

## **Penbrook Borough Budget Meeting**

**October 23, 2023**

1. The meeting was called to order at 6:30 pm. Elected officials present were Newcomer, Dry, Deardorff, N. Shaw, V. Shaw and Armbruster. Mark Sostar was also in attendance.

### **2. Sewer Fund Revenues and Expenses**

A. Hogarth reviewed all Sewer Fund Revenues and Expenses. Based on projections there is no plan to consider a sewer fee increase for 2024. However, Hogarth stated that CRW will have a lot of debt service in the coming years and to expect large fee increases from them. Hogarth's estimate for 2024 CRW fees is \$5.65 up from \$5.01 this year.

B. The CDBG Grant awarded last year for the Thomas St sewer replacement will occur in 2024. The borough will have a cost outside of the grant award but how much will depend on the proposals received and whether paving will be curb to curb or just trench restoration.

C. Other Capital Improvements include a push camera, flow meters and two 2-way headsets for the public works staff. Council agreed on all three items. Hogarth said he would make adjustments to the Sewer Capital Reserve Fund to show a transfer to the Sewer Fund to cover the capital purchases. Other capital items reviewed from previous meetings were as follows:

i. Codes vehicle. Hogarth advised that costars pricing is only available for vehicle orders or the occasional vehicle that is on the lot that was previously ordered and rejected by another municipality. Because of this, reacting to a vehicle breakdown puts the borough in a situation in which there is no vehicle to be used for an undetermined amount of time. Armbruster suggested that since we have the money in the account now it be ordered.

ii. Roadbotics roadway evaluation software. Highspire is interested in sharing the cost of \$5,000 for the evaluation. There is a subscription service, but Hogarth suggests uploading the data into GIS software for future reference. If future evaluations are desired the cost would be another \$5,000 or whatever the price might be at that time. Council agreed to purchase.

iii. GIS software. Hogarth said the research done points to CS Datum from CS Davidson engineering out of York. He reached out to Tri County Regional Planning for other suggestions but the only system they were familiar with was ARC GIS. ARC's cost is approximately 30% higher than CS Datum and there are limits on users. Council agreed to purchase.

iv. Manhole covers. Armbruster was concerned with not only the cost but the change to solid manhole covers might prevent sewer gases from venting. Hogarth said of all the things in the CIP, this is the lowest on the priority list and he also has Rettew researching grants to subsidize the cost. This project will be reevaluated during next year's CIP planning process.

### 3. Municipal Solid Waste Fund

A. Hogarth reviewed the MSW revenues and expenditures advising Council that a \$15 increase to the fee will be necessary to cover the contract cost increase owed to the City of Harrisburg in 2024. The fee will be \$300 per year for the basic service per household. The City's cost to the Borough in 2024 is slightly over \$300 per household.

### 4. Asylum Run Debt Service.

A. Hogarth reviewed the plan to transfer funds from both the general fund and sewer fund to pay the interest and principal payments in 2024.

### 5. All other Capital Reserve Funds

A. Vehicle Capital Reserve fund will accept a \$25,000 transfer from the General Fund in 2024 as well as possible interest earnings from the long-term investments through PLGIT. The CIP proposes the purchase of a new vehicle for use by the Codes/Zoning officer. Hogarth also discussed the possibility of selling the 2010 Ford Explorer and 2009 Ford Crown Vic. Newcomer suggested that if the 2010 Explorer is a "nice to have" versus a "need to have" we should consider getting as much value as we can by selling soon.

B. Parks Grant Fund is not fully proposed because DCNR has not yet approved the combining of phases 2 and 3 for the Little Valley Project. We were awarded two grants, each in the amount of \$70,000.00 from DCNR for phases 2 and 3 but the budget will be dependent upon whether they're combined or not.

C. Post Retirement Health Insurance. Hogarth reviewed the expenses paid for the retirees currently in the plan as well as the health insurance rebates received which fund the benefit.

6. Armbruster reviewed earlier discussions involving a Fire Protection Tax increase. He said the FD hasn't had an increase in over 20 years. Hogarth asked what they need that requires an increase. That's unknown. Newcomer suggested not considering an increase without specific needs that are not being met. Deardorff said he would try and get more information.

7. The meeting was adjourned at 7:50pm

Respectfully submitted.

Joseph Hogarth

Borough Secretary