

Regular Borough Council Meeting

October 1, 2018

The Regular Meeting of Souderton Borough Council, held on Monday, October 1, 2018, was called to order by Vice-President D. Jeffrey Gross at 7:00 p.m. Members of Borough Council present at the regular meeting included the following:

Vice-President D. Jeffrey Gross	Junior Councillor Michael Jones
Councillor Ned D. Leight	Mayor John R. Reynolds
Councillor Richard Godshall	
Councillor Matt Mscichowski	Solicitor Charlotte Hunsberger
Councillor Julie Munden	Borough Manager P. Michael Coll
Councillor Richard Halbom	Police Chief James P. Leary
Councillor Edward Huber	Public Works Director Steven R. Coll

Absent from the meeting were President Brian Goshow and Councillor Daniel Yocum. The Invocation was given by Councillor Richard Halbom, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the September 10, 2018 Regular Borough Council Meeting and the September 17, 2018 Work Session. A motion was made by Councillor Richard Halbom, seconded by Councillor Richard Godshall, to approve the minutes as presented. The motion was approved.

Under Correspondence, Borough Manager Michael Coll informed Borough Council of an email message that Donald Arrowsmith is planning to relocate from the Borough this fall and as such will be resigning his position as the Souderton Borough representative to the Indian Valley Public Library Board of Directors. The message further suggests that Borough resident Penelope Price has interest in serving in this capacity. The matter will be placed on the October Administrative Work Session agenda.

Police Chief James P. Leary and Mayor John Reynolds noted that Jim Hunsberger and Christopher Mills are in the audience. They coordinated a car show in the Community Park in August and would like to make a presentation. Jim Hunsberger commented that he has been involved in coordinating a car show in the Community Park for the past five years. This year, despite poor weather, they raised \$1,600 which they will donate back to the community. Keystone Opportunity Center and the Indian Valley Boys and Girls Club will each receive a donation of \$800 from this event.

Mayor Reynolds noted that the last Third Friday's event will be held this month on Friday, October 19th. This event has grown tremendously.

Police Chief James Leary noted that the monthly statistical and narrative reports will be distributed to Borough Council at the October Work Session. Chief Leary also reminded Borough Council of the substance abuse seminar on October 17th at Indian Crest Middle School.

Borough Solicitor Charlotte Hunsberger distributed their monthly report. The Borough Solicitor is reviewing the Montgomery Theater Lease Agreement. They are also reviewing the Boucher & James, Inc. report on the status of the Berkeley Court Phase 1 development, along with the construction and escrow agreements, surety bond and related documents in relation to the unfinished development work for the project.

Public Works Director Steven Coll distributed his monthly report to Borough Council. Steven Coll noted that curbside leaf collection is expected to begin at the end of October.

Borough Manager Michael Coll reviewed the meeting schedule for the month of October. Borough Council will have their normal Public Works and Administrative Work

Sessions during the month. The work sessions will concentrate on the development of the 2019 Budget, with a Special Budget Work Session scheduled for Monday, October 22, 2018. Bids were received on Monday September 24th for a three year contract for the curb side collection of solid waste and recycling services. A tabulation of bids was distributed to Borough Council with the low bidder being Advanced Disposal Services. Advanced Disposal is represented in the audience should there be any questions. Staff is recommending award of the contract to Advanced Disposal. A recommendation has been made to authorize the posting of a handicapped parking space in the vicinity of 126 E. Summit Street for a 90 day trial period per Mayor's order.

Vice-President Jeffrey Gross commented that the Art Jam at the Community Park on Saturday, September 29th was an amazing success. Jeffrey Gross complimented the public works crew and staff for last minute preparations to move the event from inside the park to Wile Avenue due to the heavy rainfall. Joanne Fabian, who was in the audience, participated in the Art Jam event and noted that the street venue was very well received, Mayor John Reynolds also noted that many vendors expressed support for the street venue.

Councillor Ned Leight noted that Zion Mennonite Church will gather to complete the cleaning of the West Street Park this coming weekend.

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

GENERAL FUND

Comcast Cable	\$518.25	Keystone Health Plan East	\$30,887.44
Delta Dental	1,212.22	Landis Tree Service, Inc.	4,410.00
Fretz Enterprises	21.98	Landis, Hunsberger, Gingrich	2,285.45
Maryjane Yoder	200.00	Law Office Aaron Moyer	440.00
NetCarrier Telecom, Inc.	349.84	Lawson Products, Inc.	335.87
Nucitrus	708.00	Metlife	5,464.98
PECO Energy	29.31	Moyer Indoor/Outdoor	2,687.34
Verizon	75.28	Nationwide Trust Company	1,947.28
Verizon Wireless	398.66	North American Benefits Co.	988.77
Postmaster, Lansdale	774.02	PECO Energy	322.72
21 st Century Media	357.10	PA One Call System	104.80
Blooming Glen Quarry	140.00	PPL Electric Utilities	1,617.84
C & S Lawn and Landscape	19,400.00	PPL Electric Utilities	138.54
Carquest	139.40	Richter Drafting Office Supply	472.65
Clemens Uniform Rental	151.32	Scott A. Seifert	525.00
Comcast Cable	201.52	Security Service Co., Inc.	764.61
Cope's Garage, Inc.	3,588.54	Souderton-Telford Main Streets	5,937.50
David Bechtel	200.00	Suburban Propane	484.18
Davidheisers, Inc.	15.00	Sudz in a Bucket	44.00
Eagles Peak Spring Water, Inc.	52.67	Telford Press Printers	1,931.00
Freedom Systems Corp	2,022.00	Towne Answering Service	550.00
Galls, Inc.	68.92	Telford Recycling & Materials	85.00
George Allen Portable Toilets	456.00	Trumbauers Lawn & Rec, Inc.	154.63
Good Plumbing Heating A/C, Inc.	51.63	Univest VISA	1,015.09
Home Depot	154.49	Univest VISA	1,035.89
Indian Creek Foundation	535.00	Unum Insurance Company	966.79
J. P. Mascaro & Sons	37,325.27	Warehouse Battery Outlet	56.40
James P. Leary	280.19	Youngs	47.40
Jeffrey C. Lukens	24.90	Total General Fund	\$135,152.68

SEWER FUND

Comcast Cable	\$84.90	JWC Environmental	\$13,147.00
Delta Dental	321.47	Keystone Health Plan East	7,563.95
NetCarrier Telecom, Inc.	152.66	Mary M. Koehler	278.58
NYCO Corporation	20.43	Metlife	138.42
Shelly Enterprises	100.02	Moyer Indoor/Outdoor	260.18
ALL Industrial Safety Products	285.00	North American Benefits Co.	257.86
Bearing & Drive Solutions	295.00	PPL Electric Utilities	12,062.69
Bergey's Electric, Inc.	915.54	Richter Drafting Office Supply	19.30
Cintas First Aid & Safety	64.38	Shelly Enterprises	10.12
Clemens Septic Services	250.00	Suburban Water Testing Labs	1,727.32
Clemens Uniform Rental	122.85	Telford Press Printers	1,155.00

EVOQUA Water Technologies	\$4,773.56	Univar USA, Inc.	\$10,150.00
Farm Bureau Garage, Inc.	1,815.10	Univest VISA	150.00
Franc Environmental, Inc.	2,100.00	Unum Insurance Company	244.44
Fromm Electric Supply Corp	17.15	USA Blue Book	836.88
Home Depot	124.00	Verizon	86.25
J. P. Mascaro & Sons	600.00	West Generator Services	387.43
Jesse Baro, Inc.	7,952.12	Total Sewer Fund	\$68,469.60

POOL FUND

Airgas National Carbonation	\$361.22	Fellmans Pool Services, Inc.	\$1,580.25
Comcast Cable	74.42	Home Depot	58.95
Derstines	789.66	Moyer Indoor/Outdoor	194.80
NetCarrier Telecom, Inc.	139.65	PECO Energy	361.88
Adcock	484.36	Scott A Seifert	420.00
C & S Lawn and Landscape	4,350.00	Shelly Enterprises	24.12
Comcast Cable	159.95	Total Pool Fund	\$8,999.26

CAPITAL RESERVE FUND

Home Depot	\$138.29	Fromm Electric Supply Corp	\$34.93
Landis Block Nycecrete Co.	44.00	Prestige Fence Co., Inc.	2,128.94
Univest Capital	3,155.23	Rodney Shoemaker Plumbing	15,052.00
A M Goshow & Son	481.80	Security Service Co., Inc.	12,293.00
Boucher & James, Inc.	459.47	Wise Electric	34,943.73
Davidheisers, Inc.	147.25	Total Capital Reserve Fund	\$68,878.64

LIQUID FUELS FUND

PPL Electric Utilities	\$6,722.31
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A motion was made by Councillor Richard Godshall, seconded by Councillor Ned Leight, to authorize payment of the bills for the month of September, 2018, as presented. The motion was approved.

