

**Regular Borough Council Meeting**

**April 6, 2015**

The Regular Meeting of Souderton Borough Council, held on Monday, April 7, 2014, was called to order by President Brian K. Goshow at 7:35 p.m. Members of Borough Council present at the regular meeting included the following:

President Brian K. Goshow	Councillor Kevin Souder
Councillor Ned D. Leight	Junior Councillor Avery Price
Councillor D. Jeffrey Gross	
Councillor Richard Godshall	Solicitor Robert R. Bricker
Councillor Daniel Houser	Borough Manager P. Michael Coll
Councillor Preston Miller	Police Chief James P. Leary
Councillor Richard Halbom	Public Works Director Steven R. Coll

Absent from the meeting were Vice-President Andrew Schlosser and Mayor John Reynolds. The Invocation was given by Councillor Richard Godshall, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the March 2, 2015 Regular Borough Council Meeting and March 2015 Work Sessions. A motion was made by Councillor Preston Miller, seconded by Councillor Richard Halbom, to approve the minutes of the March 2, 2015 Regular Borough Council Meeting and March 2015 Work Sessions as presented. The motion was approved.

A motion was made by Councillor Preston Miller, seconded by Councillor Daniel Houser, to approve the minutes of the March 26, 2015 Special Meeting as presented. The motion was approved.

Police Chief James Leary reviewed his monthly narrative summary report to Borough Council. Chief Leary noted that the Civil Service Commission will be completing the oral interviews of police officer candidates this month and will be finalizing the eligibility list of candidates and the end of the month.

The Borough Solicitor's report for the month of April, 2015 was distributed to Borough Council. The Borough Solicitor reported that they attended a special meeting of Borough Council regarding the disability of a police officer and assisted in drafting a letter to the officer's health care providers. The Borough Solicitor reviewed a Right of Entry Agreement between the Borough and SEPTA for the train station project. The Borough Solicitor completed the development agreements for the Reliance Crossing land development project.

Public Works Director Steven Coll commented that his monthly report was distributed to Borough Council. He added that crews completed the replacement of the collapsed sewer main on N. School Lane and they have now moved to begin work on replacing the sewer main on Montgomery Avenue between Fourth and Fifth Streets. Following completion of the sewer work, the Public Works crew will move to the swimming pool to prepare for opening on Memorial Day weekend. Steven Coll also met with PECO representatives in preparation for the gas main replacement on Railroad Avenue from Central Avenue to Summit Street. PECO also has similar gas main issues along East Reliance Road, but no immediate plans to replace this main.

Borough Manager Michael Coll distributed copies of the final draft of the proposed Business Improvement District Plan. Discussion on the BID Plan will be scheduled for the April 20<sup>th</sup> Administrative Work Session. In lieu of the monthly Public Works Work Session, the Borough Manager has scheduled a tour of the waste water treatment plant on April 13<sup>th</sup> for members of Borough Council. We will meet at the treatment plant promptly by 7:00pm. Borough Solicitor Robert Bricker prepared a memorandum concerning traffic restrictions in alleys for consideration of Borough Council.

The Borough Manager then reported on the items scheduled for consideration. Borough Council discussed a recommendation to submit a Community Development Block Grant Application to construct curb and sidewalk along N. County Line Road, from Central Avenue to East Chestnut Street. A copy of the concept plan was circulated to Borough Council. Required road restoration will be completed with Borough funds. A Resolution has been prepared for consideration to formally approve the submission of this grant application. The deadline for filing is Friday, April 17, 2015. A recommendation was made to appoint Christopher J. Panella of 523 Lincoln Avenue as the Souderton Borough representative to the Indian Valley Regional Appeals Board.

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

GENERAL FUND

Clemens Uniform Rental	\$128.17	PPL Electric Utilities	\$4,089.54
Cope's Garage, Inc.	2,844.19	Richter Drafting Office Supply	35.43
Delta Dental	1,233.44	Ricoh	421.19
Freedom Systems Corp	12,197.99	Shelly Enterprises-USLBM, LLC	155.49
Fromm Electric Supply Corp	1,338.15	Suburban Propane	733.97
General Code	1,968.20	Uninvest VISA	10.15
Kopp Equipment Sales	192.00	Uninvest VISA	0.42
McDonald Uniform Company	121.99	Uninvest VISA	953.63
Moyer	2,723.09	Uninvest VISA	876.75
Naceville Materials	119.42	Unum Insurance Company	847.74
NAPA Auto Parts	385.32	Urban Partners	6,701.92
North Penn Water Authority	20.55	Verizon	59.80
Plasterer Equipment Co., Inc.	250.99	Verizon Wireless	272.90
Richter Drafting Office Supply	332.03	William Powis	90.00
Shelly Enterprises-USLBM, LLC	150.80	Uninvest VISA	295.00
Sherwin Williams	684.27	Adam W. Moore	129.98
Sherwin Williams	11.30	Bergey's, Inc.	60.00
Sitecats, Inc.	264.00	Blooming Glen Quarry	368.48
Souderton-Telford Main Streets	5,625.00	Clemens Uniform Rental	84.71
Suburban Propane	244.02	Cope's Garage, Inc.	554.53
Todd Moyer Painting	2,285.00	Davidheisers, Inc.	30.00
Trout Brothers, Inc.	1,083.00	E. M. Kutz, Inc.	357.52
Uninvest VISA	302.60	Eagles Peak Spring Water, Inc.	18.50
Wise Electric	1,474.45	Fromm Electric Supply Corp	532.34
21 <sup>st</sup> Century Media	316.79	Indian Creek Foundation	441.00
Advanced Disposal	442.51	John R. Young & Co.	845.85
Alderfer Glass Company	195.00	Kopp Equipment Sales	76.00
AT&T	7.78	Landis Block & NyceCrete Co	12.90
Bergey's, Inc.	34.00	Markey Paper & Packaging, Inc.	217.98
Chemsearch	1,723.13	Metlife	7,905.85
Clemens Uniform Rental	43.46	Midlantic Machinery	367.80
Comcast Cable	157.58	Montgomery County Consortium	250.00
Cope's Garage, Inc.	348.83	Morton Salt	4,203.31
D.L. Beardsley, Ltd	32.10	Moyer	2,667.89
Detlan Equipment, Inc.	13.47	Naceville Materials	96.11
Eagles Peak Spring Water, Inc.	36.80	Nationwide Trust Co.	601.20
Freedom Systems Corp	189.00	Nationwide Trust Company	3,446.73
Fromm Electric Supply Corp	96.57	North American Benefits Co	881.65
Good Plumbing Heating A/C	1,554.43	Nyco Corporation	71.52
Home Depot	262.80	Pa Dept Labor & Industry	50.00
John R. Young & Co.	909.49	PCCA	495.00
Kenco Hydraulics, Inc	416.48	PA Horticulture Society	600.00
Keystone Health Plan East	26,301.44	Perkiomenville Performance	30.00
Montg Co Assoc Township Off	75.00	Propet Distributors, Inc.	365.45

Morton Salt	\$2,830.56	Shelly Enterprises-USLBM, LLC	\$64.35
Moyer	2,071.82	Sherwin Williams	82.92
Naceville Materials	109.48	Styer Associates	6,200.00
NAPA Auto Parts	86.53	Todd Moyer Painting	1,615.00
NetCarrier Telecom, Inc.	332.40	Univest Bank & Trust Co.	629.69
Old Dominion Brush	845.00	Univest VISA	21.90
PECO Energy	388.24	Univest VISA	59.91
PA One Call System	59.86	Total General Fund	\$125,840.52

#### SEWER FUND

All Industrial Safety Products	\$415.00	Univest VISA	\$196.00
Cardno BCM	1,431.25	Unum Insurance Company	228.85
Clemens Uniform Rental	442.38	Verizon	62.62
Coyne Chemical	2,916.50	All Industrial Safety Products	67.41
Delta Dental	321.47	Bearings & Drives Unlimited	28.16
Essex Service Corporation	2,225.00	Bergey's Electric, Inc.	454.08
EVOQUA Water Technologies	2,444.90	Cintas First Aid & safety	70.94
Jesse Baro, Inc.	1,069.67	Clemens Uniform Rental	88.19
Markey Paper & Packaging, Inc.	216.74	Commonwealth Precast, Inc	402.00
Moyer	177.55	Conestoga-Rovers	3,803.50
North Penn Water Authority	39.05	Coyne Chemical	2,466.50
PPL Electric Utilities	15,419.67	Detlan Equipment, Inc.	180.95
Advanced Disposal	321.39	Electro Chemical Engineering	2,127.50
Altek Business Systems, Inc.	62.25	EVOQUA Water Technologies	2,389.82
Cintas First Aid & Safety	69.59	Hajoca Corporation	711.53
Comcast Cable	82.90	Irvin G. Tyson & Son, Inc.	1,245.00
Environmental Machines/Service	1,072.00	Jesse Baro, Inc.	2,523.57
EVOQUA Water Technologies	2,418.98	Maryland Biochemical Co., Inc.	1,517.56
Good Plumbing Heating A/C	458.59	Metlife	138.42
Irvin G. Tyson & Son, Inc.	1,388.00	Moyer	144.86
Jesse Baro, Inc.	2,383.33	North American Benefits Co	264.52
Keystone Health Plan East	7,150.63	Perkasie Regional Authority	3,250.00
NetCarrier Telecom, Inc.	134.36	PPL Electric Utilities	17,623.24
Pyrz Water Supply Co., Inc.	320.00	Youngs	45.35
Simplex/Grinnell, LP	199.00		
Suburban Water Testing Labs	1,213.65	Total Sewer Fund	\$84,424.42

#### POOL FUND

Freedom Systems Corp	\$280.00	PECO Energy	\$153.98
Moyer	495.00	PPL Electric Utilities	848.09
North Penn Water Authority	13.15	Richter Drafting/Office Supply	810.79
Airgas National Carbonation	48.50	Comcast Cable	111.07
Good Plumbing Heating A/C, Inc	128.88		
NetCarrier Telecom, Inc.	106.72	Total Pool Fund	\$2,996.18

#### CAPITAL RESERVE FUND

Phillips & Donovan Architects	\$18,897.46	Triad Associates	\$4,770.00
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#### LIQUID FUELS FUND

Armour & Sons Electric, Inc.	\$268.78	PPL Electric Utilities	\$135.83
PPL Electric Utilities	6,915.69	Signal Control Products, Inc.	166.00
Armour & Sons Electric, Inc.	127.50		
PPL Electric Utilities	7,149.34	Total Liquid Fuels Fund	\$14,763.14

A motion was made by Councillor Richard Halbom, seconded by Councillor Richard Godshall, to authorize payment of the bills for the month of March, 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 being no public comment, President Goshow then moved to the business portion of the meeting.

A motion was made by Councillor Preston Miller, and seconded by Councillor Daniel Houser, to adopt Resolution No. 2015-04 approving the submission of a Community Development Block Grant Application for the 2015 Program Year to construct curb and sidewalk on N. County Line Road. The motion was approved.

A motion was made by Councillor Preston Miller, and seconded by Councillor Richard Halbom, to appoint Christopher J. Panella, 523 Lincoln Avenue, Souderton, Pennsylvania to serve as the Souderton Borough representative to the Indian Valley Regional Appeals Board. The motion was approved.

There being no further business, the meeting was adjourned at 7:50 pm.

Respectfully Submitted,

P. Michael Coll, Secretary

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

### ***Public Works Work Session – April 13, 2015 (7:00pm-9:00pm)***

Council Attendees: Brian Goshow, Jeffrey Gross, Andrew Schlosser, Daniel Houser, Preston Miller, Richard Halbom and Kevin Souder. Junior Councillor Avery Price. Staff Attendees: Chief Operator Sal DeSimone, Police Chief James Leary, Borough Manager Michael Coll.

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

In lieu of the regular monthly work session, Borough Council members met at the Souderton Waste Water Treatment Plant, 174 Cowpath Road, Franconia Township. Chief Operator Sal DeSimone provided Borough Council members with a tour of the treatment facility. Specifically, Chief Operator Sal DeSimone explained the current operation of the head works and the manual bar screen that we are working towards replacing with a new mechanical bar screen. Borough Council also reviewed the sludge dewatering facilities, chemical feed units and the overall operation of the package treatment units. The tour concluded with a visit to the lab facilities, used now for conducting process control testing. All reportable laboratory testing is contracted to Suburban Water Testing Laboratories. Borough Council also discussed the layout of the facility and areas designed for future expansion. The plant is nearing its rated capacity, as discussed in the recent annual Chapter 94 report.

### ***Administrative Work Session- April 20, 2015 (7:00pm-9:00pm)***

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Richard Godshall, Andrew Schlosser, 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 reported on the progress of the oral examinations for the police officer candidates. There were approximately 32 candidates actively involved in the process. The final oral examination will be given this evening. Following this interview the Civil Service Commission will be able to complete the list of

- candidates for consideration by Borough Council.
- b. Chief Leary discussed current police activity and will distribute statistical and narrative reports for the month of March.
  - c. Borough Manager Michael Coll circulated a memorandum from the Borough Solicitor concerning the issue and suggestion to restrict the alley entrance adjacent to Consign by Design, between 110 and 116 Main Street to a One Way entrance only. The buildings are right up against the sidewalk making it very difficult for motorists to see pedestrians. A suggestion was made that the alley should be restricted to One Way in with the exiting traffic having to go through the rear municipal parking lot. In order to guarantee enforcement of a traffic restriction in the alley, the Borough Solicitor noted that the State Borough Code will require the alley to be ordained and the traffic restriction certified by a traffic engineer. Borough council members acknowledged the comments from the Borough Solicitor and requested the Borough Manager to ask the opinion of the adjoining property owners about such a restriction.
  - d. Mayor John Reynolds confirmed with Chief Leary that the Dodge Charger is officially out of service. Chief Leary has an arrangement to acquire a Tahoe from General Motor Company through Bergey's at a cost of \$7,000 below the list price. The vehicle remains on order and GM representatives have just indicated that the vehicle might be delivered in May. In the meantime, Chief Leary confirmed that the fleet is in good shape and they can and will work through the continued delivery delay. This purchase arrangement will not be considered for future purchases.

## **Souderton-Telford Main Streets- Business Improvement District Plan**

Joanne Coppens, Main Streets Manager; Harry Boardman, Board Member; and Christopher Lankenau of Urban Partners met with Borough Council to discuss the final draft of the Business Improvement District (BID) Plan. Chris Lankenau provided a brief overview of the BID Plan and the next steps to complete the planning process. If the BID Plan is acceptable to Borough Council, the Borough must then distribute the BID Plan to all property owners listed within the defined boundary area of the Business Improvement District. Thirty days from distributing the plan, Borough Council must host a public hearing. Following the public hearing, there will be a 45 day comment period for the affected property owners to either comment on the plan or express their opposition to the BID Plan. If less than 40 percent of the property owners express objection to the BID, Borough Council can then formally consider an ordinance to enact the Business Improvement District. If greater than 40 percent express opposition, then the planning process must be revisited. Borough Council president Brian Goshaw expressed concern with the proposed budget within the draft plan, suggesting that the budget should be reduced. Chris Lankenau and Main Streets Manager Joanne Coppens responded that the budget needs to be realistic. The focus of the budget is towards marketing of the businesses, which is viewed as a major asset to the smaller businesses. It was also stressed that the actual budget will be developed by the BID and monitored by the BID. The BID Plan will have a life of 5 years, after which the planning process starts again and the BID Plan can be modified, extended or terminated. If the BID is approved, Souderton Borough will be tasked with invoicing the members on behalf of the BID, but will have no financial obligation to insure payment.

Borough Council members expressed general agreement with the final draft of the Business Improvement District Plan. The BID Plan will be distributed to all property owners and all known commercial tenants of the designated properties within the proposed Business Improvement District. A public hearing will be held in the Council Chambers beginning at 7:00 pm on Wednesday, May 27, 2015.

## **2. Administrative Committee**

- a. Borough Manager Michael Coll noted that Borough Council has received

information from Sitecats to either migrate the Borough's website to Joomla 3 or as an option port over the entire website to a new WordPress format. The information discusses advantages that WordPress has over the Joomla program. The cost to upgrade to Joomla 3 will be \$1,527.00 and the option to switch to WordPress will cost \$4,900.00. There are potential discounts under both options depending on when the Borough elects an option. Councillor Preston Miller commented that he reviewed the options directly with John Ralston of Sitecats and recommended that the Borough switch to WordPress. Councillor Kevin Souder disagreed with the recommendation, suggesting that the current Joomla supported website is adequate for the Borough and the added discretionary expense is not justifiable. After considerable discussion, the general consensus of Borough Council supported the transition of the website to WordPress.

- b. Borough Manager Michael Coll reported that Code Enforcement Officer Steven Toy has been working on a third party inspection services contract with Code Inspections, Incorporated of Horsham, Pennsylvania. Under this agreement the Borough will designate Code Inspections as the only recognized third party inspection agency for the Borough. Souderton Borough will have complete discretion to designate and schedule the inspection services. The agreement encompasses all commercial Uniform Construction Code services including Building, Plumbing, Mechanical, Electrical, Energy and Accessibility plan reviews and inspections. Some of the services are designed to bridge certifications that Steven Toy continues to work on obtaining and other inspection services are designed to supplement the work load anticipated with the anticipated developments. The cost for the service will be billed at \$63.00 per hour. Costs associated with travel time to and from Souderton Borough will be absorbed by Code Inspections. Our current permit fee structure will be adequate to cover the additional inspection fees anticipated by Code Inspections. Steven Toy will have sole discretion to schedule all plan review and inspection services on an as needed basis. A recommendation will be made at the May Borough Council meeting to approve the services agreement with Code Inspections.
- c. Borough Manager Michael Coll reported on the status of the Solid Waste Disposal contract bidding. A pre-bid meeting was held on Monday, April 13 which was attended by all area haulers with the exception of White Tail. The meeting went very well with only a few technical questions. An addendum was prepared and sent out to all bidders. A copy of the addendum was distributed to members of Borough Council. Bids will be opened at a public hearing at 10:00am on Monday, May 4, 2015. The bids will be tabulated and reviewed by Borough Council. Bids will remain valid through August 3, 2015 to afford ample time to review the bid proposals and schedule public hearings.

### **3. Development Committee**

- a. Borough Manager Michael Coll discussed the status of the Berkeley Court Phase 2A development. Demolition contractor Trego Excavation, Inc. of Lionville, PA is mobilizing on the site to begin removal of loose items within the high school building. Asbestos abatement work has been completed and trees and shrubbery around the building has been removed. The demolition contractor is expected to begin installing construction fencing and the mandatory tire cleaning area off of the east Broad Street parking lot. They are expected to remove the former band annex to gain access to the rear of the school building, moving to the pool building and working their way back towards Broad Street. The original high school building will be the last section of the building to be demolished due to the wood frame construction.

The Souderton Planning Commission met with Clay Heckler of Select Properties and his consulting staff to review some preliminary ideas for

development of the remaining site. They suggested a “live/work” concept townhome and a possible age restricted community, both of which were not well received by the Planning Commission. The Developer discussed the challenges of developing interior commercial spaces with the Commission members. The Commission continued to believe in the mixed use concept plan for the site and encouraged the developer to continue to work on commercial development opportunities.

- b. Borough Manager Michael Coll reviewed the status of the Souderton Train Station project. There has been significant process in completing the design work and completing the grant funding conditions. The DCED grant in the amount of \$200,000 for professional services was extended for an additional year. The Borough received a reimbursement of \$45,000 for work completed to date and will receive the balance of the grant to be maintained in a separate Certificate of Deposit and applied to architectural and engineering services throughout the remainder of the project. A recommendation will be made at the May 4<sup>th</sup> Borough Council meeting to authorize the advertisement for bids.
- c. Work continues with Montgomery County Planner Marley Bice on the Zoning map revisions and the re-write of the C-1 Commercial District. Further discussion on these matters will be held at the May work session.

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

- a. Borough Manager Michael Coll distributed budget comparison reports for the first quarter ending March 31, 2015. Both revenue and expenses through the first quarter seem to be in line with original projections.
- b. The Borough Manager circulated a listing of delinquent sewer accounts for review by Borough Council. The overall delinquency rate is fairly consistent, with six rather high accounts that are facing foreclosure action. The policy of the Borough will be to authorize Portnoff to move forward with any recommended foreclosure action against the seriously delinquent accounts.
- c. Discussion on revisions to the Non-Uniformed Pension Plan will be scheduled for the May work session.