

Regular Meeting

October 7, 2019

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

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| President Brian K. Goshow | Mayor John R. Reynolds |
| Vice-President D. Jeffrey Gross | Junior Councillor Meg Cross |
| Councillor Ned D. Leight | Solicitor Brian Gourley |
| Councillor Richard Godshall | Borough Manager P. Michael Coll |
| Councillor Daniel Yocum | Police Chief James P. Leary |
| Councillor Matthew Mscichowski | Public Works Director Steven Coll |

Absent from the meeting was Councillor Julie Munden and Councillor Edward Huber. The Invocation was given by Council President Brian Goshow, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the September 9, 2019 Regular Borough Council Meeting and the September 16, 2019 Borough Council Work Session. A motion was made by Councillor Richard Godshall, and seconded by Councillor Jeffrey Gross, to approve the minutes as presented. The motion was approved.

Mayor John Reynolds noted that Friday, October 18 will be the last Third Friday event for this year. Mayor Reynolds commented on the significant growth of Third Fridays and the efforts of Harry Boardman in planning the events, who will speak later in the meeting.

Police Chief James Leary distributed the monthly statistical report for September, any questions can be addressed at the work session.

The Borough Solicitor's report for the month of September, 2019 was distributed to Borough Council. The Borough Solicitor attended the Administrative Work Session on September 17, 2019 to consult with Borough Council in an Executive Session. The Solicitor corresponded with Univest Bank and Trust Company in regard to the commitment letter for the general obligation loan for the Community Park renovation project.

Public Works Director Steve Coll distributed his report of public works activities for the month of September, 2019. The Public Works Director reported on the mill and overlay project for East Broad Street, which is a PennDOT contracted project. Milling has been pushed back due to weather and equipment issues. The Borough will need to adjust a number of sewer manhole castings prior to the scheduled overlay. PennDOT is providing a week to complete the work prior to final paving. Souderton Borough has a

tentative schedule to begin milling and paving of Wile Avenue beginning the week of October 14th. This project will be funded through Liquid Fuels funds and must be completed by October 31st. Crews have completed the sewer main replacement on N. Fourth Street and crews will begin the planned storm drainage improvements in preparation for milling and overlay work. The Borough will pave a new base course on N. Fourth Street in November.

Borough Manager Michael Coll reviewed the meeting schedule of Borough Council for the month of October. The Public Works Work Session will be held on October 14th, the Administrative Work Session will be held on October 21st and a special Budget Work Session will be held on October 28th. The Zoning Hearing Board will be meeting on Tuesday, October 15 to hearing the variance request of Everence Financial to locate their offices at 17 Penn Avenue. The application will seek an interpretation on the use, and variance request concerning parking and signage.

The Borough Manager discussed the agenda items scheduled for consideration. The first item concerns a contract award for the Hillside Avenue curb and sidewalk project, funded by a Community Development Block Grant. Bids were received and opened on September 23, 2019 as follows:

Ply-Mar Construction Company	\$221,961.00
NJS Concrete	\$262,066.00
MOR Construction Services, Inc.	\$298,238.00
GoreCon, Inc.	\$321,458.28
Drumheller Construction Company	\$365,996.00

The Borough Engineer has reviewed the bids and is recommending award to Ply-Mar Construction Company, who has completed several curb and sidewalk construction projects for the Borough under the CDBG program. A Resolution has been prepared to approve the proposed five-year winter maintenance agreement with PennDOT to salt and plow state owned streets running through the Borough. Having the Borough provide these services is the best alternative for the residents and business community. A motion has been prepared to authorize the posting of a handicapped space in front of 29 N. Fourth Street. Styer Associates reviewed the 2018 Audit and General Purpose Financial Statements at the September Borough Council Work Session. A motion has been prepared to formally accept and approve the statements as presented. Councillor Daniel Yocum has recommended the appointment of Craig Silsbee, 138 S. front Street to serve a five-year term as a member of the Souderton Industrial Development Authority through August 4, 2024.

Councillor Daniel Yocum noted that the Perseverance Volunteer Fire Company will be holding their annual Open House for Fire Prevention Week on Friday, October 11, 2019. This is an event for the entire family with displays and demonstrations.

Consideration was given to paying the bills for the month of September, 2019.

GENERAL FUND

Allan Myers	\$568.31	Carquest	\$59.99
Bishop Wood Products, Inc.	77.94	Clemens Uniform rental	168.59
Blooming Glen Quarry	90.00	Cope's garage, Inc.	2,584.17
Boucher and James, Inc.	6,212.97	D L Beardsley, Ltd.	181.50
Clemens Uniform Rental	82.86	Freedom Systems Corp	945.00
Comcast Cable	548.96	GALCO Bus. Communication	99.50
Cope's Garage, Inc.	322.28	George Allen Portable Toilets	77.00
Delta Dental/Gettysburg Benefit	1,038.07	Georges Tool rental	410.40
Derstine Company, Inc.	4,200.00	Home Depot	82.39
Fretz Enterprises	19.95	Independence Blue Cross	16,001.81
George Allen Portable Toilets	300.00	James P. Leary	303.79
Good Plumbing Heating A/C, Inc.	165.72	Kuhls Law	2,058.50
H & K Materials	97.00	Lawson Products, Inc.	34.00
Home Depot	73.07	Metlife	5,958.64
John Scholly	1,500.00	Moyer Indoor/Outdoor	2,450.52
Joseph Kozeniewski	1,500.00	Nationwide Trust Company	58,497.00
Lawson Products, Inc.	322.52	Nationwide Trust Company	936.90
Marriotts Emergency Equipment	1,622.50	Nationwide Trust Company	38,857.36
Moyer Indoor/Outdoor	138.90	Nationwide Trust Company	1,432.09
NetCarrier Telecom, Inc.	353.00	North American Benefits Co	996.97
Nucitrus	708.00	PA State Assoc of Boroughs	50.00
Pa DCED	418.50	Patriot Diamond, Inc.	1,345.00
PECO Energy	29.96	PA One Call System	91.76
PPL Electric Utilities	1,320.33	Petty Cash	132.17
PPL Electric Utilities	57.62	Plasterer Equipment Co., Inc.	215.91
Richter Drafting Office Supply	62.76	Portnoff Law Associates, Ltd.	1,276.80
Styer Associates	5,285.00	PPL Electric Utilities	138.31
Suburban Propane	433.81	Propet Distributors, Inc.	172.90
Sudz In A Bucket	22.00	Ready Fresh	85.14
Univest VISA	843.45	Richter Drafting Office Supply	51.53
Univest VISA	178.77	Scott A. Seifert	960.00
Univest VISA	1,362.20	Shelly Enterprises USLBM, LLC	41.96
Verizon	77.03	Sherwin Williams	844.86
Verizon Wireless	522.22	Souderton Firemens Relief Assoc	38,036.15
21 st Century Media	380.15	Suburban Propane	664.84
Advance Auto Parts	8.19	Todd Moyer Painting	729.00
Advanced Disposal	36,239.28	Towne Answering Service	550.00
Allan Myers	671.71	Univest VISA	150.00
Altek Business Systems	432.29	Univest VISA	63.51
Armour & Sons Electric, Inc.	904.80	Unum Insurance Company	1,009.28
Blue to Gold Law Enforcement	127.00		
Boucher and James, Inc.	210.00	Total General Fund	\$248,274.36

SEWER FUND

Cintas First Aid & Safety	\$70.46	H. Keith Koehler	\$290.02
Clemens Uniform Rental	44.63	Hajoca Corporation	1,067.12
Comcast cable	86.90	Independence Blue Cross	3,336.14
Coyne Chemical	2,149.87	J P Mascaro & Sons	726.00

Delta Dental/Gettysburg Benefit	\$321.47	Jesse Baro, Inc.	\$4,027.41
Jesse Baro, Inc.	4,936.99	Mary M. Koehler	309.89
NetCarrier Telecom, Inc.	151.54	Metlife	138.42
PPL Electric Utilities	306.00	Moyer Indoor/Outdoor	295.01
Shelly Enterprises-USLBM, LLC	10.79	Nationwide Trust Company	805.55
Univest VISA	220.00	North American Benefits Co	259.65
USA Blue Book	422.65	Nyco Corporation	213.50
Verizon	85.14	PA Rural Water	260.00
Altek Business Systems, Inc.	80.87	PPL Electric Utilities	8,768.35
American Water Works Assoc.	50.00	Shelly Enterprises-USLBM, LLC	35.94
ATC Group Services, LLC	3,020.00	Suburban Water Testing Labs	1,691.63
Clemens Uniform Rental	133.89	Unum Insurance Company	250.82
Coyne Chemical	6,523.03	USA Blue Book	1,551.93
Derstine Company, Inc.	80,055.00		
EVOQUA Water Technologies	3,538.55	Total Sewer Fund	\$126,235.16

POOL FUND

Mallon Network Concepts, Inc.	\$330.00	PECO Energy	\$126.20
North Penn Water Authority	1,061.74	PPL Electric Utilities	2,187.32
Airgas National Carbonation	75.00	Souderton Pizza & Pasta	240.00
American Red Cross	152.00	Univest VISA	12.47
Buckmans, Inc.	1,955.04	Wise Electric	312.75
Comcast Cable	154.63	Code Inspections, Inc.	189.00
Derstines	581.49	Mastercraft Sound & Lighting	725.00
Diversified Refrigeration, Inc.	237.88	Moyer Indoor/Outdoor	119.80
Kathy Armitage	47.76	Shelly Enterprises-USLBM, LLC	8.12
Markey Paper & Packaging	51.24		
NetCarrier Telecom, Inc.	139.39	Total Pool Fund	\$8,706.83

CAPITAL RESERVE FUND

Boucher and James, Inc.	\$5,780.74	TRM- Telford Recycling	\$85.00
Univest Capital	3,155.23		
Boucher and James, Inc.	1,440.05	Total Capital Reserve Fund	\$10,461.02

LIQUID FUELS FUND

PPL Electric Utilities	\$6,788.18	Wise Electric	\$423.00
PPL Electric Utilities	176.79	Total Liquid Fuels Fund	\$7,387.97

A motion was made by Councillor Richard Godshall, and seconded by Councillor Jeffrey Gross, to approve the payment of the bills for the month of September, 2019, as presented. The motion was approved.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Matt Mscichowski, to authorize the payment of recurring monthly bills for the month of October, 2019, as presented. The motion was approved.

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

Master Nick Sacearelli, 307 Parkview Drive, Souderton discussed acts of

vandalism that has been done at the West Street park and expressed a desire to involve a partnership with the Borough to help combat the wave of vandalism. The wave of vandalism has discouraged the use of the park. Council President Brian Goshow expressed appreciation to the young man for his courage and professionalism to stand before Borough Council to express a matter of public concern. President Goshow invited him to attend a work session to further discuss this issue.

Harry Boardman, Gallery B, 105 N. Main Street, Souderton, followed up on the Mayor's comments that October 18th will be the last Third Friday event for this year. This event will host plenty of vendors and the Souderton Fire Company will again participate. Councillor Dan Yocum noted that Harry Boardman started the mural project on the Chestnut Street underpass.

Adam Rich, 55 N. School Lane, Souderton, questioned any update on the completion of public improvements for the Berkeley Court Phase 2A project. No visible work has been completed since the last meeting. The Borough Manager noted that a field meeting was held this past Friday with the Borough Engineer and the developer to review the outstanding punch list items. Some landscaping work may have just recently started. The Borough manager noted that he will send a copy of the punch list and any construction updates directly to Mr. Rich.

Richard Cressman, 422 N. School Lane, Souderton expressed concern with some unusual activity occurring within his neighborhood. An individual has been taking various pictures of the properties. Laser pointers have been directed at various properties and juvenile activity is getting out of control. The matter will be monitored by the Police Department.

There being no public comment, Council President Goshow moved to the business portion of the agenda beginning with the award of the contract for the Hillside Avenue project.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Richard Godshall, to award the contract for the Hillside Avenue Sidewalk Improvement project to Ply-Mar Construction Company of Plymouth Meeting, Pennsylvania in the amount of \$221,961.00. The motion was approved.

A motion was made by Councillor Matt Mscichowski, and seconded by Councillor Richard Halbom, to adopt Resolution 2019-06 approving the execution of a five-year winter services agreement with the Pennsylvania Department of Transportation through the winter season 2023-2024. The motion was approved.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Ned Leight, to authorize the posting of a handicapped parking space in front of 29 N. Fourth

Street for a 90-day trial period per mayor's order. The motion was approved.

A motion was made by Councillor Ned Leight, and seconded by Councillor Matt Mscichowski, to accept and approve the Audit and General Purpose Financial Statements as prepared by Styer Associates, Certified Public Accountants, for the year ending December 31, 2018. The motion was approved.

A motion was made by Councillor Daniel Yocum, and seconded by Councillor Richard Halbom, to appoint Craig Silsbee, 138 S. Front Street, Souderton to a five-year term with the Souderton Industrial Development Authority through August 4, 2024. The motion was approved.

There being no further business, the meeting was adjourned at 7:34 pm.

Respectfully submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – October 14, 2019 (7:00pm-9:35pm)

Council Attendees: John Reynolds, Brian Goshaw, Jeffrey Gross, Richard Godshall, Daniel Yocum, Matt Mscichowski, Julie Munden and Richard Halbom. Junior Councillor Meg Cross.

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

PRESENTATIONS:

Souderton-Telford Main Streets Board Chairperson Pam Baker and Interim Manager Christina DiVergigelis provided Borough Council with an introduction of the new Main Streets Manager and background on the operations of Main Streets. Christina DiVergigelis is a Souderton native and has been a volunteer with Main Streets. She noted that the recent Art Jam was very successful and larger than last year. They added a section going into the Park from Wile Avenue and they want to grow this area next year. The Souderton Borough tree lighting has been scheduled for Friday, December 6 from 6 to 8pm. The Souderton Holiday Parade will be held on Saturday, December 7. Main Streets is arranging for parade marshals and expressed appreciation to Police Chief Leary for his

assistance in obtaining the parade permit from PennDOT for this event.

Board Chairperson Pam baker reported that Main Streets arranged consulting services from the Coalition for Change for Non-Profits to evaluate organizational development and organizational priorities for the future. Main Streets is requesting Borough Council to maintain the same level of funding in the Budget for the 2020 calendar year. Part of the Main Streets budget will go towards improved social media and advertising. Main Streets has been working closely with the Souderton Business Improvement District and they will begin to handle all of the events for both Souderton and Telford Boroughs which will include the Third Fridays event in Souderton Borough. Pam Baker noted that main Streets is requesting more involvement from Souderton Borough on the Main Streets Board of Directors.

Master Nick Sacearelli, 307 Parkview Drive, Souderton appeared at the October Borough Council meeting to discuss the vandalism that has been done at the West Street park and expressed a desire to involve a partnership with the Borough to help combat the wave of vandalism. The wave of vandalism has discouraged the use of the park. He attended the October 14th work session to further discuss this issue with Borough Council. It was noted that some of the examples of vandalism has already been addressed by Borough forces. Some graffiti and vandalism to the play structures may need to be subcontracted out for repair or possibly parts can be replaced if they are still available. One area of improvement was to paint over graffiti on the park benches. The Borough can supply the paint if a group of residents are available to assist with some painting. The parties will try to coordinate this effort through Recreation Chairman Jeff Gross. Council President Brian Goshow further noted that if more kids can be encouraged to use the West Street Park, this may serve to be one of the best deterrent to future vandalism.

1. Sanitation Committee

- a. The Discharge Monitoring Report for the month of September, 2019 will be filed with no exception to permit limitations. Chief Operator Sal DeSimone reported that DEP conducted a full inspection of the facility last week. No operational deficiencies were noted during the inspection.
- b. Borough Council discussed a few 2020 Budget considerations. The Borough Manager noted that one of the three blowers has bearing issues and will need to be removed and rebuilt. The blowers are key to the operation of the plant. Normally two of the three blowers are in operation. The Borough Manager suggested that the blower repair should take priority and the demolition of the soda ash silo should be deferred until the 2020 Budget. One of our senior operators will be retiring in early 2020. The Budget will need to provide funding to accommodate the hiring of a new operator.

- c. Steve Coll reported that he responded to a call concerning a clogged sewer main in the 400 block of Central Avenue. Crews found that the main was actually clogged into the 200 block of Central Avenue. Perkasio Borough authority assisted with their jet truck to open the line and televise. A large section of main was compromised by tree roots and will need to be replaced.

2. Highway Committee

- a. Public Works Director Steven Coll reviewed public works department activities. The John Deere backhoe has developed a transmission problem. The machine will be going to Plasterer Equipment for the transmission service. A loaner backhoe will be acquired while repairs are made. The brush chipper will need a new clutch. Cope's Garage will be handling this repair.
- b. Crews completed the sewer main replacement on N. Fourth Street. A new manhole and sewer main extension was completed to better align the residential sewer laterals. P. K. Moyer assisted with this work through an excavator rental. Crews started the storm drainage installation, which we plan to resume in early November following the paving of Wile Avenue. We expect to mill and base N. Fourth Street in November. Trout Brothers concrete will be starting up curb and sidewalk repairs from the sewer work.
- c. P. K. Moyer will be starting the milling and paving of Wile Avenue in the coming week. This project will be funded through Liquid Fuels funds and must be completed by October 31st to comply with PennDOT paving requirements.
- d. PennDOT milled E. Broad Street on relatively short notice from front Street to County Line Road. There are four sewer manhole castings that will have to be replaced prior to paving. Other manholes may need to be adjusted through insertion of risers. Final paving will occur within the next two weeks.
- e. The Borough has received word from Senator Maria Collett that there is a pending DCED grant in the amount of \$50,000 for the Railroad Avenue parking lot improvements. Representative Steven Malagari has also assisted in support of this grant. The Borough must formally file an application to the PaDCED. An authorizing Resolution will also be necessary to complete the application process.
- f. Borough Council reviewed some preliminary 2020 Budget considerations from the Public Works Director. A second pickup truck similar to the current Ford F-250 will be beneficial for the operations of the department and the mowing crew. A new Laser mower will be beneficial for park maintenance and especially maintaining the Hillside Cemetery. The current laser has significant hours. Telford Borough is considering the purchase of a new dump truck and they may be selling a Volvo dump truck which is in rather good condition. The 2020 budget should reserve funds to enable the Borough to pursue a bid to purchase this vehicle.

3. Sidewalk Committee

- a. The Borough Engineer submitted an HOP plan for approval by PennDOT to construct the streetscape around the Broad Theater. PennDOT recently commented on the plan. Of concern is the suggested location of the ADA ramps and a new traffic signal plan. The suggested location of the ADA ramp will line up with the main entrance to the Broad Theater which is not an ideal location. The Borough Engineer will suggest an alternative plan and further question the purpose of the new traffic signal plan.
- b. The Borough Manager noted that the Notice of Award has been sent to Ply-Mar Construction Company for the Hillside Avenue curb and sidewalk project. He is hoping to have the contract agreements and required documentation in place by the end of the month along with a scheduled pre-construction meeting. He is hoping that construction will begin in November and be completed by the end of December, 2019. Crews are scheduled to mill and base Hillside Avenue in November.

4. Recreation Committee

- a. An invitation was sent through Hatfield Borough to participate in a feasibility study for the Liberty Bell Trail under consideration a group of municipalities in the lower part of the County. Borough Council discussed the pros and cons of participating in the study. Much of the Liberty Bell Trail will need to utilize existing sidewalk connections within the Borough in lieu of an actual trail, which potentially minimalizes the benefit of the investment in the study.
- b. Borough Council discussed various comments that were received about the Community Park renovation project. Most of the comments were positive and encouraging. The Concept Plan was revised to show the location of a possible skate board park utilizing equipment from the Indian Valley Boys and Girls Club. A basketball court has also been added to the plan adjacent to the skate park, both of which are located in the area directly behind the Municipal Building. The Borough Solicitor is working on the general obligation loan to provide initial funding to begin various phases of the Park Renovation project in 2020. Suggested phases of construction include drainage and grading, construction of the parking lot off of Wile Avenue and improvements to the Bandshell.

5. Property Committee

- a. Borough Manager Michael Coll reviewed the master concept plan, as prepared by architect Andrew Randazzo, for the renovations to the Municipal

Building. The major priority of the project will be the Police headquarters and the basement area. The plan also shows improvements to the administrative side of the building to provide flexibility of office space for future changes in administration. The overall budget for this project is approximately \$1 million dollars, which raises the first question if this is the best approach for the future, or should we evaluate and entirely new facility located on other grounds owned by the Borough. Considerable discussion was held on this matter, including the potential to site a new building on the Cherry lane property in conjunction with the new Public Works building. The concern with this option is that the Cherry lane property is located in Franconia Township. Further discussion will be held on this topic.

Borough Manager distributed copies of the Budget Comparison report of all funds through the third quarter ending September 30, 2019. Further discussion on the budget will be held at the next work session.

Administrative Work Session- October 21, 2019 (7:00pm-9:10pm)

Council Attendees: John Reynolds, Brian Goshow, Ned Leight, Jeffrey Gross, Daniel Yocum, Matt Mscichowski, Julie Munden and Richard Halbom. Junior Councillor Meg Cross.

Staff Attendees: Police Chief James Leary, Code Enforcement Officer Steven Toy and Borough Manager P. Michael Coll.

1. Police Committee

- a. Police Chief Leary reviewed the statistical report for September, 2019. Additional information has been added to the report format.
- b. Police Chief Leary discussed progress with the certification of police officer candidates. The top two candidates have completed interviews in preparation for the polygraph, psychological and background checks.

2. Code Enforcement Department

- a. Code Enforcement Officer Steven Toy reported that he assisted staff in distributing door hangers for delinquent trash and sewer service fees. A number have since responded to the office.
- b. Steven Toy discussed a few permit issues and attended a field meeting with the Borough Engineer and the developer concerning the completion of public improvements for Berkeley Court Phase 2A.

3. Administrative Committee

- a. Borough Council discussed a Resolution in support of State legislation

which will permit the use of radar by local police departments.

4. Development Committee

- a. Borough Manager Michael Coll distributed a cost projection developed with the assistance of Steven Toy to fit out the freight building for the proposed winery use. The estimate of construction cost has grown to a point of concern. Borough Council representatives should decide whether the projected cost will be feasible to pursue. Borough Council further discussed the need to move forward with some level of fit out to improve interest in the building, should this current option fail.
- b. The Souderton Zoning Hearing Board met on Tuesday, October 15, 2019 to consider the variance application of Everence Financial to locate their offices at 17 Penn Avenue. The Zoning Hearing Board granted the requested variances concerning the commercial office use, parking and signage. The applicants will submit development plans to the Planning Commission for review and recommendation.
- c. The Souderton planning Commission reviewed concept plans for the proposed Taco Shop at 20 Central Avenue. The planning Commission requested more detail on site conditions. The site is predominantly covered by the existing building, however, there is opportunity to address some improvements to storm water management, some landscaping can be added and more detail should be provided with respect to the proposed outdoor dining area. This request was relayed to the design consultant for the applicant.
- d. Borough Council discussed the status of improvements with the Berkeley Court Phase 2A development. The developer appeared before the Souderton Planning Commission on October 2nd with a revised concept plan for the site. Copies of the revised concept plan were distributed to Borough Council. The developer noted a challenge with grade to located the proposed Walden units along the interior street of Indian Field Lane. Residents would have to walk up two stories to reach the unit which will not be desirable. In the alternative, the developer is proposing three two story commercial buildings, the lower commercial unit will front Indian Field lane and the upper commercial unit will front into the town center portion of the development. The plaza area is also challenged by the grade of the lot. The Planning Commission and the Montgomery County Planning Commission will assist the developer in recommending options to improve the function and appearance of the plaza area. The three Walden building originally located along Indian Field Lane have been located at the upper end of the site towards County Line Road. The Planning Commission expressed concern with the connection to the Detweiler, Hershey property, general traffic flow and parking opportunity, suggesting that a better layout of the units be considered. In all, the revised

concept plan was well received aside from the noted concerns.

5. Finance Committee

- a. Borough Manager Michael Coll reported that he has requested Univest to provide a commitment letter to extend another \$250,000 Tax Anticipation Loan for the 2020 calendar year. Authorization to prepare the loan documents will be recommended at the November Borough Council meeting.
- b. Borough Solicitor Robert Bricker is working on the documents for the \$500,000 general obligation loan for the Community Park renovation project. Univest did provide a revised commitment letter addressing the concerns of the Borough Solicitor.
- c. The Borough Manager presented an initial draft of the 2020 General Fund Budget, Capital Reserve Fund Budget and the Debt Service Fund Budget. The initial draft was reviewed by Borough Council. Further discussion will be held at the special Budget Work Session scheduled for Monday, October 28, 2019.

2020 Budget Work Session- October 28, 2019 (7:00pm-9:20pm)

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Matt Mscichowski, Julie Munden, Richard Halbom and Edward Huber.

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

Borough Council reviewed the 2020 Budget proposal for all funds as presented by Borough Manager Michael Coll. Considerable discussion was held on the proposed 2020 General Fund Budget draft with the following comments and suggestions:

- Borough Council expressed agreement to hold the current Real Estate Tax Rates through the 2020 calendar year. Borough Council discussed the performance and estimated projections for the Earned Income Tax, Local Service Tax and Real Estate Transfer Tax. Borough Council expressed agreement with the proposed revenue projections.
- Advanced Disposal will be entering the second year of their three-year contract to provide trash and recycling collection service to the Borough. The contract will increase the collection charge from \$17.49 to \$18.22 per month. The draft 2020 Budget notes that rates will most likely need to be increased for the 2021 calendar year. Borough Council discussed implementing a \$5.00 per quarter rate increase in the 2020 Budget. The increase will be necessary to cover the administrative loss in 2020. The 2020 Budget will be adjusted to provide for the recommended rate increase effective January, 2020.
- The Police Budget includes funding for the hiring of a full time police

officer, which is actually replacing a vacancy on the force that occurred nearly four years ago. Borough Council discussed the potential of considering the hiring of an additional full time officer at some later point in the 2020 Budget.

- Police Chief Leary suggested that he could move forward with the purchase of a used vehicle for the Police Chief in the 2019 calendar year. He further suggested that a new marked police vehicle could be purchased in the 2020 Budget. The allotment for a vehicle purchase in 2020 should be increased to allow for the purchase of a marked vehicle. Mayor Reynolds and Council President Brian Goshaw authorized the Police Chief to recommend the purchase of a vehicle for the Police Chief in the 2019 Budget.
- The General Fund budget provides funding to hire a new full time employee for the public works department, replacing a vacancy caused by retirement. The retired employee will receive post-retirement health benefits as provided in the employee handbook. The budget maintains funding for a regular part-time employee through 2020. Road paving and capital related expenses are found in the Capital Reserve Fund and in the Liquid Fuels budget.
- The General Fund budget provides funds for two (2) summer help employees in 2020. Funds have been provided for park maintenance. Capital expenses for the Community Park Renovation project are found in the Capital Reserve Fund.
- The General Fund includes budgeted transfers to the Capital Reserve Fund and Debt Service Fund.
- The special Fire Tax rate will remain at 0.25 mills in the 2020 Budget. The proposed 2020 Budget notes that premiums for mandatory worker's compensation insurance for the Perseverance Volunteer Fire Company through the State Workers Insurance Fund has decreased based on excellent claims history. Decreases in worker's compensation insurance, along with growth in the cash balance, will enable consideration of an increased contribution to the fire company in 2020. This level of funding may or may not be available in subsequent budget years depending on future revenue and expenses.
- The special Library Tax rate will remain at 0.33 mills in the 2020 Budget. Revenue collected will be disbursed to the Indian Valley Public Library.
- The Sewer Operating Budget shows a slight increase in revenue created by some projected growth in the user base and more aggressive efforts to reduce delinquent accounts. The Sewer Operating Budget includes funds to hire a new operator, replacing a vacancy caused by retirement. Increases in benefits have been provided in the budget for the new hire. Maintenance should be somewhat routine in 2020. Both of the package treatment units have been recently sandblasted and painted. The Sewer Capital Budget

anticipates capital capacity fees from two residential developments in Franconia Township. Capacity was allocated to these developments under the old fee structure. Expenses include funds to rebuild a blower unit and funds to demolish the soda ash silo and make associated repairs and renovations to the chemical building.

- The 2020 Swimming Pool budget holds all rates through the 2020 summer season. The Borough Manager noted the retirement of our Assistance Pool Manager and some uncertainty in the management team going into the 2020 season. Borough Council should discuss and firm up the management team early in 2020, evaluate the lifeguard staffing requirements and also review the overall operation of the concession stand. Significant capital repairs have been completed at the pool facility over the past two seasons. The 2020 Budget provides some funding for capital related expenses but generally assumes routine maintenance requirements through the next season.
- The Capital Reserve Budget will receive increased funding through interfund transfers and will also receive proceeds from the \$500,000 general obligation loan to fund the Community Park renovation project. A grant for the reconstruction of the Railroad Avenue parking lot is also included. Capital expenses include renovations to the Municipal Building, funds to work on the fit out of the Freight Building and associated site work around the building. Funds have been provided to complete streetscape improvements for the Broad Theater project and the adjoining restaurant. Various equipment purchases are included for the public works department, including; lease payments on the Mack dump truck, a new pickup truck, new mower purchase and the possible purchase of a used dump truck from the Telford Borough Authority.
- The 2020 Liquid Fuels Budget shows a decrease in entitlement funds from the State. The Budget provides funds for street light expenses, sign maintenance, oil and chip projects and road paving projects. The Borough Manager expressed concern with recent inspection reports for the Summit Street bridge. The Borough Engineer has been asked to evaluate the most recent report and development a plan of phased improvements to the bridge. Some initial funding has been allocated for this effort.