



**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

**Acting Borough Manager**  
Sara Jarrett-Eaton

**Code Enforcement Officer**  
Steven J. Toy

Souderton Borough Council Work Session Meeting Minutes

June 17, 2024

The Work Session Meeting of Souderton Borough Council, on June 17, 2024, was called to order by Council President Tracy W. Burke at 7:00pm. Borough Secretary Sara E. Jarrett-Eaton noted that Councilor Julie Munden and Councilor Stephanie Hall were absent with prior notice this evening and the following Borough Council and staff were present: Council President Tracy W. Burke, Mayor Daniel L. Yocum, Councilor Edward M. Huber, Councilor Daryl W. Littlefield, Councilor Matthew DiNenna, Councilor Donna M. Rogers, Councilor Matthew Sholly, Public Works Director Steven Coll, Administrative Assistant Christine Nicholas, Solicitor John Torrente, Police Chief Brian A. Newhall, and Acting Borough Manager Sara Jarrett-Eaton.

Councilor Burke noted for the record that prior to the meeting an executive session was held for personnel.

Councilors conducted interviews for the vacant Junior Councilor position. Candidates Natalie Steglik, Halli Spears, and Gabriel Longnecker addressed the council and answered questions from the group regarding their interest in the position and about themselves.

Resident Matt Halzer addressed the council regarding the speeding issue on School Lane and requested the area have a reduced speed limit.

The attorney, engineer, and developer, Doug Horgan, presented the 650 E. Broad Street project. The project shows 2500 ft., 10 apt. property that has shared driveway access with Noodle 88. Their plan depicts adjustments to the driveway access from Broad Street which will need to be approved by PennDOT. The plan was reviewed by the Planning Commission, and they recommended the council grant preliminary approval. Mayor Yocum referenced the traffic and parking issues with the area.

**A motion was made by Councilor Rogers and seconded by Councilor Walczak to approve Resolution 2024-15 granting a preliminary land development plan approval for the property located at 650 E. Broad Street, noting a fee in lieu of landscaping. The motion passed unanimously.**

## **Special Presentations**

Jim Arms of Dallas Systems provided council with a presentation on the Casalle Systems Accounting Program and his company, Dallas Data Systems. Mr. Arms and his staff met with the Souderton Borough staff in April and reviewed the attributes of the program. It was explained that the Borough's current program, Freedom Systems, has been purchased by Gworks which is a more expensive, lesser functioning program. He reviewed the 3 areas most important to us – Utility Billing, Building Permits/Code Enforcements, and Accounting. Many questions were posed by the Council on various topics such as Capital Management, Rentals, Inspections and Budgeting. Various other modules can be added as needed. The estimated cost is \$80,000 for migration with an annual fee of \$20,000.

**A motion by Councilor Sholly and seconded by Councilor Rogers to approve the Acting Borough Manager to engage in agreements with Dallas Data Systems for migration of the Borough of Souderton's Accounting/Billing and Codes Management Software. The motion passed.**

## **Administrative Reports**

- a. Wastewater Treatment Plant Supervisor Tyler McCarthy introduced himself to the council members and highlighted his report. He discussed the day-to-day operations at the plant and the changes he has implemented. He also requested council consideration for the purchase of a budgeted replacement F-150 4x4 truck for the department.

**A motion was made by Councilor Walczak and seconded by Councilor to approve the purchase of a 2024 F-150 4x4 truck in the amount not to exceed \$46,000. The motion was amended by Councilor Sholly and 2nd by Councilor Walczak to increase the amount to \$50,000. The motion passed.**

- b. Public Works Director Steven Coll summarized the activities of the Public Works Department over the past month and the projects they are currently working on.
- c. Police Chief Brian Newhall summarized the monthly report of the police department activities. There was more discussion about the safety concerns involved crossing guards and crosswalks. Chief added that he is working with PennDOT to assist with issues but has not heard back from the school district. He added that there has been much internal discussion regarding potential assistance for the safety concerns. Chief reported that there has also been an uptick in vandalism by the local teenagers. He added that the new Police Department shed is being delivered next week.
- d. Acting Borough Manager Sara Jarrett-Eaton provided her report covering various updates across the Borough. She explained that the bids that were put out for the rain garden at Community Park will expire in the coming week. She added that she met with the Rotary Club earlier that day and discussed the status of the project and their donations. The Rotary Club has requested that the Borough hold off on awarding the bid for the rain garden project as they believe that they can get the project, or a portion of the project donated. The best bid response was \$136,000.00 from Couzins with an estimated completion in September. Mrs. Jarrett-Eaton added that she was inclined to trust the Rotary Club will work towards getting part or all of the project funded but if the council decide not to award the bids, that prices could increase should they need to go out to bid again. Council members were comfortable letting the bids expire and working with Rotary Club on a solution. Mrs. Jarrett-Eaton and council members discussed the Cherry Lane property and the council's previous plan of selling Lot #2 or the 3.8-acre plot. Mrs. Jarrett-Eaton and Mr. Mike Coll are meeting with Franconia Township next week to discuss next steps to get the parcel ready to sell.

The work session meeting adjourned at 10:00 p.m.

Respectfully Submitted,

*Sara E. Jarrett-Eaton*

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant