

**Borough Council Work Session**

**September 18, 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:

- |                              |                                       |
|------------------------------|---------------------------------------|
| President Tracy Burke        | Mayor Daniel Yocum                    |
| Vice-President Edward Huber  | Junior Councillor Elijah S. Steglik   |
| Councillor Matthew DiNenna   | Junior Councillor Estrela T. Sadiboko |
| Councillor Daryl Littlefield |                                       |
| Councillor Julie Munden      | Borough Manager P. Michael Coll       |
| Councillor Donna M. Rogers   | Stacy E. Crandell, Incoming Manager   |
| Councillor Matthew Sholly    | Police Chief Brian Newhall            |
| Councillor Richard Walczak   | Public Works Director Steven Coll     |

**BOROUGH COUNCIL INTERVIEWS**

Borough Council interviewed Matthew Moyer, 36 E. Summit Street, and Joseph J. Quigley, 526 Wile Avenue concerning their interest in the vacancy on Borough Council. Further consideration of a recommendation will be conducted at the close of the work session. The formal appointment will be made at the October 2, 2023 Borough Council Meeting.

**POLICE ITEMS**

Police Chief Brian Newhall noted that the department has issued a few additional school bus violations. Four of the officers are currently attending a tactical de-escalation class. The Citizens Police Academy will be held this week on Wednesday, September 20 and Thursday, September 21. Souderton Police will be attending a total of 16 public events during the month of September.

President Tracy Burke reported on the posting of a requested handicapped parking space on Noble Avenue. There are several posted spaces along Noble Street which were going to be checked to make sure they remain valid. The resident does appear to have a legitimate request and the additional space can be posted upon verification that the resident does possess a valid placard.

Borough Council discussed a recommendation from the Montgomery County Planning Commission on a more comprehensive noise ordinance. Chief Newhall expressed concern with the use of any form of a decimal meter to enforce such an ordinance. A more generic regulation continues to be more effective and the provisions of the vehicle code seems to be most effective in addressing nuisances from motor vehicles.

Councillor Matthew Sholly noted that the Public Safety Committee will be meeting with the Fire Marshal and the Fire Chief to further discuss recreational fires. Fire Marshal Steven Coll noted some conflict with provisions of the International Fire Code. Borough Council may want to consider addressing some of the smokeless fire pit and propane options. Mayor Daniel Yocum noted that he would encourage consideration of options to provide opportunities for more residents to have outdoor recreational fire pits.

## HIGHWAY ITEMS

Public Works Director Steven Coll reported that crews worked over two weeks to complete the August and September brush collections. Crews collected nearly 20 tons of chipped brush. PECO is scheduled to complete an overlay on West Broad Street to restore a gas utility trench along the Broad Theater and Broad Street Italian Restaurant streetscape.

Crews are working to complete the site work around the Freight Building. Railings along the plaza will be installed this week. Blouse Landscape will be working with the Borough to complete the landscaping along the plaza and in front of the Freight Building. Brass Collar Brewing is planning to host a few outside events on the newly constructed plaza this fall.

Crews winterized and covered both swimming pools. The bathhouse will be winterized towards the end of October to allow the use of the outside restrooms while the weather is still warm enough for park use. Leaf collection will start up towards the end of October, however, some neighborhoods might be collected earlier as the leaves are beginning to fall.

## ADMINISTRATIVE ITEMS

Michael Coll and Stacy Crandell discussed the proposed re-organization of staff effective October 2, 2023. Stacy Crandell will begin her tenure as Borough Manager/Secretary on Monday, October 2, 2023 and she will be running the October 2<sup>nd</sup> Borough Council meeting. Michael Coll will begin his role on October 2<sup>nd</sup> as the Finance Director and will provide support in other areas as may be necessary. Stacy Crandell requested consideration on including a full time Park and Recreation Director in the 2024 Budget, with the continuation of the Finance Director position. Stacy Crandell suggested that the position of Assistant Manager should not be considered for the foreseeable future.

