



**Borough Council**

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

**Mayor**

Daniel L. Yocum

**Borough Manager**

Sara Jarrett-Eaton

**BOROUGH COUNCIL WORK SESSION Monday, November 18, 2024 (7:00 pm)**

Borough Council President Tracy Burke called the meeting to order at 7:05 PM.

**1. Public Comment/Special Presentations**

- a. Dan Yocum welcomed Junior Councilor Gabriel Longenecker and Councilor Andy Richter to their first Borough Council Meeting.
- b. Mr. Brady from VSMC is asking for our partnership for an LSA Grant for \$156,000. Their goal is to build a HeartSafe Community for the Indian Valley area by replacing 3 Lifepak devices for cardiac care. Mr. Brady also spoke of AED app (Lifepoint) and CPR training in the community.
- c. Harry Boardman of Souderton Connects Beautification Committee spoke about Utility Box beautification that they hope to complete May of 2025. Mr. Boardman shared the inspiration for the project with Borough Council members.

**2. Sewer Items**

- a. The monthly department report was provided to the council this evening. Plant Supervisor Tyler McCarthy will be submitting a grant proposal to the LSA Grant program.

**3. Public Works Items**

- a. The monthly department report was provided to the council in their meeting packet. Public Works Director Steve Coll reviewed the various tasks taken on by the Public Works crew this month:
  - i. All 3 rain gardens have been completed
  - ii. 385 yards of leaf collection
  - iii. Finished sewer mains on Fairview Avenue
  - iv. Park Clean up
  - v. Banners are coming down and snowflakes will be put up
  - vi. Christmas tree will go up the Monday before Thanksgiving

#### 4. Recreation Items

- a. Executive Assistant Christine Nicholas gave an update on our recreation programs. She explained that the Borough will offer a New Year New You promotion offer 4 different types of recreation programs. We are currently working on pool contracts for the 2025 pool season. A concession vendor has been obtained. The Park Rain Gardens are complete and came in under the original proposed cost.

#### 5. Police Items

- a. The monthly department report was provided to the council in their meeting packet. Chief Brian Newhall was not present.

#### 6. Administrative Items

- a. Borough Manager Sara Jarett-Eaton will review under Requested Action Items.

#### 7. Requested Action Item:

- a. Submission of request to Civil Service Commission for certification of eligible applicants for sergeant promotion- Authorization of Borough Manager to send letter.  
**A motion was made by Councilor Matthew Sholly and seconded by Councilor Julie Munden to authorize the Borough Manager to send a letter to the Civil Service Commission for certification of eligible applicants for sergeant promotion. Motion passed.**
- b. Approval of Memorandum of Understanding with Police Collective Bargaining Unit regarding Healthcare.  
**A motion was made by Councilor Edward Huber and seconded by Councilor Matthew DiNenna to approve the Memorandum of Understanding (MOU) with the Police Collective Bargaining Unit regarding Healthcare. Motion passed.**
- c. Fee Schedule Review – Solicitor Torrente updated the proposed Fee Schedule to include trash changes, Portnoff contract (for delinquent trash collection) and Land Development Fees. He explained that approval will occur at the December 2<sup>nd</sup> meeting. Mayor Dan Yocum requested that we formalize a policy of when shut off of utilities will be triggered for past due accounts.
- d. 2025 Meeting Dates & Approval of Advertising  
**A motion was made by Councilor Matthew Sholly and seconded by Councilor Julie Munden to approve the advertisements of the 2025 meeting dates as presented. Motion passed.**

\*\*\*Motion to amend advertised agenda to include the discussion and consideration of Resolution 2024-26, authorizing the submission of an LSA grant application for the Wastewater Treatment plant in an amount not to exceed \$500,000.00.

**A motion was made by Councilor Julie Munden and seconded by Councilor Andy Richter to amend the agenda to include consideration for approval of a resolution for LSA grant submission up to \$500,000.00 for improvements to the Wastewater Treatment Plant. Motion passed.**

e. LSA Funding Resolution Approval

- • Borough of Souderton- Up to \$100,000 for West Street Park Improvements  
**A motion was made by Councilor Matthew Sholly and seconded by Councilor Andy Richter to approve the LSA grant application for work at West Street Park not to exceed \$100,000.00. Motion passed.**
- • VMSC- \$156,000 for “Building a Heart Safe Community”  
**A motion was made by Councilor Matthew Sholly and seconded by Councilor Andy Richter to approve the LSA grant application for VMSC in the amount of \$156,000.00. Motion passed.**
- LSA grant application for the Wastewater Treatment Plant in an amount not to exceed \$500,000.  
**A motion was made by Councilor Matthew Sholly and seconded by Councilor Julie Munden to approve the LSA grant application for the Wastewater Treatment Plant in an amount not to exceed \$500,000. Motion passed.**
- f. Utility Box Mural Approval- Spring 2025 Project  
**A motion was made by Councilor Matthew Sholly and seconded by Councilor Andy Richter to approve the installation of a utility box mural as presented by the representative of Souderton Connects contingent on final design approval from council. Motion passed.**

g. Delinquent Utility Billing

- Consideration of Contract with Portnoff for Delinquent Collection  
**A motion was made by Councilor Matthew DiNenna and seconded by Councilor Julie Munden to approve the contract with Portnoff for delinquent utility collection after review and recommendation for execution from the Borough Solicitor. Motion passed.**
- Consideration to advertise Ordinance 2024-812-14 regarding Claims and Liens  
**A motion was made by Councilor Matthew DiNenna and seconded by Councilor Julie Munden to advertise Ordinance 2024-812-14. Motion passed.**

h. Concession Stand Lease Approval- Little’s North Wales (Star and Michael Little)

**A motion was made by Councilor Matthew Sholly and seconded by Councilor Julie Munden to approve the lease agreement with Little’s of North Wales for the Souderton Community Pool Concession Stand after review and recommendation for execution from the Borough Solicitor.**

8. Other Business: Councilor Matthew Sholly spoke about his conversations with the owner of a rooster in the borough who was told her rooster violated ordinance and was not permitted. The rooster owner was advocating for a change or exception to permit her rooster within the borough. He will be responding to her citing the Borough ordinances on the subject and that council is not currently interested in amending the ordinance to permit the rooster.

**With no further business the meeting was adjourned at 8:57pm by a motion made by Councilor Matthew Sholly and seconded by Councilor Edward Huber.**