

Penbrook Borough Budget Meeting

October 10, 2023

1. The meeting was called to order at 6:30 pm. Elected officials present were Newcomer, Dry Stokes, Deardorff, N. Shaw, V. Shaw and Armbruster. There were no visitors.

2. General Fund Revenues

A. Hogarth reviewed all General Fund Revenues. Based on projections there is no plan to consider a property tax increase for 2024.

B. Hogarth provided Council with a review of Grant Revenues for 2024 which include two PCCD grants that will reimburse the General Fund for salary expenses for Officer Toth and Dan Baldwin for 2024. Other grant revenue includes a \$90,000 award from Dauphin County which will be transferred to pay the Asylum Run Debt payment.

3. Savvy Citizen Notification App

A. Several years ago Council considered alternative methods to notify the community for various reasons such as emergencies or other public concerns as well as general community and event notifications. A few county municipalities are using Savvy Citizen. It would cost the borough roughly \$1,100 each year. Council fears not enough citizens are willing to download the app and the cost doesn't justify the reach. Tabled until further notice.

4.

A. Council considered the two employees in the Codes department. Recently Jacob Bragunier has been appointed as Zoning Officer. This, along with the role of BCO is reason for the consideration. Hogarth provided Council with a salary survey produced by the PA Borough's Association which includes minimum, average, median and high salaries for key positions. After considering this data Council agreed to propose an increase from the 2023 rate of \$51,500 to \$54,106.00.

Property maintenance officer Paul Goff was hired at a 2023 rate of \$23/hr. Council believes the job performance is excellent and has consistently given non-uniform employees a 3% increase when applicable. Council agreed to propose an increase to \$23.69/hour for 2024.

B. At a previous meeting Council considered the Municipal Treasurer's bond amount which currently is for \$100,000.00. This was increased from \$75,000 in 2019 as a result of an Auditor General's audit of the liquid fuels funds when the previous manager was here. Since the borough received more than \$75,000 it was necessary to increase the bond amount. Hogarth questioned whether Council wanted to consider a bond amount for all funds in the borough's accounts which total roughly 6 million. Council asked Hogarth to get pricing from H.A. Thompson. During this meeting Hogarth reported to Council that the cost to secure a bond for 6

million would be a non-staking policy at an annual premium of \$7,190.00. Council declined to consider the increase at this time.

C. At a previous meeting Hogarth advised Council that the Storm Water Authority was questioning the yearly DCED audit submitted by Martin J. Flannery and Associates. Hogarth advised that because Flannery handles the borough's finances they can't really audit their own work. The Solicitor provided Hogarth with a list of firms that handle municipal audits and a request for proposal was sent out. Hogarth reported that one was received by Hamilton and Musser for the cost of \$17,000 in 2024. Council decided not to pursue this in 2024 but to continue having Flannery file the audit.

5. Once again the 5-year capital improvement plan was reviewed but Council did not make any changes or commitments to the items proposed for 2024.

6. The meeting was adjourned at 7:35pm

Respectfully submitted.

Joseph Hogarth

Borough Secretary