



**Borough Council**

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

**Mayor**

Daniel L. Yocum

**Borough Manager**

Sara Jarrett-Eaton

**Police Chief**

Jeffrey OBrien

**Souderton Borough Council Regular Meeting Minutes**

Tuesday, September 2, 2025

**1. Opening of the Meeting**

The Regular Meeting of Souderton Borough Council, held on September 2, 2025, was called to order by Council President Tracy Burke at 7:00pm. President Burke stated that this evening's meeting will be recorded. Council President Burke provided the Invocation, which was followed by the Pledge of Allegiance to the Flag. Borough Secretary Sara E. Jarrett-Eaton noted that Councilor Matthew Sholly and Councilor Andy Richter were absent with prior notice this evening. The following Borough Councilors and staff were present: Council President Tracy Burke, Mayor Daniel L. Yocum, Borough Manager Sara Jarrett-Eaton, Solicitor John Torrente, Councilor Edward Huber, Councilor Matthew DiNenna, Councilor Stephanie Costa, Councilor Donna M. Rogers, Councilor Julie Munden, Councilor Daryl Littlefield, Junior Councilor Gabriel Longenecker, Police Chief Jeffrey OBrien, Public Works Director Jason Kelly, Executive Assistant Christine Nicholas, and Permits Clerk Laura McGuigan.

**2. Consent Agenda**

**A motion was made by Councilor Littlefield and seconded by Councilor Costa to approve the Consent Agenda to include the August 4, 2025, Council meeting minutes and August 18, 2025, Work Session minutes, and the bills for August & September. The motion was approved.**

**3. Presentations**

**A. Souderton Connects – Jessica Cimini**

Mrs. Cimini reported that Souderton Connects had a great 3<sup>rd</sup> Friday and thanked Chief OBrien for shutting down the road and for all the various organizations that helped. She reported that there are 2 more 3<sup>rd</sup> Fridays remaining in 2025. ArtJam has been cancelled due to lack of interest and a new event is in the works for the Spring. The Brick Book project has been started with the local businesses. She also reported that the Electrical box painting information has been sent to the local schools. The reorganization process is going well, and Monday September 22<sup>nd</sup> will be the next Reorganization Meeting.

B. Indian Valley Public Library- Penny Price - No report

C. Observance of Steven Coll's Retirement from Souderton Borough – 37 years of Service – Mayor Dan Yocum spoke on Steve Coll's service to the community and the borough. Mr. Coll was presented with a signed picture of Souderton; lifetime pool passes and his first shovel. Steve Coll spoke a few words about his time in Souderton.

#### 4. Administrative Reports

a. Mayor Daniel Yocum – Mayor Yocum reported that the Rotary dedication of the park will take place on September 13<sup>th</sup>.

b. Chief of Police Jeffrey OBrien – Chief OBrien submitted his report to council and outlined the departments activities this month.

c. Public Works Director Jason Kelly – Mr. Kelly reviewed the departments activities - 610 hours of work. Highlighted projects in Community Park, Pool and Roadwork. New Employee Kurt Wagner will start September 9<sup>th</sup>.

d. John Torrente of Begley, Carlin & Mandio submitted the solicitors report to council within their packet and mentioned 3 points of business being discussed. Stormwater ordinance will be discussed at the September 3rd Planning Commission meeting, the Employee Handbook is coming along, and information should be to the board shortly. An Assessment Appeal issue involving the SASD has been withdrawn.

e. Borough Manager Sara Jarrett-Eaton provided her report to council within their packet. Pool Revenue is \$ 389,000 for the season despite the uncooperative weather. The Police Department is currently hiring an Administrative Assistant as Dianna Fields will be retiring in January 2026. Insurance renewals are now due, and the costs are comparable to last year. Health insurance quotes are being reviewed and have increased for the upcoming year.

#### 5. Committee Reports

Public Safety met last Thursday and will continue to meet every third Thursday.

#### 6. Public Comment

Former Police Chief Jim Leary spoke of his pride in being a part of Souderton Borough.

#### 7. Business

- a. Approval and Certification of the 2026 Pension MMO  
**Councilor Julie Munden made a motion to approve and certify the 2026 Pension Minimum Municipal Obligation for the Non-Uniform Plan, \$187,521.00, and Police Plan, \$147,992.00. the motion was seconded by Councilor Littlefield and passed unanimously.**

- b. Handicap Parking at 26 N. 2<sup>nd</sup> Street – Resolution 2025-10

**Councilor Daryl Littlefield made a motion to approve Resolution 2025-10, Handicap Parking at 26 N. 2<sup>nd</sup> Street. The motion was seconded by Councilor Donna Rogers and passed unanimously.**

- c. Amendment to Borough Manager Agreement – Resolution 2025-11

**Councilor Stephanie Costa made a motion to approve Resolution 2025-11, an Amendment to Borough Manager Agreement. The motion was seconded by Councilor Donna Rogers and passed unanimously.**

**The regular meeting adjourned at 7: 30 p.m. with a motion from Councilor Donna Rogers.** The Council then met in Executive Session to discuss Personnel.

Respectfully Submitted,

*Sara E. Jarrett-Eaton*

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant