

Borough of Souderton

Civil Service Commission Meeting

Date: January 15, 2026

Commission members present:

Michael Pipe, Chair
Richard Gruss, Vice Chair
Tammy Dagostino, Secretary
Timothy Boyle, Alternate

Also in attendance:

Julie Munden, Borough Council President
Darryl Littlefield, Borough Council Vice President
Chief Jeffrey O'Brien, Souderton Borough Police Department
Sara Jarrett-Eaton, Borough Manager
Sergeant Jeffrey Lukens

Call to Order:

Meeting was called to order at 6:00 PM on the above date by Michael Pipe.

Approval of minutes from December 4, 2025 meeting:

The Chair requested a motion to approve the minutes of December 4, 2025.
A motion was made by Richard Gruss and seconded by Tammy Dagostino.
The minutes were approved unanimously.

Public comment:

The Public Comment item on the agenda was inadvertently skipped by the Chair. No one present raised a "Point of Procedure" objection.

Proposed changes to Civil Service Commission Rules and Regulations:

Michael Pipe read a statement that addressed his unified formatting, error corrections, and updating areas of non-compliance to the Rules and Regulations.
Proposed changes will be addressed at a future meeting.
Chief O'Brien made a statement regarding his concerns about the ongoing process to update the Rules and Regulations.

Process for selecting and appointing a Commission solicitor:

Chair Pipe relayed to the Commission an offer that was made by Borough Manager Jarrett-Eaton where she and Chief O'Brien would attempt to identify candidates for Commission Solicitor and present two or three candidates for Commission consideration. The Borough Manager stated that this would be done once.
The motion to accept the Borough Manager's offer was made by Tammy Dagostino and seconded by Richard Gruss.
The motion was approved unanimously.

Other business:

Statement of Financial Interest form for 2025

Commission members were reminded of the need to file (by May 1, 2026) a Statement of Financial Interest Form for 2025 with the Borough Manager. Michael Pipe, Richard Gruss and Tammy Dagostino submitted their forms to Sara Jarrett. Timothy Boyle will submit his form at his earliest convenience.

Commission Reorganization:

Results of the reorganization:

Chair: Michael Pipe, approved unanimously

Vice Chair: Richard Gruss, approved unanimously

Secretary: Tammy Dagostino, approved unanimously

Setting of Date for Next Meeting:

The next meeting of the commission is to be determined.

Adjournment:

The meeting was adjourned at 6:32 PM.

Respectfully submitted by Tammy Dagostino