



**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  
Andy Richter  
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**

December 2, 2024

1. **Executive Session**

An Executive Session was held before the Regular Meeting to discuss police personnel.

2. **Opening of the Meeting**

The Regular Meeting of Souderton Borough Council, held on December 2, 2024, 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 Matthew Sholly and Councilor Julie Munden were absent with prior notice this evening. The following Borough Councilors and staff were present: Council President Tracy Burke, Councilor Matthew DiNenna, Councilor Stephanie Hall, Mayor Daniel L. Yocum, Borough Manager Sara Jarrett-Eaton, Solicitor Kay Weeder, Councilor Edward Huber, Councilor Daryl Littlefield, Councilor Donna M. Rogers, Police Chief Brian A. Newhall, Public Works Director Steven Coll, Permits Clerk Laura McGuigan, and Executive Assistant Christine Nicholas

3. **Consent Agenda**

**A motion was made by Councilor Stephanie Hall, and seconded by Councilor Daryl Littlefield, to approve the Consent Agenda to include the November 4, 2024, Council meeting minutes, the November 18, 2024, work session minutes and the bills for November & December. The motion was approved.**

3. **Presentations**

A. Souderton Connects – Jessica Cimini of Souderton Connects reported that in November they hosted their annual meeting at the Broad Theater. The last meeting of the year brought 6 new board members; bios of the new board members will be listed on the website. The Tree Lighting and Christmas Parade will be this weekend.

County of Montgomery, Pennsylvania Incorporated 1887

B. Indian Valley Public Library- Penny Price - No report

#### 4. Administrative Reports

a. Mayor Daniel Yocum - Thanked Jess Cimini for all the things that she does is for the Borough. Spoke of the Reindeer run this coming Saturday.

b. Police Chief Brian Newhall had no report. Chief Newhall reported that the parade is Saturday, so no parking signs went up. Officer Grey has one week left at the academy and is looking forward to field training. The remainder of the DCED grant has been spent.

c. Public Works Director Steven Coll summarized the activities of the Public Works Department. Hero banners were removed and snowflakes put up. 460 yards of leaves were collected. The Sanitary Sewer on Fairview was completed. The 3 rain gardens were completed in 2 weeks.  
The Pool has been winterized.

d. Borough Solicitor Kay Weeder submitted the solicitors report on behalf of John Torrente with items of note – The updated borough fee schedule and fee/escrow schedule, Personnel issues and amended plan for the Goddard school.

e. Borough Manager Sara Jarrett-Eaton provided her report covering various updates across the Borough. Our employees began using the new healthcare broker today and HSA/HRA cards were received today. Grants for VSMC and WWTP were submitted. End of year reports are being worked on. Paths will be milled next week and paved in the spring. New HVAC unit will be here tomorrow. President Burke suggested to move due dates internally for review of reports. (i.e. 15th to 15th)

#### 5. Committee Reports

Park and Rec - Councilor Matthew DiNenna reported that the committee will be meeting on Thursday with American Pools. Still waiting to hear from Bennington.

Public Outreach - Working with Sara to do newsletter in 2025.

Executive Committee - New councilor so committees will be updated in January 2025.

#### 6. Public Comment

No comment from the public

#### 7. Business

a. Consideration for Promotion of Police Department Sergeant - Chief discussed the process of promoting a sergeant. Written and Oral tests taken by 5 officers. Swearing in will happen in January.

**Councilor Daryl Littlefield motioned to Consideration for Promotion of Jeffrey C. Lukens as Police Department Sergeant, seconded by Councilor Donna Rogers. Motion passed Unanimously.**

b. Consideration for Approval - 2025 Proposed & Advertised Borough Budget - Borough Manager Sara Jarrett-Eaton explained the process of advertising the budget and no tax increases will occur in 2025 and trash will increase by \$10 per quarter.

**Councilor Donna Rogers motioned to Consideration for Approval - 2025 Proposed & Advertised Borough Budget, seconded by Councilor Edward Huber. Motion passed Unanimously.**

c. Consideration for Approval - 2025 Proposed Fee Schedule Resolution #2024-27

**Councilor Matthew DiNenna motioned to Consideration for Approval - 2025 Proposed Fee Schedule Resolution #2024-27 , seconded by Councilor Andy Richter. Motion passed Unanimously.**

d. Consideration for Approval - Resolution #2024-28 - Goddard School Final Land Development - Solicitor Weeder summarized the Resolution concerning the Goddard School. 5 waivers are under consideration and are common. Waivers have been reviewed and accepted by the Planning Commission. Per Councilor Huber's request, Mr. Brian Grant gave an update on the progress of the Goddard project and Starbucks. Mayor Yocum asked about future commercial buildings expected with the project.

**Councilor Edward Huber motioned to Consideration for Approval - Resolution #2024-28 - Goddard School Final Land Development, seconded by Councilor Daryl Littlefield. Motion passed Unanimously.**

The general meeting adjourned at 7:46 p.m.

Respectfully Submitted,

*Sara E. Jarrett-Eaton*

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant