



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 Work Session Meeting Minutes

August 19, 2024

The Work Session Meeting of Souderton Borough Council, held on August 19, 2024, was called to order by Council President Tracy W. Burke at 7:00pm. The following Borough Councilors and staff were present: Council President Tracy W. Burke, Mayor Daniel L. Yocum, Councilor Edward Huber, Councilor Daryl Littlefield, Councilor Stephanie Hall, Councilor Matthew DiNenna, Councilor Donna Rogers, Councilor Julie Munden, Public Works Director Steven Coll, Wastewater Supervisor Tyler McCarthy, Executive Assistant Christine Nicholas, Borough Manager Sara Jarrett-Eaton, Solicitor John Torrente, and Police Chief Brian A. Newhall.

Special Presentations

VSMC Annual Update- Chief Shane Wheeler of VMSC reported that they have 2 years under their belts with Souderton. He highlighted that VSMC have blood transfusion capabilities in the field that has had a profound impact in reducing mortality. The VMSC is a union operation, bringing the best quality staff. Councilor Stephane Hall asked about the 13% gap in recovery of cost. If everyone contributed, they would have \$5,300 net. The goal is to have long term sustainability but unfortunately services are collapsing regularly due to rising operational costs. The VMSC is looking for a \$40,000 contribution from Souderton ideally but understand that it is likely a number we work towards meeting. Mayor Yocum gave historical background on EMS services in Souderton. Chief Wheeler highlighted that Souderton is one of their 2 key locations, so we would get a network of ambulances rather than just those at our station. He added that they are constantly moving resources to get the optimal response time. Chief Wheeler reported that 10 more paramedics graduated from their last class with another class in the fall. They have also focused on recruiting people from our area to service Souderton. Solicitor Torrente asked is any municipalities have dedicated milage. Chief Wheeler responded that Towemencin is the only one, but their ultimate goal is that each municipality has dedicated tax milage to support EMS.

Public Comment

Calvin Munden from the Souderton Marching Band – Mr. Munden wants to get information about the marching band out to the public. Attempts include a table at 3rd Friday and a successful car wash. He reported a Celebration of Bands event on September 17th at 7:00pm. He added that they get no support from the School District, and they are a Parent Run organization with a \$45,000 budget.

WWTP Report

a. Plant Supervisor Tyler McCarthy reviewed the monthly report provided to council.

b. Additional Capital Spending

Borough Manager Sara Jarrett-Eaton and Supervisor McCarthy have ordered a generator to replace the 35-year-old generator at Reliance Road. The cost for replacement and install is about \$96,500.00 and will need a rental until it comes in. This specific generator was repaired last year at a cost of about \$20,000.00 and due to its age is not worth repairing again. The cost for one generator is within the budgeted allocation for 2024. There is a need for replacing a smaller generator at Cherry Lane for a cost of about \$63,000.00. This purchase will take the 2024 budgeted allocation significantly over budget. Again, this generator is about 35 years old and is in need of replacement. There are adequate funds in the Sewer Capital fund and the recommendation is to proceed with ordering the second generator. Council agreed to replace the smaller generator at Cherry Lane and go over budget.

Borough Manager Sara Jarrett-Eaton gave an overview of tank B inspection and potential fixes with anticipated costs of about \$150,000.00 to \$200,000.00. The tank work at this caliber happens every 5 years and it was not budgeted for 2024. Structural engineers reviewed primarily, and most items were good. In the future, these items will be captured in a 5- year capital plan. The engineer is working on the bid specifications for the maintenance of tank b and council will review those before it is placed out for bid with the estimated costs.

Public Works

Steve Coll provided an overview of this departmental activities for the month of July and August.

Recreation

Mrs. Jarrett-Eaton reported on the year-to-date pool revenue and the performance of different programs or initiatives. She added that she is working with Bennington Pools on honing the staffing for the next season to help save on cost.

Police

a. Chief Brian Newhall summarized his written report for council. He highlighted that the department are receiving about 25 calls a day, Hillary Gray doing well at the Police Academy, the Civilian Evidence Technician is getting reports digitized from 80's to 2013. Chief Newhall reported that officers have been participating in a state Aggressive driver detail and their wages are at no cost to the borough. He also reported that the department arrested one adult and several juveniles for bathroom vandalism at Community Park. He added that he is working with school district to move crossing guard on Broad Street. Councilor Julie Munden reminded that school starts next Tuesday.

b. Presentation on Grant Expense Options – DCED grant – Rep Malagari helped the Borough to get awarded a \$52,000.00 grant for equipment. Council agreed with Option 1 that Chief presented for consideration.

Administrative

a. Borough Manager Sara Jarrett-Eaton reported that the Auditor General did a liquid fuels audit, and all came back clean. She reported that we have transitioned our first payroll with digital time clocks and timekeeping. Salaried employees use iSolved to keep track of accruals and all hourly employees use iSolved to clock in and out using a digital timeclock.

b. ARPA Funds Disbursement Discussion – In 2021, we received the ARPA money and spent some of it in 2024. Purchases included upgrades in all departments and a proposal was presented to council for spending some remaining funds on capital projects. Additionally, \$375,000 of money is slated to move to general fund to account for loss revenue. This additional loss revenue funds will negate the need for a tax anticipation loan. She assured council that no money will be returned to the federal government.

c. Discussion on 2025 Pension MMO – Borough manager Sara Jarrett-Eaton reviewed how the Minimum Municipal Obligation or MMO is calculated for pension contributions. The obligation for the Non uniform plan equal \$196,179, while the obligation for the Police is \$159,127. She reported an estimated state aid allocation of \$130,000.00. She added that the obligation is a significant increase from previous years. Official action will be needed at the September meeting.

With no further business there was a motion to adjourn at 8:45 p.m. with an executive session immediately following to discuss personnel.

Respectfully Submitted,

Sara E. Jarrett-Eaton

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant