

Regular Borough Council Meeting

June 3, 2013

The Regular Meeting of Souderton Borough Council, held on Monday, June 3, 2013, was called to order by President Brian K. Goshow at 7:30 p.m. Members of Borough Council present at the regular meeting included the following:

President Brian K. Goshow	Councillor Edward Huber
Councillor Ned D. Leight	Mayor John R. Reynolds
Councillor D. Jeffrey Gross	
Councillor Richard Godshall	Solicitor Robert R. Bricker
Councillor Andrew Schlosser	
Councillor Steven J. Toy	Borough Manager P. Michael Coll
Councillor Preston Miller	Police Chief James P. Leary
Councillor Richard Halbom	Public Works Director Steven Coll

The Invocation was given by Mayor John R. Reynolds, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the May 6, 2013 Regular Borough Council Meeting and May Work Sessions. A motion was made by Councillor Preston Miller, seconded by Councillor Richard Halbom, to approve the minutes of the May 6, 2013 Regular Borough Council Meeting and May 2013 Work Sessions as presented. The motion was approved.

President Brian Goshow next recognized Timothy Hendricks, representing Turnersville Estates, who presented concept plans for the redevelopment of the main portion of the high school property within Souderton Borough. Mr. Hendricks expressed appreciation to Borough Council for the opportunity to work with staff on the development of the concept plans. The proposed concept plan meets the intent of the Borough's Zoning Ordinance requiring a mixed use development. The plan is evaluating a hotel use, restaurant, retail and possible office uses. The plan has one story commercial buildings along East Broad Street with multi-use taller buildings as you go further towards the interior. The interior units will have commercial space on the first floor with residential condominiums above. The site grade allows for a level of subsurface parking with elevator access to the residential units. Residential units in the form of stacked townhomes are proposed along School Lane and East Chestnut Street to blend with existing residential neighborhoods. An intersecting access drive is provided on each of the four boundary streets. The concept plan shows 250 dwelling units with 174,500 square feet of commercial floor space. Parking calculations are not fully complete, but it's the intention of the developer to meet the current parking requirements.

Mayor John Reynolds questioned the location of the hotel on the concept plan as it appears to cross over boundary lines. Timothy Hendricks noted that Turnersville Estates is considering adjoining property in the development of the concept plan and is actively pursuing any interest that the adjoining owners may have in selling their property. The concept plan reflects reasonable potential that may need to be adjusted as negotiations move forward.

Mr. Hendricks concluded his presentation with a brief summary of the development plan for the high school parking lot which will be considered as the first phase of the development. Turnersville estates will continue to work on the development of final plans for this initial phase for consideration this fall and hope to submit plans for the larger phase later this year.

Police Chief James Leary discussed the monthly statistical and narrative summary reports. Chief Leary also noted that there are now two vacancies in the full time ranks given the recent retirement of Detective Joseph Kelly. Part time officers are adequately covering the two vacancies with full time office Joseph Rudner assuming the detective duties. Chief Leary outlined options for civil service testing and staffing requirements that will require further discussion in our work sessions.

The Borough Solicitor's report for the month of May, 2013 was distributed to Borough Council. The Borough Solicitor noted that they attended a meeting with SEPTA with the Borough Manager regarding the lease for the train station. Remarkably these discussions began

six years ago and we still do not have a written lease proposal. The Borough Solicitor reviewed the Zoning Hearing Board decision for the Turnersville Estates application regarding the first phase. They reviewed and responded to documents forwarded by PennDOT regarding the Cowpath Road improvements and need for additional right of way affecting the drive to the waste water treatment plant. A sewer lien was satisfied for property at 121 Washington Avenue.

Public Works Director noted that his monthly report was distributed to Borough Council. Street sweeping throughout the entire Borough is underway. Residents are asked to observe the temporary parking restrictions to help in this effort.

Borough Manager Michael Coll reported that the Souderton Community Pool opened for the season on Saturday, May 25th and will remain open through Labor Day. The weather was rather cool to begin the season and pool hours will be modified during the first few weeks and last week to account for school being open. Membership sales are picking up and can still be purchased at the Borough office during regular business hours.

Borough Manager Michael Coll reported on the Request for Proposals for the Business Improvement District Planning and also for consulting and engineering services for the Souderton Train Station Restoration Project. The proposals were due from interested firms by the close of business on Friday May 31, 2013. The Borough Manager summarized the proposals received as follows:

Business Improvement District Planning

- Econsult Solutions, Inc., Philadelphia, PA
- Urban Partners, Philadelphia, PA
- Derck & Edson, Lititz, PA
- DePallo Design & Planning, Conshohocken, PA

Souderton Train Station Restoration Project

- DePallo Design & Planning, LLC., Conshohocken, PA
- UCI Architects, Inc., Philadelphia, PA
- Althouse, Jaffe & Associates, Perkiomenville, PA
- Simone Collins, Norristown, PA
- Mark D. Henry Architect, P.C., Souderton, PA
- George J. Donovan & Assoc., Bedminster, PA
- Keystone Architects, Inc., Perkasie, PA

Copies of the proposals have been given to Councillors Jeffrey Gross and Andrew Schlosser for their initial review with additional discussion scheduled for the June work sessions.

The Borough Manager reviewed the tabulation of bids received earlier in the afternoon for the disposal of dewatered sludge and grit. Synagro Central, LLC was the only bid for land application at \$92.00 per ton, with an alternative landfill cost of \$114 per ton. J. P. Mascaro supplied a bid only for landfill disposal at \$95.94 per ton. The results of this bid are not favorable and a recommendation was made to table any action and refer the matter to the June work session for further discussion. The Borough Manager noted that the audit for the Anchor Building Grant program has been completed by Styer Associates and accepted by the Department of Community and Economic Development. A recommendation of the audit is to adopt a formal grant administration policy which has been submitted to Borough Council for review and formal adoption. The last item is a Resolution formally adopting the 2012 Montgomery County Hazard Mitigation Plan. The plan suggests the greatest hazard threat to Souderton Borough is weather related.

Consideration was given to paying the bills for the month of May, 2013.

GENERAL FUND

Bergey's, Inc

\$335.16 Souderton- Telford Main Streets

\$500.00

Clemens Uniform Rental	63.10	U. S. Municipal Supply, Inc	295.78
Comcast Cable	136.80	Univest VISA	15.55
Federal Express Corp	26.77	Univest VISA	21.90
Freedom Systems Corp	787.50	Verizon	52.08
Metlife	2,368.20	Verizon Wireless	40.01
Nationwide Trust Company	1,029.18	Youngs	63.00
Nextel Communications	261.89	A & A Sales Associates, LLC	119.40
North Penn Water Authority	27.03	Clemens Uniform Rental	84.60
Potty Queen	485.30	Fire Protection Services, LLC	631.50
Richter Drafting Office Supply	288.65	Fromm Electric Supply Corp	1.69
Advanced Disposal	379.20	Independence Blue Cross	13,633.22
AT&T	55.26	Indian Creek Foundation	376.00
C & S Lawn and Landscape	1,260.00	Keystone Health Plan East	11,943.38
Cope's Garage, Inc	48.00	Lawson Products, Inc	306.55
Delta Dental	1,444.42	Metlife	4,752.40
Detlan Equipment, Inc	25.16	Montgomery Newspaper	527.01
Farm & Home Oil Company	1,395.87	Moyer Indoor/Outdoor	319.70
GALCO Business Communications	349.00	Nationwide Trust Company	570.93
Highway Materials, Inc	108.60	Nationwide Trust Company	1,998.56
HISI	4,825.00	North American Benefits Co	879.06
Home Depot	44.36	PSAB- CDL Testing Program	65.00
Kaler Motor Company	177.53	Potty Queen	485.30
Martin Stone Quarries, Inc	241.12	PPL Electric Utilities	8,405.23
Netcarrier Telecom, Inc	310.80	Robert W. Harley, RPR	255.00
Old Castle Lawn & Garden	301.75	Shelly Enterprises, Inc	64.73
PECO Energy	66.26	Souderton-Telford Main Streets	5,500.00
PA One Call System	33.15	U. S. Municipal Supply, Inc	747.21
Plasterer Equipment Co., Inc.	35.08	Unum Insurance Company	799.19
PPL Electric Utilities	480.80	Wellington Sporting Goods	16.46
Shelly Enterprises, Inc	203.61	Total General Fund	\$71,064.99

SEWER FUND

Clemens Uniform Rental	\$98.92	Univest VISA	\$184.00
Comcast Cable	76.95	Verizon	58.79
Franc Environmental, Inc	1,675.00	Wise Electric	398.00
Hangley Aronchick Segal Pudlin	172.50	Youngs	13.30
Metlife	23.07	CCP Industries, Inc	170.04
North Penn Water Authority	101.64	Clemens Uniform Rental	93.54
Perkasie Regional Authority	750.00	D. R. Cordell & Assoc	200.00
PPL Electric Utilities	20,338.38	Detlan Equipment, Inc	36.73
Water Environment Federation	133.00	Farm Bureau Garage, Inc	50.00
Wellington Sporting Goods	37.00	Home Depot	29.97
Advanced Disposal	291.56	Independence Blue Cross	1,627.76
Carquest	20.22	Keystone Health Plan East	3,728.17
Delta Dental	358.30	Kitson Bros., Inc	590.00
Eastern Environmental Contractors	8,180.00	Metlife	46.14
Environmental Machines/Service	2,076.00	Moyer Indoor/Outdoor	25.95
GALCO Business Communications	212.15	North American Benefits Company	324.89
Good Plumbing Heating A/C, Inc	78.00	Pennsylvania State University	396.00
HISI	1,082.00	PPL Electric Utilities	22.05
Landis Fences	23.15	Siemens Industry, Inc	2,417.44
Markey Paper & Packaging	216.74	Suburban Water Testing Labs	2,582.00
Mike Nelson Consulting Services	410.00	Synagro Central, LLC	3,366.51
Netcarrier Telecom, Inc	206.17	Univar USA, Inc	4,427.04
NYCO Corporation	13.16	Unum Insurance Company	267.57
Synagro Central, LLC	9,889.35	Total Sewer Fund	\$67,519.15

POOL FUND

Ferguson	\$439.59	Comcast Cable	\$100.18
Freedom Systems Corp	4,946.15	Derstine's	3,734.50
Moyer Indoor/Outdoor	200.00	Elifeguard, Inc	213.85
North Penn Water Authority	13.15	Hajoca Corporation	62.02
Richter Drafting/Office Supply	693.98	Kathy Armitage	197.82
Airgas National Carbonation	40.00	Markey Paper & Packaging	81.66
Davidheisers, Inc	31.50	Moyer Indoor/Outdoor	404.94
Kathy Armitage	555.78	Moyer Specialty Foods, LLC	658.04
PECO Energy	88.84	Nelsons Ice Cream, Inc	482.45
PPL Electric Utilities	422.34	Penn Jersey Slush, LLC	1,026.00
Treasurer Montgomery County	240.00	Pepsi Beverage Company	1,215.86
Univest VISA	279.90	Richter Drafting/Office Supply	735.29
Univest VISA	52.77	Univest VISA	1,612.20
Airgas National Carbonation	315.00	Univest VISA	15.87
Cintas First Aid & Safety	394.09	Total Pool Fund	\$19,253.77

CAPITAL RESERVE FUND

Commonwealth Precast, Inc	\$713.00	John Deere Credit	\$12,132.03
Fromm Electric Supply Corp	1.00	P. K. Moyer & Sons, Inc	14,818.75
Highway Materials, Inc	5,853.05	K. J. Door Services	350.00
Home Depot	23.86	Trout Brothers, Inc	4,200.00
Naceville Materials	142.04		
Independence Construction Materials	1,849.82	Total Capital Reserve Fund	\$40,083.55

SEWER CAPTAL FUND

LIQUID FUELS FUND

PPL Electric Utilities	\$259.92	Signal Control Products, Inc	\$119.00
PPL Electric Utilities	269.93	Total Liquid Fuels Fund	\$648.85

A motion was made by Councillor Preston Miller, seconded by Councillor Andrew Schlosser, to authorize payment of the bills for the month of May, 2013, 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.

Eric Boynton, 21 Hillside Avenue expressed concern with stray cats in his neighborhood. The cats seem to be harboring in the adjacent Granite Knitting mills building. The building has broken windows. The owner should be required to repair or secure the building.

President Brian Goshow moved to the business portion of the meeting. Bids for the disposal of sludge were received and tabulated as follows:

BID TABULATION
Sludge and Grit Disposal
June 3, 2013

Bidder	Land Application Dewatered Sludge	Landfill Disposal Dewatered Sludge	Total Disposal Contract
Synagro Central, LLC 435 Williams Court, Suite 100 Baltimore, MD 21220	\$92.00 per ton \$99,360.00	\$114.00 per ton \$41,040.00	\$140,400.00
Solid Waste Services, Inc d/b/a J. P. Mascaro & Sons 2650 Audubon Rd Audubon, PA 19403	No Bid	\$95.94 per ton \$34,538.40	

President Goshow noted that no action will be taken on this matter and will be referred to committee for further evaluation and recommendation.

Borough Manager Michael Coll presented the following Grant Administration Policy for formal approval by Borough Council:

GRANT ADMINISTRATION POLICY

Background The grant administration policy of the Borough of Souderton is established to facilitate the development of controls that will aid in the implementation and administration of grant programs. Through this policy it is the intent of Souderton Borough Council to promote effective and responsible administration of all grant funding contracts by providing guidelines and assigning responsibility for management oversight to insure compliance.

Scope of Policy This policy applies to any grant funding contract pursued by the Borough and directs certain actions of management, Souderton Borough Council, appointed consultants or other agencies with a specific business relationship with the Borough of Souderton.

Policy Souderton Borough Council will maintain responsibility for the implementation and general oversight of this policy. Souderton Borough Council will be assisted by the Borough Engineer and Borough Solicitor with the implementation of this policy. Any irregularity that is detected or suspected must be reported immediately to the Borough Council President, who coordinates all investigations and remedies with the solicitor and/or engineer.

Specific Policy Actions

1. Initial Applications for Funding

Applications for funding assistance shall be prepared by the Borough Manager or a designated representative as may be authorized or appointed by the Borough Manager. Prior to the submission of the application, the application shall be reviewed by the Borough Solicitor and Borough Engineer to insure that the proposed project budget and any certain reporting conditions are fully understood and taken into consideration. Souderton Borough Council shall be responsible for final review of the application and any associated budgetary requirements to administer the grant if and when approved. A formal Resolution shall be adopted by Borough Council and submitted with the funding application.

2. Contract Administration

The Borough Solicitor and Borough Engineer, in consultation with the Borough Manager, shall review any funding assistance contract prior to execution by Souderton Borough Council. The Borough Solicitor and Borough Engineer shall provide a written report outlining any specific reporting requirement or budgetary consideration that may be required by the funding contract. The report shall be presented to Borough Council prior to executing any funding contract. A formal Resolution shall be adopted by Borough Council prior to executing any funding contract.

3. Contract Implementation

The Borough Manager and the Borough Engineer shall be directly responsible for the implementation of all projects relating to a funding assistance contract. A "Notice to Proceed" shall be issued only when the Borough Solicitor and Borough Engineer have reviewed and certified that all required documentation is in place, the project budget is in

conformity with the funding assistance contract and all required interim and local match requirements are fully encumbered within the annual budget of the Borough.

Progress payments must be submitted to the Borough Engineer for review and approval prior to the Borough Manager processing the payment. Progress payments shall be on approved forms and shall include all supporting documentation as may be required by a funding assistance contract. Payments shall not be made until all documentation is received and approved by the Borough Engineer.

Changes in project scope or any request for change orders shall be reviewed and approved by both the Borough Engineer and the Borough Solicitor and recommended to Souderton Borough Council for final approval. Borough Council shall be satisfied that appropriated adjustments have been made to the Budget to insure that the change order is fully funded at time of execution.

Souderton Borough Council shall receive monthly reports on the status of all projects implemented under a funding assistance contract.

Final close out reports shall be reviewed by the Borough Solicitor and Borough Engineer to insure that all provisions of the contract agreement have been addressed.

A motion was made by Councillor D. Jeffrey Gross, and seconded by Councillor Andrew Schlosser, to adopt and place in immediate effect a formal Grant Administration Policy to promote effective and responsible administration of all grant funding contracts. The motion was approved.

A motion was made by Councillor Ned D. Leight, and seconded by Councillor Richard Halbom, to adopt Resolution 2013-06 approving the 2012 Montgomery County Hazard Mitigation Plan. The motion was approved.

There being no further business, the meeting was adjourned at 8:17 pm.

Respectfully Submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – June 10, 2013 (7:00pm to 9:10pm)

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Richard Godshall, Steven Toy, Richard Halbom, Preston Miller and Edward Huber. Junior Councillor Triston Loux

Staff Attendees: Salvatore DeSimone, WWTP Chief Operator; Steven Coll, Public Works Director; Police Chief James Leary and Borough Manager Michael Coll.

1. Sanitation Committee

- a) Considerable discussion was held concerning the sludge disposal bids that were received on Monday, June 3, 2013. The intent of the bid specification is disposal by land application. Synagro Central, LLC provided the only bid for land application at \$92.00 per ton. J. P. Mascaro submitted a bid for landfill disposal at \$95.94, but did not bid on land application. Synagro Central provided a landfill disposal cost of \$114.00, which is

significantly higher than the current price. Sal DeSimone explained that DEP shut down land application of our dewatered sludge early in our current contract term because of high fecal coliform colonies. After evaluation it was determined that this resulted from pulling sludge too quickly from the plant digesters. We stopped accepting septic waste deliveries to provide more capacity in the digesters. Recent sampling indicates that increased holding time has generated sludge quality well within land application permit limits and we feel confident that sludge disposal will be through land application throughout the entire contract term. Most of the sludge will go to a mine reclamation site that can accept sludge throughout the entire year. Of concern is the growing expense of land application in comparison to landfill disposal, should this trend continue land application may no longer be a feasible disposal option.

Discussions moved towards the current logistics of how our sludge is handled and hauled by roll off dumpster. The dumpster is only moving 10 to 12 tons per haul, where the industry is looking to move twice as much volume in a single haul. The real issue seems not to be the dryness of the sludge as much as the amount of sludge hauled at a single time. Souderton needs to focus on how to improve the handling process so contractors can haul significantly more tonnage. Discussions also centered on past evaluations of sludge dryers and the possibility of holding the sludge on an enclosed pad to aid in further drying the sludge above 20 percent and allow loading of dump trailers. A drier sludge will reduce the tonnage hauled.

Dennis McVeigh of J. P. Mascaro was recognized by President Brian Goshow. He distributed informational packages to members of Borough Council and noted that Mascaro is providing an extremely competitive landfill price, ninety one cents less per ton than the Borough is currently paying for landfill disposal under the existing Synagro contract. Mascaro presently handles the landfilling on behalf of Synagro.

After further discussion a recommendation was made to move forward with the Synagro proposal and to keep their landfill option in the contract as a fallback position only if the Borough directs. Staff and our consultants should evaluate options to improve sludge handling and hauling options for future contracts.

- b) Sal DeSimone presented the May, 2013 Discharge Monitoring Report which will be filed with no exceptions to permit discharge limits. Sal DeSimone also updated Borough Council on a few maintenance items. The B side is now fully operating and we are producing effluent from both treatment units. Operators will be working on gradually taking the A side off line for summer maintenance. Plant operators are assisting in monitoring and water testing at the Community Pool.

2. Highway Committee

- a) Street sweeping throughout the Borough is well underway. Crews assisted with the Indian Valley Soap Box Derby, flower baskets are up and the irrigation system is running. Flags and banners are installed. The Community Park work has been completed; the band shell doors have been built and painted. The new gaga pit has been built.
- b) Crews cleaned the outfall piping from the Park Place detention basin. Repairs were made to a collapsed inlet and piping in Meadow Alley near Penn Avenue. Crews will be addressing a collapsed storm drain pipe and junction box in the 400 block of east Chestnut Street.
- c) We met with Gibson Largent of Ridgeline Community Church to discuss community projects planned for the West Street Park in July. He is organizing a large group of up to 300 youth volunteers to make improvements at the West Street Park; including replacing benches, tables, walking paths, cleaning and mulching. The Borough crew will assist in this tremendous effort. They will also assist Souderton Borough with weeding flower beds along Main Street, Borough Office and Hillside Cemetery.

3. Sidewalk Committee

- a) No new items were discussed.

4. Recreation Committee

- a) Both pools are up and running, filter system and pool heaters are running without any major issue. Crews are filling the gator bags around the pool parking lot as needed. Our park crew will continue to assist the lifeguard staff with regular pool maintenance.
- b) Membership sales are doing well. The membership program is fully operational and staff put in additional hours in processing the membership applications and making the membership cards. The data will be stored for future seasons and membership accounts for next season can simply be re-activated and the same card used next season. Aside from the volume of staff time, the only issue with the system is educating members to scan in and to scan out of the facility. We are also refining the procedure for the senior swim and lap swimming for the hour between 12 noon and 1pm.
- c) Borough Council discussed ways to provide emergency service volunteers access to the Community Pool in recognition of their many hours of service to the Borough. Borough Council was reluctant to consider discounted annual memberships because of the vast number of volunteers from many different service groups and organizations who contribute to the Borough. A system of special daily guest passes is in place and will be made available to the Fire Chief for distribution upon request.
- d) Borough Council approved a request to host an “Appreciation Night” at the Souderton Pool for all employees, volunteers and family members serving the Borough in August. This is viewed to be an annual event to replace the previous Borough Appreciation dinners.
- e) Councillor Jeff Gross reported that he is working with the Souderton Swim Team on finalizing an agreement for the use of the pool facilities. The agreement will help clarify expectations and prevent conflicts with the use of the facility and the relations and communications between Borough Council, swim team board and the parents of the swim team members.
- f) Borough Manager Michael Coll noted that the Montgomery County Department of Housing and Community Development received a copy of the final specifications for the West Chestnut Street Playground Project. In anticipation of their approval, a recommendation was made to formally authorize the Borough to advertise for bids for this project beginning in July.

5. Property Committee

- a) The proposals for consulting services for the Souderton Train Station project were given to Councillors Jeffrey Gross and Andrew Schlosser for their review. Copies were also distributed to President Brian Goshow and to Councillor Steven Toy. The goal is to narrow the field of seven candidates to a short list of no more than three proposals. Further discussion on these proposals will be held at the June 17 Administrative Work Session.

Boucher & James has completed the required Phase I Environmental Assessment on the Train station project site and Indian Valley Appraisal Company has been contracted to complete a summary appraisal report on the project site as required by the RACP grant conditions.

Borough Solicitor Robert Bricker and the Borough Manager attended a meeting with SEPTA Real Estate managers and legal staff at their main office in Philadelphia on May 23 to further discuss the lease agreement. The Borough expressed dissatisfaction with the

progress made to date and the possible loss of state funds to renovate the property. Solicitor Robert Bricker reiterated the major terms of the proposed lease to their legal staff. A summary of the discussions was circulated to Borough Council. SEPTA anticipate bringing this matter to their Board in July.

- b) Police Chief James Leary outlined preparations for the fireworks planned for June 23 in the Community Park. President Brian Goshow reported \$9,000 in sponsorships have been received with some additional donations expected. President Goshow noted that they prefer to run with a \$10,000 show and worst case scenario the Borough will have to contribute \$1,000 towards this event.
- c) Councillor Richard Halbom distributed copies of an ordinance from Centerville Borough regarding trash and other property maintenance issues for further review at next week's work session

Administrative Work Session – June 17, 2013 (7:00pm-8:50pm)

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Richard Godshall, Andrew Schlosser, Steven Toy, Preston Miller, Richard Halbom and Edward Huber.

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

1. Police Committee

- a) Chief Leary distributed his narrative and statistical reports for the month of May at last week's work session. Police began regular patrols in the pool complex and the police will assist with nightly deposits. Further discussion was held in final preparation for the June 23 fireworks display in the Community Park on June 23. Generations hosting food and will assist with marshaling. The Souderton Fire Company has completed response planning for the event and will be on hand with a few neighboring companies to monitor the event. Funding for the event has now reached \$9,200 a few remaining pledges are anticipated and donations will be received during the night of the fireworks. President Brian Goshow is hoping to have another organization take this event over in future years.
- b) Councillor Richard Halbom asked Borough Council for comments on the proposed ordinance and hoped that Borough Council will give priority to the proposal. Members asked to have the document sent out in email form to make it easier to make comments.

2. Administrative Committee

- a) The Borough Manager reminded Borough Council that one vacancy remains on the Souderton Industrial Development Authority. The authority has not been active for some time. Representatives do not necessarily need to be residents of the Borough.
- b) Borough Manager Michael Coll reported that he just received a letter of resignation from Zoning Hearing Board Chairman Jack Marden. Jack is suffering from a terminal illness and asked that the resignation be accepted immediately. Mayor John Reynolds requested that Borough Council take formal action at the July 1, 2013 meeting to honor Jack Marden for his service and contribution. An appointment to fill this position should be considered as soon as possible.
- c) Proposals for the Business Improvement District Planning project were reviewed by Councillor Jeffrey Gross. Of the four proposals received Councillor Jeff Gross felt that the proposal from Urban Partners is best suited for this planning project. Their planning team and sub consultants are most familiar with Business Improvement Districts and one of the principal planners was involved with Kise, Straw and Kolodner in the development of the Borough's initial revitalization plan. Borough Council agreed with this recommendation.

- d) Borough Manager discussed the status of the Souderton Train Station project. Initial reviews of the seven consultant proposals seem to place George J. Donovan, Simone Collins and UCI Architects in the top three. Some members of Borough Council expressed more time to evaluate the proposals. Comments will be forwarded by the end of the week in preparation for a final selection at the July work session.

3. Development Committee

- a) Timothy Hendricks and Turnersville Estates completed a second filing of revised plans concerning the Berkeley Court land development application for the first phase of the redevelopment plan for the former high school property. The plan addresses all comments from the Borough Engineer, with a few waiver requests. The plans are scheduled for consideration by the Souderton Planning Commission on June 19. The attorney for Turnersville estates has suggested completing the required conditional use hearing for the restaurant at the July 1st Borough Council Meeting.

Members of Borough Council unanimously agreed with President Brian Goshow not to consider the conditional use application until there is a known tenant and firm design plan for the commercial building or restaurant. A conditional use hearing is intended to address a specific known use to isolate any specific conditions or issues that may be associated with the known use.

Borough Manager Michael Coll noted that the applicant does expect to receive conditional preliminary approval of this development plan from the Souderton Planning Commission on June 19. The next step will be to request conditional preliminary approval of the land development plans from Borough Council which they would like to schedule for the July 1, 2013 Borough Council meeting. The applicants will then move forward with final agency approvals and seek final approval of the plans after this is accomplished.

4. Finance Committee

- a) Borough Manager Michael Coll noted that he has met with Uninvest Bank representatives about extending a \$500,000 line of credit for the Souderton train Station project to serve as interim financing against the state and federal grants. A commitment letter is expected in July.
- b) Styer Associates has completed the 2012 Audit and prepared the Financial Statements for the Borough of Souderton for the year ending December 31, 2012. The statements will be circulated to Borough Council for review. There is a scheduling conflict in July, but Greg Ede from Styer Associates will attend the August 19 Administrative Work Session to review the statements with Borough Council.