

**Regular Borough Council Meeting**

**August 1, 2016**

The Regular Meeting of Souderton Borough Council, held on Monday, August 1, 2016, was called to order by Borough Council President Brian Goshow at 7:30 p.m. Members of Borough Council present at the regular meeting included the following:

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| President Brian K. Goshow       | Mayor John R. Reynolds               |
| Vice-President D. Jeffrey Gross | Junior Councillor E. Shane Myers     |
| Councillor Ned D. Leight        | Borough Solicitor Robert G. Bricker  |
| Councillor Richard L. Godshall  |                                      |
| Councillor Daniel Yocum         | Borough Manager P. Michael Coll      |
| Councillor Daniel W. Houser     |                                      |
| Councillor Richard Halbom       | Public Works Director Steven R. Coll |

Absent from the meeting was Councillor Tracy Burke and Councillor Kevin Souder. The Invocation was given by Councillor Daniel Houser, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the July 11, 2016 Regular Borough Council Meeting and July Work Sessions. A motion was made by Councillor Richard Halbom, seconded by Councillor Daniel Houser, to approve the minutes of the July 11, 2016 Regular Borough Council Meeting and July 2016 Work Sessions as presented. The motion was approved.

Mayor John R. Reynolds noted that the Souderton Police Community Night Out will be held in the Souderton Community Park on Tuesday, August 9, 2016. The event will include a car show and displays of equipment from various neighboring departments and County Law Enforcement agencies.

The Borough Solicitor’s report for the month of July, 2016 was distributed to Borough Council. The Borough Solicitor, as required by the loan documents, served Broad Entertainment, LLC with a formal notice of default and intent to foreclose on the mortgage on 24 and 30 W. Broad Street. They will now proceed with filing the foreclosure action against Broad Entertainment this week. The Borough Solicitor advertised the Zoning Ordinance sign amendments for formal consideration at the August 1<sup>st</sup> Borough Council meeting.

Public Works Director Steven Coll reported that the oil and chip seal coats are complete; weather conditions forced the delay in completing the final fog seal application.

Borough Manager Michael Coll noted that the Souderton Planning Commission will be meeting on August 3, 2016 to review a plan of subdivision for 162 N. Main Street. They will also review a working concept plan concerning the redevelopment of the former high school site. Borough Council will hold their next regular meeting on Monday, September 12, 2016 due to the Labor Day Holiday. The monthly meeting will replace the September Public Works Work Session. Borough Manager Michael Coll reported on the agenda items scheduled for consideration. The first item is a recommendation to appoint E. Shane Myers as the next Junior Councillor. The last item scheduled for consideration an Ordinance amending the sign regulations in the Zoning Ordinance.

Councillor Jeffrey Gross noted the completion of the installation of shade umbrellas at the Souderton Community Pool. The umbrellas have been received very well and there are several suggestions to add more shade umbrellas for next season.

Consideration was given to paying the bills for the month of July, 2016.

GENERAL FUND

First Class Entertainment	\$50.00	George’s Tool Rental	\$2,121.98
Comcast Cable	56.95	Landis Fence	2.60

North Penn Water Authority	\$222.91	Lawson Products, Inc.	\$500.55
Univest VISA	662.01	Markey Paper & Packaging	290.89
Univest VISA	151.72	PECO Energy	31.15
Comcast Cable	348.45	Plasterer Equipment Co., Inc.	116.23
Cope's Garage, Inc.	382.39	PPL Electric Utilities	1,316.51
D. L. Beardsley, Ltd.	557.20	Richter Drafting Office Supply	117.31
Delta Dental	1,270.27	Sudz in a Bucket	11.00
Eagles Peak Spring Water, Inc.	24.90	Trumbauers Lawn & Rec, Inc.	24.91
Fredericks Flowers	3,054.75		
George Allen Portable Toilets	150.00	Total General Fund	\$11,464.68

#### SEWER FUND

North Penn Water Authority	\$117.75	LRM, Inc.	\$144.00
Bergey's Electric, Inc.	15,594.40	Maryland Biochemical Co., Inc.	759.76
Comcast Cable	84.90	PPL Electric Utilities	17,018.49
Coyne Chemical	2,929.75	Pyrz Water Supply Co., Inc.	1,030.60
Delta Dental	321.47	Reuter & Hanney, Inc.	1,250.00
Fisher Scientific	75.84	Suburban Water Testing Labs	1,953.25
J. P. Mascaro & Sons	625.00		
Jesse Baro, Inc.	3,396.07	Total Sewer Fund	\$45,301.28

#### POOL FUND

First Class Entertainment	\$325.00	Laura Aquilante	\$103.43
Kathy Armitage	366.25	Moyer	146.50
North Penn Water Authority	2,049.21	Moyer Specialty Foods, LLC	467.30
Univest VISA	243.06	Nelsons Creamery, LLC	500.17
Adcock	50.92	PECO Energy	881.84
Airgas National Carbonation	58.00	Pepsi Beverage Company	441.18
C. J. Miller Vacuflo	30.24	PPL Electric Utilities	2,188.55
Comcast Cable	236.42	Richter Drafting Office Supply	91.96
Derstines	3,070.82	Sparkling Pool Services, Inc.	722.25
Derstines	1158.78	SYSCO Philadelphia, LLC	1,668.05
Diversified Refrigeration	211.00	Youngs	196.08
First Class Entertainment	225.00		
Good Plumbing Heating A/C	834.24	Total Pool Fund	\$16,266.25

#### CAPITAL RESERVE FUND

Univest Bank & Trust Co.	\$520.72	Univest VISA	\$141.78
Univest Capital	3,155.23	Total Capital Reserve Fund	\$3,817.73

#### LIQUID FUELS FUND

PPL Electric Utilities	\$313.30
------------------------	----------

A motion was made by Councillor Richard Godshall, seconded by Councillor Jeffrey Gross, to authorize payment of the bills for the month of July, 2016, 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.

Richard D'Amico of Cosign for Design requested that he would like to highlight a new or active business in town, known as Downtown Scoop. The owners of the business were born and raised in Souderton and they love ice cream and decided to set up business on West Chestnut Street in the Borough. All of their ice cream is locally made. They have organized and sponsored five (5) third Friday's events on West Chestnut Street, which have been very well received and attended.

There being no further public comment, President Goshow then moved to the business portion of the agenda.

A motion was made by Councillor D. Jeffrey Gross, and seconded by Councillor Daniel Houser, to appoint E. Shane Myers, 213 Washington Avenue, Souderton, PA to serve as Junior Councillor through June 30, 2017. The motion was approved by unanimous vote.

Mayor John R. Reynolds administered the Oath of Office to Junior Councillor E. Shane Myers, who was joined by his parents. He then took his seat with Borough Council.

A motion was made by Councillor D. Jeffrey Gross, and seconded by Councillor Richard Godshall, to enact Ordinance No. 16-726-04 amending the Souderton Borough Zoning Ordinance, by amending and restating, in its entirety, Article XI Sign Regulations. The motion was approved by unanimous vote.

There being no further business, the meeting was adjourned at 7:55 pm.

Respectfully Submitted,

P. Michael Coll, Secretary

## **WORK SESSION MINUTES AND COMMITTEE REPORTS**

### ***Public Works Work Session – August 8, 2016 (7:00pm-9:27pm)***

Council Attendees: John Reynolds, Brian Goshow, Richard Godshall, Daniel Yocum, Daniel Houser, Tracy Burke, Richard Halbom and Kevin Souder. Junior Councillor Shane Myers.

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

#### **1. Sanitation Committee**

- a. The Discharge Monitoring Report for the month of July, 2016 will be filed with an exception to permit limitations for Phosphorus. The exception was due to shut down and startup of the unit taken out of service to repair a suspected blockage. Chemical feeds are now balanced and the plant is running within parameters.
- b. Borough Manager Michael Coll reported that treatment plant personnel confirmed a blockage in the package unit as suspected. Apparently the brackets holding the main air trunk line along the floor broke. The air-line twisted and snapped several air diffuser arms off, which were then pulled into the return line. Subcontractors were able to remove the diffusers and clear the blockage. Derstine Company remounted the air-lines and repaired the diffuser arrays. The system was brought back on line, but chemical feeds were not adjusted properly creating a high Phosphorus discharge.
- c. Borough Manager Michael Coll noted that there is a grant opportunity that might fund the installation of the new mechanical bar screen. We are working on the application for a grant of approximately \$350,000 to fund the installation of the mechanical bar screen at the headworks to the plant. A Resolution of Borough Council approving the application will be presented at the September Borough Council meeting.

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

- a. Brush collection was delayed over the past month, but is now on the regular monthly schedule. Street sweeping throughout the entire Borough is now complete.
- b. Crews completed crack sealing and paving repairs to Noble Street ahead of the planned oil and chip seal coats. We rented a tar kettle and paver to aid in the work. The oil and chip seal coats are fully complete.
- c. Public Works Director Steven Coll discussed plans to complete paving

work on Green Street and complete milling and base work on East Chestnut Street. Borough Council members also discussed the possibility of adding some paving work on N. Fourth Street. Bids for equipment rental were advertised and will be received for consideration at the September 12<sup>th</sup> Borough Council meeting.

- d. Councillor Richard Halbom noted that he applied IronX on a few selected streets to control vegetation in place of Roundup as a test for future consideration.

### **3. Sidewalk Committee**

- a. County Line Road curb and sidewalk construction plans are complete and have been submitted to PennDOT for permitting.

### **4. Recreation Committee**

- a. Borough Manager Michael Coll discussed a plan to seek bids to remove several trees from the Hillside Cemetery and several dead or dying trees from the various parks.
- b. Borough Council reviewed the operations of the Community Swimming Pool. Some items for consideration included the purchase of an additional bike rack. The pool managers requested consideration into purchasing an auto pool vacuum, to vacuum the pool overnight. The Borough had used such a vacuum in the old pool, but switched to a manual vacuum. Options will be evaluated for next season. Borough Council discussed the need to develop a policy on smoking. Smoking is banned at the pool with patrons running across the street to smoke in the park, sometimes leaving children unattended. Perhaps a smoking area should be created at the pool or smoking could be prohibited completely on Borough property.

### **5. Property Committee**

- a. Borough Manager Michael Coll reported on the status of the architectural evaluation for improvements to the Souderton Municipal Building. Rough plans were reviewed with the architect, suggesting that water proofing measures be taken to improve the basement area and crawl space area. The architect will be meeting with Police Chief Leary to discuss a complete new floor plan for the police station. The new floor plan will better orient administrative functions and patrol functions within the station. The work will require the police department to seek temporary headquarters to accommodate the amount of work planned. No significant work is planned for the administrative side of the building, but some consideration should be given to a better use of the interior hallway that is consuming potential useable space. There are mixed feelings about the front façade, continuation of the front canopy versus a new entry, window replacement and the eventual need to replace the roof membrane.
- b. Borough Manager Michael Coll reported on the status of the Train Station project. SEPTA continues to review plans to renovate the freight building and coordinate the relocation of overhead utility lines. The Local restaurant in the train station abruptly ceased operations. The future status remains unclear at this time.

Chief Leary provided Borough Council with his monthly narrative report, since he will be on vacation next week. He reminded members of the Community Night Out in the Park scheduled Tuesday, August 9<sup>th</sup>.

Borough Council president Brian Goshaw requested an Executive Session to discuss developing issues concerning the existing lease agreement for the train station building. Borough Council adjourned to executive Session at 8:23pm and convened to

public session at 9:27pm at which time the meeting was promptly adjourned.

***Administrative Work Session- August 15, 2016 (7:00pm-9:10pm)***

Council Attendees: John Reynolds, Brian Goshow, Ned Leight, Jeffrey Gross, Richard Godshall, Daniel Yocum, Daniel Houser, Tracy Burke, Richard Halbom and Kevin Souder. Junior Councillor Shane Myers.

Staff Attendees: Borough Manager Michael Coll.

**1. Police Committee**

- a. Chief Leary was not in attendance due to vacation. A letter was received from Terri Martin, 64 Hillside Avenue, requesting consideration of an additional handicapped parking space on the street. The matter will be referred to Chief Leary for further consideration and recommendation.

**2. Administrative Committee**

- a. Borough Manager Michael Coll presented Borough Council with a draft copy of the Cable Franchise Agreement with Comcast. The draft agreement was prepared in response to meetings and comments from the Borough Solicitor. A recommendation will be made to authorize the Borough Solicitor to advertise an ordinance adopting the Franchise Agreement for consideration at the October Borough Council meeting.

**3. Development Committee**

- a. Developer Clayton Heckler and his planning consultants met with Souderton Borough representatives Brian Goshow, Jeffrey Gross and Mayor John Reynolds to discuss the development of a revised concept plan for the redevelopment of the high school property. Borough Manager Michael Coll circulated a copy of a “working concept plan” that was developed following the discussions. The working concept plan was also shared with the Souderton Planning Commission for initial feedback. Borough Council members expressed concern with the number of additional townhomes and residential units. Borough Council also noted that more consideration should be given to better defined drives and improved walkability. Overall the concept plan was viewed as “moving in the right direction.” Borough Council suggested that the developer work at refining the concept plan with the Souderton Planning Commission. In a related matter, Borough Council noted that the developer should be looking at fence enclosing the sediment basin given the quantity of water that remains in the basin and the sharp grades.
- b. Borough Manager Michael Coll presented a plan of subdivision concerning property at 162 N Main Street, owned by RVP II, Inc. The plan of subdivision seeks to convey the multi-use building and front parking lot to an investor, while dividing and conveying the rear vacant parcel to the Borough for purpose of a municipal parking lot. In return, the Borough will rescind the 16 parking space pledge that RVP made for use by 121 Main Street when it was permitted to be converted into the Village Center office suites. This pledge has been a significant obstacle to the pending sale of the property. An access easement will be provided through the existing parking lot from Main Street and the rear lot had access from an alley off of Hillside Avenue. The plan is under review by the Souderton Planning Commission and may be on the September Borough Council agenda for formal consideration.
- c. Code Enforcement Officer Steven Toy has recommended that Borough Council consider adopting the 2015 Property Maintenance Code. The Borough is currently using a 2009 version. Steven Toy noted that the newer code addresses overcrowding of apartment spaces, which is not addressed in the 2009

version. Some concern was expressed over potential over reach by code enforcement, but a recommendation was made to place a motion on the agenda to authorize the Borough Solicitor to prepare and advertise an Ordinance enacting the 2015 Property Maintenance Code.

#### **4. Finance Committee**

- a. Borough Manager Michael Coll reviewed the status of the Souderton Train Station project. The Manager discussed the potential cost of a General Obligation Loan in the amount of \$500,000 to finance the restoration and addition to the freight building. A formal commitment letter from Univest Bank and Trust Company is expected shortly.
- b. Borough Council discussed a process to evaluate appropriate rental income for the three buildings. A recommendation was made to have Indian Valley Appraisal Company complete a market study of rents in the area.
- c. The Borough Manager distributed copies of the 2015 General Purpose Financial Statements as prepared by Styer Associates. Ron Ely, CPA with Styer Associates will be attending the September 19<sup>th</sup> work session to discuss the statements with Borough Council.