

**Borough Council Work Session**

**January 16, 2023**

The monthly Work Session meeting of Souderton Borough Council, held in the rear Conference Room of the Souderton Municipal Building on the above date, was called to order by President Tracy Burke at 7:00 p.m. The Borough Council Work Session was attended by the following members and staff:

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|------------------------------|---------------------------------------|
| President Tracy W. Burke     | Mayor Daniel Yocum                    |
| Vice-President Edward Huber  |                                       |
| Councillor Matthew DiNenna   | Junior Councillor Elijah S. Steglik   |
| Councillor Daryl Littlefield | Junior Councillor Estrela T. Sadiboko |
| Councillor Julie Munden      |                                       |
| Councillor Donna M. Rogers   |                                       |
| Councillor Matthew Sholly    | Borough Manager P. Michael Coll       |
| Councillor Richard Walczak   | Police Chief Brian A. Newhall         |
| Councillor Courtnee Wampole  | Public Works Director Steven Coll     |

President Tracy Burke first recognized Boy Scout Parker Corchiolo, of Troop 14 based in Telford, to further discuss his proposed Eagle Scout project to construct two dug outs at the Cherry Lane baseball fields. The dug outs will be constructed only on the upper field. The project may need the assistance from a local contractor with the potential to provide naming rights to the assisting contractor. Souderton Baseball has confirmed their support and donation to the project. He will continue to coordinate the project.

**POLICE ITEMS**

Police Chief Brian Newhall circulated the annual report of police activities for the 2022 calendar year. Part time Officer Bernard Greenberg has retired from the department. Chief Newhall suggested that Borough Council may want to recognize their years of service at a Borough Council meeting.

Chief Newhall noted that the Police Department has engaged in regular foot patrols around the new playground at the Community Park. Public Works crews have posted some park rules and regulation signs in the park area.

Councillor Daryl Littlefield suggested consideration to formally enact an ordinance to permanently maintain the one way traffic restriction on S. School Lane. Borough Council discussed authorizing the Borough Solicitor to create an ordinance addressing all posted temporary traffic restrictions, such as the one way traffic restriction on Diamond Street.

**HIGHWAY ITEMS**

Public Works Director Steven Coll summarized public works activities for the month. Crews are in removing the holiday decorations. Spot leaf collections were performed. Crews will be completing routine annual vehicle maintenance over the coming weeks. Depending on weather conditions, crews will complete a few storm drainage projects and install sanitary sewer laterals to the new townhouses under construction at N. Second Street and Reliance Road.

The flashing pedestrian signs have been delivered and will be installed at the intersection of East Broad Street and Second Street and at the intersection of N Fifth Street and East Broad Street.

Borough Manager Michael Coll reported that a new Equipment Rentals contract was advertised for bids in early January with bids due on Monday, January 30, 2023. Depending on the result of the bids a recommendation for award is scheduled for consideration at the February 6, 2023 Borough Council meeting.

#### ADMINISTRATIVE ITEMS

Councillor Julie Munden circulated a proposal from the Meyner Center at Lafayette College to provide consulting and assistance with the search for new administrative staff. Borough Council discussed the focus of the search should be to find the next Borough Manager and then consider priorities for other staff positions. Borough Council approved a recommendation to retain the Lafayette College Meyner Center to assist with the Borough Manager search.

Borough Manager Michael Coll informed Borough Council of the pending resignation of Eugene Moyer from the Zoning Hearing Board. He informed the manager that he regularly travels and prefers to step down when a replacement member is found.

#### DEVELOPMENT ITEMS

School Lane Development submitted an application for a Conditional Use to permit the construction of a Starbucks on a commercial pad site fronting East Broad Street. The site plan and traffic engineering study was circulated for review. Application is necessary because drive through windows are only permitted in the Mixed Use Redevelopment District when authorized by Conditional Use. The stacking lane is accessed through the interior streets and is projected to have no impact on East Broad Street. There will be a special meeting of Borough Council scheduled to consider this application. Both LVL Engineering Group and Gilmore & Associates will review the application.

Borough Manager Michael Coll reported progress with Brass Collar Brewing Company and the development of construction plans to fit out the interior of the Freight Building. Gilmore and Associates continue to finalize plans for the plaza space and

surrounding site work. The Borough has engaged the services of contractors to begin working on the interior fit out. Utility services have been run to the building with some structural alterations, plumbing and electrical work underway.

The Souderton Planning Commission has recommended revisions to the sign ordinance, which includes regulations for murals. The Planning Commission was divided on restricting the size of murals on buildings to 25% of the front building façade and 100% on the side and rear facades. Borough Council discussed the regulations for murals noting that Borough Council should serve as the reviewing agency for any permit. Following much discussion there was a slight opinion of Borough Council towards no limitation on the size of a mural. A recommendation was made to authorize the Borough Solicitor to prepare an Ordinance revising provisions of the Sign Ordinance.

Borough Manager Michael Coll reported that the Borough Solicitor has drafted the Zoning Ordinance amendment addressing the installation and maintenance of Small Wireless Facilities within the public rights of way. The Ordinance will need to be reviewed by the Montgomery County Planning Commission prior to formal considerations. The Zoning Ordinance amendment will be scheduled for formal review at the January, 2023 Borough Council meeting.

#### SANITATION ITEMS

Borough Manager Michael Coll reported that the new Ferrous Sulfate storage tank was recently installed at the Waste Water Treatment Plant. The tank will replace the original tank installed back in 1989. The original tank has recently developed a slight leak that has been contained by plant personnel.

The Pennsylvania Department of Environmental Protection has recently sent out a draft NPDES permit for the Souderton Waste Water Treatment Plant. The Borough submitted an application for a new permit back in 2017. The permit maintains the same limits for nutrient and phosphorus but adds several new parameter limitations that raises levels of concern. The new limits concern copper and parameters relating to the chemicals used in the treatment process. Our consulting engineer is reviewing the new permit draft and will comment on the new restrictions.

#### RECREATION ITEMS

Committee members discussed preparations for the 2023 pool season. The Borough Manager noted that Joe Chiaro expressed interest in operation the Concession Stand at the Souderton Pool. The previous operator has moved their equipment from the stand. The Parks and Recreation Committee will be meeting to review a quote from another Pool Management Company and will be meeting with the owners of Bennington Pool Services. The Borough will be looking for employees to run the front pool office and assist with the

sale of pool memberships. The Committee continues to evaluate hiring our own staff to run the pool facility as early as the 2024 pool season. Borough Council suggested posting an advertisement on the Borough website seeking help in the Pool Office, membership sales and daily admissions.

#### PROPERTY ITEMS

Borough Manager Michael Coll reported that Phillips and Donovan Architects are in the process of completing structural alteration details in preparation to prepare bid documents for the initial phase of work to renovate the Municipal Building. Gilmore & Associates will be surveying the existing site conditions around the Municipal Building to finalize plan details for the rear addition to the building.

President Tracy Burke discussed a marketing agreement with Schwartz and Company to sell the front three acre parcel on the Borough's Cherry Lane property for commercial development. The Borough Solicitor met with Joe Schwartz to discuss modifications to the agreement to address the requirement to sell the property through an advertised sealed bid process. He will recommend formal authorization to execute the revised marketing agreement with Schwartz and Company at the February Borough Council meeting. The Borough Manager noted that the final subdivision plan must be signed and recorded prior to the formal listing of the property.

Gilmore and Associates has scheduled the survey and complete the design and specifications to expand the parking lot behind the Souderton Train Station to provide additional parking opportunities in the downtown core district. The Borough Manager suggested that Gilmore and Associates also look at a more basic design to improve the municipal parking lot off of W. Chestnut Street.

#### FINANCE ITEMS

Borough Council was provided with a copy of the 2022 year end Budget Comparison Reports and Fund Balance Sheets for their review. Styer and Associates is expected to begin the audit in early February.

There being no further business, the meeting was adjourned at 9:15 pm.

Respectfully submitted,

P. Michael Coll, Secretary