Councillor Matthew Sholly noted that the committee's work on the new web site design will be forwarded to Stacy Crandell to complete. Stacy Crandell discussed an outline for the web site design and implementation. She anticipates to launch the new site by Thanksgiving. Stacy Crandell also requested that the Communications Committee provide her with access to take over the Souderton Borough Facebook page. She also discussed implementing other social media platforms and starting up a weekly e-news.

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, but he is looking to schedule a meeting of the authority in October.

#### DEVELOPMENT ITEMS

Borough Manager Michael Coll distributed copies of the revised ordinance amending the Sign ordinance and regulating murals. The revisions were based on Borough Council discussions and recommendations. The revised ordinance will be advertised for formal consideration at the November 6, 2023 Borough Council meeting.

#### SANITATION ITEMS

Borough Manager Michael Coll provided Borough Council with a Notice of Violation issued by PaDEP for a reported incident over the Labor Day weekend. The incident began with a resident complaint to DEP for a reported fish kill possibly related to a major land development along Beck Road in Franconia Township. Our Backup Operator was directly contacted by DEP on Saturday evening and he immediately met with the DEP inspector and opted to shut down one of the treatment units that we were in the process of starting up. Samples were taken and a follow up DEP inspection occurred on Tuesday, September 5<sup>th</sup> with the plant operating normally. The Borough will be responding and objecting to the violation notice as written. There was no actual evidence provided of a fish kill and no sampling of effluent that was in violation of permitted discharge limitations.

#### RECREATION ITEMS

The Souderton Park Committee met on September 14<sup>th</sup> to discuss next phases of the Community Park renovations. The Committee is recommending to move forward on the memorial sculpture garden, rain garden construction and the construction of a single basketball court and shown on the master concept plan.

Councillor Edward Huber circulated a revised fee structure for the rental of park facilities. After much discussion it was noted that the fee structure may still be on the low side. Stacy Crandell suggested that she can complete a survey of fees from surrounding municipalities to review and consider. The goal is to implement the new fee structure for 2024 rentals.

Councillor Edward Huber received a proposal from Bennington Pool Services to provide lifeguard services for the 2024 summer season. The contract is essentially the same cost as the 2023 season. The committee is recommending executing a one year contract to cover the 2024 season. This will provide time to bring on the new Park and Recreation Director and plan for the operation of the pool by the Borough starting in 2025. Borough

Council was in favor of the recommendation.

#### PROPERTY ITEMS

The first phase of the Municipal Building Renovation Project is out for bids, with sealed bids due at 2:00 pm on Tuesday, September 19, 2023. The bid results will be presented to the committee for review on Monday, September 25<sup>th</sup>. We are hopeful to present a recommendation for award at the October 2, 2023 Borough Council meeting. The last estimates suggested a cost approximating \$1,600,000.

The Committee met with Swartz and Company to develop a timeline to market the 3.8 acre parcel of the Borough's Cherry Lane property. We expect to begin marketing in October with sealed bids following by the end of the year pending sufficient interest. The Borough will provide a draft of the bid package for the information of interested parties.

#### FINANCE ITEMS

Borough Manager Michael Coll provided Borough Council with the 2024 Minimum Municipal Obligation worksheets for both the Police and Non-Uniformed Pension Plans. The 2024 minimum pension obligation as calculated must be included in the 2024 Budget.

A representative from Styer Associates will be at the October 16 Borough Council Work Session to provide a summary overview of the 2022 Financial Statements.

#### MISCELLANEOUS TOPICS

Borough Council discussed the two candidate interviews to fill the vacancy on Borough Council. Borough Council noted that both candidates presented strong community interest in the position. After much discussion, a recommendation will be made at the October 2, 2023 Borough Council meeting to appoint Joseph J. Quigley to Borough Council until the next municipal election.

There being no further business the Borough Council work session was adjourned at 8:58 pm.

Respectfully submitted,

P. Michael Coll, Secretary