



Borough Council

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

Mayor

Daniel L. Yocum

Borough Manager

Sara Jarrett-Eaton

Police Chief

Jeffrey OBrien

Souderton Borough Council Regular Meeting Minutes

Monday, December 1, 2025

1. Opening of the Meeting

The Regular Meeting of Souderton Borough Council, held on December 1, 2025, was called to order by Council President Tracy Burke at 7:00pm. President Burke stated that this evening's meeting will be recorded. Council Vice President 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 Matthew Sholly was absent with prior notice this evening. The following Borough Councilors and staff were present: Council President Tracy Burke, Mayor Daniel L. Yocum, Borough Manager Sara Jarrett-Eaton, Solicitor Kay Weeder, Councilor Edward Huber, Councilor Julie Munden, Councilor Donna Rogers, Councilor Andy Richter, Councilor Matthew DiNenna, Councilor Stephanie Costa, Junior Councilor Gabriel Longenecker, Police Chief Jeffrey OBrien, Public Works Director Jason Kelly, Executive Assistant Christine Nicholas, and Permits Clerk Laura McGuigan.

2. Consent Agenda

A motion was made by Councilor Daryl Littlefield, and seconded by Councilor Andy Richter, to approve the Consent Agenda to include the November 3, 2025 Council meeting minutes and November 10, 2025 Work Session minutes, and the bills for November and December. The motion was passed.

3. Presentations

A. Synario Presentation – Jim Arms of Synario introduced himself and his company. Mr. Arms has been working with the Borough Manager to introduce the Synario program to Souderton. Mr. Arms reviewed the forecasting program and how it can benefit the Borough. Borough Manager Jarrett-Eaton explained how this information can be used to plan for future projects and years.

B. Souderton Connects – Jessica Cimini

Mrs. Cimini reported that Souderton Connects is in Holiday event mode! She added that the November 12th annual meeting was a great event. She reminded that coming up this weekend will be our Tree Lighting on Friday, December 5th, the Annual Christmas Parade on Saturday, December 6th and then the new Sip and Shop from Noon to 4:00pm on the Sunday, December 7th on Washington Street at Broad Theater.

C. Indian Valley Public Library- Penny Price – Thanked the Borough for their support.

D. Mayor Daniel Yocum – Mayor Yocum spoke to the accomplishments of outgoing council members, Tracy Burke, Edward Huber and Matthew DiNenna. Mayor Yocum commented on each of the outgoing Councilors and how they have helped Council and the Community.

E. Representative Steve Malagari – Presentation of Citations to Edward Huber, Tracy Burke and Matthew DiNenna for their service to the Borough. Representative Malagari spoke on each of the Councilor's accomplishments and thanked them for their service to the Borough.

4. Administrative Reports

a. Chief of Police Jeffrey OBrien – Chief OBrien reported that the department investigated the traffic Issues at School and Chestnut that were discussed at the November meeting. He added that the officers increased enforcement over the past 2 weeks. Chief OBrien highlighted that School Crossings were a priority this month, 10 Community events were attended this month, and the officers participation in No Shave November raised funds for the Keystone Opportunity Center. Chief OBrien also thanked Sgt Lukens who helped a resident who was not in compliance with the borough code enforcement.

b. Public Works Director Jason Kelly – Director Kelly reported that 800+ man hours this month were used on Municipal Buildings and Maintenance & Repair of machines. The other activities of the department included leaf and brush collection, decorating for the Holidays, Sewer work, assistance to WWTP, Parks and Recreation work on Pool and Pickleball Courts. Councilor Costa asked about the process to replace tattered Hero banners.

c. Kay Weeder of Begley, Carlin & Mandio was in attendance for John Torrente. Ms. Weeder highlighted the Ordinances that will be voted on this evening. The 2021 International Building Code updates were sent to Barry Isett for review. The employee handbook is completed and will be reviewed with the incoming Council in January.

d. Borough Manager Sara Jarrett-Eaton did not have a report and would save her comments for the business section of the meeting.

5. Committee Reports

Executive Committee – President Burke thanked his committee members for their support and discussed the various committees and their importance to the borough.

Public Safety Committee – Councilor Costa reported they met with Police about safer school crossings and the firepit ordinance.

Finance Committee – Councilor Rogers stated that they did not formally meet but have had several budget planning meetings over the past 3 months.

6. Public Comment

No Comments

7. Business

a. 2026 Fee Schedule Resolution – Manager Jarrett-Eaton made mention of one update to the proposed resolution changing the word “Amusements” to “Skill Games”

A Motion to approve Resolution 2025-13 setting the fee schedule for 2026 was made by Councilor Stephanie Costa and seconded by Councilor Edward Huber. The motion passed unanimously.

b. Approval of the 2026 Proposed Budget

A Motion to approve the proposed 2026 Budget as advertised was made by Councilor Stephanie Costa and seconded by Councilor Daryl Littlefield. The motion passed unanimously.

Council president Tracy Burke requested a motion to open the hearing to discuss Ordinances C-K. A motion was made by Councilor Stephanie Costa and seconded by Councilor Daryl Littlefield.

c. 2026 Tax Ordinance – 25-821-09 – Borough Manager Jarrett-Eaton stated that nothing has changed and there will be no tax increase.

d. 2026 Sewer Rates – 25-820-08 – Borough Manager Jarrett-Eaton explained that our rates will be kept consistent but an infrastructure fee of \$10 per quarter will be assessed to prepare for future repairs of the Wastewater Treatment Plant. Councilor Andy Richter added that this fee can be removed once no longer needed.

e. Skill Game Ordinance – 25-822-10 – Borough Manager Jarrett-Eaton explained that Skill Games are not regulated by state, and the borough would like to add a registration license and limit to those who currently have these machines. Mayor Yocum and Council had several questions regarding the ordinance and how alcohol plays a part in the rules. Solicitor Kay Weeder recommended holding this ordinance until the end of the meeting to have time to review it in more detail.

f. Revision to Parking Ordinance – 25-814-02 – Borough Manager Jarrett-Eaton explained that the amendment of this Ordinance was in regard to Campers, RVs and motor homes and their occupancy.

g. Revision to Street Excavation Ordinance – 25-815-03 – Borough Manager Jarrett-Eaton explained that this ordinance amendment refers to the opening and repair of roads by contractors.

h. Revisions to Property Maintenance Ordinance – 25-816-04 – This revision references dumpster locations, storm water run-off and storage PODs.

i. Revisions to Cub and Sidewalk Ordinance - 25-817-05 – The revision references excavation practices of contractors working in the borough.

j. Revisions to Nuisance Ordinance – 25-818-06 – This ordinance also references storm water run-off into other properties and on our roadways.

k. Revisions to Rental Ordinance – 25-819-07 – This rental ordinance will change the inspection schedule from 3 to 2 years and will split the borough in half biannually. It also references Rooming and Boarding houses and Air BNB and VRBO units that are considered business and rental.

Solicitor Kay Weeder asked if there were any question from Council, Administration or Public regarding Ordinances C, D, F, G, H, I, J and K. Being none...

A motion to approve Ordinances C, D, F, G, H, I, J and K. was made by Councilor Stephanie Costa and seconded by Councilor Matthew DiNenna. The motion passed unanimously.

A motion to close the hearing to discuss Ordinances C-K excluding Ordinance E – Skill Games, was made by Councilor Stephanie Costa and seconded by Councilor Andy Richter.

Council President Tracy Burke requested a motion to open a second hearing to discuss Ordinances E – Skill Games.

Representative Steve Malagari explained how the State of Pennsylvania is handling Skill Games at this time. Mayor Yocum had questions regarding alcohol placement and intoxication in reference to these games.

A motion to table Ordinance E – Skill Games was made by Councilor Stephanie Costa and seconded by Councilor Daryl Littlefield. The motion passed.

A motion to close the hearing to discuss Ordinance E – Skill Games was made by Councilor Stephanie Costa and seconded by Councilor Julie Munden.

The regular meeting adjourned at 8:56 p.m. with a motion from Councilor Matthew DiNenna .

Respectfully Submitted,

Sara E. Jarrett-Eaton

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant