

Borough Council Work Session

August 21, 2023

The monthly Work Session meeting of Souderton Borough Council, held in the rear Conference Room of the Souderton Municipal Building on the above date, was called to order by President Tracy Burke at 7:00 p.m. The Borough Council Work Session was attended by the following members and staff:

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| President Tracy Burke | Mayor Daniel Yocum |
| Vice-President Edward Huber | |
| Councillor Matthew DiNenna | |
| Councillor Daryl Littlefield | Borough Manager P. Michael Coll |
| Councillor Julie Munden | |
| Councillor Donna M. Rogers | Public Works Director Steven Coll |
| Councillor Matthew Sholly | |
| Councillor Richard Walczak | |

POLICE ITEMS

The Public Safety Committee is continuing to evaluate possible revisions to the open burning ordinance as they relate to recreational fires. Councillor Matthew Sholly noted that the recommendations have been forwarded to the Fire Chief and Police Chief. The recommendations will also be forwarded to Fire Marshall Steven Coll for review.

Borough Council discussed the need to convene a meeting of the Civil Service Commission, which should also include attendance by the Solicitor, Public Safety Committee, Mayor and Police Chief. The Commission members will need to be sworn, elect officers and review the Civil Service Regulations for possible updates and revisions.

HIGHWAY ITEMS

Public Works Director Steven Coll reported that the transmission in the International dump truck was replaced and the truck is now back in service. Brush is very heavy and a crew will remain on this task until completed.

Crews are now assisting with the construction of the accessible ramp and the new curb and sidewalk in front of the Freight Building. We have made arrangements with a landscape contractor to complete the landscaping and irrigation system along the plaza and in front of the Freight Building.

Our summer help employee has returned to school. The Park crew has been rather busy with park maintenance. The new restrooms in the Community Park are heavily used. Pavilion rentals have also increased. Crews have been cleaning the park restrooms at least three days per week with regular weekend checks and trash collections as well.

The storm drain line in the 400 block of N. Second Street has been replaced in front of the new townhomes.

Crews will paint some of the faded crosswalks during September. P. K. Moyer moved an excavator onto Garfield Avenue to assist the Borough with the replacement of a section of sewer main. The project should take a week to complete. The recently purchased Peterbuilt dump truck was sandblasted and painted to match our fleet. New tailgate shoots will be installed.

ADMINISTRATIVE ITEMS

President Tracy Burke suggested that Borough Council add a Budget Work Session to their schedule on Monday, October 23, 2023.

President Burke also reported that he expects to receive a letter of resignation from Councillor Courtnee Wampole. She and her family will be relocating from the Borough. Her resignation will be formally accepted at the September 11th Borough Council meeting. Two letters of interest have been received and the two candidates will be asked to attend the September 18th Work Session for an interview. A recommendation for appointment will be scheduled for the October 2nd Borough Council meeting.

The Borough Manager Search Committee confirmed that the offer of employment to the new Borough Manager was accepted. The background check is underway. A formal motion to appoint the new Borough Manager/Secretary is scheduled for Monday, September 11, 2023. The official starting date has been set as Monday, October 2, 2023.

Interviews of six candidates for the full time administrative staff position were completed by the Borough Manager and Office Manager on Monday, August 21st. The candidate list was narrowed to three for a second interview. Borough Council suggested that the hiring be coordinated with the new Borough Manager.

An appointment to the Souderton Industrial Development Authority will need to be considered. Mayor Dan Yocum, who serves as Chairman of the authority, has deferred the appointment for further consideration. There is no pending business before the authority at this time.

DEVELOPMENT ITEMS

Borough Council followed up on last month's work session on the topic of requiring a permit for murals under the provisions of the Zoning Ordinance. The majority opinion was to require a permit and notification requirement. The revised amendment to the Zoning Ordinance will be considered at the October 2nd Borough Council meeting.

The Zoning Hearing Board will be meeting on Tuesday, September 12, 2023 to consider the variance application of 650 Broad Holding, LLC concerning a mixed use redevelopment of the property located at 650 E. Broad Street. The applicant is scheduled to attend the September 6th meeting of the Planning Commission for an initial cursory review.

The Souderton Planning Commission has formally recommended approval of the subdivision plan for Gerald Peklak concerning property at W. Reliance Road and Harleysville Pike. This plan will be on the September 11, 2023 Borough Council meeting agenda for final approval.

SANITATION ITEMS

The Borough continues to work with our consulting engineer in review of the pending release of a new NPDES permit for the treatment plant. Plant personnel will be bench testing the benefit of ultraviolet disinfection over chlorination for future budget consideration. The Chief Operator also reported that the backup generator for the Reliance Pump Station will need to be replaced as part of the 2024 Budget. This generator is original to the reconstruction of the station back in 1988-1989.

RECREATION ITEMS

Penelope Price, Souderton Borough representative to the Indian Valley Public Library, expressed appreciation to Borough Council for the use of the Community Park for the annual “Dinner in White” benefit for the Indian Valley Public Library. This year was the most highly attended event. The Park facilities have been well received by the community.

The Souderton Park Committee will be meeting on September 14th to discuss next phases of the Community Park renovations. The discussion will be on the memorial sculpture garden, rain garden construction and new basketball courts.

PROPERTY ITEMS

The first phase of the Municipal Building Renovation Project has now been advertised for formal bid proposals. A mandatory pre-bid meeting will be held on Tuesday, August 29, 2023, with sealed bids due at 2:00 pm on Tuesday, September 19, 2023. The bid results will be presented to the committee for review the following week. We are hopeful to present a recommendation for award at the October 2, 2023 Borough Council meeting.

CKS Engineers completed the final record plans for signature and recording, along with the development of an engineer estimate of probable cost for the required site improvements. Franconia Township is requiring the Borough to execute a development

agreement and an escrow agreement for the public improvements with the signed record plans. The Committee will be scheduling a meeting with Swartz and Company to develop a timeline to market the parcel for sale.

FINANCE ITEMS

Borough Manager Michael Coll noted that he has been in contact with Univest Bank and Trust for a commitment letter for a \$1,500,000 General Obligation Loan for the Municipal Building improvements. The Borough Manager is also working with Univest on security for the escrow agreement for the Cherry Lane property. The required escrow security is \$836,780.85.

MISCELLANEOUS TOPICS

No additional matters were discussed.

There being no further business the Borough Council work session was adjourned at 9:15 pm.

Respectfully submitted,

P. Michael Coll, Secretary