Vice-President Jeffrey Godshall 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, commented that he supports the continuation of the traffic restriction during school days for EMC Elementary School. Daniel Houser further commented that he is impressed with the attendance at the Third Fridays events, the event seems to be growing in attendance with businesses in the downtown packed with patrons and visitors. He further spoke on the success of the Art jam event. He appreciated how quickly and seamlessly the event was moved to Wile Avenue and how successful and well attended the event was. It is great to see that Souderton is making a difference.

There being no further public comment, Vice-President Jeffrey Gross moved to the business portion of the agenda, with the first item being approval the award of the contract for curb side solid waste and recycling collection services. Advanced Disposal is the low bid with a very competitive price. Borough Council has reviewed the proposal with some concern on the feasibility of the proposed automated equipment in some of the heavily populated neighborhoods. Mark Talbott, General Manager, of Advanced Disposal noted that he has 30 years of experience in the business. Advanced Disposal provides subscription services to many accounts around Souderton Borough and he is very familiar with the conditions and challenges associated with servicing Souderton Borough. They do plan to utilize a blend of automated and traditional rear loading collections in the Borough. They are familiar with the management of J. P. Mascaro and will work with them in transition. Advanced Disposal will have a supervisory contact to work with Borough staff to resolve any collection issues. Borough Council members asked a series of questions to Mark Talbott about the services of Advanced Disposal.

A motion was made by Councillor Richard Godshall, and seconded by Councillor Richard Halbom, to award the Solid Waste and Recycling Collection and Disposal contract to Advanced Disposal Services, 2955 Felton Road, Norristown, PA for the period January 1, 2019 through December 31, 2021, based on the quoted monthly cost per account and a total estimated contract price of \$1,374,504.72. The motion was approved.

A motion was made by Councillor Julie Munden, and seconded by Councillor Matt Mscichowski, to approve the posting of a handicapped parking restriction in the vicinity of 126 E. Summit Street for a 90 day trial period per Mayor's order. The motion was approved.

There being no further business, the meeting was adjourned at 7:46 pm.

Respectfully Submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – October 8, 2018 (7:00pm-9:20pm)

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

Staff Attendees: Public Works Director Steven Coll, Police Chief James P. Leary and Borough Manager Michael Coll.

1. Sanitation Committee

- a. The Discharge Monitoring Report for the month of September, 2018 will be filed with one exception regarding an instantaneous maximum sample for fecal coliform. The elevated sample was caused by high flow through the plant. The monthly average for fecal coliform was well within permit limitations.
- b. Borough Manager Michael Coll reviewed the status of upgrades to the Cherry Lane pump station. The contractor is installing new piping in anticipation of receipt of the new pumps around the end of October.
- c. Borough Council reviewed a preliminary draft of the Sewer Operating Budget. The 2019 Operating Budget will include funding to sandblast and paint treatment tank "A", the 2019 Sewer Capital Budget recommends funding for the replacement of the utility truck and removal of the soda ash silo and related equipment.

2. Highway Committee

- a. Public Works Director Steven Coll reviewed public works department activities. We have been working with residents along Montgomery Avenue and Lincoln Avenue to jointly pave the adjoining alley. The property owners have agreed to divide material expenses between them. Concern has been expressed about drainage into the alley from the residential properties. A storm drain line runs along this alley. The plan is to address the storm water issues this fall and schedule paving of the alley in early spring of 2019. The 2019 Budget will reflect this project.
- b. Steve Coll noted that PennDOT is letting a contract to mill and overlay East Broad Street. The timeframe is uncertain whether this will be a 2019 project or 2020 project. We are aware that the storm drain line within the 600 block of East Broad Street is severely deteriorated and needs to be replaced. PennDOT does not accept maintenance responsibility of storm drain lines within Boroughs.
- c. Councillor Richard Halbom suggested that the Borough review the possibility of making improvements to the intersection of East Broad Street and Noble Street. Preliminary concept plans have been studied and presented to

certain improvements to this intersection along with streetscape and landscaping features.

- d. Borough Manager Michael Coll recommended consideration to contract for winter maintenance services around the train station and further suggested consideration to extend the contract to include other municipal parking lots. Borough Council agreed to obtain quotes.
- e. Borough Council reviewed the preliminary draft budget for highway activities. Steven Coll suggested that the line item for vehicle maintenance remain at current levels despite the purchase of a new utility truck. Maintenance is expected to include new tires on the wheel loader, body work on the older leaf machine and rebuilding the transmission on the Ford pickup. The 2019 Budget will also need to include funds to purchase the new utility truck, expected to be received in early 2019, and the purchase of a new snow thrower for the John Deere tractor to assist with sidewalk clearing. Storm drain construction will need to be funded for N. Fourth Street and East Broad Street.

3. Sidewalk Committee

- a. Borough Manager Michael Coll reported that plans and scheduling has been confirmed to re-pave the residential driveway and mill and overlay one lane of County Line Road to address PennDOT concerns with the curb and sidewalk project. This project should be completely finished by the end of October.
- b. The 2019 Budget will include funds to complete the Hillside Avenue curb and sidewalk project in conjunction with a Montgomery County Community Development Block grant.

4. Recreation Committee

- a. Borough Manager Michael Coll distributed copies of the draft master plan for the Community Park. A follow up meeting will be scheduled in early November to finalize the Master Plan. The Borough Manager suggested that the 2019 Budget include funding to begin storm drainage and other infrastructure related improvements. The budget will also include some funds to remove the ballfield and return this area to a multi-purpose field.
- b. Pool Manager Laura Aquilante prepared a report of recommendations for the 2019 Pool Budget and 2019 summer season which was distributed to Borough Council. Borough manager Michael Coll noted that increases in membership rates and daily admission fees should be considered. The concession stand operations remain troubling, with the stand reporting another loss for the season. Alternatives must be considered prior to the start of the 2019 season.
- c. President Brian Goshaw reviewed efforts by the Indian Valley Regional Planning Commission to develop bicycling trail plans for the region.

5. Property Committee

- a. Borough Manager Michael Coll provided a general overview of the Tran Station project, operations of the Northbound restaurant, work on the wait building and some initial interest in the Freight Building. The Borough manager recommended that funding be allocated to extend the train station parking lot towards the Boys and Girls club. The work will just be in stone to serve as an overflow parking area as more permanent plans are developed. Funds will be set aside to complete work at the wait Building and site work around the Freight Building.
- b. Borough Manager Michael Coll reported on progress with renovation plans for the Municipal Building. The preliminary draft budget allocates funding to address improvements to the basement and air quality concerns. The focus for Municipal Building renovations will be on the police station.

- c. Borough Council reviewed a sketch plan developed to subdivide the Cherry lane property to accommodate the construction of a new public works garage to the rear of the site and either sell or lease the portion fronting on the Souderton-Hatfield Pike. A suggestion was made to have an appraisal completed to ascertain a value for the property to be sold or leased. The Borough Engineer will be asked to provide an estimate to develop a land development plan for this property.

Administrative Work Session- October 15, 2018 (7:00pm-9:25pm)

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

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

1. Police Committee

- a. Police Chief Leary distributed the statistical report for the month of September. Penn Foundation and Indian Valley Character Counts will be hosting a seminar on Substance Abuse on Wednesday, October 17th from 6:30-8:00pm at the Indian Crest Middle School. Souderton Police will be present at this event.
- b. Chief Leary noted that all crossing guard posts have been assigned and he continues to evaluate the overall use and benefit. He is also monitoring statistics of the number of children using the crossings. The Washington Avenue and Broad Street crossing is not heavily utilized, the crossing guard assists more bank employees than children at this location. Review and evaluation will continue.
- c. Chief Leary suggested that the One Way traffic restriction for S. School Lane for E. M. C. Elementary School remain in effect until all construction activity ceases.

2. Code Enforcement Department

- a. Code Enforcement Officer Steven Toy was not in attendance. No new items were discussed.

3. Administrative Committee

- a. Borough Manager Michael Coll discussed the draft of a new lease agreement with Montgomery Theater, Inc. The revised lease provides for an extension in term and up to a \$60,000 line of credit which may be used to maintain the building and mechanical equipment. Funding for the credit line will come from the Anchor Building fund. A recommendation to approve the revised lease will be placed on the November Borough Council agenda.
- b. Donald Arrowsmith, who serves as the Souderton Borough representative to the Indian Valley Public Library, will be relocating outside of the Borough within the next month. Borough resident Penelope Price has submitted a resume and letter of interest to serve as the Souderton Borough representative to the Indian Valley Public Library. Borough Council will formally consider a recommendation to appoint Penelope Price to this position at the November Borough Council meeting.
- c. Borough Council discussed the efforts of Office Manager Bea Kaizar and Councillor Julie Munden in planning and coordinating the recent dinner meeting of the Montgomery County Boroughs Association at Generations in Souderton. The dinner meeting featured dishes and items prepared by the local businesses, promoting our local business community and providing a dinner

meeting with significantly low cost.

- d. The new animated sign has been installed by the Souderton Business Improvement District at the Main Street parking lot. Borough office staff will maintain the sign with input and procedures developed between the Borough and BID staff.

4. Development Committee

- a. Borough manager Michael Coll reviewed recent sketch plans for the redevelopment of the high school site. Planning Commission members expressed growing frustration that the sketch plans continue to locate open storm water detention in the area of the proposed pocket park. Borough Council confirmed their desire that the pocket park be located in this corner of the development with underground detention. Borough Council further confirmed that the Planning Commission should proceed with work on revisions to the MUR-Mixed Use Redevelopment Zoning District.
- b. A presentation was made to the Souderton Planning Commission by the investors of the proposed North End Market, 140-142 N. Main Street. Following the presentation, the Planning Commission formally voted to recommend approval of the project to Borough Council. The plan approval was contingent upon the applicant complying and addressing the comments in the Montgomery County Planning Commission review letter. Borough Council discussed the use of new windows and the effect on architectural preservation of the building. Councillor Ed Huber discussed that a parking waiver was accepted, however, Borough Council may want to take another look at the overall regulations concerning parking requirements and the issuance of waivers for future developments.
- c. Borough Manager Michael Coll reported that the Souderton Dairy Queen, 20 S. County Line Road, is under pressure from corporate to upgrade the signage to reflect the new "DQ" brand. The current and proposed new signage will not comply with the Borough Sign ordinance. A Zoning Hearing is scheduled for Tuesday, November 13th. Borough Council discussed party status, but will defer to the Zoning Hearing Board's decision and opinion.

5. Finance Committee

- a. Borough Manager Michael Coll reviewed a second draft of the 2019 Budget with Borough Council. A special work session will be held on Monday, October 22nd to concentrate on the 2019 Budget review.

Special Budget Work Session- October 22, 2018 (7:00pm-9:35pm)

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

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

The purpose of the work session was solely devoted to the review of the draft 2019 budget. Borough Manager Michael Coll reviewed the line item budgets for all funds with exception of the pool operating fund. Following is a summary of the major issues discussed:

- The 2019 Police Budget should include \$20,000 in reserve funding towards a police car purchase scheduled for the 2020 budget year.
- The fee for standard trash and recycling collection service can remain at \$60.00 per quarter through the 2019 budget year. The fee for the optional bag program must be adjusted to account for actual costs charged to the Borough to maintain this optional service. A recommendation was made to increase the rate to \$20.00 per quarter, which will also include 5 bags per quarter.
- Borough Council discussed concern that the draft budget does not account for

growth in reserves, which was a concern pointed out by the Auditors. Considerable discussion was held concerning the appropriate level of growth and the resulting increase in the real estate tax millage rate. A recommendation was made to increase the General Purpose tax rate from 5.0 mills to 5.20 mills. With the proposed increase in the Fire Tax rate from 0.21 to 0.25 mills and the Library Tax from 0.30 mills to 0.33 mills, the overall total tax rate will increase from 5.51 mills to 5.78 mills. The average increase will be \$40.50 in real estate taxes for the 2019 budget year.

- The Capital reserve Fund allocates funds for the renovations to the Municipal Building. Borough Council noted that this has been a deferred project for several years; more priority should be given towards implementation.
- The Sewer Budget maintains fees through 2019. Some growth in reserves has been experienced. Borough Council requested a review of the Sewer Capacity fee for new connections which has not been adjusted for nearly 10 years. There should be sufficient improvements to the plant to justify an increase. The Borough Manager will have our engineer complete an analysis and recommendation.
- Borough Council suggested that a loan from the Anchor Building fund could be considered to move the Freight Building project forward instead of securing additional debt. The General Fund transfer may be cut back if necessary.
- Paving projects were reviewed in the Liquid Fuels fund along with funding allocated to make certain repairs to the Summit Street Bridge, as recommended in the current bridge inspection reports.