



Borough Council

Julie Munden, President
Daryl Littlefield, Vice President
Stephanie Costa
Donna Rogers
Matthew Sholly
Andy Richter
Stephanie Cross
Daniel Bencsik

Mayor

Daniel L. Yocum

Borough Manager

Sara Jarrett-Eaton

Police Chief

Jeffrey OBrien

Souderton Borough Council Regular Meeting Minutes

Monday, January 5, 2026

1. Opening of the Meeting

The Reorganization Meeting of Souderton Borough Council held on January 5, 2026, was called to order by Mayor Daniel Yocum at 7:00pm. Mayor Yocum provided a moment of silence, which was followed by the Pledge of Allegiance to the Flag. Borough Secretary Sara E. Jarrett-Eaton noted that all current and incoming councilors were present this evening. The following Borough Councilors and staff were present: Mayor Daniel L. Yocum, Borough Manager Sara Jarrett-Eaton, Solicitor John Torrente, Councilor Stephanie Costa, Councilor Donna M. Rogers, Councilor Julie Munden, Councilor Daryl Littlefield, Councilor Matthew Sholly, Councilor Andy Richter, Councilor Elect Daniel Bencsik, Councilor Elect Stephanie Cross, Junior Councilor Gabriel Longenecker, Police Chief Jeffrey OBrien, Public Works Director Jason Kelly, Executive Assistant Christine Nicholas, and Permits Clerk Laura McGuigan.

2. Oath of Office

The Oath of Office was administered by Mayor Daniel Yocum to the following councilors:

Councilor Andrew Richter – Ward 1
Councilor Daniel Bencsik – Ward 3
Councilor Stephanie Cross - Ward 1
Councilor Stephanie Costa – Ward 3
Tax Collector Patricia Roberts

3. Election of Officers

Mayor Daniel Yocum asked for nominations from the Borough Council for the following:

Council President – Councilor Littlefield nominated Councilor Julie Munden as Council President. There were no other nominations for Council President and nominations were closed. Councilor Littlefield made a motion to appoint Councilor Munden as Council President. The motion was seconded by Councilor Richter and passed unanimously.

Council Vice President - Councilor Rogers nominated Councilor Daryl Littlefield as Council Vice President. There were no other nominations for Council Vice President and nominations were closed. Councilor Rogers made a motion to appoint Councilor Littlefield as Council Vice President. The motion was seconded by Councilor Costa and passed unanimously.

Council President Pro-Tem – Councilor Sholly nominated Councilor Stephanie Costa as Council President Pro-Tem. There were no other nominations for Council President Pro-Tem and nominations were closed. Councilor Sholly made a motion to appoint Councilor Costa as Council President Pro-Tem. The motion was seconded by Councilor Bencsik and passed unanimously.

At this time, Newly Elected Council President Julie Munden took over the meeting.

4. Appointments

Sara Jarrett-Eaton as Borough Manager, Secretary, Treasurer, Right to Know Officer and Zoning Officer

A motion was made by Councilor Costa and seconded by Councilor Littlefield to approve Sara Jarrett-Eaton as Borough Manager, Secretary, Treasurer, Right to Know Officer and Zoning Officer - Motion Passed

Barry Isett & Associates as Code Officer and Emergency Management

A motion was made by Councilor Littlefield and seconded by Councilor Sholly to approve Barry Isett & Associates as Code Officer and Emergency Management Coordinator- Motion Passed

Begley Carlin and Mandio as Borough Solicitor

A motion was made by Councilor Richter and seconded by Councilor Sholly to approve Begley, Carlin & Mandio as Borough Solicitor - Motion Passed

Gilmore and Associates as Borough Engineer

A motion was made by Councilor Sholly and seconded by Councilor Costa to approve Gilmore and Associates as Borough Engineer. - Motion Passed

5. Depository of Borough Funds

A motion was made by Councilor Cross and seconded by Councilor Richter to approve Univest and PLGIT as the Boroughs Depositories of Funds - Motion Passed

6. Account Signatories

A motion was made by Councilor Bencsik and seconded by Councilor Rogers to approve the Borough Manager, President, Vice President, and Pro Tem to be the Account Signatories - Motion Passed

7. 2026 Council Meeting Schedule

A motion was made by Councilor Costa and seconded by Councilor Cross to approve the 2026 Council Meeting Schedule - Motion Passed

8. Volunteer Appointments

A motion was made by Councilor Littlefield and seconded by Councilor Rogers to appoint Dan Yocum to the Souderton Industrial Development Authority for a term to expire 12/31/2030 - Motion Passed

A motion was made by Councilor Sholly and seconded by Councilor Costa to appoint William Collier III to the Zoning Hearing Board for a term to expire 12/31/2028 - Motion Passed

A motion was made by Councilor Costa and seconded by Councilor Cross to appoint Virginia Vandenberg to the Vacancy Board for a term to expire 12/31/27- Motion Passed

9. Consent Agenda

A motion was made by Councilor Sholly and seconded by Councilor Littlefield to approve the Consent Agenda to include the December 1, 2025, Council meeting minutes and the bills for December 2025 & January 2026. The motion passed.

10. Presentations

A. Souderton Connects – Jessica Cimini

Mrs. Cimini reported that Souderton Connects 1st meeting will be held next Tuesday and their new president is Kim Littlefield. She thanked everyone for their support of the parade and tree lighting.

B. Indian Valley Public Library- Penny Price –

Ms. Price announced 2 upcoming events:

- Mini Golf will be held on 1/17/26 from 10am to 2pm
- Wine Tasting will be held on 2/7/26. This is a ticketed event and tickets can be purchased on the Library website

11. Administrative Reports

a. Mayor Daniel Yocum – No Report

b. Chief of Police Jeffrey OBrien – Chief OBrien stated he is always available to answer any questions and his report was submitted.

c. Public Works Director Jason Kelly – Mr. Kelly gave a Major activity overview which included but was not limited to the pool, leaf collection, sewer work, parks, and snow plowing.

d. John Torrente of Begley, Carlin & Mandio thanked council for reappointment. He referenced his report which was submitted in the council packet.

e. Borough Manager Sara Jarrett-Eaton stated the office was currently preparing for the new year financials and preparing for the current re-organization meeting.

12. Committee Reports

President Munden explained there were currently no committee report as the committees need to be established in the New Year.

13. Public Comment

Calvin Munden of 220 Montgomery Avenue – recognized all the hard work of council and the chief for all his help.

Mike Pipe of 570 E. Garfield – Congratulated all member of council and thank them for hard work.

President Munden spoke about the vacancy of Rachel Mackey due to a job conflict. We will be advertising for Ward 2 representative. Please send interest to the borough manager by January 16, 2026, and interviews will be held at the work session on Tuesday, January 20, 2026.

14. Business

- a. Resolution#2026-01- Police Pension Plan, Member Contributions

A motion was made by Councilor Sholly and seconded by Councilor Cross to approve Resolution#2026-01- Police Pension Plan, Member Contributions- Motion Passed

- b. Resolution#2026-02- Non-Uniformed Pension Plan, Member Contributions

A motion was made by Councilor Costa and seconded by Councilor Littlefield to approve Resolution#2026-02- Non-Uniformed Pension Plan, Member Contributions- Motion Passed

- c. Motion to Accept the Declination of Councilor Elect Rachel Mackey

A motion was made by Councilor Littlefield and seconded by Councilor Rogers to accept the Declination of Councilor Elect Rachel Mackey - Motion Passed

- d. Resolution#2025-03- Declaration of Council Vacancy

A motion was made by Councilor Sholly and seconded by Councilor Costa to approve Resolution #2025-03- Declaration of Council Vacancy - Motion Passed

- e. Resolution#2026-04- Tax Collector Compensation

A motion was made by Councilor Littlefield and seconded by Councilor Sholly to approve Resolution #2026-04- Tax Collector Compensation - Motion Passed

f. Resolution# 2026-05- Borough Manager Employment Agreement

A motion was made by Councilor Costa and seconded by Councilor Rogers to approve Resolution# 2026-05- Borough Manager Employment Agreement- Motion Passed

g. Approval - Borough Employee Holidays for 2026

A motion was made by Councilor Sholly and seconded by Councilor Richter to approve the Borough Employee Holidays as submitted for 2026 - Motion Passed

h. Authorization for Auditing Service RFP Advertising

A motion was made by Councilor Sholly and seconded by Councilor Rogers to approve the Authorization for Auditing Service RFP Advertising - Motion Passed

After a few parting words from President Julie Munden the regular meeting adjourned at 7: 51 p.m.

Respectfully Submitted,

Sara E. Jarrett-Eaton

Sara E. Jarrett-Eaton, Borough Secretary

Transcribed by: Christine Nicholas, Executive Assistant