.

Administrative Work Session- February 19, 2018 (7:00pm-9:23pm)

Council Attendees: John Reynolds, Brian Goshow, Ned Leight, Jeffrey Gross, Richard Godshall, Daniel Yocum, Matt Mscichowski, Julie Munden, Richard Halbom and Edward Huber.

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

Presentation- Borough Council President Brian Goshow first recognized Clayton Heckler, John Heckler, Brian Grant and Max Heckler to discuss the concept plan for the former Souderton High School site. Following comments from previous meetings, Clay Heckler presented a revised concept plan dated February 16, 2018. The concept plan has a second row of townhomes along Chestnut Street and along School Lane. Revisions were made within the interior with seven Walden model builds containing 39 residential units over commercial space. The concept plan has four other commercial building sites with a future commercial site on adjoining property.

Clayton Heckler presented a sketch plan of the commercial space in the Walden model. The Walden model has a garage space each residential unit leaving approximately 400 square feet of commercial space. Concern was expressed that the available commercial space will not provide for café, dining and other retail uses. The developer noted that the design is flexible to enable the commercial space to be expanded. Consideration may be given to the elimination of some interior garages to make the commercial spaces deeper or wider. Borough Council continued to express concern with the overall number of residential units and overall density. The Souderton Planning Commission will hold further discussion on the concept plan at their March 7th meeting.

Developer Clayton Heckler noted that he will be willing to assist in arranging a tour of the Walden development for members of Borough Council and the Planning Commission.

1. Police Committee

- a. Police Chief Leary noted that he will review his monthly report at a later date.
- b. Mayor John Reynolds noted growing concern with the installation of the bulb outs on N. School Lane between Broad Street and Chestnut Street. The installation of the bulb outs along with parking on both sides of the street has significantly narrowed the cartway of the street. A suggestion was made to review adding parking restrictions to improve the movement of traffic within the block.

2. Code Enforcement Department

- a. Code Enforcement Officer Steven Toy discussed progress on the Souderton Train Station project. Rough-in plumbing and electric was completed in the kitchen area and the concrete floor was poured by Trout Brothers concrete. HVAC and insulation of the kitchen area is expected to begin this week. The general contractor is working in the front bar area. The wood floor was removed and lowered to pour a concrete slab covered with an epoxy floor. Floor drains were added in this area. The front bathrooms were modified and improved since the area was opened up. We will work with the tenants to firm up a time frame for completion.
- b. In response to a question from Borough Council, Steven Toy noted that the property at 22 Penn Avenue has finally been taken back by the lending financial institution and they are now taking steps to secure and clean out the property for resale. The property has been posted as uninhabitable.

3. Administrative Committee

- a. Ed Huber is currently a member of the Police Civil Service Commission. While a member of Borough Council may serve on the commission, it creates a potential bias should the Civil Service Commission be tasked with addressing a disciplinary matter with a police officer. The recommendation is to have the Civil Service Commission maintain autonomy from Borough Council. Councillor Ed Huber agreed with the recommendation and expressed willingness to resign the position. Brian Goshow discussed this position with Nate Miller who agreed to serve. Formal consideration of the resignation of Ed Huber and appointment of Nate Miller will be made at the March Borough Council meeting.
- b. Mayor John Reynolds agreed to represent Souderton Borough on the Business Improvement District (BID) Advisory Council.
- c. Councillor Ed Huber noted that Souderton-Telford Main Streets is working on a marketing video. Main Streets has requested a member of Souderton Borough Council to serve on a committee to determine the best use of the video. Councillor Julie Munden volunteered to serve in this capacity.

4. Development Committee

- a. Review and discussion of the concept plan for the high school site was reported under Presentations.

5. Finance Committee

- a. Borough Manager Michael Coll recommended a few account modifications for the Sewer Capital Fund. Presently the Sewer Capital Fund only has a money market account with Univest Bank & Trust Company. A recommendation was made to open a new investment account with the Pennsylvania Local Government Investment Trust for the Sewer Capital Fund and convert the money market account with Univest to a checking account. Borough Council agreed with the recommendation.