



Borough Council

Tracy W. Burke, President
Edward M. Huber, Vice President
Matthew J. DiNenna
Daryl W. Littlefield
Julie A. Munden
Stephanie Costa
Donna M. Rogers
Andrew Richter
Matthew R. Sholly

Mayor

Daniel L. Yocum

Borough Manager

Sara Jarrett-Eaton

Souderton Borough Council Regular Meeting Minutes

April 7, 2025

1. Opening of the Meeting

The Regular Meeting of Souderton Borough Council, held on April 7, 2025, was called to order by Council President Tracy Burke at 7:02pm. President Burke stated that this evening's meeting will be recorded. Councilor Edward Huber provided the Invocation, which was followed by the Pledge of Allegiance to the Flag. Borough Secretary Sara E. Jarrett-Eaton noted that Councilor Stephanie Hall, Councilor Matthew Sholly and Jr. Councilor Gabriel Longenecker 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, Borough Manager Sara Jarrett-Eaton, Solicitor John Torrente, Councilor Edward Huber, Councilor Daryl Littlefield, Councilor Donna M. Rogers, Councilor Andy Richter, Councilor Julie Munden, Police Sergeant Jeffrey C. Lukens, 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 March 3, 2025, Council meeting minutes, the March 17, 2025, Work Session minutes and the bills for March & April. The motion was approved.

3. Presentations

A. Souderton Connects – Jessica Cimini of Souderton Connects reported on 2 more awarded facade grants - Exhibit B Art Gallery and Scooter's Bike Shop. She also reported that Connects has begun the Mentorship program for 5 students at Souderton High School and listed the items they will assist with. She added that assessments were completed and sent out. Connects had a great meeting with the Souderton Telford Historical Society who would like to have plaques at historical sites to create a walking tour through town. Connects is excited about working with their new marketing company, Elevated Marketing. Finally, she reported that First Fridays start next month.

4. Administrative Reports

a. Mayor Daniel Yocum - The mayor has 2 events to announce. Earth Day clean up – Saturday, April 19th on Central and Railroad crossing, and the Fire Company is having cash bingo on April 26, 2025.

Mayor Yocum reported on changes in Police Department including the resignation of Chief Newhall. Mayor Yocum offered his appreciation for Chief's service in Souderton Borough. He added that the Officer in Charge is Sergeant Jeffrey Lukens. Mayor Yocum reported that a consulting company, Aspirant, will be leading the search for our new chief candidate.

b. Police Sergeant Jeffrey Lukens spoke about the month of March activities and reviewed the highlights of the March report.

c. Public Works Director Steven Coll summarized the activities of the Public Works Department. Highlights include Police Department plumbing repairs, Cold Patching throughout the Borough, and Sculpture Garden pathway pouring.

d. Borough Solicitor John Torrente submitted the solicitors report.

e. Borough Manager Sara Jarrett-Eaton provided her report covering various updates across the Borough. She reported that the 2024 Audit was submitted to the DCED with the required Consolidated Statement sent to newspapers. She added that the new payment processing system is available with ACH, autopay, and online billing. Additionally, the bill printing will be outsourced and is more cost effective. More information regarding the billing and payment changes can be found on the borough website. Mrs. Jarrett-Eaton reported that the Pool Membership sales are going well. At this point in the year 2024, \$40,000 was received in membership revenue in comparison to \$110,000 we have had in sales as of this evening.

5. Committee Reports

Park and Recreation Committee – Matt DiNenna reported on the recent meeting in Parks and Recreation Committee. The committee took a field trip to West Street Park and determined that the park will receive an updated Sports Court with 3 Pickleball Courts and 1 Tennis Court, new fencing, and general sprucing up of the park and equipment.

6. Public Comment

Matt of School Lane discussed the portable sign at School Lane, but people are still speeding down School Lane and he is requesting deterrents to get people to slow down.

7. Business

a. Appointment of Timothy Boyle as the Alternate Member of the Civil Service Commission with a term to expire on 12/31/2028.

Councilor Julie Munden made a motion to approve the appointment of Timothy Boyle as the Alternate Member of the Civil Service Commission with a term to expire on 12/31/2028. The motion was seconded by Councilor Donna Rogers and passed unanimously.

b. Appointment of Tammy D'Agostino to the Civil Service Commission with a term to expire 12/31/2030. **Councilor Julie Munden made a motion to approve the appointment of Tammy D'Agostino to the Civil Service Commission with a term to expire 12/31/2030. The motion was seconded by Councilor Donna Rogers and passed unanimously.**

c. Resolution 2025-08 – Small Water and Sewer Grant Application – Borough Manager Sara Jarrett-Eaton explained the process.

Councilor Matthew DiNenna made a motion to approve Resolution 2025-08 – Small Water and Sewer Grant Application in an amount not to exceed \$500,000. The motion was seconded by Councilor Edward Huber and passed Unanimously.

d. Resolution 2025-07 – 459 Lincoln Avenue & 5th Street & 70 S. 5th Street Minor Subdivision and Lot Consolidation Plan. Solicitor John Torrente presented the facts of Resolution. Councilor Edward Huber offered to answer any technical questions.

Councilor Daryl Littlefield made a motion to approve Resolution 2025-07 – 459 Lincoln Avenue & 5th Street & 70 S. 5th Street Minor Subdivision and Lot Consolidation Plan. The motion was seconded by Councilor Matthew DiNenna and passed by majority vote. Councilor Huber will abstain as he is the project surveyor (please see attached waiver).

e. Barry Isett Proposal Approval for Zoning, Rental Inspections, Code Enforcement and Emergency Management

Councilor Daryl Littlefield made a motion to approve the submitted Barry Isett Proposal for PA UCC Services, Rental Inspections, Zoning Support, and Code Enforcement at a rate of \$120.00 per hour and Emergency Management Service at a rate of \$500 per month. The motion was seconded by Councilor Donna Rogers and passed unanimously.

e. Extension of Bid Contract with Asphalt Maintenance Solutions – Borough Manager Sara Jarrett-Eaton explained the bid contract extension guidelines.

Councilor Andy Richter made a motion to approve the Extension of Bid Contract with Asphalt Maintenance Solutions for Chip Seal Equipment with Operator and Ultra-Thin Bonded Wearing Course for a period of one-year. The motion was seconded by Councilor Julie Munden and passed unanimously.

The general meeting was completed at 7:50 p.m. followed by an Executive Session to discuss Personnel and Litigation.

Respectfully Submitted,

Sara E. Jarrett-Eaton

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant