

Regular Borough Council Meeting

October 5, 2015

The Regular Meeting of Souderton Borough Council, held on Monday, October 5, 2015, 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	Junior Councillor Avery Price
Councillor Ned D. Leight	Mayor John R. Reynolds
Councillor D. Jeffrey Gross	
Councillor Richard Godshall	Solicitor Robert G. Bricker
Councillor Daniel Houser	
Councillor Preston Miller	Borough Manager P. Michael Coll
Councillor Richard Halbom	Police Chief James P. Leary
Councillor Kevin Souder	Public Works Director Seven Coll

Absent from the meeting was Councillor Andrew C. Schlosser. The Invocation was given by President Brian K. Goshow, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the Monday, September 14, 2015 Regular Borough Council Meeting and September Work Sessions. A motion was made by Councillor Preston Miller, seconded by Councillor Daniel Houser, to approve the minutes of the September 14, 2015 Regular Borough Council Meeting and September 2015 Work Sessions as presented. The motion was approved.

Under correspondence, Mayor John Reynolds read a letter from Larry Anders of Anders-Detweiler Funeral Home complementing Officer Thomas Lawson for his actions and assistance with the death of a resident on Broad Street. President Brian Goshow noted that he received information concerning exercise equipment for municipal parks, which he forwarded to Recreation Chairman Jeffrey Gross.

Chief Leary noted that the September narrative and statistical report of police activities will be distributed during the October work sessions. Chief Leary reported that there was an aggravated assault case in the Holly Hill Park that involved a number of juveniles. An arrest was made in this case and the individual has been incarcerated.

Solicitor Robert Bricker submitted the Borough Solicitor's report for the month of September. The Borough Solicitor prepared a draft of the Ordinance creating the Souderton Business Improvement District. The Borough Solicitor researched and met with Borough representatives about a disability of a police officer. The Borough Solicitor started work on amendments to the Solid Waste Collection ordinance reflecting a single hauler municipal trash collection program.

Public Works Director Steven Coll presented his monthly report to Borough Council. Curbside leaf collection will begin the first week of November. The new Mack dump truck was delivered on September 29th and will go in service tomorrow October 6th to haul fill and stone on the sewer main replacement project. Steve Coll noted that the GMC dump truck, which will be replaced by this truck, broke down today and will now be taken out of service.

Borough Manager Michael Coll noted there is a special Budget Work Session scheduled for Monday, October 26th beginning at 7:00pm. The Borough Manager reviewed the agenda items scheduled for consideration. Representatives from the Montgomery County Planning Commission will be making a presentation on various planning services that they provide to municipalities. Souderton Borough has maintained a planning services agreement with Montgomery County for several years. A recommendation has been made to move forward with the preparation of an ordinance to formally establish the Souderton Business Improvement District following the planning process and completion of the open comment period. The number of objections was well below the threshold required to reject

the proposed plan. A motion has been prepared to authorize the Borough Solicitor to proceed with the preparation and advertisement of the required documentation to obtain a \$250,000 Tax Anticipation Loan through Univest Bank and Trust Company for the beginning of the 2015 budget year. Borough Council has been meeting with representatives of the Souderton Police Department for a new collective bargaining agreement to become effective January 1, 2016. An executive session has been recommended for Borough Council to review the status of the negotiations.

Consideration was given to paying the bills for the month of September, 2015.

GENERAL FUND

Clemens Uniform Rental	\$187.59	Bergey's, Inc.	\$28,000.00
Comcast Cable	261.21	21 st Century Media	1,303.58
Cope's Garage, Inc.	66.87	Advanced Disposal	455.68
D L Beardsley, Ltd.	81.00	Boucher & James, Inc.	4,290.68
Delta Dental	1,233.44	Bow Wow Waste Products	136.00
Eagles Peak Spring Water, Inc.	13.00	C & S Lawn & Landscape	10,737.50
Fromm Electric Supply Corp	58.24	Clemens Uniform Rental	171.63
GALCO Business Communications	234.40	Code Inspections, Inc.	299.25
Kenco Hydraulics, Inc.	2,925.00	Davidheisers, Inc.	85.85
Kitson Brothers, Inc.	416.73	Eagles Peak Spring Water	24.00
Kurt Scherzberg	4.41	George Allen Portable Toilets	490.00
Metlife	336.49	Indian Creek Foundation	441.00
Metro Technology Service, Inc.	2,262.00	Keystone Health Plan East	25,936.18
Moyer Indoor/Outdoor	274.70	Lawson Products, Inc.	297.38
NetCarrier Telecom, Inc.	341.19	Metlife	7,587.19
North American Benefits Company	881.65	Montgomery County Treasurer	90.00
North Penn Water Authority	20.55	Moyer Indoor/Outdoor	1,986.24
PECO Energy	28.49	NAPA Auto Parts	28.40
PA One Call System	74.62	Nationwide Trust Co.	700.40
PPL Electric Utilities	1,405.83	Nationwide Trust Company	3,216.13
Richter Drafting Office Supply	128.00	Nyco Corporation	37.87
Ricoh	232.66	Shelly Enterprises-USLBM, LLC	36.42
Souderton Telford Main Streets	5,625.00	Suburban Propane	469.28
Suburban Propane	989.15	Univest VISA	25.30
Trumbauers Lawn & Recreation	270.74	Univest VISA	103.95
Unum Insurance	847.74	Verizon	68.88
Verizon Wireless	278.11		
Wise Electric	575.00	Total General Fund	\$107,072.60

SEWER FUND

Altek Business Systems, Inc.	\$62.25	Shelly Enterprises-USLBM, LLC	\$3.92
Clemens Septic Services	1,200.00	Suburban Water Testing labs	2,201.00
Clemens Uniform Rental	42.75	Suburban Water Testing Labs	282.75
Comcast Cable	92.40	TRM-Telford Recycling Materials	2,620.00
Delta Dental	321.47	Univar USA, Inc.	4,232.00
Derstine Company, Inc.	10,400.00	Unum Insurance Company	228.85
Essex Service Corporation	1,239.72	Advanced Disposal	325.07
EVOQUA Water Technologies	2,462.40	Bergey's, Inc.	493.42
Fisher Scientific	193.53	Cintas First Aid & Safety	50.33
G. A. Peak Excavating	36,793.00	Clemens Uniform Rental	130.94
George's Tool Rental	2,572.98	Commonwealth Precast, Inc.	450.00
H & K Materials	95.16	Coyne Chemical	2,504.38
Hach Company	523.17	Excelsior Blower Systems, Inc.	340.00
Hajoca Corporation	1,314.90	Gordon Bennett Painting	3,517.67
Home Depot	43.44	Jesse Baro, Inc.	4,889.73
Jesse Baro, Inc.	3,328.50	Keystone Health Plan East	7,150.63
Kenco Hydraulics, Inc.	2,925.00	Metlife	138.42
Landis Block & Nycecrete Co.	19.35	Moyer Indoor/Outdoor	234.45
Lawson Products, Inc.	98.42	Naceville Materials	395.69
Markey Paper & Packaging	36.78	Nyco Corporation	250.76
Naceville Materials	1,014.78	PPL Electric Utilities	12,729.75
NetCarrier Telecom, Inc.	145.65	Shelly Enterprises-USLBM, LLC	11.16
North American Benefits Company	264.52	TRM-Telford Recycling Materials	475.00
North Penn Water Authority	90.85	Tyler McCarthy	169.99
Nyco Corporation	193.36	Univar USA, Inc.	4,116.00
Plasterer Equipment Co., Inc.	10,606.35	Univest VISA	294.00
PPL Electric Utilities	15,328.08	USA Blue Book	601.78

Richter Drafting Office Supply	\$25.75	Verizon	\$66.99
Schaners Wastewater Products	2,348.98	Total Sewer Fund	\$142,688.22

POOL FUND

Advanced Disposal	\$493.78	PECO Energy	\$196.36
Airgas National Carbonation	345.25	PPL Electric Utilities	3,138.84
Comcast Cable	171.46	Suburban Water Testing Labs	455.00
Davidheisers, Inc.	165.00	C & S Lawn & Landscape	5,070.00
Derstines	1,295.05	Moyer Indoor/Outdoor	178.30
Moyer Indoor/Outdoor	47.00	PPL Electric Utilities	1,733.85
NetCarrier Telecom, Inc.	120.06	Shelly Enterprises-USLBM, LLC	1.85
North Penn Water Authority	1,372.90	Total pool Fund	\$14,784.70

CAPITAL RESERVE FUND

Boucher & James, Inc.	\$3,302.63	Phillips & Donovan Architects	\$997.50
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LIQUID FUELS FUND

PPL Electric Utilities	\$6,773.80	PPL Electric Utilities	\$343.88
Sealmaster	1,113.10	PPL Electric Utilities	89.92
Shelly Enterprises-USLBM, LLC	14.96	Total Liquid Fuels Fund	\$8,335.66

A motion was made by Councillor Richard Godshall, seconded by Councillor Preston Miller, to authorize payment of the bills for the month of September, 2015, as presented. The motion was approved.

President Brian K. Goshow opened the floor to the audience who may wish to address Borough Council on any topic or matter of concern. There was no public comment.

President Brian Goshow first recognized Eric Jarrell and Marley Bice of the Montgomery County Planning Commission. Eric Jarrell provided a power point presentation of services that the Montgomery County Planning Commission provides to the Montgomery County municipalities. He also discussed a number of specific planning projects, model ordinances, transportation studies, bridge maintenance issues and storm water management. Senior Planner Marley Bice spoke about planning projects specific to Souderton Borough. She has been working directly with the Souderton Planning Commission on updates to the Zoning Ordinance and the Subdivision and Land Development Ordinance (SALDO). She will be working on the new FEMA flood plain regulations and flood plain ordinance requirements. She also noted that amount of grants that the Borough received, totaling over \$1,300,000 for various streetscape projects, open space preservation and economic development.

Eric Jarrell concluded the presentation with a discussion on the new Montgomery County Comprehensive Plan, titles Montco 2040. Priority projects will include the potential for the return of regional rail service, enhanced trail systems, community preservation and revitalization initiatives and storm water management.

President Brian Goshow opened the floor for questions to the Montgomery County representatives and thanked them for their presentation and continued services. The next item of business concerned the proposed Business Improvement District.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Ned Leight, to authorize the Borough Solicitor to advertise an ordinance establishing a Business Improvement District in the Borough of Souderton for formal consideration at the November 2, 2015 regular meeting. The motion was approved.

A motion was made by Councillor Richard Halbom, and seconded by Councillor Preston Miller, to authorize the Borough Solicitor to prepare the required documentation to secure a \$250,000 Tax Anticipation Loan effective January 2, 2016. The motion was approved.

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

Preston Miller, to adjourn to Executive Session to consult with Borough Council and Borough Solicitor on the status of police contract negotiations. The motion was approved.

Borough Council adjourned to executive session at 8:23 pm and convened to public session at 9:10 pm, at which time the meeting was promptly adjourned.

Respectfully Submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – October 12, 2015 (7:00pm-9:45pm)

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Richard Godshall, Daniel Houser, Richard Halbom and Kevin Souder. Junior Councillor Avery Price
Staff Attendees: Police Chief James P. Leary, Public Works Director Steven Coll and Borough Manager Michael Coll.

1. Sanitation Committee

- a. The Discharge Monitoring Report for the month of September, 2015 will be filed with two exceptions to permit limitations concerning the instantaneous maximum for fecal coliform. Process controls were adjusted to breakdown a buildup of nitrates and improve the effectiveness of chlorine disinfection. The issue has been resolved.
- b. Sandblasting and painting is underway. Recent rains have slowed progress. Additional work will be necessary to replace the froth line around the top of the tank and a few air line drops.
- c. The Borough Public Works crew, with excavator assistance from G. A. Peak Excavating, has now completed the replacement of the sewer main in the 600 block of Chestnut Street. Crews will return to install the lateral connections for the new townhomes planned for Berkeley Court Phase 2A.
- d. Crews relocated to Green Street and completed the sewer main replacement and all but three sewer laterals in the block from Wile Avenue to West Street in preparation for the curb and sidewalk replacement project.
- e. Committee members discussed the status of the new municipal trash collection program. The Borough Solicitor will be working on an ordinance to revise certain sections of the Borough's solid waste ordinance to reflect the municipal collection service. Office staff and our computer consultants are completing program updates to accommodate trash service billing, with an initial mailing expected to go out by the end of the month to verify the number of accounts to be serviced. Committee members discussed a draft copy of the information letter for the mailing. A staff meeting is scheduled for October 13th to review the status of the trash collection program with representatives of J. P. Mascaro. Committee members expressed a desire to work towards the collection of old trash totes with the goal of utilizing only designated Mascaro trash totes for collection.
- f. Borough Manager Michael Coll noted a request from the Northern Montgomery County Recycling Commission to approve a new compost agreement with Barnside Farms Compost Facility. The Borough has used this service on a very limited basis in the past. A motion will be prepared for consideration at the November 2 Borough Council Meeting.

2. Highway Committee

- a. Brush collection was completed for the month. Crews worked to replace the impellor on the leaf machine in preparation for the startup of leaf collections in November. The schedule of weekly collections will be posted to the web site.
- b. The new dump truck has been delivered and placed into service. The truck is currently being used to haul fill and stone for the sewer main projects. The truck is performing very well. The snow plow is on backorder and will be picked up at a later date from the body manufacturer.

3. Sidewalk Committee

- a. A pre-construction meeting for the Green Street curb and sidewalk project is scheduled for October 14th. The project is expected to start up by the end of the month. The Borough will temporarily patch and pave Green Street for the winter and planned to complete the final milling and overlay in the 2016 Budget. Borough forces will also be working with the contractor to replace and install a new storm drain line and inlet boxes.

4. Recreation Committee

- a. Borough Manager Michael Coll discussed a number of potential recreational improvement projects for consideration in the 2016 Budget. Borough Council discussed the need to complete repairs to the tennis courts at West Street Park. Borough Manager Michael Coll discussed a potential grant application to build permanent restrooms for the West Chestnut Street playground. Borough Council discussed the cost of maintaining portable restrooms in the parks versus permanent facilities, noting that it would be more feasible to continue the use of portable toilets. Borough Council expressed a desire to focus any potential grant applications towards improvements to the Community Park. Improvement priorities for the Community park may include new playground equipment; installation of an exercise trail with new exercise equipment, potentially eliminating the ballfield from the park to expand the trail and looking at implementing the construction of the planned additional parking lot adjacent to the scout cabin.

5. Property Committee

- a. Borough Manager Michael Coll reported that contractors are beginning to mobilize on the Souderton train Station site to begin the renovation project. The site contract has been negotiated to reduce certain work items, bringing the net contract down to just below \$700,000 from the original base contract price. The project is just slightly over the \$1,500,000 budget to be covered entirely by grant funds. Borough Council members noted that we must make sure that the railroad debris from the recent grade crossing improvements be removed from the site and suggested that the railroad should be contacted to remove debris from the crossing at railroad Avenue and Central Avenue.

BUDGET REVIEW

Borough Manager Michael Coll reviewed the 2015 Budget comparison reports for all funds through September 30, 2015. Generally all funds are performing well and remain within budget projections. Work will begin on the draft 2016 Budget for discussion at the next two scheduled work sessions. Borough Manager Michael Coll reminded Borough Council that a Budget Work Session has been scheduled for Monday, October 26, 2015 dedicated solely to the review of the 2016 Budget.

Mayor John Reynolds and President Brian Goshow requested an Executive Session to review personnel matters. The session did not include any staff members. The Executive Session began at 9:30pm and adjourned at 9:45pm.

Administrative Work Session- October 19, 2015 (7:00pm-10:02pm)

Council Attendees: John Reynolds, Brian Goshow, Ned Leight, Jeffrey Gross, Daniel Houser, Preston Miller, Richard Halbom and Kevin Souder.

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

1. Police Committee

- a. Chief Leary introduced police officer candidate Gregory Meinhardt. Chief Leary reported that Gregory Meinhardt had outstanding scores in both the written and oral exams administered by the Civil Service Commission. He is a veteran and qualifies for veteran's preference points. Background checks are clean and the Chief noted an expectation that he will prove to be an asset to the Souderton Police Department. The floor was opened to a series of questions and answers between Borough Council and police officer candidate Gregory Meinhardt. A motion to formally appoint Gregory Meinhardt as a full time Police Officer will be prepared for consideration at the November 2, 2015 regular Borough Council meeting.
- b. Chief Leary distributed copies of the statistical report of police activity for the month of September, 2015. The Chief also reported on the prescription drug take back program and a number of recent police incidents.
- c. Chief Leary reported on actions taken in response to traffic concerns on Washington Avenue. He reported that both the speed trailer and "stealth" radar noted that the prevailing speed of traffic along Washington Avenue is within the speed limits. We did see that the old PennDOT speed limit signs of 35 mph remained posted along the street and will be replaced with the current posting of 25 mph. We will be working to repaint the crosswalk and add pedestrian crossing signs at Highland Avenue and Washington Avenue.

2. Administrative Committee

- a. The special Municipal Trash Collection Committee met with representatives of J. P. Mascaro on October 13th to review progress and open issues relating to the implementation of municipal trash collection services effective January, 2016. Committee members reviewed staffing to be assigned to the Borough account, delivery of totes, contact information for service complaints, routing and collection days, employee screening and safety procedures. Borough staff is working on improvements to billing software in preparation for this service and expect to have the first mailing to be distributed to residents the end of this week. J. P. Mascaro has offered an interim service to residents through the fall to transition from the current hauler to the Borough program. New totes will be delivered to residents in mid-December along with additional information about the collection program.
- b. Borough Solicitor Robert Bricker will be advertising an Ordinance to establish the Business Improvement District for formal consideration by Borough Council at the November 2 Borough Council meeting. The ordinance will implement Business Improvement District on January 1, 2016. The Borough will assist Main Streets with invoicing the properties located within the proposed district, but Main Streets will be responsible for the collection and administration of the fees.

3. Development Committee

- a. Borough Manager Michael Coll discussed the agenda items for the Souderton Planning Commission Meeting for Wednesday, October 21, 2015. The plan of subdivision originally proposing to construct a three unit townhome on a vacant parcel on S. Second Street, situated between Noble Street and

Lincoln Avenue, has now been revised to reflect the construction of a twin dwelling. The Planning Commission will also continue their review of a land development plan by the Souderton Area School District to renovate and construct additions to the E. M. Crouthamel Elementary School on School Lane.

4. Finance Committee

- a. Borough Manager Michael Coll distributed a draft of the 2016 General Fund Budget for review and discussion by Borough Council. The General Fund budget will determine the available revenue for some of the other associated funds. Further discussion and review of the complete draft of the 2016 Budget is scheduled for a special Budget Work Session on Monday, October 26, 2015 beginning at 7:00pm.

Budget Work Session- October 26, 2015 (7:00pm-9:45pm)

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Andrew Schlosser, Daniel Houser, Preston Miller, Richard Halbom and Kevin Souder.

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

Police Officer Candidate Interview

The work session began with Police Chief Leary introducing police officer candidate Jeffrey Lukens. Chief Leary reported that Jeffrey Lukens currently serves as a part time police officer for the Souderton Police Department and currently works full time with the Montgomery County Sherriff's Department. Chief Leary noted that Jeffrey Lukens has worked with the Souderton Police Department for the past three years and as proven to be an excellent officer. The floor was opened to a series of questions and answers between Borough Council and police officer candidate Jeffrey Lukens. A motion to formally appoint Jeffrey Lukens as a full time Police Officer will be prepared for consideration at the November 2, 2015 regular Borough Council meeting.

Borough Manager Michael Coll reviewed the proposed 2016 Budget with members of Borough Council. The 2016 Budget as proposed will retain all current real estate tax rates. The General Fund Budget reflects the beginning of the municipal trash collection service. The Police department budget reflects the addition of two full time officers and reduces the amount of expenditures for part time police salaries. Funds have been allocated for the purchase of a new vehicle for the Code Enforcement Officer.

The Capital reserve fund is expected to receive increased funding from the General Fund along with a series of federal and state grants to support the Train Station Restoration project and construct curb and sidewalk along County Line Road. The additional General Fund revenues will increase highway paving opportunities. Use of Recreation Impact fees coupled with General Fund dollars may provide opportunity for improvements at the Community Park.

Sewer user fees were discussed. The 2016 Budget will start the year holding the current fees, but Borough Council will have to monitor the budget through the year to address the potential need for a rate increase later in the year. The major sewer expenditure will be the installation of a new mechanical bar screen at the headworks of the waste water treatment plant.

The Borough Manager noted that the 2016 pool Budget will require an approximate 3% increase in the membership rates, the first increase since the facility opened in 2011. This will be the last year of the Moyer contribution towards chlorine supplies. Funds have also been allocated to purchase shade structures or umbrellas for the 2016 summer season.

The Borough Manager also discussed the Debt Service fund and debt service payments required through 2016 and the use of Liquid Fuels revenues through the 2016 Budget year.