

Regular Meeting

February 3, 2020

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

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| President Brian K. Goshow | Councillor Edward Huber |
| Vice-President Julie Munden | Mayor John R. Reynolds |
| Councillor Donna Rogers | Junior Councillor Meg Cross |
| Councillor Ned Leight | Solicitor Charlotte Hunsberger |
| Councillor Daniel Yocum | Borough Manager P. Michael Coll |
| Councillor Matthew Mscichowski | Public Works Director Steven R. Coll |
| Councillor Daryl Littlefield | Police Chief James P. Leary |

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

Consideration was given to the minutes of the January 6, 2020 Reorganization and Regular Borough Council Meeting and the January, 2020 Borough Council Work Sessions. A motion was made by Councillor Edward Huber, and seconded by Councillor Matt Mscichowski, to approve the minutes as presented. The motion was approved.

Under correspondence, Borough Manager Michael Coll noted that Souderton-Telford Main Streets, Interim Manager Christina DiVergigelis is in attendance and she has circulated her quarterly Manager’s Report to Souderton Borough Council. She is available to address any comments or concerns.

President Brian Goshow noted that there are a few presentations scheduled for this evening. The first presentation will be from the Indian Valley Public Library. Penny Price, Souderton Borough Representative to the Indian Valley Public Library, introduced Dr. Alexander Grande, Souderton resident and current President of the IVPL Board of Directors and IVPL Director Marge Stern. Dr. Grande reported on the many services afforded to the community by the library and expressed appreciation for the continued support of Souderton Borough. Director Marge Stern further commented on library operations and she expressed her appreciation to Souderton Borough for assisting in the grant application for the replacement of the roof on the Library building.

Carmina Taylor, President of the NAACP Ambler Branch, expressed appreciation and recognized Borough Councillors Julie Munden and Donna Rogers for their public service. She presented Councillors Julie Munden and Donna Rogers with a Trailblazer Award for their efforts in making a difference in the community. She further expressed appreciation for the service of Junior Councillor Meg Cross and the addition of Megan

Jarrell as a full time Police Officer for Souderton Borough. The Ambler Branch of the NAACP represents the Upper Dublin, Wissahickon, North Penn and Souderton School Districts and this is part of their outreach program to learn more about the communities and to support their efforts.

Police Chief James P. Leary distributed the 2019 annual report of police department activities. The January, 2020 monthly report of police department activities will be submitted and discussed at the February work session.

The Borough Solicitor's report for the month of January was distributed to Borough Council. The Solicitor prepared and filed a municipal lien for the recovery of expenses associated with a heating oil spill at 247 W. Chestnut Street. The Borough Solicitor consulted with the Borough Manager on a workers compensation matter concerning the volunteer fire company.

Public Works Director Steven Coll noted that his monthly report was distributed to Borough Council. The report was accepted as presented.

Borough Manager Michael Coll reviewed the meeting schedule of Borough Council for the month of February. The Borough Office will be closed for the Presidents Day Holiday on February 17, 2020, however the regular monthly Administrative Work Session will be held on February 17th beginning at 7:00 pm.

The Borough Manager reviewed the agenda for the meeting, which will begin with a recommendation to appoint Megan Jarrell as a full time police officer with the Souderton Police Department. The Montco 2040 Implementation Grant program is opening. The Souderton Planning Commission discussed potential projects and recommended pursuing funds to make improvements to the Chestnut Street Municipal Parking Lot. The Souderton Business Improvement District presented a concept plan to improve the parking lot which will serve as the basis for the project concept plan. The project is estimated at \$175,000 with a funding request of \$140,000 and a local match requirement of \$35,000. The application must be endorsed by Resolution of Borough Council and the applications are due by March 1, 2020. As discussed by representatives of the Indian Valley Public Library, the library is pursuing a Keystone Grant for Public Library facilities to replace the roof on the building. The application must be endorsed by a member municipality. Since Souderton Borough just recently completed a roof replacement project, we have been requested to assist the library in this effort. The Indian Valley Public Library will be responsible for all payments and matching requirements. A recommendation was made at the January work session to consider adoption of the 2015 National Fire Code as part of the building code requirements for Souderton Borough. An executive session has been requested to discuss personnel matters associated with the pending search for the next Police Chief to serve Souderton Borough.

Councillor Daniel Yocum reported on behalf of the Historical Society. Clarence Moyer recently donated a box used by the former Granite Hosiery Company. Councillor Yocum further noted that the Indian Valley Public Library is a great supporter of the efforts of the Historical Society

Consideration was given to paying the bills for the month of January, 2020.

GENERAL FUND

Advanced Disposal	\$36,291.75	Unum Insurance Company	\$946.93
Clemens Uniform Rental	73.68	Verizon Wireless	120.03
Comcast Cable	555.38	Advance Auto Parts	38.02
Fredericks Flowers	175.00	Advanced Disposal	36,291.75
Freedom Systems Corporation	3,150.00	Bergey's, Incorporated	502.76
Independence Blue Cross	16,004.64	Carquest	43.10
IV Chamber of Commerce	215.00	Cope's Garage, Inc.	176.86
James P. Leary	303.79	Delta Dental Gettysburg Benefit	1,154.17
North American Benefits Company	926.17	Eastern Diversified Services	16,488.95
North Penn Water Authority	686.51	Lansdale Police Department	150.00
PA State Assoc. of Boroughs	210.00	NAPA Auto Parts	36.96
PECO Energy	199.15	NetCarrier Telecom, Inc.	343.45
Postmaster, Lansdale	235.00	PA DCED	315.00
PPL Electric Utilities	396.36	PPL Electric Utilities	1826.29
Ready Refresh	153.74	Ready Refresh	89.20
Suburban Propane	936.99	Robert E. Little, Inc.	71.38
The Store at Towamencin	127.49	Univest VISA	440.00
The Verdin Company	580.00	Verizon	318.01
Thomas A. Lawson	200.00	Bow Wow Waste Products	344.99
Univest VISA	291.90		
Univest VISA	247.89	Total General Fund	\$122,510.29

SEWER FUND

American Water Works Assoc.	\$50.00	PPL Electric Utilities	\$600.06
Clemens Uniform rental	\$89.26	Suburban Water Testing Labs	\$3,086.56
Comcast Cable	86.90	Unum Insurance Company	250.82
Empire Scale Corporation	270.00	Coyne Chemical	3,762.86
Farm Bureau Garage, Inc.	445.00	Delta Dental Gettysburg Benefits	495.62
H. Keith Koehler	290.02	EVOQUA Water Technologies	3,392.50
Independence Blue Cross	3,282.44	Fretz Enterprises	156.99
Mary M. Koehler	309.89	NetCarrier Telecom, Inc.	148.84
North American Benefits Company	259.65	PPL Electric Utilities	55.96
North Penn Water Authority	138.76	USA Blue Book	277.20
PA DEP	125.00	Verizon	72.79
PA Rural Water	230.00	Total Sewer Fund	\$17,877.12

POOL FUND

Comcast Cable	\$151.27	PPL Electric Utilities	\$618.10
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NetCarrier Telecom, Inc.	134.59	RecDesk, LLC	3,250.00
North Penn Water Authority	13.15	Airgas National carbonation	75.00
PA DEP	50.00		
PECO Energy	88.72	Total Pool Fund	\$4,380.83

CAPITAL RESERVE FUND

Univest Capital	\$3,155.23	Ply-Mar Construction Co., Inc.	\$48,884.40
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LIQUID FUELS FUND

PPL Electric Utilities	\$6,222.67	PPL Electric Utilities	\$824.59
Established Traffic Control	514.00	Total Liquid Fuels Fund	\$7,561.26

A motion was made by Councillor Matt Mscichowski, and seconded by Councillor Julie Munden, to approve the payment of bills for the month of January, 2020, as presented. The motion was approved.

A motion was made by Councillor Daniel Yocum, and seconded by Councillor Matt Mscichowski, to authorize the payment of recurring monthly bills for the month of February, 2020, as presented. The motion was approved.

President Brian K. Goshow opened the floor to the audience for public comment:

Charl Wellener, 18 N. Hunsberger Lane, requested consideration of Borough Council to record and televise Borough Council meetings for the benefit of residents who find it difficult to attend the meetings.

Calvin Munden, 220 Montgomery Avenue, supported the comments of Charl Wellener for Borough Council to consider recording and televising the Borough Council meetings. President Brian Goshow instructed the Borough Manager to place this topic on the February Work Session agenda for further discussion.

There being no further public comment from the audience, President Goshow moved to the scheduled items of business, with the first item being the formal appoint of Megan Jarrell to serve as a full time police officer with the Souderton Police Department.

A motion was made by Councillor Julie Munden , and seconded by Councillor Matt Mscichowski, to appoint Megan Jarrell to serve as a full time police officer with the Souderton Police Department with an official start date of February 17, 2020. The motion was approved by unanimous vote.

Mayor John R. Reynolds administered the Oath of Office to new appointed Police Officer Megan Jarrell.

A motion was made by Councillor Edward Huber, and seconded by Councillor Julie Munden, to adopt Resolution 2020-04 authorizing the submission of a grant application under the Montco 2040 Implementation Grant Program for improvements to the Chestnut Street Municipal Parking Lot. The motion was approved.

A motion was made by Councillor Ned Leight, and seconded by Councillor Daniel Yocum, to adopt Resolution No. 2020-05 authorizing the filing of a proposal, in conjunction with the Indian Valley Public Library, for funding assistance under the Keystone Grant for Public Library Facilities to replace the roof on the Library building. The motion was approved.

A motion was made by Councillor Edward Huber, and seconded by Councillor Matt Mscichowski, to authorize the Borough Solicitor to prepare and advertise an Ordinance adopting the provisions of the 2015 National Fire Code. The motion was approved.

A motion was made by Councillor Julie Munden, and seconded by Councillor Donna Rogers, to adjourn to Executive Session to discuss police personnel matters. The motion was approved.

Borough Council adjourned to Executive Session at 7:43 pm and convened to public session at 9:20 pm. 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 10, 2020 (7:00pm-8:15pm)

Council Attendees: John Reynolds, Donna Rogers, Daniel Yocum, Matt Mscichowski, Julie Munden, Daryl Littlefield and Edward Huber. Junior Councillor Meg Cross.
Staff Attendees: Public Works Director Steven Coll, Chief James Leary, Officer Thomas Lawson and Borough Manager Michael Coll.

PRESENTATION- Richard Halbom, who serves as the Souderton Borough representative to the Northern Montgomery County Recycling Commission, reported that he has been elected to serve as Chairman of the Commission. He presented Borough Council with a 2018 Recycling Performance Grant of \$18,463.07. Richard Halbom further noted that Pennsylvania is one of only two states that prohibit retailers from charging fees to take back electronic equipment. The Recycling Commission is lobbying the state legislature to pass legislation to allow retailers to charge for electronic recycling in an effort to open more alternatives to dispose of unused electronics.

1. Sanitation Committee

- a. The Discharge Monitoring Report for the month of January, 2020 will be submitted to the Department of Environmental Protection with no exception to permit limitations.
- b. Borough Manager Michael Coll reported that the Derstine Company and Borough forces completed the necessary mechanical and plumbing upgrades to the Cherry Lane in-street pump station, as reported at last month's meeting.
- c. Derstine Company has mobilized equipment to begin the demolition of the soda ash silo at the wastewater treatment plant. Demolition is expected to be completed within the next two weeks depending on weather conditions. They began with the demolition of mechanical equipment inside the chemical building.
- d. Longtime employee Keith Koehler will be retiring from the wastewater treatment plant this spring. His last physical day of work was Friday, February 7, 2020. He will exhaust his accrued vacation and paid leave through his official retirement date of April 1, 2020. Chief Operator Sal DeSimone interviewed six candidates for the entry level operator's position and we have narrowed the field to two candidates. A job offer was made this morning and we await confirmation of acceptance.

2. Highway Committee

- a. Public Works Director Steven Coll reviewed public works department activities. Fresh cold patch has been obtained for pothole repairs. The backhoe is now at Plasterer Equipment for repair of the transmission.
- b. The new utility truck was designed to accept a snow plow package. Another small plow would be ideal for small snow storm events. The smaller plow is more maneuverable and will limit unnecessary wear and tear on the larger trucks and plows. E. M. Kutz has a 9 foot Fisher snow plow package under COSTARS contract. The price to furnish and install will be \$6,401, which includes an optional rubber cutting edge which we use in place of a steel cutting edge because of all of the various utility boxes in the streets. Borough Council supporting the recommendation.

- c. Grace Bible Church approached the Borough for assistance with a drainage issue between their parking lot and an adjoining residential alley for homes along East Summit Street. There are several detached garages built right up to the alley with downspouts that drain into the adjoining alley. Grace Bible feels this condition contributes to the creation of potential ice hazards within their parking lot. Borough representatives met with Grace Bible Church representatives on site to evaluate the issue. The area is entirely paved with little storm drainage facilities, water does not drain very well from the significantly flat paved surface. The Borough did note an opportunity to run a small storm drain line along the edge of the alley to pick up the downspouts from the residential garages, however, we feel that the work will yield minimal benefit to the overall problem. Since the Borough is reliant upon the continued use of the parking lot to support Concert Sundaes and the Holiday Parade, a recommendation was made to allocate funds to complete the installation of the small storm drain line. Borough forces can install the line at relative minimal expense. Borough Council supported the recommendation.
- d. Borough Manager Michael Coll circulated a report from the Borough Engineer dated January 30, 2020, which outlines a series of recommended improvements to the Summit Street bridge to address issues raised in recent inspection reports. The improvements are rather extensive and will require specific budget considerations over the next two years to complete. The Borough Engineer recommended a few initial repairs for consideration this year.

3. Sidewalk Committee

- a. Ply-Mar Construction Company has substantially completed the sidewalk improvements along Hillside Avenue. The Borough is working with Montgomery County to receive the grant funds and to close out the project.
- b. Borough Manager Michael Coll recommended the submission of a Community Development Block Grant to replace the curb and sidewalk along Diamond Street. The grants are very competitive, with priority given to municipalities that have not received a grant award during the prior round. The Borough is working on a grant for Hillside Avenue, so the Borough will have some disadvantage with this coming grant period. Borough Council agreed with the suggestion to submit an application for CDBG funding. Grant applications are due by April 10, 2020 and must be authorized by Resolution of Souderton Borough Council.

4. Recreation Committee

- a. Borough Council discussed implementation of the beginning phases of the Community Park renovation project. Borough forces removed the stone wall

and bench at the park entrance across from the swimming pool in order to provide construction vehicle access to the park. Crews will work to install the storm drainage improvements, initial grading, and the installation of the new main paved pathway. Crews will complete storm drainage improvements around the band shell. Bergey's Electric met with us on site to replace the lighting inside the Bandshell and to provide accent lighting in front of the Bandshell. Work will focus on completing preparations for the dedication of the concert lawn area in honor of Marcus Rosenberger.

- b. The Borough Manager reported that he scheduled a field meeting with our local DCNR representative to discuss the submission of a grant application for funding assistance for the purchase and installation of playground equipment and the outdoor gym equipment. Our Borough Engineer will take the lead role in completing the grant application. A Resolution authorizing the submission of the grant application will be required and will be prepared for consideration at the April Borough Council meeting.
- c. Borough Council discussed the future operation of the swimming pool concession stand which has struggled over the past seasons to generate positive revenue. One option discussed is to maintain current management but consider a limited menu. The second option is to consider leasing the stand to an outside party; which the Borough has done in the past and is the current practice of many of our neighboring pools. Borough Council supported the exploration of leasing the stand; the Borough Manager will reach out to the business that operates the stands at our neighboring pool facilities to gauge interest and financial details.

5. Property Committee

- a. Borough Manager Michael Coll noted that a representative of the Montgomery County Planning Commission will attend the work session next week to discuss possible municipal building alternatives. The Borough needs to decide fairly soon on the direction concerning improvements to the municipal building, especially given the new police officer hiring.

Administrative Work Session- February 17, 2020 (7:00pm-9:45pm)

Council Attendees: John Reynolds, Brian Goshow, Donna Rogers, Ned Leight, Daniel Yocum, Matt Mscichowski, Julie Munden, Daryl Littlefield and Edward Huber.

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

PRESENTATION- Pattie E. B. Guttenplan, RLA, AICP, Section Chief of Design Planning & Graphic Design with the Montgomery County Planning Commission presented a series of concept plans concerning potential considerations for the construction of a new Municipal Building. The Planning Commission evaluated the

several potential options to site a new municipal building on existing Borough owned property as an alternative to renovating the existing building. The concept plans will be further refined and sent to the Borough for further review and possible consideration. The planning project was part of the Borough's existing planning assistance contract with the Montgomery County Planning Commission.

1. Police Committee

- a. Borough Council members interviewed Borough residents Michael Moffitt and Richard Halbom for the vacancy on the Police Civil Service Commission. A recommendation for appointment will be considered at the March Administrative work session.
- b. Police Chief Leary distributed and reviewed the statistical report for January, 2020.
- c. Police Chief Leary recognized Borough resident Mrs. Susan Joyce Reinhardt, 549 E. Broad Street, who attended the work session and is requesting consideration of a handicapped parking space in proximity of her residence. She has applied for and received a handicapped placard. Borough Council will recommend approval of the handicapped parking restriction by Resolution at the march Borough Council meeting.
- d. Chief Leary outlined plans to hold the annual celebratory weekend in the Community Park over the Father's Day weekend. The weekend will include Third Friday's, a car show in the Community Park on Saturday with possible events inside the Community Pool, the outdoor Church Service on Sunday morning and the fireworks event Sunday evening following Concert Sundaes. The cost of the fireworks will be approximately \$12,000 and is expected to be funded in large part by community donations. Borough Council agreed to move forward with finalizing plans for this annual event.
- e. Chief Leary reported that newly hired police officer Megan Jarrell has begun mandatory field training with the Souderton Police Department. She is currently working with Officer Thomas Lawson during the midnight shift. Field training may take up to 16 weeks to complete, her experience with the area may reduce some of the required time.

2. Code Enforcement Department

- a. Borough Manager Michael Coll reported that Wells Fargo has reimbursed the Borough for the expenses associated with the initial response and containment of the heating oil spill at 247 W. Chestnut Street that occurred on November 8, 2019. Wells Fargo has now contracted with an environmental firm to oversee the remainder of the remediation work for the properties affected by the spill.

3. Administrative Committee

- a. Members of the Souderton Business Improvement District Reauthorization Committee attended the Administrative work session to present Borough Council with the Preliminary Plan for Re-Authorization. The committee members explained that they are seeking another 5 year authorization and they are recommending that the boundary of the Business Improvement District be expanded to include all commercial properties within the Borough of Souderton. The Committee estimates that the increased commercial properties throughout the entire Borough should allow the assessment rate to fall from 4.5% to 3.95%. The BID will put more focus on economic development, improved marketing initiatives, focus on increased public art and branding for Souderton Borough. The BID Re-Authorization Committee requested assistance from the Borough administrative staff to identify eligible commercial properties. Borough Council will need to consider approval of the BID Re-Authorization Plan, which will then be discussed in a series of public hearings hosted by the BID and ultimately voted upon by the business community. Some Borough Council members expressed concern with the expanded boundary, noting that the expanded boundary may open the potential for more no votes. Other members expressed concern with the past performance of the BID and dissatisfaction towards re-authorization. The plan will be further reviewed by Borough Council in the March Administrative Work Session with a formal recommendation by the April Borough Council meeting.
- b. Members of Borough Council discussed a proposal to form a separate Communication Committee. The Communication Committee will be tasked with planning a Borough newsletter, updating the Borough's website, and explore the creation of a Facebook account for the posting of events. The Communications Committee would also like to work on a recommendation to televise Borough Council meetings. The committee will explore how our neighboring municipalities are addressing communications and will also look at recommendations through the Pennsylvania State Association of Boroughs. Considerable discussion was held on the benefits and concerns of some of the proposed items. Borough Council decided to authorize the formation of an exploratory Communication Committee to develop recommendation for further consideration of Borough Council. The Committee will consist of Vice-President Julie Munden and Councillors Daryl Littlefield and Donna Rogers.
- c. Borough Council discussed a policy on the use of the municipal building for meeting space for community groups and organizations. Several of the homeowners associations have used the municipal building for meetings. The municipal building has also been used by sitting legislators as a satellite meeting place to provide services to their constituents. Concern was expressed

over potential conflicts with opening the building for political groups and religious groups.

4. Development Committee

- a. Borough Manager Michael Coll informed the Souderton Planning Commission that Joseph Chiaro decided to continue with his plan for the proposed Taco Shop at 20 Central Avenue. The revisions have been communicated with his planning consultant. Revised plans are expected to be filed with Borough Council for formal consideration.
- b. The Zoning Hearing Board will meet on Wednesday, March 11, 2020 to consider an application from Ernest Cope, Jr. to purchase the commercial property at 110 S. Front Street for the storage of classic cars and to serve as a possible museum or gallery.

5. Finance Committee

- a. Borough Manager Michael Coll reported that Styer Associates has been working with Borough staff most of last week to complete the 2019 audit of Borough funds. They will be filing the annual Audit Report with the State and will complete the general purpose financial statements later in the year.

Special Borough Council Meeting- February 24, 2020 (7:00pm-8:55pm)

Council Attendees: John Reynolds, Brian Goshow, Donna Rogers, Richard Godshall, Daniel Yocum, Matt Mscichowski, Julie Munden, Daryl Littlefield and Edward Huber.

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

Souderton Borough Council held a Special Meeting on the above date for the purpose of having an Executive Session to discuss the Police Chief selection process and to develop certain requirements for the position of Police Chief. Representatives from the consulting firm of SafeCity Solutions were also in attendance at this meeting and Executive Session. Given the personnel matter the meeting was not open to the general public.