

Penbrook Borough Budget Meeting

November 13, 2023

1. The meeting was called to order at 6:30 pm. Elected officials present were Newcomer, Dry, Stokes, Deardorff and Armbruster. Charles Burdine was also in attendance.

2. Fire Protection Tax

A. Armbruster reviewed and summarized the financial position of the fire department noting that there hasn't been an increase to FP Tax in about 30 years while expenses have increased. Armbruster proposed a quarter mil increase. Stokes asked if it was for some specific expense. Deardorff answered that it was for general expense increases and trying to meet the needs of their operating budget. Newcomer commented that he recently met with the fire chief to discuss. He noted that the fire department has three main goals which include an incentive program, a live-in program and a new air supply truck. According to Chief Murphy, Newcomer states that all three goals are designed to grow the all-volunteer staff. Chief Murphy believes that most fire departments have incentive programs to help the volunteers meet expenses such as fuel that comes out of their own pockets. Murphy told Newcomer that he was approached by two prospective members but after learning there was no incentive to volunteer, they decided not to join. Newcomer supports the tax increase. Stokes, Deardorff and Dry also commented that they support the increase. Hogarth made adjustments to the 03 fund revenue lines to reflect the proposed increase.

3. IT Vulnerability Assessment Quote

A. Armbruster reminded the members that at the last Council meeting, V. Shaw reviewed a quote received for \$16,000.00 to perform a comprehensive vulnerability assessment of our IT infrastructure. Shaw, an IT security professional, believes this is important with the ever-increasing attacks to infrastructure of local governments and school districts. Since this is the only quote received, she agreed to write a request for proposals to be sent to a few other companies although the formal process is not necessary because of the professional service exemption. Newcomer asked Hogarth if there was money in the budget. Hogarth commented that he believes the cost should be shared between not only the general and sewer funds but a request to consider should be made to the Storm Water Authority. Dry and Stokes, both members of the Authority agreed and Dry said she would bring it up at the SWA meeting on Nov. 15th. Hogarth also commented that currently there is more than a \$30,000 surplus in the General Fund proposal as well as a healthy bank account balance. Those in attendance agreed that it's important to get more quotes but the process is needed. Hogarth adjusted the 01 and 08 funds respectively and will await a response from the SWA.

4. Little Valley Park Summer Program.

A. Newcomer reminded everyone that Program Coordinator, Carmen Gonzalez would like to step down from her role and offered to spend 2024 training someone to assume that position. Newcomer spoke to Sabrina Herb who is interested in this position. Newcomer reviewed Herb's background and resume which includes attending Millersville University to get her Master's Degree for early childhood education. Herb currently works at Capital Area Headstart in Penbrook. Newcomer and Stokes proposed a \$2,000.00 part-time salary. All those in attendance agreed. Hogarth commented that he would reference the chart of accounts and place it accordingly under 01.452.

5. Executive Session. The meeting was adjourned at 7:17pm for an Executive Session to discuss a legal issue. The session was adjourned, and the public meeting called back to order at 7:25pm.

6. A motion is needed to direct the manager to advertise the proposed 2024 budget for public inspection. Deardorff made that motion and was seconded by Armbruster. The motion passed unanimously.

7. The meeting was adjourned at 7:27pm

Respectfully submitted.

Joseph Hogarth

Borough Secretary