

Borough Council Work Session

September 19, 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:

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

Absent from the work session meeting were Councillor Matthew DiNenna, Councillor Julie Munden and Councillor Richard Walczak.

President Tracy Burke announced that he intends to adjourn the work session no later than 9:00 pm. The Borough Council members agreed. President Burke further announced that he will move all requested presentations to the regular monthly Borough Council meetings instead of a work session meeting.

POLICE ITEMS

Police Chief Brian Newhall reported that Facebook has shut down their page for an apparent violation of a code of conduct pertaining to a post. This is the second time the page was shut down by Facebook. Other police departments are experiencing similar issues.

Borough Council reviewed the gates that were recommended for S. school Lane concerning the One Way traffic restriction. Chief Newhall will issue a purchase order and the Borough public works crew will install.

Borough Council discussed the draft of the proposed Nuisance Ordinance. Borough Council discussed consistency with times for certain offenses. Councillor Wampole noted that a time frame of 10:00 pm to 6:00 am may negate ability to address certain offensive activities that may occur during the regular day. Mayor Yocum noted that he would like to see language concerning loud vehicles in the ordinance which should not be limited to a specific time of day. The Public safety Committee will consider the comments and recommendations.

Councillor Courtnee Wampole raised a concern with an incident that recently occurred in the Community park. The police officer noted that there are no park rules

posted within the park. The Committee requested that rules and regulations be posted at the main entrances to the park. There should be a visible sign notifying the community that the park closes from dusk to dawn. Signage should be reviewed by the Parks and Recreation Committee.

Police Chief Brian Newhall discussed the proposed Ordinance concerning the Emergency Management Agency. While the Borough does have an Emergency Management Plan and an Emergency Management Director, it is preferable to have this documented and approved by Ordinance. Borough Council supported the proposed ordinance, but deferred the matter to the Public Safety Committee for recommendation.

Borough Council approved the posting of School Zone signs on S. Front Street and on Noble Street. Buses drop of students on S. front Street, while parent drop off occurs on Noble Street. Councillor Littlefield volunteered to confirm the requested signage with the Souderton Charter School.

HIGHWAY ITEMS

Public Works Director Steven Coll was not at the work session, but provided Borough Council with the following summary:

Highway

- Brush collection completed, heavier collections now
- Some street patching with cold patch.
- New signs and replacement for faded parking signs were installed mostly on Reliance, Main to School Lane and East Chestnut from County Line to School lane. Cleaned up signs around Copes and Jesses.
- Street sweeping was completed section by section with temporary no parking signs.
- Flags up for Labor Day have since been removed.
- Completed an alley paving project with residents paying for material, rear of Franklin and Penn between Lawn and Garfield.
- Working on street painting, crosswalks and intersections with arrows.

Park

- Mowing and maintenance work in parks. Been having some mower issues this year with the Hustler 104.
- Still working on some dead trees and branches in some parks.
- Prep work has been completed by borough with help from P K Moyer to complete the work needed to build the play structures. Playground contractors have been on site for the last week and a half and expect to be ready for us to stone in the play areas early October so they can install the rubber play surface.
- The borough crew is working on the gaga pit now with Trout Bros getting ready to pour curb this week.

- New playground signs that were installed are being cleaned up now and graded out underneath. They are at Lawn Avenue Park and Chestnut and Wile Park.

Scheduled Work for October

- Brush collection first week in October.
- Community Park work for new playground areas and gaga pit continuing.
- Sanitary sewer lids and frames replaced on County Line total of five.
- Storm drain line replacement off of second Street rear of Seventh Day Church about 150' needs to be replaced.
- Penn Dot scheduled to be in to mill and pave County Line Road end of October or Early November.

ADMINISTRATIVE ITEMS

President Tracy Burke discussed an action plan to begin the process to transition to a new Borough Manager. A series of subcommittees were recommended and he encouraged Borough Council members to volunteer to serve on a subcommittee.

The vacancy on the Civil Service Commission has been posted on the web site. Borough Council is looking for candidates to serve in this capacity.

Councillor Daryl Littlefield presented a summary of the proposed Social Media Policy. The Committee is proposing to open a Facebook page to post agendas, messaging and events. Considerable discussion was held on whether to permit comments and who will monitor comments. Messaging may also become burdensome for the committee to properly manage. The committee also discussed an alternative venue such as Instagram. The Committee will continue to work on a final draft of the policy.

DEVELOPMENT ITEMS

Borough Manager reported on a proposed revision to the development plans previously approved for Lynn Builders to construct a five unit townhouse building at the corner of Second Street and Reliance Road. The previous plans utilized a shared access driveway which is no longer an option, and is generally not a preferred option. The Planning Commission conducted a cursory review of the revisions and offered various comments. Revised plans were prepared and presented to Borough Council. Developer Steven Yates was in attendance to further discuss the proposed revisions. Borough Council recommended approval subject to review by the Borough Engineer (LVL Engineering Group). This matter will be placed on the October 3 Borough Council agenda.

Borough Manager Michael Coll reported progress with Brass Collar Brewing Company to develop construction plans to fit out the interior of the Freight Building. Phillips and Donovan Architects is assisting with the development of construction plans.

The Borough confirmed arrangements with James Mohan Construction of Hatfield to assist the Borough with the interior fit out. The Borough Manager will be meeting with newly appointed Borough Engineer Gilmore & Associates on Tuesday, September 20 to discuss the site work for the Freight Building renovations and to have them create the final plans for the extension of the concrete plaza. We would like to begin construction on the site work this fall.

Mayor Daniel Yocum and Councillor Matthew Sholly questioned the monthly report from the Code Enforcement Officer. In particular Mayor Yocum suggested that Borough Council receive a report on the status of planned or ongoing commercial developments in the Borough, specifically the Northend Market building which currently has a number of issues with the Property Maintenance Code. The Borough manager did provide a brief summary of a few of the commercial projects. This matter will be further discussed in committee.

SANITATION ITEMS

No new items were discussed under sanitation this month.

RECREATION ITEMS

The Parks and Recreation Committee has a survey out to the pool membership concerning this past season. The survey generated approximately 293 responses. While most indicate that they plan to join the pool in 2023, there was significant criticism of lifeguard management and the concession stand. The Committee will be meeting with Bennington representatives and will review other potential management options.

PROPERTY ITEMS

The Borough Manager briefly summarized the status of plans for the Municipal Building renovation project. The architects are working to break the project into a series of phases, focusing on the basement, rear addition and renovations to the Police Department. Further discussion on this project will take place during the budget meeting next week.

The Chestnut Street Green Parking Lot project has been advertised for bids. A mandatory pre-bid meeting is scheduled for Friday, September 23. Bids are due by Monday, October 10 and the results will be reviewed at the October 17 work session with a recommendation for award scheduled for the November Borough Council meeting. Construction is anticipated to begin in November with final completion in early spring weather permitting.

FINANCE ITEMS

Borough Manager Michael Coll reviewed the Minimum Municipal Obligation work sheets for the Police and Non-Uniformed Pension Plans for the 2023 calendar year. The 2023 Budget will include funds to cover the pension obligations for both pension plans.

There will be a Budget Meeting on September 26 to review an initial draft of the General Fund Budget.

There being no further business, the meeting was adjourned at 9:00 pm.

Respectfully submitted,

P. Michael Coll, Secretary