

Regular Meeting (Held By Virtual Conference)

April 6, 2020

The Regular Monthly Meeting of Souderton Borough Council, held on the above date through virtual conferencing given the COVID-19 emergency declaration, was called to order by President Brian K. Goshow at 7:10 p.m. Council President Brian Goshow conducted a roll call with the following members present:

President Brian K. Goshow	Councillor Edward Huber
Vice-President Julie Munden	Mayor John R. Reynolds
Councillor Donna Rogers	
Councillor Richard Godshall	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 Ned Leight. Council President Brian Goshow invited journalist Bob Keeler of the Souderton Independent and Montgomery News into the meeting. Council President Brian Goshow noted that this virtual conference will be recorded and posted to the Souderton Borough website for public viewing.

Consideration was given to the minutes of the March 2, 2020 Regular Borough Council Meeting and the March 9, 2020 Borough Council Work Session. A motion was made by Councillor Julie Munden, seconded by Councillor Daryl Littlefield, to approve the March 2, 2020 Borough Council meeting minutes and the March 9, 2020 Borough Council Work Session minutes as presented. Council President Brian Goshow conducted a roll call vote with the motion passing by unanimous vote of the attending members.

Consideration was given to the minutes of the March 27, 2020 Special Meeting of Borough Council held by virtual conferencing. A motion was made by Councillor Richard Godshall, and seconded by Councillor Matt Mscichowski, to approve the minutes of the March 27, 2020 Special Meeting as presented. Council President Brian Goshow conducted a roll call vote with the motion passing by unanimous vote of the attending members.

Borough Manager Michael Coll reported that he received email correspondence from Justin Martin, Dustin Wade, Charl Wellener and Barbara Smith. The emails were printed in their entirety, scanned and transmitted electronically to Borough Council members and Mayor Reynolds. President Goshow noted that he responded to the messages and requested that printed copies of the email correspondence be appended to the minutes of this meeting. Charl Wellener sent a subsequent email that she specifically requested to be read into the minutes. President Goshow noted that this will be read into the minutes under Public Comment. The matter of invitations to the public to join into the

meetings will be discussed later in this meeting.

Mayor John Reynolds reported that the Souderton Police Department is fully operational and is performing their duties as required during this COVID-19 emergency. Police Chief James P. Leary echoed the comments of mayor Reynolds and had nothing further to report.

Borough Solicitor Charlotte Hunsberger reported that they reviewed information concerning the development of a Souderton Borough Pool Concession Stand Lease for the summer of 2020. The solicitor reviewed the Open Meetings Law/Sunshine Act, as well as proposed legislation and guidance from the Open Records Office and held discussions with the Borough Manager and Borough Council members regarding virtual conferencing meeting requirements and options for public participation.

Public Works Director Steven Coll joined into the meeting late due to technical issues. He reported that the public works department will continue working with a rotating two man crew, approximately six hours each day. Crews will be compensated for the entire eight hour day and will remain in an on-call status should something arise later in the work day. The crew is completing some remaining routine maintenance tasks and will concentrate on curbside leaf collection, mowing and installation of veteran banners over the coming weeks. In response to a question from Mayor Reynolds, Steve Coll reported that the crew is practicing social distancing as much as possible and is not exposed to direct residential contact as much as the police department. All crew members are healthy at this time.

Steven Coll, reporting as Emergency Management Coordinator, noted that the Montgomery County website continues to be the best source of information concerning the status of the COVID-19 emergency. Food distribution organizations are continuing with their efforts. Masks are in short supply and have been difficult to procure. Our local Emergency Operations Center is not open, but the Borough did reach out to our listed resources to locate an alternative site for food distribution purposes. Souderton Mennonite Church has offered the use of their gymnasium for use by Keystone should they need an alternative facility to continue operations. At the present time this alternative site is not required.

Councillor Richard Godshall questioned if the Borough should ask the general public to assist in securing N95 masks for our first responders. Steven Coll noted that presently all first responders have access to N95 masks and other PPE. He was specifically attempting to equip the North Penn Goodwill Service with masks, and will contact the County again tomorrow for a follow up.

Borough Manager Michael Coll reported that the Borough Office will continue to restrict public access and will continue with limited morning hours throughout the month

of April. Offices will be closed for the Good Friday Holiday on April 10, 2020. Trash collection continues as scheduled. Bills for trash disposal service will be going out this week, the due date for payment of the bill has been extended an additional 30 days. Staff has made certain updates to the website concerning procedures to conduct Borough business during this emergency declaration. The Borough Manager noted that Governor Tom Wolf has approved waiver requests for some construction projects to resume work in the Borough. A waiver was granted to the Broad Theater project and North Penn Water Authority has just received a waiver to resume their water main construction projects. Any project receiving a waiver must prominently post a copy of the waiver on the project site.

Borough manager Michael Coll noted that the tow scheduled business items include approval of a resolution authorizing the submission of a grant application to the Department of Conservation and Natural Resources for the Souderton Community Park Improvement project. A Resolution has been prepared to extend the discount, face and penalty periods for the payment of municipal real estate taxes. Approximately 89% of real estate taxes have already been received. The recommendation is to extend the 2% discount period by 60 days to May 31, 2020, the face period will then be extended to July 31, 2020 and the 10% penalty period will be delayed to August 1, 2020. For clarification, this same extension should be applied to the payment of the Souderton Borough Per Capita Tax which is also included on the real estate tax bill. The municipal tax bill included Borough Real Estate Taxes, Montgomery County Real Estate Taxes and the Souderton Borough Per Capita Tax.

Council President Brian Goshow discussed his work in promoting the Community Hunger Initiative to distribute food during this emergency. The Borough website contains links to the participating organizations and ways for the public to help support these initiatives. Souderton Borough sent out a robo message to the community alerting them to our website for information on the COVID-19 emergency and the various support organizations. The Souderton school District has created an excellent page on their website that our Borough website should probably link to. Councillor Godshall expressed concern with addressing language barriers in communicating this information to the public.

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

GENERAL FUND

North Penn Water Authority	\$31.64	Cope's Garage, Inc.	\$292.31
Univest VISA	500.90	Davidheisers, Inc.	36.00
Univest VISA	287.89	Freedom Systems Corp.	9,898.95
Verizon Wireless	120.05	George Allen Portable Toilets	229.00
21 st Century Media News	161.27	Georges Tool Rental	1,085.10
Advance Auto Parts	103.87	H & K Materials	1,212.03

Boucher and James, Inc.	\$1,525.74	In Site Firearms & Law Enforce	\$436.00
Clemens Uniform Rental	116.40	James P. Leary	336.59
Code Inspections, Inc.	97.50	Kuhl's Law	1,069.50
Comcast Cable	559.42	Landis Block Nycecrete Co	113.43
Commonwealth Precast, Inc.	182.00	Lawson Products, Inc.	256.20
Delta Dental/Gettysburg Benefit	1,154.17	Metlife	3,112.76
H & K Materials	319.32	Midlantic Machinery	2,657.61
Home Depot	82.60	Montgomery County Treasurer	60.00
Independence Blue Cross	16,004.64	Moyer Indoor/Outdoor	2,823.08
Landis Block Nycecrete Company	23.40	NAPA Auto Parts	4.29
Lawson Products, Inc.	314.32	Nationwide Trust Company	938.73
Metlife	2,886.43	North American Benefits Co	149.04
Nationwide Trust Company	945.00	North Penn Water Authority	244.23
NetCarrier Telecom, Inc.	352.50	NYCO Corporation	17.35
North American Benefits Company	933.61	PA Chiefs of Police Assoc.	500.00
NYCO Corporation	73.14	Patriot Diamond, Inc.	2,725.00
PECO Energy	174.61	PA One Call System	98.70
Perkasie Regional Authority	1,500.00	Plasterer Equipment Co., Inc.	21,176.87
PPL Electric Utilities	1,700.07	Postmaster, Lansdale	240.00
PPL Electric Utilities	103.53	PPL Electric Utilities	31.02
Ready Refresh	58.21	Richter Drafting Office Supply	225.31
Shelly Enterprises-USLBM, LLC	49.80	Robert W. Harley, RPR	180.00
U S Municipal Supply, Inc.	1,080.65	Scott A. Seifert	2,280.00
Univest VISA	614.72	Suburban Propane	351.27
Unum Insurance Company	984.79	Sudz in A Bucket, Inc.	11.00
Verizon	71.37	Towne Answering Service	550.00
Verizon Wireless	246.73	Trumbauers Lawn & Rec, Inc.	207.22
Wise Electric	521.25	Univest Bank & Trust Company	785.76
Advanced Disposal	37,934.04	Univest VISA	19.50
Armour & Sons Electric, Inc.	220.00	Univest VISA	455.89
Bergey's, Inc.	209.96	Verizon Wireless	120.03
Clemens Uniform Rental	129.92	Wise Electric	417.00
Commonwealth Precast, Inc.	599.00	Total General Fund	\$128,321.23

SEWER FUND

North Penn Water Authority	\$208.65	Altek Business Systems, Inc.	\$80.87
Univest VISA	290.00	CCP Industries, Inc.	1,772.50
Bell Mechanical, LLC	368.50	Cintas First Aid & Safety	102.70
Clemens Uniform Rental	37.42	Clemens Uniform Rental	193.43
Comcast Cable	89.51	Commonwealth Precast, Inc.	1,394.00
D. L. Beardsley, Ltd.	44.10	Derstine Company, Inc.	43,539.00
Delaware River Basin Commission	858.00	Electro Chemical Engineering	1,850.00
Delta Dental/Gettysburg Benefit	379.52	EVOQUA Water Technologies	4,378.05
Essex Service Corporation	659.72	Excelsior Blower Systems, Inc.	26,026.80
Independence Blue Cross	3,542.71	Fretz Enterprises	115.00
J P Mascaro & Sons	612.30	Fromm Electric Supply Corp.	104.70
Jesse Baro, Inc.	2,868.17	H. Keith Koehler	304.12
Lawson Products, Inc.	127.44	Hajoca Corporation	1,190.49
Metlife	69.21	Jesse Baro, Inc.	6,337.13
NetCarrier Telecom, Inc.	157.75	Johnson Controls	199.00
North American Benefits Co	260.85	K J Door Services, Inc.	593.50

PA Rural Water	\$260.00	Mary M. Koehler	\$318.99
Perkasie Regional Authority	1,375.00	Metlife	69.21
PPL Electric Utilities	721.76	Moyer Indoor/Outdoor	138.83
Suburban Water Testing Labs	1,455.56	NAPA Auto Parts	12.98
Univar USA, Inc.	5,042.25	North American Benefits Co.	1.20
Unum Insurance Company	258.20	North Penn Water Authority	357.15
USA Blue Book	226.95	PA DEP	1,250.00
Verizon	85.27	PPL Electric Utilities	14,556.59
1 st Defense Fire Protection	145.00	Shelly Enterprises-USLBM, LLC	7.78
All Industrial Safety Products	596.80	Univar USA, Inc.	4,846.25
USA Blue Book	364.72		
West Generator Services	1,773.66	Total Sewer Fund	\$132,619.29

POOL FUND

North Penn Water Authority	\$13.15	PECO Energy	\$84.96
Airgas National Carbonation	78.00	PPL Electric Utilities	523.23
Comcast Cable	160.21	Montgomery County Treasurer	175.00
NetCarrier Telecom, Inc.	136.01	Total Pool Fund	\$1,170.56

CAPITAL RESERVE FUND

MCCD/Clean Water Fund	\$500.00	Univest Capital	\$3,155.23
Blooming Glen Quarry	540.00	Blooming Glen Quarry	660.00
Boucher & James, Inc.	4,345.76	Lane-King of Prussia	191.00
Commonwealth Precast, Inc.	583.00	Naceville Materials	349.63
Hajoca Corporation	355.03	Ply-Mar Construction Co., Inc.	11,068.30
Lane-King of Prussia	2,901.00		
Naceville Materials	1,037.28	Total Capital reserve Fund	\$25,686.23

LIQUID FUELS FUND

PPL Electric Utilities	\$865.92	PPL Electric Utilities	\$5,748.24
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A motion was made by Councillor Richard Godshall, and seconded by Councillor Donna Rogers, to approve the payment of bills for the month of March, 2020 as presented, and to further authorize the payment of recurring expenses for the month of April, 2020. Council President Brian Goshow conducted a roll call vote with the motion passing by unanimous vote of the attending members.

President Brian K. Goshow noted the specific request of Charl Wellener to read her public comment into the minutes, Borough Manager Michael Coll read her comments as follows:

Mike, I would like the community to be invited to be part of the Zoom call that is taking place at this time. Other municipalities and boroughs have taken this time to be transparent and make sure the public has a voice. Zoom can invite up to 100 people. I am asking this to be on the record that we move forward for the next meeting to be open and

invite taxpayers in this community. Transparency builds trust, especially in times of crisis.

*Thank you,
Charl A. Wellener*

Councillor Julie Munden commented that the Borough website requires viewers to scroll down to the center of the page to access COVID-19 related information. Accessing the site from an iPhone is more direct, she would like to see if the format on the website could be adjusted to make it easier for the viewer to access. Borough Manager Michael Coll suggested that Councillor Munden contact the Borough Office staff directly to discuss this concern and staff will attempt to accommodate necessary revisions to improve access to this information.

President Goshow moved to the scheduled items of business, with the first item being the Resolution authorizing the DCNR grant application.

A motion was made by Councillor Richard Godshall, and seconded by Councillor Julie Munden, to adopt Resolution 2020-08 authorizing the submission of an application for funding assistance to the Pennsylvania Department of Conservation and Natural Resources as presented for the Souderton Community Park Improvement Project. Council President Brian Goshow conducted a roll call vote with the motion passing by unanimous vote of the attending members.

A motion was made by Councillor Richard Godshall, seconded by Daryl Littlefield to adopt Resolution 2020-09 extending the discount period for the payment of both real estate and per capita taxes by sixty days to May 31, 2020, and the payment of such taxes at face by 60 days to July 31, 2020. Council President Brian Goshow conducted a roll call vote with the motion passing by unanimous vote of the attending members.

Council President Brian Goshow discussed the meeting format of Souderton Borough Council moving forward. President Goshow suggested that Borough Council hold a Special Meeting on Monday, April 13, 2020 via virtual conferencing for the sole purpose of receiving reports from staff concerning our continuing operations during this emergency. No formal business will be considered at this meeting and he suggested that the special meeting remain in a closed format. A meeting notice and meeting minutes will be posted to the website.

The next regular monthly meeting of Souderton Borough Council is scheduled for May 4, 2020. The format of this meeting remains uncertain. Councillors Julie Munden and Daryl Littlefield commented that the May meeting should be open to direct public participation. Councillor Munden further noted that the meeting should be open for public comment but not for debate.

Mayor John Reynolds expressed concern with the use of the Zoom platform and the potential for private email and private information to be hacked, opening the meeting to more users may increase this potential. Councillor Munden noted that this is a legitimate concern and she will review security measures within the Zoom platform. Councillor Donna Rogers noted that there needs to be some process to receive a request for an invite with sufficient information to vet participants before extending an invite into the meeting. She noted that Lansdale Borough has set up a process to enroll. It was further noted that Borough Council should utilize their Borough email addresses when using Zoom to avoid hacking of personal information.

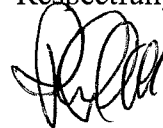
Councillor Edward Huber expressed a concern that the Borough should make sure that the recorded meeting(s) be downloaded and saved to the Borough's computer system to meet requirements of the Right to Know laws.

Councillor Julie Munden and Councillor Daryl Littlefield volunteered to develop a process for enrollment by the public to the May Borough Council meeting. Borough Council members expressed general consensus to the Special Meeting format and the next Regular Meeting format as discussed.

Mayor John Reynolds applauded Borough Council for their efforts in taking the appropriate steps to inform the Community and developing accessible formats for public meetings. Council President Brian Goshow further thanked everyone for their efforts and expressed his appreciation for the tremendous support of our entire community and our many volunteers.

There being no further business the meeting was adjourned at 8:25 pm.

Respectfully submitted,



P. Michael Coll, Secretary

Appendix- Correspondence regarding the April 6, 2020 Meeting

- Justin Martin, Thursday, April 2, 2020 9:58pm
- Dustin Wade, Friday, April 3, 2020 10:18am
- Charl Wellener, Sunday, April 5, 2020 6:03pm
- Barbara Smith, Sunday, April 5, 2020 6:43pm
- Charl Wellener, Monday, April 6, 2020 6:23pm

pmcoll

From: Justin Martin <justin.l.martin@comcast.net>
Sent: Thursday, April 2, 2020 9:58 PM
To: pmcoll
Cc: briangoshow72@gmail.com; Julie Munden
Subject: RE: Response to 4/6/20 Borough Council Meeting

I ask that this email serve as my comments to be discussed at the 4/6 Borough Council meeting.

Since it is not permitted for me to attend the virtual public borough council meeting. I would like to first of all thank you all for what you do for the borough and your efforts to keep our piece of the world safe. COVID-19 has certainly changed the lives of many families and created many uncertainties. I look at this opportunity not to separate people but bring them together. As a borough resident it is my view that our elected borough officials have an obligation to reasonably do everything in their power to include the public they represent.

-My comment is that the future public borough council Zoom meetings should be made available live to the public. The current process does not allow for transparent live public interaction which potentially violates the Sunshine Act. Since this meeting will not be made live I request the actual Zoom meeting be recorded and posted on the borough website to serve as a completed interface through which the borough residents can both see your response to their pre submitted questions comments and concerns as well as have real conversational information from which to form future comments and questions.

-Is there a committee or plan to help the children and families that have been negatively affected by the discontinuation of the food services in the borough? (My family is willing to volunteer)

-Will the borough be actively using their communication resources (email, text) to send out COVID-19 updates and disaster relief resources.

-What is the a plan to assist the Souderton businesses?

Thanks so much,

Justin Martin
209 Montgomery Ave
215-262-8723

pmcoll

From: Dustin Wade <dustin.85.wade@gmail.com>
Sent: Friday, April 3, 2020 10:18 AM
To: pmcoll
Subject: Virtual borough meetings

Hi Mike, hope you and your family are doing well during these times.

I wanted to make a comment about the previous and upcoming virtual meetings, which are being held via Zoom. I noted from the prior meeting's minutes that it was unrecorded and essentially held in private, with one of the topics discussed being how to comply with PA's sunshine law. Despite this I can't seem to find a link for the public to join the next monthly meeting posted anywhere, which is a feature that the program does accommodate. And as I've learned, there is an option for the host to mute and unmute members of the audience, as well as other options such as attendees being able to virtually raise their hand until recognized by the council.

Given the capability of Zoom to facilitate public viewing and comment, I'm sure most would agree that doing so would satisfy the sunshine laws requiring both that the meeting be public and that time be made available during the meeting for public comment if these steps are taken, much more so than privately held meetings and pre-screened 'public' comments that are based on minutes and agendas and submitted by email.

Have a great day,
Dustin Wade

pmcoll

From: charl wellener <allycw4@live.com>
Sent: Sunday, April 5, 2020 6:03 PM
To: pmcoll
Subject: Meeting on April 6, 2020

Hi Mike,

Just wanted to reach out to you regarding the meeting tomorrow night. I see on the website that the meeting is going to be a virtual mtg (zoom). According to what I have read, Under the law, the public should have access to the link. So that those who wish to be present at the meeting can gain access and participate at the appropriate time during public comment. Being conducted as a Public Meeting. Can you please advise me as to where I can find the link?

Thank you,

Charl A. Wellener

pmcoll

From: Barbara Smith <besmithvmd@gmail.com>
Sent: Monday, April 6, 2020 5:15 AM
To: brian g
Cc: pmcoll
Subject: Re: Information

Good Morning Brian,

First I hope you and your family are well ! I certainly appreciate your response !

I understand the plan and hope that this Covid situation keeps me humble.

I will keep up with the website and if I have any concerns I will send an email.

As always I appreciate all the time and efforts put forth by the members of the council . It is not easy right now

Thank you,

B

Sent from my iPhone

On Apr 5, 2020, at 11:26 PM, brian g <brian@amgoshow.com> wrote:

B,

We are having a meeting tomorrow via Zoom.

We will have the agenda posted to the website. After the meeting, minutes will be posted to the website.

We are receiving public comment via email. If you have public comment to make, please email Mike Coll. The comments will be read into the meeting.

As we are in a Disaster Declaration, we are keeping the meeting simply to operational issues. We will not be dealing with any new business.

We will then receive comments after the minutes are posted to the website.

These are certainly difficult times for all, and we are in a totally new situation. I suspect, that if this situation continues into the coming month(s), we will likely have to make adjustments.

Thanks for your interest.

Again, please email Mike Coll if you have public comment to make.

Brian Goshow

On Sun, Apr 5, 2020 at 6:43 PM Barbara Smith <besmithvmd@gmail.com> wrote:

Hi Mike and Brian

Tomorrow should be the public meeting. Have you given it a thought to making the meeting public through some media like Zoom so the Public can see what our trusted leaders are offering during this stressful time . It would also be helpful to hear from the chief.

I have not seen or heard anything. Has there been any info put out for our town to get info.

I would appreciate any guidance .

Thank you

pmcoll

From: charl wellener <allycw4@live.com>
Sent: Monday, April 6, 2020 6:23 PM
To: pmcoll
Subject: Borough council mtgs

Mike,

I would like the community to be invited to be part of the Zoom call that is taking place at this time. Other municipalities and boroughs have taken this time to be transparent and make sure the public has a voice. Zoom can invite up to 100 people. I am asking this to be on the record that we move forward for the next mtg to be open and invite the taxpayers in this community. Transparency builds trust, especially in times of crisis.

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