

**Borough Council Work Session**

**June 20, 2022**

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:

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| President Tracy W. Burke        | Borough Manager P. Michael Coll      |
| Vice-President Edward Huber     | Police Chief Brian A. Newhall        |
| Councillor Matthew J. DiNenna   | Public Works Director Steven R. Coll |
| Councillor Daryl W. Littlefield |                                      |
| Councillor Julie A. Munden      |                                      |
| Councillor Donna M. Rogers      |                                      |
| Councillor Matthew R. Sholly    |                                      |
| Councillor Richard M. Walczak   |                                      |

Absent from the work session meeting was Mayor Daniel Yocum and Councillor Courtnee Wampole.

Prior to beginning the scheduled Agenda items, President Tracy Burke announced that there will be an Executive Session at the conclusion of the Agenda to discuss personnel matters. President Burke also inquired if anyone in the audience had a matter to bring before Borough Council. There were no audience comments.

**PRESENTATION**

The work session began with a presentation from Souderton Connects representatives Christina DiVergigelis and Liz Peitzman to discuss thoughts to improve the Souderton Borough Tree Lighting event. There is interest to move the event to the Univest Bank property at Washington Avenue and W. Broad Street. Univest is planning to remove the fountain area and create a new neighborhood plaza that can accommodate the display of a tree and host the annual Tree Lighting event. Borough Council expressed support towards the project. Univest has delayed the start of the project until 2023. Borough Council decided to delay purchase of the proposed tree for this season. Borough Council will further discuss planning for the project with Univest Bank and budgeting funds in the next budget.

**POLICE ITEMS**

Borough Council reported on the fireworks event held in the Community Park on June 19, 2022. The Souderton Fire Company responded to three resident complaints of debris in the yards. The Public Works crew followed up on June 20<sup>th</sup> to clean up the debris from the three properties. There were no other reports of damage or injury.

Police Chief Brian Newhall reported that a recent review of the fees for soliciting permits are very low and should be increased to reflect our neighboring municipalities.

Chief Newhall noted that 7 sets of speed monitoring lines have been located with 5 more areas being planned.

Police Chief Newhall circulated sample copies of Noise Ordinance regulations utilized by other municipalities. The Public Safety Committee will review the material and create bullet points to build the body of an ordinance to be developed by the Borough Solicitor. Chief Newhall noted that noise complaints are becoming a significant challenge for the department to address.

Considerable discussion was held on the One Way traffic restriction that has been posted for S. School Lane to alleviate safety concerns with student drop off and pickup from EMC Elementary School. Councillor Daryl Littlefield met with the principal of EMC to discuss the issue. EMC was willing to consider hosting a stakeholders meeting at the beginning of the school year. Borough Council remains mixed on the one way restriction.

#### HIGHWAY ITEMS

Public Works Director Steven Coll summarized public works activities for the month. He noted that brush collections was very heavy for the month. Most of the work was in the Community Park. Paving of the new parking lot is in progress, the sidewalk and ADA ramps were adjusted to conform to the new parking lot entrance. Approximately 10 additional veteran banners and additional Third Friday banners were installed.

An issue with the chlorine feed to the leisure pool was repaired. The feed line was clogged at the injection point on the main pool return line. The clog was cleared and the system is operating normally.

Crews planted 20 new trees in the Holly Hill and West Street parks. The trees were donated through the efforts of mayor Daniel Yocum.

The storm drain culvert box at the bottom of the Chestnut Street parking lot was repaired. New support walls were poured to receive the frame work and metal grates.

Borough Manager Michael Coll noted training was completed to identify and prevent illicit discharges into the stormwater system. The Borough Engineer assisted with the development of the plan, which was also provided to the Souderton Police Officers and is posted to the Souderton Borough website for the general public.

The Borough Manager provided copies of the development plans to Swartz Realtors to develop a marketing report to sell or lease the 3 acre parcel fronting the

Souderton-Hatfield Pike. The report will be distributed to the Committee when received.

The Borough Manager has a meeting scheduled with a representative of the USDA concerning potential funding for the new Cherry Lane public works facility. The next step in the process is to submit a pre-application for funding to the agency for review and consideration. The interest rates for USDA loans are expected to rise.

#### ADMINISTRATIVE ITEMS

Councillor Julie Munden reported that she has obtained letters of interest from three candidates for the Junior Councillor position. The candidates will be invited to attend the July 18 Borough Council work session for a brief interview with Borough Council members. The term of the next Junior Councillor will start with the September Borough Council meeting.

Borough Manager Michael Coll reported that the Request for Proposals for Borough Engineer are due June 30, 2022. The proposals will include municipal engineering services and will also include a proposal for GIS mapping services. The Borough Manager suggested that Borough Council appoint a committee to review the proposals and conduct interviews with a few of the firms. Council President Tracy Burke, Vice-President Edward Huber and Councillor Matt DiNenna will review the proposals.

#### DEVELOPMENT ITEMS

Borough Manager Michael Coll reported that he is working to set up a meeting with Brass Collar Brewing Company to develop construction plans to fit out the interior of the Freight Building. We made arrangements with James Mohan Construction of Hatfield to assist the Borough with the interior fit out. Brass Collar has an interior designer, but the Borough Manager suggested that architectural services will be helpful in this effort. Phillips and Donovan served as the original architects on this building and they are available to assist us with construction plans for the fit out. Borough Council approved the recommendation for architectural services. A meeting will be scheduled in early July with Brass Collar representatives, architects and committee members.

Councillor Daryl Littlefield reported that the Souderton Charter School continues to explore options for their property at 27 S. front Street. The Charter School is currently considering the potential of open space. The property is directly across the street from the Freight Building.

Borough Manager Michael Coll presented Borough Council with plans from Kyle Hoff of Hoff Properties to renovate the former Moyer Auto Garage on W. Chestnut Street into a single commercial space that could accommodate either a personal service shop or a small café use. The design of the renovations provides flexibility for one of these by-right

uses. The plans appear to meet the C-3 Commercial Downtown zoning, with some dimensional issues existing as lawful nonconformities. Borough Council reviewed the proposed plans and authorized the developer to move to permitting.

#### SANITATION ITEMS

Borough Manager Michael Coll noted that a major drive gear in one of the package treatment units is severely worn and will need to be replaced. The worn gear was discovered while trouble shooting an issue with the clarifier arm not operating. Derstine Company will assist the Borough in ordering and installing the new parts.

#### RECREATION ITEMS

Borough Council discussed progress on the Community Park renovation project. The Borough Manager will be meeting with representatives from Kompan on June 29<sup>th</sup> to review scheduling and coordination for the installation of the equipment. Site preparations will be scheduled in August, followed by the installation of the equipment by Kompan.

Membership sales for the Souderton Community Swimming Pool continue to be strong. Revenue from membership sales is approaching budget estimates. There is visible sand residue in the competition pool. The sand may be coming from the deteriorating plaster, especially since it was heavily acid washed and power washed prior to filling. Borough Council should consider following up on plastering the pool following the end of the summer season.

#### PROPERTY ITEMS

Phillips and Donovan Architects continue to work on the construction plans for the initial phase of the Municipal Building renovations.

#### FINANCE ITEMS

Borough Council discussed potential financing options for the Municipal Building and Public Works Facility projects. The Borough Manager suggested consideration in approaching Univest Bank and Trust for a quote to provide a \$2,000,000 general obligation loan for the Municipal Building renovations. It may be advantageous to look at financing now since interest rates appear to be rising.

#### EXECUTIVE SESSION

President Tracy Burke called for a brief recess prior to adjoining to Executive Session to discuss personnel matters. Borough Council adjourned to Executive Session at 8:55 pm. Borough Council convened to public session at 10:15 pm and there being no

further business, the meeting was promptly adjourned.

Respectfully submitted,

P. Michael Coll, Secretary