

Souderton Borough Council Regular Meeting Minutes

January 6, 2025

1. Opening of the Meeting

The Regular Meeting of Souderton Borough Council, held on January 6, 2025, was called to order by Council President Tracy Burke at 7:03pm. 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 Andrew Richter and Councilor Stephanie Hall were absent with prior notice this evening. The following Borough Councilors and staff were present: Council President Tracy Burke, Councilor Matthew DiNenna, Mayor Daniel L. Yocum, Councilor Edward Huber, Councilor Daryl Littlefield, Councilor Donna M. Rogers, Junior Councilor Gabriel Longenecker, Councilor Matthew Sholly, Borough Manager Sara Jarrett-Eaton, Solicitor Kay Weeder, Police Chief Brian A. Newhall, Public Works Director Steven Coll, Permits Clerk Laura McGuigan, and Executive Assistant Christine Nicholas

2. Consent Agenda

A motion was made by Councilor Daryl Littlefield and seconded by Councilor Julie Munden to approve the Consent Agenda to include the December 2, 2024, Council meeting minutes and the bills for December & January. The motion was approved.

3. Presentations

A. Swearing in of Police Sergeant Jeffrey Lukens - Sergeant Lukens was sworn in by Mayor Dan Yocum.

B. Souderton Connects – No report.

C. Indian Valley Public Library- Penny Price – Ms. Price reported that February is “Love your Library” month. The first event is the Wine Tasting event on Saturday, February 21st and tickets are available on their website.

4. Administrative Reports

a. Mayor Daniel Yocum – Mayor Yocum thanked Jessica Cimini and Souderton Connects for a fantastic holiday season. He added that the tree lighting and holiday parade went very well.

b. Police Chief Brian Newhall spoke to the swearing of Sergeant Lukens and how pleased he is to work with him. Chief Newhall provided the council with an overview of his monthly report.

c. Public Works Director Steven Coll summarized the activities of the Public Works Department. He reported that decorations were placed up quickly and will be taken down later this week. Mr. Coll added that road salting has occurred three times so far this winter. Council President Tracy Burke asked for an overview the Hometown Hero banner program and Permit Clerk Laura McGuigan gave an overview of the process.

d. Borough Solicitor Kay Weeder submitted the solicitors' report on behalf of John Torrente.

e. Borough Manager Sara Jarrett-Eaton provided her report covering various updates across the Borough. She reported that the office is working on the end of year wrap up and financial reporting with finance committee having a February meeting to review, new hire for Wastewater Department to replace the 2024 retirement, update on winter recreation programs - Boot Camp, Yoga and Zumba, GIS update for RecDesk, and update on the newsletter articles are coming in. Councilor Littlefield offered Public Outreach to review the submitted articles. She also reported that the office is working on accounting software transition in the 1st quarter. She reminded those in attendance that the work session meeting will be held on Tuesday, January 21, 2025.

5. Committee Reports

Executive Committee – President Burke reported that there will be more of the same initiatives from 2024 to come in 2025, including fiscal responsibility, activity-based costing, deep dive on policies and procedures. He also reported that the police department collective bargaining agreement will be renegotiated in 2025, and the committee will be led by Stephanie Hall. There will be vacancies on the council in December 2025, if interested, check with the county to be placed on the ballot by February.

6. Public Comment

Tom McIntyre, 142 Wile Avenue – Mr. McIntyre explained a neighbor and alley usage dispute that has been ongoing with police involvement. Mr. McIntyre expressed frustration with borough communication. Tracy Burke offered to schedule a meeting and discussed the use of various alleys in the borough.

A resident thanked Laura McGuigan for all her help with permits.

7. Business

a. Resolution 2025-01 – Police Pension Contributions

Councilor Edward Huber made a motion to approve Resolution 2025-01 setting Police Pension Contributions, seconded by Councilor Julie Munden. Motion passed Unanimously.

b. Resolution 2025-02 – Non-Police Pension Contributions

Councilor Daryl Littlefield made a motion to approve Resolution 2025-02 setting Non-Uniform Pension Contributions, seconded by Councilor Donna Rogers. Motion passed Unanimously.

c. Resolution 2025-03 – Appointment of Zoning Officer

Councilor Edward Huber made a motion to approve Resolution 2025-03 to appoint Sara Jarrett-Eaton as Zoning Officer removing the prior appointment and was seconded by Councilor Daryl Littlefield. Motion passed Unanimously.

d. Appointment to the Planning Commission

Councilor Donna Rogers made a motion to appoint of Calvin Munden to the Planning Commission with a term to expire 12/31/2028, seconded by Councilor Daryl Littlefield. Motion passed. Julie Munden abstained due to personal relationship (spouse).

e. Appointment to the Industrial Development Authority

Councilor Donna Rogers made a motion to appoint Craig Silsbee to the Industrial development Authority with a term to expire 12/31/2029, seconded by Councilor Julie Munden. Motion passed unanimously.

e. Appointment to the Zoning Hearing Board

Councilor Daryl Littlefield made a motion to appoint Kelli Scarlett to the Zoning Hearing Board with a term to expire 12/31/2027, seconded by Councilor Edward Huber. Motion passed unanimously.

f. Motion to open hearing for Ordinance#24-812-14 - Delinquent Collection Fees.

Councilor Matthew DiNenna made a motion to open hearing for Ordinance#24-812-14 - Delinquent Collection Fees. The motion was seconded by Councilor Matthew Sholly. Motion passed Unanimously.

g. Ordinance #24-812-14 Delinquent Collection Fees

1. Mike Pipe of 570 Garfield Avenue asked about costs to have Portnoff handle the collection. Borough Manager Sara Jarrett-Eaton explained the process that the office has been taking to handle delinquent accounts and the cost to the Borough.

h. Motion to close hearing for Ordinance#24-812-14 - Delinquent Collection Fees.

Councilor Matthew DiNenna made a motion to close hearing for Ordinance #24-812-14 - Delinquent Collection Fees. The motion was seconded by Councilor Matthew Sholly. Motion passed Unanimously.

i. Motion to adopt hearing for Ordinance#24-812-14 - Delinquent Collection Fees.

Councilor Matthew DiNenna made a motion to adopt Ordinance #24-812-14 - Delinquent Collection Fees as advertised. The motion was seconded by Councilor Daryl Littlefield. Motion passed unanimously.

Motion to adjourn the meeting was made by Councilor Julie Munden. The general meeting adjourned at 7:57 p.m.

Respectfully Submitted,

Sara E. Jarrett-Eaton

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant