

Regular Meeting

January 5, 2009

The Regular Meeting of the Souderton Borough Council was called to order by President John U. Young at 7:30 p.m. Members of Borough Council present at the meeting included the following:

President John U. Young	Mayor John R. Reynolds
Vice President Andrew Schlosser	Junior Councillor Daniel Yocum
Councillor Ned D. Leight	Solicitor Robert G. Bricker
Councillor D. Jeffrey Gross	Borough Manager P. Michael Coll
Councillor Brian Goshow	Public Works Director Steven R. Coll
Councillor Katherine M. Grubb	Chief Charles A. Quinn, Sr.
Councillor Richard Halbom	

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 November 10, 2008 regular Borough Council Meeting and the November Work Sessions, which were tabled from last month, along with the December 1, 2008 Regular Borough Council meeting and the December 8, 2008 Special Borough Council meeting. A motion was made by Councillor Richard Halbom, seconded by Councillor Katherine Grubb, to approve the minutes from the November 10, 2008 Regular Meeting and November Work Sessions, the December 1, 2008 Regular Meeting and the December 8, 2008 Special Borough Council meeting. The motion was approved.

There was no correspondence.

The Borough Solicitor's Report for the month of December was distributed to members of Borough Council. The Solicitor researched and prepared a memorandum regarding the proposed sale of a parcel of real estate to the Borough Manager. The Solicitor held several telephone conversations with the Solicitor of Hilltown Township regarding the preparation of a formal agreement to designate a sewer service area along Route 113, County Line Road and Cherry Lane that will be serviced by Souderton Borough, along with a separate sewer service agreement with a new facility on Cherry Lane. The Borough Solicitor also held several telephone conversations with the Code Enforcement Officer and the Borough Manager concerning property maintenance issues.

Public Works Director Steven Coll reported on a recent water main break that occurred in the 300 block of West Broad Street, which was just paved a month ago. The break was repaired by North Penn Water Authority.

Borough Manager Michael Coll reported that the Curbside Christmas tree collection program will continue throughout the week. The curbside leaf collection program has ended; however, leaf waste will still be collected if bagged. Residents requesting this service should contact the Borough Office to schedule a collection. Borough Manager Michael Coll also reported that construction of the Reliance Road traffic signal has been delayed pending delivery of the mast arms and poles. All underground work and foundation work is complete. The original construction schedule anticipated completion by December 31st. The contractor reports that they will return to the project as soon as the poles are delivered with only a few weeks of work remaining. The Borough Manager briefly reviewed the agenda items scheduled for consideration this evening. The first item of business concerns a number of appointments to the Civil Service Commission, Zoning Hearing Board, Indian Valley Regional Appeals Board, Fire Marshall and the Chairman of the Vacancy Board. A resolution has been prepared to approve a new Emergency Operations Plan and the appointment of an Emergency Management Coordinator. A resolution has also been prepared to formally approve a reduction in member contributions to the Police Pension Plan for the 2009 calendar year.

Councillor Brian Goshow reported on a new pilot study on an alternative sludge dryer. The unit is at the waste water treatment plant and will be placed in operation through the week.

Councillor Katherine Grubb questioned the status of the police collective bargaining agreement. The Borough Manager confirmed that the officers have not signed the agreement over objection to some language concerning the drug and alcohol testing policy, approval for the educational benefit and language concerning annual reviews of member contributions to the police pension plan. Committee members will be meeting with the officers to resolve these issues.

Councillor Jeffrey Gross questioned the status of the proposal to purchase the South Front Street baseball fields from Zion Mennonite Church. The Borough Manager commented that a congregational meeting has been scheduled for late January to vote on the Borough's proposal.

Consideration was given to paying the bills for the month of December, 2008.

GENERAL FUND

Ches-Mont Disposal, Inc.	\$334.65	Cope's Garage, Inc.	\$486.59
Galco Business Communications	597.00	MetLife	217.63
MetLife	1,675.84	N.A.B.I.	60.00
Nextel Communications	295.15	Public Agency Training Council	425.00
Richter Drafting/Office Supply	127.00	Thomas A. Lawson	95.00
North Wales Borough	80.00	The Home Depot	59.94
"DCED"	228.00	Charles A. Quinn, Sr.	198.80
Christopher E. Werner, D.D.S.	100.00	Comcast Cable	42.95
Federal Express Corp.	24.57	Fromm Electric Supply Corp.	187.20
Indian Creek Foundation	470.00	Jay R. Stover	750.00
John T. Fretz Insurance Agency	433.00	Joseph P. Kelly, Jr.	280.00
Kurt E. Scherzberg	48.00	MetLife	217.63
MetLife	1675.84	Montgomery Newspaper	835.43
North Penn Water Authority	22.30	PECO Energy	168.12
Univest Visa	168.00	Univest Visa	432.00
Univest Visa	113.64	Weaver and Reckner Dental	116.00
AT&T	32.54	Beatrice Kaizar	546.82
Bricker, Landis & Hunsberger	2,877.50	Carl B. Stuart	135.00
Department of Labor & Industry	50.00	Generations	6,000.00
John U. Young	1,300.00	Meals on wheels Indian Valley	6,000.00
Montg. Co. Emergency Service	4,750.00	North Penn Goodwill Service	4,250.00
North Penn Visiting Nurses Assoc	4,500.00	Pennsylvania One Call	20.80
Petty Cash Fund	178.42	PPL Electric Utilities	7,116.93
Robert W Harley, RPR	212.50	Souderton Ambulance Association	4,500.00
Wismers Auto Trim Shop	140.00	911 Safety Equipment	33.10
Armstrong & Son Equipment Repair	364.67	Associated Fire Equipment	112.00
Beacon Business Machines, LLC	140.00	Bergey's, Inc.	19.25
Boucher and James, Inc.	388.37	Clemens Uniform Rental	149.58
Comcast Cable	120.72	Cope's Garage, Inc.	2,540.28
David A. Freed	59.20	Davidheiser's, Inc.	71.00
Detlan Equipment, Inc.	97.75	Emblem Enterprises, Inc.	648.46
Entenmann-Rovin Co.	684.60	Farm & Home Oil Co.	1,131.97
Gouldey Welding & Fabrication	349.50	HISI	4,126.00
Independence Blue Cross	14,145.21	Indian Valley Regional	3,000.00
Jaeger Electric Service, Inc.	3,504.80	Keystone Health Plan East	9,416.25
Kopp Equipment Sales	1,995.75	Kurt Scherzberg	242.00
Marc F. Lipkin, D.M.D., P.C.	657.40	MetLife	217.63
MetLife	1,675.84	Michael C. Boraski, D.M.D.	168.00
Midlantic Machinery	332.77	Montco District Attorneys	1,120.00
Moyer & Sons, Inc.	3,900.89	Naceville Materials	119.05
National Automobile Dealer Assoc	90.00	North American Benefits Company	920.34
PA Municipal Retirement System	788.29	PA Municipal Retirement System	2,946.14
Peter I. Psomiadis, D.M.D.	85.00	PPL Electric Utilities	2,435.23
PSAB	130.00	PSAB	983.00
PSAB CLD Testing Program	75.00	Public Agency Training Council	295.00
Richter Drafting/Office Supply	200.09	Scott A. Seifert	467.50
Shelly Enterprises, Inc.	136.70	State Workers Insurance Fund	4,453.60
Telford Press Printers	70.87	Univest Visa	707.30
Univest Visa	184.90	Unum Insurance Company	755.12
Verizon	182.76	Weaver and Reckner Dental Assoc	560.66
Weldon Auto Parts	94.04	William Powis	752.80
Word Work, Inc.	2,137.50		
		Total General Fund	\$124,559.67

SEWER FUND

Carquest	\$76.27	Chest-Mont Disposal, Inc.	\$92.00
Cintas First Aid & Safety	22.15	DEP Bureau of Laboratories	1,200.00
MetLife	82.21	United Laboratories	455.14
Wellington Sporting Goods	27.00	Bearings & Drives Unlimited	365.00
Comcast Cable	42.95	Commonwealth Precast, Inc.	4,404.00
Detlan Equipment, Inc.	232.68	EPWPCOA, Inc.	45.00
Graphic Controls LLC	492.05	Independence Blue Cross	207.65
J.P. Mascaro & Sons	3,838.00	K & A SRVS, INC.	437.50
Maryland Biochemical Co., Inc.	358.95	MetLife	82.21
North Penn Water Authority	86.35	PPL Electric Utilities	17,398.17
Water Environment Federation	181.00	Boro of Souderton Sewer Capital	85,000.00
Marino & Jessica Tambourino	116.40	PPL Electric Utilities	555.88
Siemens Water Technologies	1,720.87	Altek Business Systems	59.55
Carquest	65.99	Clemens Uniform Rental	200.60
Drummond American Corporation	416.46	Environmental Resource Associates	124.50
Essex Service Corporation	1,052.76	Fisher Scientific	294.07
Hach Company	515.85	Hart Mechanical Contract	225.00
J.P. Mascaro & Sons	5,195.32	Landis Block & Concrete	82.80
Postmaster, Telford/Souderton	168.00	Richter Drafting/Office Supplies	204.00
S P Solutions	259.20	Siemens Water Technologies	180.50
State World Headquarters	194.05	Suburban Water Testing Labs	179.00
Univar USA Inc.	3,211.18	Verizon	55.79
Cintas First Aid & Safety	53.95	Farm Bureau Garage, Inc.	51.00
HISI	1,032.00	Independence Blue Cross	207.65
Independence Blue Cross	3,838.17	Independence Blue Cross	113.10
Keystone Health Plan East	2,235.00	Markey Paper & Packaging , Inc.	47.89
MetLife	82.21	Moyer & Son, Inc.	168.57
North American Benefits Company	293.84	Postmaster, Telford/Souderton	180.00
Richter Drafting/Office Supply	55.50	State Workers Insurance Fund	1,406.40
Unum Insurance Company	198.28	Ven-Mar Sales, Inc.	481.80
		Total Sewer Fund	\$140,649.40

CAPITAL RESERVE FUND

Boucher and James, Inc.	\$26,131.17	C & S Lawn and Landscape Inc.	\$9,522.00
Commonwealth Precast, Inc.	2,009.00	DePallo Design & Planning, LLC	9,537.50
Hunt Engineering Company	6,128.66	M & M Stone Company	364.49
Shelly Enterprises, Inc.	4.49	Univest National Bank	1,782.08
Univest National Bank	6,052.96	Hunt Engineering Company	2,857.10
Boucher and James, Inc.	6,786.63	DePallo Design & Planning, LLC	11,790.00
Hunt Engineering Company	14,663.80		
		Total Capital Reserve Fund	\$97,629.88

LIQUID FUELS FUND

M & M Stone Company	\$4,602.75	P.K. Moyer & Sons, Inc.	\$37,784.50
PPL Electric Utilities	255.29	Armour & Sons Electric, Inc.	12,698.52
Armour & Sons Electric, Inc.	190.00	Fromm Electric Supply Corp.	43.20
Letterco	68.50	PPL Electric Utilities	304.11
		Total Liquid Fuels Fund	\$55,946.87

SANITARY SEWER CAPITAL FUND (PLGIT)

Bank of New York	\$57,355.94	M & M Stone Co.	\$134.24
P.K. Moyer & Sons, Inc.	26,341.00	ATC Associates Inc.	4,200.00
M & M Stone Company	15,867.66	S C Engineers, Inc.	1,074.95
		Total Sanitary Capital Fund	\$104,973.79

LAND DEVELOPMENT ESCROW

LIBRARY TAX FUND

Indian Valley Public Library

\$10,575.44

A motion was made by Councillor Andrew Schlosser, seconded by Councillor Katherine Grubb, to pay the bills for the month of December, 2008, as presented. The motion was approved.

President John Young opened the floor for public comment from residents, property owners and business owners.

Steven Dorn, 38 W. Summit Street, addressed Borough Council members with a letter expressing unacceptable problems with the operation of the Wawa store at the corner of Main Street and Summit Street. In summary, the letter described a traffic and noise problem at Wawa which has been going on for most of 2008. The Wawa is now open between 5:00 am and midnight, which is better than the prior 24 hour operation, however, deliveries and customers begin arriving at 5:00 am and the back up alarms wake up the neighborhood. Mr. Dorn reported that he has filed a complaint with the Wawa Regional Manager, but they are unresponsive. Mr. Dorn also expressed concern with loitering of young adults, which has resulted in vandalism and littering. Mr. Dorn suggested that Wawa should be restricted to operating between 6:00 am to midnight, with no deliveries before 7:00 am and none after 9:00 pm. Mr. Dorn hopes that bringing this matter to the public's attention will encourage a resolution to these unacceptable issues.

Councillor Katherine Grubb questioned if there is a Borough ordinance in place that restricts the operation of trash collectors or delivery trucks. The Borough Manager confirmed that Borough Council approved a Resolution, pursuant to the Waste Collection Ordinance, restricting trash haulers from operating before 6:00 am and after 6:00 pm. Councillor Grubb commented that Mr. Dorn should notify the police department when early deliveries are made to document the noise complaints. Councillor Grubb also inquired how long Wawa has been at this location. The Borough Manager confirmed that the store was in operation prior to his tenure, which must be over thirty years.

Councillor Richard Halbom supported the suggestion of Councillor Grubb to contact the police department when these conditions arise.

President John Young then moved to the business portion of the Agenda to consider a number of appointments.

A motion was made by Councillor Andrew Schlosser, and seconded by Councillor Jeffrey Gross, to appoint Larry Opdyke, 459 Lincoln Avenue, to a six year term on the Souderton Civil Service Commission, through December 31, 2014. The motion was approved.

A motion was made by Councillor Andrew Schlosser, and seconded by Councillor Ned Leight, to appoint Eugene Moyer, 262 W. Chestnut Street, to a three year term on the Souderton Zoning Hearing Board, through December 31, 2011. The motion was approved.

A motion was made by Councillor Andrew Schlosser, and seconded by Councillor Brian Goshow, to appoint Michael Gouldey, 105 W. Summit Street, to a three year term as the Souderton Borough representative to the Indian Valley Regional Appeals Board, through December 31, 2011. The motion was approved.

A motion was made by Councillor Andrew Schlosser, and seconded by Councillor Brian Goshow, to appoint Steven Coll, 330 W. Broad Street, as the Souderton Borough Fire Marshall. The motion was approved.

A motion was made by Councillor Andrew Schlosser, and seconded by Councillor Ned Leight, to appoint George King, 339 W. Chestnut Street, as Vacancy Board Chairman, through December 31, 2009. The motion was approved.

Borough Manager Michael Coll briefly reviewed the revised Emergency Operations Plan for Souderton Borough. Steven Coll spent several months working with Montgomery County representatives in developing this new plan. A recommendation was also made to appoint Steven Coll

to the position of Emergency Management Coordinator. Paul Stoudt held this position for the past seventeen years, announcing his retirement as of December 31, 2008. Steve Coll has previously served as the Deputy Coordinator. The recommended appointment is contingent upon approval by the Governor.

A motion was made by Councillor Ned Leight, and seconded by Councillor Jeffrey Gross, to approve Resolution 09-01 adopting, and placing into immediate effect the Emergency Operations Plan of Souderton Borough and further appointing an Emergency Management Coordinator for Souderton Borough, subject to approval by the Commonwealth of Pennsylvania. The motion was approved.

A motion was made by Councillor Andrew Schlosser, and seconded by Councillor Richard Halbom, to approve Resolution 09-02 reducing the member contributions to the Souderton Police Pension Plan for the 2009 calendar year. The motion was approved with one dissenting vote by Councillor Katherine Grubb.

There being no further business, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – Monday, January 12, 2009 (7:00pm-9:00pm)

Council Attendees: Mayor John Reynolds, John Young, Ned Leight, Jeffrey Gross, Brian Goshow, Katherine Grubb, Jonathan Gardenier, Richard Halbom and Edward Hunsicker. Junior Councillor Daniel Yocum.

Staff Attendees: Public Works Director Steven Coll and Borough Manager Michael Coll.

1. Sanitation Committee

- a) The December Discharge Monitoring Report will be filed with no exceptions to permit limitations. Chief Operator Sal DeSimone submitted his monthly report outlining plant performance and maintenance projects.
- b) Sal DeSimone has arranged a pilot test on a different sludge dryer. The unit was delivered last week and began operating this afternoon. The dryer operates on fuel oil, liquid propane or natural gas. Natural gas is the most cost effective. This unit can be set to achieve a desired dryness, forty to forty five percent is reportedly the most cost effective range but the unit can produce a 90% dry cake. The company is proposing to sell this pilot test unit to the Borough. Our Borough Engineer is evaluating both the overall performance of the unit and the possible scenarios to house the equipment and integrate the dryer with the belt filter press. We recently received information from another company that provides a similar drying process. Sal is also researching a company that leases a similar drying unit to mostly larger plants. We are finding that there are more options to consider in the market than originally anticipated.
- c) Sal DeSimone requesting funding in the sewer capital budget to replace the roof on both the mechanical and the chemical buildings. A set of sample specifications have been obtained from Kitson Brothers. Sal reported that the roof on the mechanical building is leaking very badly with leaks located over the blower units. Given the condition of the roof he is reluctant to invest money in repairs and requests permission to move forward on bidding this work for early spring. Committee members discussed the potential of using a white colored roof material, which will be evaluated for incorporation into the specifications. Committee members will recommend a motion to proceed with bidding at the February Borough Council meeting.

- d) Committee members discussed the proposed Sewer Service Agreement between the Borough and Hilltown Township. Through this agreement Hilltown Township will formally designate Souderton Borough as the sewer service provider for the area located along Route 113 south through Cherry Lane and between County Line Road and the Route 309 bypass. Souderton Borough already provides sanitary sewer service to the Hilltown Shopping Center. This agreement has been prompted by a pending land development plan for the former North Penn Water Authority reservoir site on Cherry Lane, which is proposing to extend a sewer line from the intersection of Cherry Lane and County Line Road. Committee members discussed a desire to add language addressing infiltration concerns and the ability to review and require payment of additional capacity fees for changes in uses of existing connections. For example the former Clemens grocery store has been converted into a large fitness club, which may generate additional flow, but the Borough was not party to the review and approval process. As a side note, Committee members discussed the potential need to revise the intersection at Cherry Lane and County Line Road, and whether these concerns should be addressed at this time. These comments will be forwarded to the Borough Solicitor for further review and consideration prior to advancing the agreement to Borough Council.

2. Highway Committee

- a) Public Works Director Steve Coll reported on the status of projects completed during the month of December and scheduled work for the month of January.
- b) February is the normal time for the Borough to solicit bids for various road materials and equipment rentals. We will not be seeking bids for oil and chip surface treatments this year. These contracts will be for a variety of highway, storm drainage and sanitary sewer projects. We are still planning to bid overlay projects in place under a separate contract later this year.

3. Sidewalk Committee

- a) No new items were discussed

4. Recreation Committee

- a) Steven Coll reported on some preliminary research into repairs necessary to bring the pool drains and filtration equipment into compliance with the Virginia Graeme Baker Pool & Spa Safety Act.
- b) Committee members discussed the next steps in moving forward with renovations to the Community Swimming Pool complex as suggested in the Wade Feasibility Study. Grant applications were recently submitted through the Offices of Representative Robert Godshall and Senator Charles McIlhinney for funding assistance to complete planning and design. Franconia Township and Telford Borough will be contracted to arrange a meeting to discuss a potential partnership. The Borough Manager also attended a recent Rotary Club Meeting to discuss various programs and issues facing the Borough, which included a discussion on the potential renovation of the pool.
- c) Zion Mennonite Church is reportedly planning to schedule a congregational meeting in late January to vote on the purchase proposal of the Borough to acquire the South Front Street baseball fields through County and State Open Space Grants.
- d) Committee members discussed a request from the Souderton-Telford Rotary Club to host a circus in the Community Park on June 12 and June 13, 2009. They hosted the Roberts Brothers Circus a numbers of years ago, which has since went out of business. This is a new traveling circus that will operate in the same fashion. Committee members expressed some concern towards the potential damage to the park grounds, but approved the request.

5. Property Committee

- a) On New Years Day, the sump pump in the basement of the Souderton Municipal Building

failed causing the basement to flood with a foot or more of water. Unfortunately there are some very old paper records that have been stored in the basement that undoubtedly are ruined. Water has also soaked the two framed storage rooms that were constructed and probably should be demolished to avoid mold issues. The basement also contains a large quantity of metal water storage cans from the civil defense days, old Christmas pole decorations and other materials that probably should be discarded. Committee members discussed the records retention and disposition regulations as promulgated through the Pennsylvania Historical Commission. The records should be categorized and resolutions should be considered to properly document the destruction of any records. This matter will become a priority project.

Administrative Work Session – Monday, January 19, 2009 (7:00 pm-9:45 pm)

Council Attendees: Mayor John Reynolds, John Young, Jeffrey Gross, Brian Goshow, Andrew Schlosser, Katherine Grubb, Jonathan Gardenier and Richard Halbom. Junior Councillor Daniel Yocum.

Staff Attendees: Police Chief Charles Quinn and Borough Manager Michael Coll.

1. Police Committee

- a) Police Negotiating Committee representatives met with Police representatives prior to the beginning of the work session to resolve outstanding issues with contractual language regarding random drug and alcohol testing, chain of approval to qualify courses under the educational benefit for reimbursement and member contributions to the police pension plan. The parties reached agreement on the specific wording and a revised draft of the Collective Bargaining Agreement will be circulated for concurrence of Borough Council.
- b) Timothy Dickinson, David Duffy and David Mettin attended the work session to outline the results and recommendations of the Souderton Borough Police Management Study. The consultants explained and reviewed the points raised in the Executive Summary of the report and addressed questions from members of Borough Council.
- c) Kurt Scherzberg forwarded a sketch plan to construct a privacy wall in front of the lockers in the squad room. Kurt Scherzberg indicated that the officers have volunteered to construct the wall if the Borough is willing to provide the necessary materials. Committee members favored this idea, but would prefer to see a comprehensive plan to renovate the entire squad room to insure that all components fit together. An item mentioned in the management study was the construction of counter areas around the perimeter of the squad room in place of the traditional desks to improve work space and the ability to access the computer system. Councillor Jeff Gross volunteered to assist Kurt Scherzberg in developing a comprehensive renovation plan for the squad room.
- d) A copy of an e-mail message between Wawa representatives and Borough resident Steven Dorn was distributed to members of Borough Council. This message seems to indicate a willingness of corporate headquarters to address the complaints of Steve Dorn with respect to delivery times and loitering. A recent police report was copied to me from Chief Quinn indicating a recent complaint filed by Steve Dorn about a delivery being made at approximately 5:45 am. Upon arrival, the reporting officer did not witness any issues with excessive noise.
- e) Committee members were informed of a request from the Girl Scouts to plan and host a “drive through” cookie sale in the Main Street parking lot at the Community Park on Sunday, January 25th between 11 am and 4 pm. Committee members supported the request.
- f) Chief Quinn noted a revision to the Juvenile section, section 3600 of the Policy Manual. He requested Borough Council members to remove the page from their copy of the manual, sign it and return to the Chief for a replacement page.

2. Administrative Committee

- a) Tax Collector May Schnable recently informed me that she will be retiring at the end of her term this year. Borough Council members may wish to contact individuals about their interest

in running for this position in the spring primary. Presently Borough Council has fixed the annual salary for the tax collector, by Ordinance No 651, at \$7,800.00. The first day to file petitions is February 17, 2009 and any adjustment in the tax collector salary must be completed by this date or the current salary will continue throughout the next four year term. The annual salary for the tax collector in Telford Borough is \$7,700.00. An ordinance must be advertised at least seven days prior to passage. If any adjustment is contemplated it must be accomplished rather quickly at a Special Borough Council meeting.

- b) Following up on the report of the basement flooding last week, Committee members discussed a proposal to renovate the ladies room on the administrative side of the Municipal Building to create a new smaller ladies room and add a separate storage room to provide additional storage for older files and other items without the need to store items in the basement. The current ladies room was left untouched during the initial 1982 renovation of this building. The fixtures are long overdue for replacement. Committee members endorsed the renovation plan which will be constructed primarily with Borough forces, with assistance from an electrical contractor. Some preliminary exploratory demolition was completed this week to finalize the plans, with construction work beginning in full force next week.
- c) The Borough Manager reported on the comprehensive manual that is available on the web site of the Pennsylvania Historical Commission that provides the mandatory retention and disposition schedule for municipal records. The manual also contains the procedure and suggested resolution to be used to authorize and document the destruction of municipal records. I will be reviewing and categorizing the records stored in the basement, some of which may be transferred to the new additional storage area and most of which may be eligible to be destroyed. This task will also require the assistance of the Police Chief, Sergeant or a designated officer to categorize the police records stored in the basement.
- d) A resolution will be prepared for consideration at the February meeting formally designating the Borough Manager as the "Open Records Officer" for the purpose of receiving and addressing requests for information from the public. Committee members discussed the benefit of appointing a separate officer to address requests for police documents.
- e) The February Administrative Work Session will be rescheduled to Monday, February 23 beginning at 7:00 pm.

3. Development Committee

- a) The Montgomery County Open Space Board and the Montgomery County Commissioners formally approved the grant request of Souderton Borough for funding assistance to construct the proposed plaza in front of the Main Street parking lot. Procedures require that Souderton Borough Council approve a resolution accepting the grant and certain conditions associated with the grant award.
- b) DePallo design and Planning is working on the expanded Economic Redevelopment Plan for the Borough. They recently attended the Souderton Planning Commission meeting to present the redevelopment district boundaries and the required blight study to support the district designations. A question was raised in regard to the potential benefits of creating an economic redevelopment plan. One of the most popular advantages is the ability to offer a Tax Increment Financing benefit to aid and encourage the construction of an approved project. Committee members were provided with a package of information that was provided by the Montgomery County Redevelopment Authority to better explain the procedure to instituting a TIF program. This same information was provided to the Souderton School District and the Borough has requested their participation in a future meeting to discuss their interest in assisting and participating in a TIF program.
- c) A draft subdivision plan was presented to committee members to complete a lot line adjustment between the Coll property at 458 Wile Avenue and the adjoining pool parking lot. This plan will be introduced to the Souderton Planning Commission at their January meeting. A copy of the proposed plan will be sent to Indian Valley Appraisal Company to provide a statement of value of the ground to be transferred to the Coll property for bidding and contractual purposes.
- d) A brief update on the Master Streetscape Planning project was provided to committee

members. The Borough also filed a grant request under the Pennsylvania Community Initiative Assistance program for construction funds to build the new streetscape along Broad Street between Penn Avenue and N. Second Street. This is a very competitive grant program.

4. Finance Committee

- a) Main Streets Manager Pam Coleman requested Borough Council to approve a Resolution authorizing the filing of a funding request in the amount of \$135,000 with the Department of Community and Economic Development to support the Main Streets program. Pam Coleman will be attending the February Borough Council Meeting to provide Council with a five year report on Main Streets activities, report on the proposed by-law revisions to qualify Main Streets as a 501 (c) (3) organization, and address any other questions. She will have to make a relatively brief presentation since she is also scheduled to appear before Telford Borough Council this same evening.