



**Borough Council- Reorganization &
Regular Meeting
January 2, 2024**

REORGANIZATION MEETING

The Reorganization Meeting of Souderton Borough Council, held on the above date, was called to order by Council President Tracy W. Burke at 7:00pm. President Burke stated that this evening's meeting will be recorded this evening.

The Oath of Office was administered by Mayor Daniel L. Yocum for the following councilors: Daryl W. Littlefield, Julie A. Munden, Donna M. Rogers and Matthew R. Sholly.

Election of officers was chaired by Mayor Daniel L. Yocum for the following positions:

- Borough Council President – Councilor Edward Huber nominated Tracy Burke and Councilor Stephanie Hall seconded the nomination and it was approved unanimously.
- Borough Council Vice-President – President Tracy Burke nominated Edward Huber for Vice-President and it was seconded by Councilor Matthew DiNenna and it was approved unanimously.
- President Pro-Tem – Councilor Daryl Littlefield nominated Julie Munden for President Pro-Tem and it was seconded by Councilor Matthew Sholly and it was approved unanimously.

President Tracy Burke asked for a motion for the staff appointments. A motion made by Councilor Julie Munden and seconded by Councilor Donna Rogers, approves Stacy E. Crandell as Borough Manager, Secretary, Right to Know Officer and Zoning Officer and P. Michael Coll as Treasurer and Styer Associates as the Borough Auditor. The motion passed unanimously.

President Tracy Burke announced that there will no Planning Commission or Industrial Development Authority Volunteer Appointments this evening but asked for a motion for the Zoning Hearing Board and Vacancy Board Chair. A motion made by Vice-President Edward Huber and seconded by Councilor Julie Munden approves the following appointments – Brian Harrington to the Zoning Hearing Board for the term ending 12/31/2026 and Daniel Houser for the Vacancy Board Chair with a term ending 12/31/2025. The motion passed unanimously.

Borough Manager Stacy Crandell explained that to keep with the amounts of holidays that are in the Police Contract, she was proposing two additional holidays for non-uniformed employees including Martin Luther King Day and Veterans Day. A motion was made by Councilor Matthew Sholly and seconded by Councilor Daryl Littlefield to approve the Borough Holiday Schedule for 2024. Councilor Edward Huber and Councilor Richard Walczak requested to discuss at a work session. It was discussed that waiting would negate the Martin Luther King Jr. holiday. The motion passed with Councilor Huber and Councilor Walczak opposing the motion.

Council President Tracy Burke closed the reorganization meeting at 7:19PM.

REGULAR MEETING

The Regular Meeting of Souderton Borough Council, held on the above date, was called to order by Council President Tracy W. Burke at 7:19pm. President Burke stated that this evening's meeting will be recorded this evening. Councilor Richard Walczak provided the Invocation, which was followed by the Pledge of Allegiance to the Flag.



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Borough Secretary Stacy E. Crandell noted that everyone was here this evening, and the following Borough Council and staff were present:

Council President Tracy W. Burke
Councilor Matthew J. DiNenna
Councilor Stephanie Hall
Councilor Edward M. Huber
Councilor Daryl W. Littlefield
Councilor Julie A. Munden
Councilor Donna M. Rogers
Councilor Matthew R. Sholly
Councilor Richard M. Walczak

Mayor Daniel L. Yocum
Junior Councilor Elijah S. Steglik
Borough Manager Stacy E. Crandell
Police Chief Brian A. Newhall
Public Works Director Steven Coll

Council President Tracy Burke asked for motion to approve the consent agenda. A motion made by Councilor Matthew Sholly, and seconded by Councilor Julie Munden, to approve the December 4, 2023, Regular Borough Council Meeting Minutes as presented and the bills for the month of December 2023 and the recurring bills for January 2024. The motion was approved.

Borough Manager Stacy Crandell introduced Chloe Mohr, a planning consultant with the Borough from the Montgomery County Planning Commission. Ms. Mohr gave a presentation to present the updated Souderton Revitalization Plan. The Council thanks Ms. Mohr for her presentation and for her work to help with the creation of this plan. Council President Tracy Burke asked for a motion to adopt the plan. A motion by Councilor Daryl Littlefield and seconded by Councilor Julie Munden to approve Resolution #2024-01 to adopt the updated Souderton Borough Revitalization Plan. The motion was approved.

Jessica Cimini, Souderton Connects Manager, provided an update. Souderton Connects will have their next meeting on Tuesday, January 7, 2024. She talked about the small business workshops, most recently hosted by Jim Devine from Univest and the upcoming Cost Saving energy and rebate program on 02/07/2024. Souderton Connects is also working on the upcoming "3rd Fridays," and already has bands and vendors signed up.

Borough Manager Stacy Crandell re-introduced employee Allace Sander who started in September. Ms. Sander has been a huge help with the website, permits, and receptionist duties and stated it has been a pleasure to work with her. Ms. Crandell welcomed Christine Nicholas. Ms. Nicholas will be the new Administrative Assistant and has experience in municipal government working with events, pool, and cemeteries.

Under Administrative Reports, Mayor Daniel Yocum stated that he wanted to thank the Public Works Department for the removal of old signs in advance of the Christmas Tree Lighting.

Police Chief Brian Newhall stated his monthly report of the police department activities will be available at the work session meeting. Chief Newhall did note that there were 522 calls for services in December and there were 8,648 calls for 2023.

Public Works Director Steven Coll stated his monthly report will be in the work session packet this month. Mr. Coll stated that Christmas Tree Collection will start this week.



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Under Committee Reports, there were no committee reports. Council President Tracy Burke stated that he would have committee assignments ready soon.

Council President Tracy Burke opened the floor to the audience for public comment. Jennifer Arevalo, CEO and Director of Organizational Operations for the Souderton Chart School Collaborative, wanted to thank the Boys and Girls Club for their assistance with hosting events. Their involvement has helped with parking issues. She also thanked the Area Fire Departments for assisting with rescuing students who were stuck in an elevator at the school. Ms. Arevalo also announced that the Souderton Charter School has been acknowledged as a "School to Watch" in Pennsylvania and nationally. This acknowledgment was bestowed for their excellence in Academic Growth as a K – 8 school. Council President Tracy Burke thanked Ms. Arevalo for her comments and moved to the Business portion of the agenda.

Borough Manager Stacy Crandell explained Ordinance#24-759-01 is an ordinance to amend the sewer rates for 2024. She stated this was discussed during the budget that a 5% increase in the sewer rates was proposed. A motion was made by Councilor Matthew Sholly and seconded by Councilor Richard Walczak to approve Ordinance #24-759-01 to amend the sewer rates for 2024. The motion was approved.

Borough Manager Stacy Crandell explained that the Civil Service Commission has been working with Chief Newhall to update the outdated rules and regulations for the hiring of new police officers. She stated that the updated rules and regulations were approved by the Civil Service Commission on December 14th and now approval by the Council is needed to finalize the new rules. A motion by Councilor Matthew Sholly and seconded by Councilor Julie Munden to approve the updated rules and regulations for the Civil Service Commission. The motion was approved.

Borough Manager Stacy Crandell noted that resolutions needed to be approved yearly for the member contributions to the pension plans for both the police and non-uniformed employees. The police do not currently have contributions to their pension plan per their contract which expires at the end of December 2025. A motion by Councilor Julie Munden and seconded by Councilor Donna Rogers to approve Resolution #2024-02 that waives the member contributions to the Police Pension Plan for 2024. The motion was approved with Councilor Richard Walczak opposing the motion.

The non-uniformed employees' member contribution is 3 percent for the calendar year 2024. A motion by Councilor Donna Rogers and seconded by Councilor Darly Littlefield to approve Resolution #2024-03 that reduced from 5% to 3% for the Non-Uniformed Employees' Pension Plan for 2024. The motion was approved.

Council President Tracy Burke explained that when the new Borough Manager was hired, her agreement was only until the end of 2023 and was going to need a new agreement approved at the first meeting of 2024. He explained the manager agreement can only be for a two-year period due to state law. A motion by Councilor Matthew DiNenna and seconded by Councilor Donna Rogers to approve the Borough Manager's Employment Agreement for Stacy E. Crandell for a term from January 1, 2024, to December 31, 2025. The motion was approved.



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There being no further business, the meeting adjourned at 8:17PM.

Respectfully submitted,

Stacy E. Crandell

Stacy E. Crandell, Secretary