

Penbrook Borough Budget Meeting

August 25, 2025

1. The meeting was called to order at 6:30 pm. Elected officials present were Newcomer, Shaw, Stokes, Deardorff, Dry and Armbruster. The Mayor arrived at 7:23

2. General Fund Expenses

A. Hogarth reviewed the 01.430 section of the General Fund relating to Public Works. Comments and topics of discussion included:

01.430.140. Payroll is determined by the current CBA

01.430.321. \$1,200 increase in this account because of higher costs mostly from Comcast for internet. Hogarth will reach out to MIS to see if there are alternatives.

B. Hogarth gave an update on the public works operator hiring progress.

3. Liquid Fuels Fund

A. Hogarth reviewed both revenues and expenditures for the Liquid Fuels Fund

35.355.020. Actual amount has not yet been received.

35.432.000. CAPCOG currently working on salt bid for 2025. Last year's cost was \$73.87/T.

35.433.241. Curb painting has been a common complaint from residents. Shaw found a viable third-party contractor. Officials agreed \$5,000 was a reasonable amount to propose.

35.438.380. Hogarth said it's possible to put \$100,000.00 into the budget for paving in 2026. The State LSA grant application going after funds for more road repairs wouldn't be announced until fall of 2026 which is too late to manage a paving project. This would allow for a small project in 2026 but would deplete the fund balance significantly.

4. Miscellaneous Discussions

A. Newsletter invoices

Armbruster said, after reviewing the invoices, that too few copies are being printed, at least by 100 not counting copies for the borough office and that needs to be adjusted for the next edition. Shaw mentioned that we're way over budget in printing and would need approximately \$7,000 next year. Dry reminded everyone that it was mentioned before about sending a survey to see who wanted a printed copy. Hogarth suggested that the next couple of newsletters have a section devoted to an opt-in program for those that want to receive a paper copy. It could be noted that residents should call or email the office listing their address and staff

could highlight the address on the master mailing list. Once collected only those addresses would be mailed and all others could view an e-copy on the webpage.

B. Hogarth briefed Council on a proposed lateral pay transfer for recruiting officers that are currently employed but want to work for the Borough. He suggested capping it at the 6-10 year step increase but would give those that have experience but can't afford to start at the year 1 pay rate an incentive to apply. All present verbally supported the idea. Hogarth will add an action item to the 9/2 council meeting and suggested a draft MOU for both Council and the union members to sign.

5. The meeting was adjourned at 7:37pm.

Respectfully submitted.

A handwritten signature in blue ink, appearing to read 'J. Hogarth', is written over the printed name.

Joseph Hogarth

Borough Secretary