

The Regular Meeting of Souderton Borough Council, held on Monday, November 5, 2018, 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:

President Brian K. Goshow	Councillor Edward Huber
Vice-President D. Jeffrey Gross	Junior Councillor Michael Jones
Councillor Ned D. Leight	Mayor John R. Reynolds
Councillor Richard Godshall	
Councillor Daniel Yocum	Solicitor Robert G. Bricker
Councillor Matt Mscichowski	Borough Manager P. Michael Coll
Councillor Julie Munden	Police Chief James P. Leary
Councillor Richard Halbom	Public Works Director Steven R. Coll

The Invocation was given by Councillor Edward Huber, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the October 1, 2018 Regular Borough Council Meeting and the October, 2018 Work Sessions. A motion was made by Councillor Jeffrey Gross, seconded by Councillor Ned Leight, to approve the minutes as presented. The motion was approved.

Under Correspondence, Borough Manager Michael Coll noted that a formal letter of resignation was received from Donald Arrowsmith as the Souderton Borough representative to the Indian Valley Public Library Board of Directors. Borough resident Penelope Price has a resume and letter of interest in serving in this capacity. This appointment is on the Agenda for this evening.

Mayor John Reynolds was presented with a painting from the organizers of the Diner en Blanc “Souderton Style” event which was held in the Band Shell on August 29<sup>th</sup>, which was a very warm evening. The painting was signed by all of the event participants and presented to Souderton Borough Council in appreciation for the use of the Band Shell.

Mayor Reynolds also noted that November 6 is Election Day and he reminded the community to get out and participate in the voting.

Police Chief James Leary noted that the monthly statistical and narrative reports will be distributed to Borough Council at the November Work Session. Chief Leary expressed appreciation to the members of the Souderton Fire Police who assisted in monitoring the community during Halloween. There were no reported incidents.

Borough Solicitor Robert Bricker distributed their monthly report. The Borough Solicitor completed documentation for the 2019 Tax Anticipation loan. The Solicitor attended and assisted in the police office grievance hearing and settlement. The Borough Solicitor is preparing the documents and will schedule settlement for the transfer of the rear lot on N. Main Street from RVP, II to the Borough.

Public Works Director Steven Coll distributed his monthly report to Borough Council. Steven Coll noted that curbside leaf collection has begun and the crew is utilizing the new leaf collector that was delivered earlier this year. A second unit will be added in November as collections become heavier.

Borough Manager Michael Coll reviewed the meeting schedule for the month of November. Borough Council will have their normal Public Works and Administrative Work Sessions during the month. The Borough Manager reported that a commitment letter was received from Uninvest Bank and Trust Company to extend the \$250,000 Tax Anticipation Loan for the 2019 calendar year. The Commitment Letter will be accepted and

the Borough Solicitor will have a formal Resolution for formal consideration at the December meeting. The agenda for this meeting includes formal approval of a new Lease Agreement between the Borough and Montgomery Theater, Inc. The lease agreement provides a requested extension and includes access to a line of credit for the maintenance of the building and associated mechanical equipment. A motion has been prepared to appoint Penelope Price to serve as the Souderton Borough representative to the Indian Valley Public Library Board of Directors. Considerable time has been devoted during the October work sessions and the special Budget work session to develop the 2019 Budget. The 2019 Budget will require a modest increase in the real estate tax rates for the General Fund, Fire Tax and Library tax. Motions have been prepared to authorize the advertisement of the 2019 Budget and the 2019 Real Estate Tax Ordinance for formal consideration at the December 3 Borough Council meeting. An Executive Session has been scheduled to discuss personnel matters and the status of police contract negotiations.

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

**GENERAL FUND**

Bakers on Broad	\$18.00	Generations of Indian Valley	\$516.00
Casey's	65.00	George Allen Portable Toilets	410.58
George Didden Greenhouses, Inc.	45.60	George's Tool Rental	273.60
Hatfield Pizzeria	39.10	Good Plumbing Heating A/C, Inc.	437.50
Jacquies Pastry Café, LLC	75.50	Home Depot	232.97
Lisa's Pizza	127.20	J. P. Mascaro & Sons	37,270.67
Los Gemelos Family Restaurant	40.00	Landis Block & Nycecrete Co.	47.00
Lucas Pizza & Pasta	81.98	Markey Paper & Packaging	157.41
Moyer Indoor/Outdoor	20.00	Moyer Indoor/Outdoor	683.49
Moyer Specialty Foods, LLC	26.95	Naceville Materials	321.62
Nita-Baker	143.00	Nationwide Trust Co.	32,895.00
Our Towne Catering	75.00	Nationwide Trust Company	58,494.13
Great American Popcorn Factory	24.00	NetCarrier Telecom, Inc.	352.24
Smoke Factory BBQ, LLC	125.00	North Penn Water Authority	624.77
Trolley Stop Deli	24.00	PECO Energy	29.31
Vietnam Cafe	60.42	PA One Call System	102.12
Altek Business Systems, Inc.	276.66	PPL Electric Utilities	1,808.55
Bergeys, Inc.	2,625.85	PPL Electric Utilities	893.80
C & S Lawn & Landscape	500.00	Rodney Shoemaker Plumbing Inc.	100.00
Catering By Angela, LLC	310.00	Souderton Firemens Relief Assoc	34,993.58
Chemsearch	1,806.35	Styer Associates	390.00
Clemens Uniform Rental	134.88	Suburban Propane	201.07
Comcast Cable	527.79	Sudz in a Bucket	22.00
Cope's garage, Inc.	1,161.36	Univest VISA	488.31
Country Creek	102.60	Univest VISA	300.90
Delta Dental	1,212.22	Verizon	70.58
Eagles Peak Spring water, Inc.	20.88	Verizon Wireless	399.55
Fram Bureau Garage, Inc.	355.10	Wise Electric	290.00
GALCO Business Communications	99.50	Total General Fund	\$182,930.69

**SEWER FUND**

Bearing & Drive Solutions	\$408.00	Jesse Baro, Inc.	\$6,541.70
Blooming Glen Quarry	140.00	L/B Water Service, Inc.	1,226.00
Chemsearch	179.85	NetCarrier Telecom, Inc.	154.86
Clemens Septic Services	375.00	North Penn Water Authority	9.10
Clemens Uniform Rental	166.49	NYCO Corporation	107.00
Comcast Cable	84.90	PPL Electric Utilities	515.10
Delta Dental	321.47	Salvatore DeSimone	175.00
EPWPCOA, Inc.	160.00	Suburban Water Testing Labs	2,470.90
ES2 Environmental Systems	572.00	Univar USA, Inc.	3,740.50
Essex Service Corporation	4,467.94	Verizon	80.76
EVOQUA Water Technologies	2,638.11	Warehouse Battery Outlet	22.95
Fromm Electric Supply	112.77	Youngs	42.99
Gouldey Welding & Fabrication	121.00	Postmaster, Lansdale	920.58
Home Depot	14.02		
J. P. Mascaro & Sons	480.00	Total Sewer Fund	\$26,248.99

**POOL FUND**

Airgas National Carbonation	\$68.75	PECO Energy	\$66.43
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Comcast Cable	\$237.25	PPL Electric Utilities	\$3,190.85
NetCarrier Telecom, Inc.	134.42		
North Penn Water Authority	1,174.43	Total Pool Fund	\$4,872.13

CAPITAL RESERVE FUND

Andrew Randazzo Architects	\$1,887.50	Landis Block & Nycecrete Co	\$557.75
Bishop Wood Products, Inc.	447.00	Shelly Enterprises-USLBM, LLC	1,441.84
Davidheisers, Inc.	37.00	Shelly Enterprises-USLBM, LLC	21.85
Display & Sign Center, Inc.	885.00	Trout Brothers, Inc.	1,820.00
Ecynbro Trucking	250.00	Univest Capital	3,155.23
Fromm Electric Supply Corp	188.01	Total Capital Reserve Fund	\$10,691.18

LIQUID FUELS FUND

PPL Electric Utilities	\$992.39	PPL Electric Utilities	\$6,224.67
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A motion was made by Councillor Richard Godshall, seconded by Councillor Richard Halbom, to authorize payment of the bills for the month of October, 2018, as presented. The motion was approved.

President Brian Goshow opened the floor to the audience who may wish to address Borough Council on any topic or matter of concern.

Raymond Hopkins, 417 Wile Avenue questioned a few line items within the proposed budget, which were answered by the Borough Manager and Borough Council President. Mr. Hopkins commented that Borough Council must continue to be vigilant when considering tax increases not just in the next budget year but projecting needs over the next few years.

Daniel Houser, 436 Central Avenue, commented on the forum held at Indian Crest Middle School on the topic of opioid use. He complemented Chief Leary on his message that this community has a problem, information on how best to detect and address the growing concerns and the reinforcement of just how great this community is to live and work.

There being no further public comment, President Goshow moved to the business portion of the agenda, with the first item being approval of the lease agreement with Montgomery Theater, Inc.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Ned Leight, to approve a new Lease Agreement between the Borough of Souderton and Montgomery Theater, Inc. for property located at 124 N. Main Street, Souderton, Pennsylvania. The motion was approved.

A motion was made by Councillor Richard Godshall, and seconded by Councillor Richard Halbom, to appoint Penelope J. P. Price, 402 E. Broad Street, Souderton, Pennsylvania to serve as the Souderton Borough Representative to the Indian Valley Public Library Board of Directors, filling the unexpired term of Donald Arrowsmith, through December 31, 2020. The motion was approved.

A motion was made by Councillor Ned Leight, and seconded by Councillor Matt Mscichowski, to authorize the advertisement of a Resolution setting forth the Annual Budget for the 2019 calendar year for formal consideration at the December 3, 2018 regular Borough Council meeting. The motion was approved.

A motion was made by Councillor Richard Godshall, and seconded by Councillor Richard Halbom, to authorize the advertisement of an Ordinance setting forth the Real Estate Tax Rates for the 2019 calendar year for formal consideration at the December 3, 2018 regular Borough Council meeting. The motion was approved.

A motion was made by Councillor Richard Halbom, and seconded by Councillor

Matt Mscichowski, to adjourn to Executive Session for the purpose of discussing Personnel and Police Contract Negotiations. The motion was approved.

Borough Council adjourned to executive Session at 7:34 pm and convened to public session at 8:25 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 – November 12, 2018 (7:00pm-8:23pm)***

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, 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 October, 2018 will be filed with no exception to permit limitations.
- b. Borough Manager Michael Coll reviewed the status of upgrades to the Cherry Lane pump station. Derstine Company has completed the pump installation, with formal training and startup scheduled for November 15<sup>th</sup>. There is a damaged valve on a bypass line that will need to be excavated and replaced later in the spring. This work can be completed by Borough forces. The new pumps are performing well.
- c. The ferrous sulfate tank has to be inspected annually given its age. The tank is registered with DEP and the annual inspection reports are submitted to DEP by our certified inspector. DEP has ordered the replacement of rusted flanges and bolts that were flagged in the most recent report. The tank will have to be emptied to complete this work. Temporary totes of chemical will have to be set up to maintain operations while the work is completed.
- d. Engineer Fred Ciottoni completed an analysis of the current sewer capacity fee for new connections to the sanitary sewer system. The current fee is \$5,540.00 for each edu. The analysis justified an increase in the fee from \$5,540 to \$8,618 per edu. A recommendation was made to formally authorize the preparation and advertisement of an ordinance to increase the fee as recommended by the engineer.
- e. Borough Council reviewed progress with the transition of the trash collection contract from J. P. Mascaro to Advanced Disposal beginning January 1, 2019. The fee for standard service will remain at \$60.00 per quarter; however the rate for the optional bag program must be increased. A recommendation was made to increase the quarterly fee from \$7.50 to \$20 per quarter. The rate increase will include a semi-annual distribution of 5 trash bags to each account. Additional bags will be billed at a rate of \$5.00 per bag. A revised fee Resolution will be prepared for formal consideration at the December Borough Council meeting.

#### **2. Highway Committee**

- a. Public Works Director Steven Coll reviewed public works department

activities. Crews will be removing the veteran banners after the Veteran's Day holiday. The banners will be stored through the winter and put back up prior to the Memorial Day Holiday. Christmas Holiday decorations will be installed prior to the Thanksgiving Day holiday.

- b. The County Line Road paving project was completed on October 30<sup>th</sup>. Crews regraded and paved the private parking area first then moved to the milling and paving of County Line Road. PennDOT provided much scrutiny with their inspection throughout the project. PennDOT requested the painting of a white line approximately one foot off of the curb line to delineate the cartway. This will be helpful to motorists since there is a sudden transition between the Telford and Souderton cartway widths.
- c. Crews completed the replacement of storm drain on Wile Avenue from Hillside Avenue to the intersection at Green Street. Crews will resume work on the next block to Diamond Street as time and weather conditions permit.
- d. North Penn Water Authority representatives met with the Borough to review a number of planned water main replacement projects which they intent to have under contract by the end of the year. They will be replacing the water main on Hillside Avenue ahead of our planned CDBG curb and sidewalk project. They also plan to replace the water main on N. Fourth Street.

### **3. Sidewalk Committee**

- a. Steven Coll reported that Trout Brother installed a few ADA compliant ramps on Hunsberger Lane and Madison Avenues. Ramps did not exist in this location and there is a disabled resident who routinely travels in this area. The ramps will greatly enhance mobility within the neighborhood.

### **4. Recreation Committee**

- a. President Brian Goshow updated Borough Council on the status of the master plan for the Community Park. A follow up meeting was held on November 7<sup>th</sup> with representatives of Borough Council, Souderton-Telford Rotary and Penn Valley Church to review the Master Plan with the Borough Engineer and Landscape Architect. Penn Valley Church has interest in joining the project to sponsor the installation of exercise equipment in the Park. Dan Houser also suggested the need to construct a building near the pavilion to provide permanent restroom facilities, storage for Concert Sundaes and possibly a kitchenette for use by Concert Sundaes and possibly rent as part of the pavilion. The goal is to complete the plan by the end of the year. The Borough Manager suggested that the 2019 Budget include funding to begin storm drainage and other infrastructure related improvements. The visible construction may aid in fund raising efforts. The ballfield will be removed and converted to a multi-purpose field.
- b. Borough Manager Michael Coll noted the poor financial performance of the pool concession stand. The Borough could consider leasing the stand or reconsider management options. Borough Council preferred to retain management of the concession stand and work towards improvement of management. The Pool Managers should be in charge of the entire pool facility including overseeing the operations of the concession stand.

### **5. Property Committee**

- a. Borough Manager Michael Coll reported on progress with renovation plans for the Municipal Building. The master plan lays out improvements to the administrative and police offices as well as the basement. The current plan extends both police and administrative offices into the lobby. We plan to make improvements to the basement area in 2019 and will finalize plans to construct renovations to the police station. The Police Department will need temporary

headquarters during the renovations.

- b. 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 complete a land development plan for this property.

### ***Administrative Work Session- November 19, 2018 (7:00pm-8:43pm)***

Council Attendees: John Reynolds, Ned Leight, Jeffrey Gross, Richard Godshall, Daniel Yocum, Matt Mscichowski, Julie Munden, 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 October and provided a brief summary of police activity for the month.
- b. Work continues on negotiations for a new collective bargaining agreement with the police officers. The new health insurance program appears to be acceptable, but there are several items remaining. The next meeting is scheduled for December 5<sup>th</sup>.
- c. Borough Manager Michael Coll informed Borough Council about a resident complaint about the removal of parking restriction signs from Parkview Drive. Several years ago, the Park Place Homeowners Association requested signage to prohibit overnight parking on Parkview Drive. They also requested expanded parking restriction at the corner of Parkview Drive and Green Street for school bus loading and unloading. At some point the signs restricting overnight parking were removed, possibly by the utility company when the street light poles were refurbished or replaced. Souderton no longer runs a school bus into the Park Place development. We requested confirmation from the Park Place Homeowner's Association whether the restrictions were still wanted for the development. They did not reply, but if they are requested, Borough Council will need to formally approve the restriction.

#### **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 noted that the new health insurance program for Borough employees will go into effect on December 1, 2018. A benefits meeting with the employees was held on November 8<sup>th</sup> to review the new HSA/HRA program with a high deductible Independence Blue Cross PPO policy.

#### **4. Development Committee**

- a. A presentation was made by the investors of the proposed North End Market, 140-142 N. Main Street. Architect Peter Stempfll revised the building elevations to address concerns raised by the Montgomery County Planning Commission review letter. Façade restoration addresses the Planning Commission's comments and additional street trees have been added to the project. The project will require a waiver from parking requirements for 32

spaces and a softening buffer to the adjoining property. Following the presentation, Borough Council expressed support to the proposed project and requested waivers. Formal approval will be considered at the December 3<sup>rd</sup> Borough Council meeting.

- b. Design Consultant Michael DiCicco presented sketch drawings of a new multi-use building to be constructed at 160-162 N. Main Street. The new building will house two residential units over two new commercial store fronts. A walkable alleyway will be provided between the neighboring commercial building, which has a prominent stone wall. The existing parking lot will be reconfigured to accommodate the new building, accommodate dumpster pads and add landscaping. The façade is more contemporary. The plan will be referred to the Souderton Planning Commission for further review and comment.
- c. David Sowhangar presented plans for renovations to 30 W. Broad Street. The plans have been modified to have a single restaurant use throughout the entire first floor of the building. They have been evaluating commercial uses on the second floor, but believe that residential will be the best option for them. They provided architectural renderings to construct 5 new two story residential units utilizing the second and third floor levels of the building. There will be three single bedroom and (2) two bedroom units. They discussed efforts to locate parking for the building from Uninvest and Fromm, neither of which expressed interest. In particular they were looking for 6 parking spaces to support the residential units. Borough Council explained the process to seek a waiver from parking; however, they need to be cognizant of the reality of the parking challenges in their business model and operational plans.
- d. Jeffrey Gross reported that a proposed draft of an Outdoor Dining ordinance has been recommended by the Souderton Planning Commission. Jeffrey Gross outlined the provisions of the proposed regulations. A motion will be prepared to authorize the preparation and advertisement of the proposed ordinance.

## **5. Finance Committee**

- a. Borough Manager Michael Coll noted that the proposed 2019 Budget Resolution and the proposed 2019 Real Estate Tax Ordinance have been advertised for formal consideration at the December 3<sup>rd</sup> Borough Council meeting. There have been no suggested revisions to the budget.
- b. A Resolution authorizing the \$250,000 Tax Anticipation Loan will be prepared for formal consideration at the December 3 Borough Council meeting.