



**Borough Council**

Tracy W. Burke, President  
Edward M. Huber, Vice President  
Matthew J. DiNenna  
Daryl W. Littlefield  
Julie A. Munden  
Stephanie Hall  
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 Regular Meeting Minutes**

October 7, 2024

The Regular Meeting of Souderton Borough Council, held on October 7, 2024, was called to order by Council President Tracy W. Burke at 7:04pm. President Burke stated that this evening's meeting will be recorded. Mayor Daniel Yocum provided the Invocation, which was followed by the Pledge of Allegiance to the Flag. Borough Secretary Sara E. Jarrett-Eaton noted that Councilor Richard Walczak and Jr. Councilor Gabriel Longenecker were absent with prior notice. The following Borough Councilors and staff were present: Council President Tracy W. Burke, Mayor Daniel L. Yocum, Councilor Edward M. Huber, Councilor Matthew DiNenna, Councilor Julie A. Munden, Councilor Daryl W. Littlefield, Councilor Donna M. Rogers, Councilor Stephanie Hall and Councilor Matthew Sholly. Borough Manager Sara Jarrett-Eaton, Solicitor John Torrente, Police Chief Brian A. Newhall, Public Works Director Steven Coll and Executive Assistant Christine Nicholas and Permit Clerk Laura McGuigan.

**A motion was made by Councilor Matthew Scholly, and seconded by Councilor Julie Munden, to approve the Consent Agenda to include the September 3, 2024, Council meeting minutes, the September 16, 2024, Work Session minutes and the bills for October & November. The motion was approved.**

**Presentations**

**Souderton Connects** – Jessica Cimini – Not available.

**Indian Valley Public Library** - Penny Price - Not available

**Montgomery Theater** - Kristin Heckler - Introduced herself and highlighted the services they provide. They have 2 stages (Main and Project stage), do 5 productions consisting of all professionals. Some of their offerings are educational programs, classes, summer camp, comedy nights and a new project series offering

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one new production a year. She discussed the terms of their lease from 2002 - took over whole building - lease to purchase. Line of credit for capital improvements. 2 parking lots in need of attention. Tracy asked about plan of action for the theater moving forward. Attending and hosting a variety of events. Meeting space on 3rd floor. Branching out with presentation of arts.

### **Administrative Reports**

a. Mayor Daniel Yocum thanked for those who came to the Rotary Auction Opportunity Center Banquet is this Friday. Last 3rd Friday next Friday, October 18, 2024. Tree Lighting and Holiday parade will be the first weekend in December.

b. Police Chief Brian Newhall summarized the monthly report of the police department activities which included crashes, traffic stops, service calls and bus citations. Chief Newhall reported that the schools in the school Zone will both be signed up by tomorrow. Penn DOT finished their speed study but have not supplied the data yet. 3 homeless people are visiting the borough. The police are trying to help. Officers Hagey and Grey are progressing nicely.

c. Public Works Director Steven Coll summarized the activities of the Public Works Department over the month of September. The pool is winterizing. Fairview avenue has had some sewer main issues - manhole to manhole around new homes. They are currently working on rain gardening, digging, and grading. The drainage system is going into the swale pipe. Spot collection for branches started early.

d. Borough Solicitor John Torrente - Report submitted and discussed fee schedule.

e. Borough Manager Sara Jarrett-Eaton introduced Stephanie Jameson as receptionist and the promotion of Laura McGuigan as permits clerk. The WWTP truck was received. Manager Jarrett had a meeting with new software company last week and are still on track to go live in January. She signed an agreement with a new payment processing company and reviewed the services they offer. Manager Jarrett reported they had a productive first budget meeting that Monday. There will be a Finance meeting this week. Long year planning and capital planning. Development at Towne Gate and planning commission. Free Medicare program on Thursday, October 17th.

### **Committee Reports**

Finance Committee: Meeting on Wednesday.

Executive Committee – October 28th will be another budget meeting.

### **Public Comment**

Matt Heiser of 20 N. School Lane – Asked for sign to be put on S. School Lane instead of North School Lane. Sign in parking lot will be placed there.

Mike Pipe of Garfield Street - commented on the Recycling grant and the potential impact. He feels the borough should notify the residents.

C. Brown of Central Avenue – Thanked council for their work and clarified the impact of changes to the school zone.

P. Newman of Franklin Street – Asked how she can receive information about changes to recycling, etc. as her landlord lives outside of the community.

**Business:**

a. **Resignation of Richard Walczak** - effective today and have 30 days to fill the seat. Individuals interested from Ward 1 may submit letters to Borough Manager Sara Jarrett Eaton by October 16th. Interviews of interested candidates will be held at the October 21st work session meeting.

- **A motion was made by Councilor Matthew Scholly, and seconded by Councilor Daryl Littlefield, to approve the Resignation of Councilor Richard Walczak. The motion was approved.**

**FIRST READING FOR ORDINANCE 24-811-13**

- Ordinance 24-811-13 - Amendment of Chapter 581 regarding temporary parking and traffic regulations.

**A motion was made by Councilor Daryl Littlefield, and seconded by Councilor Donna Rogers, to advertise ordinance 24-811-13 Amendment of Chapter 581 regarding temporary parking and traffic regulations.**

**OPENING OF PUBLIC HEARING FOR ORDINANCES 24-809-11 & 24-810-12**

**A motion was made by Councilor Matthew Scholly and seconded by Councilor Julie Munden to open the public hearing for Ordinance 24-809-11 & 24-810-12.**

- Ord. 24-809-11- Amendment of Article 1, Chapter 581 establishing School Zone
- **A motion was made by Councilor Daryl Littlefield and seconded by Councilor Matthew Scholly to authorize Ordinance 24-809-11. The motion was approved.**
- Ord. 24-810-12- Amended and Restate Intermunicipal Agreement for Northern Montgomery County Recycling Commission
- **A motion was made by Councilor Julie Munden and seconded by Councilor Stephanie Hall to authorize Ordinance 24-810-12. The motion was approved.**

**A motion was made by Councilor Matthew Scholly and seconded by Councilor Julie Munden to close the public hearing for Ordinance 24-809-11 & 24-810-12.**

**A motion was made to adjourn the meeting by Councilor Matthew Scholly**

The general meeting adjourned at 8:00 p.m.

Respectfully Submitted,

*Sara E. Jarrett-Eaton*

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant