



**Borough Council**

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

**Mayor**

Daniel L. Yocum

**Borough Manager**

Sara Jarrett-Eaton

**Code Enforcement Officer**

Steven J. Toy

**Souderton Borough Council Regular Meeting Minutes**

September 3, 2024

The Regular Meeting of Souderton Borough Council, held on September 3, 2024, was called to order by Council President Tracy W. Burke at 7:00pm. President Burke stated that this evening's meeting will be recorded. Councilor Edward Huber provided the Invocation, which was followed by the Pledge of Allegiance to the Flag. Borough Secretary Sara E. Jarrett-Eaton noted that Councilor Richard Walczak. Councilor Stephanie Hall and Councilor Matthew Sholly were absent with prior notice this evening. The following Borough Councilors and staff were present: Council President Tracy W. Burke, Mayor Daniel L. Yocum, Councilor Edward M. Huber, Councilor Matthew DiNenna, Borough Manager Sara Jarrett-Eaton, Councilor Daryl W. Littlefield, Solicitor John Torrente, Councilor Julie A. Munden, Police Chief Brian A. Newhall, Councilor Donna M. Rogers, Junior Councilor Gabriel Longenecker, Public Works Director Steven Coll and Executive Assistant Christine Nicholas and Permit Clerk Laura McGuigan.

**A motion was made by Councilor Edward Huber, and seconded by Councilor Daryl Littlefield, to approve the Consent Agenda to include the August 5, 2024, Council meeting minutes, the August 19, 2024, Work Session minutes and the bills for August & September. The motion was approved.**

**Presentations**

**Souderton Connects** – Jessica Cimini – Mrs. Cimini reported that there are only two more Third Fridays left in 2024. Last month, the high school band performed. The first holiday planning meeting of 2024 was held. Univest will continue to be the Tree Lighting Sponsor. She reported that are hoping to have more entertainment, vendors, and food this year. The Economic Committee will be hosting 2 ribbon cuttings this month – 9/19 Curious Atelier Art Gallery and on 10/5 Bigham Law. They will be wrapping up the last of the assessments this month.

**Indian Valley Public Library** – Penny Price – There was no meeting in August so there is no report this month.

**Swearing in of Junior Councilor Gabriel Longenecker** – Mayor Daniel Yocum swore Gabriel Longenecker into his new role with the Borough as Junior Councilor. His parents and sister were present for the momentous occasion.

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## **Administrative Reports**

- a. Mayor Daniel Yocum reported that September is a busy month in Souderton. Events on the calendar include the Bean Bag Food Crawl (9/15), the Sweatshirt of Hope recovery walk (9/21), ARTJAM (9/28) and the Rotary Benefit Auction (10/6).
- b. Police Chief Brian Newhall summarized the monthly report of the police department activities which included 10 crashes, 276 traffic stops, 876 service calls, and special event attendance. Chief Newhall reported that PennDOT has wires in the Borough to survey traffic. They also moved various signs to assist with the reports of speeding.
- c. Public Works Director Steven Coll summarized the activities of the Public Works Department over the month of April. Mr. Coll reported that the department finished street sweeping the side streets and the main streets will have additional sweeping. Crosswalks will be completed so line painting can begin. The Rain Garden installation will start on September 16<sup>th</sup>. The pool has been broken down for the season and they are getting quotes to repair the tile and caulking issues.
- d. Borough Solicitor Kay Weeder was filling in for Solicitor John Torrente. She introduced the ordinance amendment relating to Municipal Waste Recycling that they are hoping to have adopted in October and gave an overview of the business of the evening.
- e. Borough Manager Sara Jarrett-Eaton provided her report covering various updates across the Borough. She highlighted the completion of the insurance renewal and highlighted the updates to our policies. She reported that the pool closed after Labor Day and reviewed the revenue for the season. We will be looking for a new concession vendor in 2025. The transition to the new accounting software has started and we are amid budget calculations for 2025. She reported that the Borough received the draft MS4 permit and are working with engineers on our plan for compliance.

## **Committee Reports**

Finance Committee: A meeting was held on August 14<sup>th</sup> and the committee will have its next meeting on September 11<sup>th</sup>.

Parks and Recreation – The committee will meet Thursday, September 5<sup>th</sup> to discuss the pool and Souderton Community Park.

Executive Committee – The executive committee is to provide guidance on high-level goals which include budgeting, long term plans, operational plans, and capital planning. They have been currently evaluating ordinances, policies, and procedures.

Economic Committee – The committee members will be participating at the September's Third Friday.

## **Public Comment**

Elizabeth Kuhn of 128 E. Summit – Thanked Chief Newhall for all his work getting the school Zone moved. Chief Newhall gave an overview of the process and the partners that he is working with to speed up the process.

**Business:**

a. Approval of 2025 Pension MMO

**A motion was made by Councilor Donna Rogers, and seconded by Councilor Julie Munden, to approve the 2025 Pension MMO in the amounts of \$196,179 for the Non-Uniformed Plan and \$159,527 for the Police Plan. The motion was approved.**

b. Designation of Police Committee as per the Collective Bargaining Agreement consisting of Councilor Julie Munden, Councilor Matthew DiNenna, and Councilor Tracy Burke.

**A motion was made by Councilor Daryl Littlefield, and seconded by Councilor Donna Rogers, to appoint Councilor Julie Munden, Councilor Matthew DiNenna and Councilor Tracy Burke to serve on the Souderton Borough Police Committee of Council. The motion was approved.**

c. Discussion and Consideration for Approval Resolution 2024-19 Appointing a Right to Know Officer

**A motion was made by Councilor Julie Munden and seconded by Councilor Daryl Littlefield to approve Resolution 2024-19 appointing Sara Jarrett-Eaton as the Right to Know Officer for the Borough of Souderton. The motion was approved.**

d. Discussion and Consideration for Approval Resolution 2024-20 Adding a dedicated Handicap Parking Spot

**A motion was made by Councilor Daryl Littlefield and seconded by Councilor Donna Rogers to approve Resolution 2024-20 adding a dedicated handicap parking space at 211 E. Summit Street. The motion was approved.**

e. Discussion and Consideration for Approval Resolution 2024-21 Removal of Dedicating Handicap Parking Spot

**A motion was made by Councilor Daryl Littlefield and seconded by Councilor Julie Munden to approve Resolution 2024-21 removing a dedicated handicap parking space at 126 E. Summit Street. The motion was approved.**

f. Discussion and Consideration for Approval Resolution 2024-22 Montgomery County Tax Collection Committee Delegate Appointment.

**A motion was made by Councilor Donna Rogers and seconded by Councilor Edward Huber to approve Resolution 2024-22 appointing designees to the Montgomery County Tax Collection Committee. The motion was approved.**

g. Discussion and Consideration for Approval Resolution 2024-23 Authorization of Signatory for PennDOT Agreement

**A motion was made by Councilor Daryl Littlefield and seconded by Councilor Donna Rogers to approve Resolution 2024-23 authorizing the Borough Manager to sign the Winter Maintenance Agreement with PennDOT. The motion was approved.**

h.Ord. 24-809-11- Amendment of Article 1, Chapter 581 establishing School Zone

**A motion was made by Councilor Julie Munden and seconded by Councilor Daryl Littlefield to authorize Ordinance 24-809-11 for advertising. The motion was approved.**

i.Ord. 24-810-12- Amended and Restate Intermunicipal Agreement for Northern Montgomery County Recycling Commission

**A motion was made by Councilor Donna Rogers and seconded by Councilor Edward Huber to authorize Ordinance 24-810-12 for advertising. The motion was approved.**

#### **OPENING OF PUBLIC HEARING FOR ORDINANCE 24-808-10**

**A motion was made by Councilor Donna Rogers and seconded by Councilor Edward Huber to open the public hearing for Ordinance 24-808-10.**

j.Ord. 24-808-10- Adopting the 2021 International Property Maintenance Code  
Borough Solicitor Weeder entered into the record the exhibits including the proof of advertising. She gave a summary of the changes to the ordinance and the purpose of the changes and additions.

**A motion was made by Councilor Donna Rogers and seconded by Councilor Daryl Littlefield to approve Ordinance 24-808-10 as advertised. The motion was approved.**

**A motion was made by Councilor Donna Rogers and seconded by Councilor Julie Munden to close the public hearing for Ordinance 24-808-10.**

**A motion was made to adjourn the meeting by Councilor Daryl Littlefield**

The general meeting adjourned at 8:23 p.m. and the Council met in the conference room for an Executive Session.

Respectfully Submitted,

*Sara E. Jarrett-Eaton*

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant