

Pen Argyl Borough Council Meeting Minutes
Wednesday, August 5, 2026

Pen Argyl Borough Council held its Council Meeting on Wednesday, August 5, 2026, at 7:00 P.M. in the Borough Social Hall.

I. Pledge of Allegiance:

Council President Steven Goffredo opened the Council Meeting with the Pledge of Allegiance.

II. Roll Call:

Council Members present and responding to roll call: Steven Goffredo, Tammy Kemp, Roy Clewell, Joann Anderson, Stephanie Cooper, Josephine Hildabrant, Scott Brumbaugh and John Apgar.

Also present were Mayor Stephen Male, Solicitor Peter Layman, Borough Manager Brian Fenstermaker and Borough Office Clerk Michelle Renna.

III. Agenda Approval:

Manager Fenstermaker requested that Council vote to amend the agenda to add Lookout Fire Company's insurance renewal to the agenda. The renewal was not received in time to place it on the night's agenda. Solicitor Layman noted that the amended agenda would need to be posted on the Borough's website the following morning.

Councilwoman Tammy Kemp made a motion to amend the agenda to add the Lookout Fire Company insurance renewal under Finance, Tax Exoneration, Insurance & Personnel, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

IV. Visitors:

Kenton Brobst, 104 N. Heller Avenue, addressed Council in opposition to proposed Ordinance No. 745. Mr. Brobst expressed concerns regarding the impact the proposed parking restrictions would have on residents of the block and requested that Council consider alternatives.

Tom Carlo, 306 S. Robinson Avenue, asked Council whether the Borough had received information concerning a proposed facility in the Plainfield Township area that would process food waste. Council indicated that it had no additional information regarding the proposal. Manager Fenstermaker stated that he was aware of it but only from what he saw on Facebook and noted that it is not a project in the Borough.

V. Minutes:

Councilwoman Josephine Hildabrant made a motion to approve the Minutes for the Council Meeting of Tuesday, July 7, 2026, seconded by Councilwoman Stephanie Cooper. Unanimous by roll call.

VI. Reports:

A. Fire Chief – Council received the Fire Chief’s report for July.

The Fire Company discussed the proposed addition to its building. Council was advised that the Fire Company intends to fund the project from its own funds and that volunteers would assist with construction. The Fire Company advised that permit applications had been submitted.

B. Public Works – Mayor Male reported that the Borough took delivery of the new zero-turn mower and that staff received training on the equipment.

Mayor Male also reported that material donated by Techo-Bloc had been received for the wall project at Weona Park, which is anticipated to begin after Labor Day. Public Works continued various street-patching activities and removed old tanks and scrap material from the area behind the salt shed.

C. Zoning

a. Council Members received a copy of the July Zoning Officer’s report.

D. Police Commission

Chief Hoadley addressed Council regarding the preliminary 2027 Slate Belt Regional Police Department budget. Chief Hoadley advised that the budget provided to the municipalities was an initial draft and that the Police Commission is continuing to review options to reduce projected costs.

Chief Hoadley also reported on the successful National Night Out event and recognized Sergeant Moskella for the hard work of organizing the event.

E. Weona Park, Park Board & Pool Pals

a. **Pool Survey & Design Update** – Council Members received a copy of the pool survey. Councilwoman Anderson advised that representatives had met with the pool design consultant and reviewed preliminary concepts. Changes to the concepts were requested, with revised information anticipated in approximately September.

VII. Correspondence: Nothing to report.

VIII. Mayor’s Report:

Mayor Male reported continued strong attendance at the Weona Park Summer Sounds concerts and thanked Borough staff, volunteers and participating organizations for their assistance with the events.

Mayor Male also reported that a trailer had been donated to Weona Park and was being refurbished for use by park personnel. He recognized staff for completing various maintenance and equipment repairs at reduced cost.

IX. Manager's Report:

A. Municibid Update – Manager Fenstermaker reported that the John Deere backhoe did not meet the established reserve price during the Municibid auction. The first and second highest bidders were offered the equipment at their respective bid amounts but did not respond. The third highest bid was \$17,000.

B. Zoning Committee Meeting – Manager Fenstermaker advised that he was continuing to coordinate availability for a zoning committee meeting with Council members, the Zoning Officer and representatives of BIA.

C. Diversified Proposal – Sewer Billing – Manager Fenstermaker reviewed the proposal from Diversified Technologies to provide sewer billing services. Council discussed postcard and full-page billing options, current Borough mailing costs, customer service, final bills, resale certifications and the need to ensure that the Borough is protected against errors in certifications issued by Diversified. Council discussed potentially using Diversified through the remainder of 2026 while evaluating the Borough's long-term sewer billing process.

D. Payroll Processing Update – Manager Fenstermaker reported that implementation of PAYCHEX payroll processing was continuing and remained on schedule for the August 11 payroll.

E. Trucks on William & George Streets – Manager Fenstermaker discussed continuing complaints regarding trucks using William and George Streets. He advised that he had spoken with representatives of Plainfield Township and Techo-Bloc regarding possible signage and truck restrictions.

Council expressed support for sending correspondence to Plainfield Township requesting cooperation in addressing the issue and, if necessary, jointly approaching PennDOT regarding portions of the affected roadways under state jurisdiction.

X. Solicitor's Report:

Solicitor Layman reported that the County approved the Borough's request for tax-exempt status for the tract of land acquired from Green and White. Solicitor Layman advised that the Borough had been required to demonstrate that the property was being used or would be used for a public purpose.

XI. Sanitation, Solid Waste & Recycling: Nothing to report.

XII. Finance, Tax Exoneration, Insurance & Personnel:

A. Treasurer's Report – July 2026 – Manager Fenstermaker advised that a July Treasurer's Report was not yet available due to recent staffing changes. He anticipated completing the necessary reconciliations and distributing the report to Council prior to the next Workshop Meeting.

B. Lookout Fire Company Insurance Renewal – Manager Fenstermaker advised that the Fire Company insurance premium was \$27,742 for the prior policy period and that the renewal premium presented to Council was \$28,606. The amount remained subject to possible reduction based upon changes being made to insured equipment and vehicles.

Councilman Scott Brumbaugh made a motion to approve the Lookout Fire Company insurance renewal, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

XIII. Community Outreach:

Councilwoman Tammy Kemp advised Council of Northampton County's annual Centenarian Luncheon and encouraged residents to share the information with Borough residents who are 100 years of age or older.

XIV. Payment of the Bills:

The following bills were presented for payment: General Fund, \$10,266.43; Sewer Fund, \$52,954.38; and Reserve Fund, \$411,385.75.

Councilwoman Josephine Hildabrant made a motion to pay the bills as presented, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

XV. Action Items:

A. Reconsider HH Farms LLC – Request to Place Parcel into Plainfield Township Agricultural Security Area

Justin Huratiak addressed Council on behalf of HH Farms LLC regarding the request to place the Borough portion of the property into Plainfield Township's Agricultural Security Area. Mr. Huratiak advised that the property has historically been used for farming and that inclusion in the Agricultural Security Area is necessary for the property to be eligible for permanent farmland preservation through Northampton County.

Councilwoman Kemp made a motion to table, seconded by Councilwoman Anderson. Council voted unanimously to table the matter pending discussion during executive session, with the possibility of taking action following executive session.

B. Consider Change Order #4 – Playground Phase II Project

Manager Fenstermaker advised that Change Order #4 involved no change in the contract price and extended the project schedule by sixty (60) days to allow seeding to occur during more favorable fall conditions. Councilwoman Joann Anderson made a motion to approve Change Order #4, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

C. Consider Handicapped Parking Application – 223 W. Main Street

Manager Fenstermaker advised that the Borough received a completed handicapped parking application for 223 W. Main Street, including the required payment, physician documentation and handicapped placard information. Public Works reviewed the requested location and had no objection. Councilwoman Tammy Kemp made a motion to approve the handicapped parking application for 223 W. Main Street, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

D. Accept Resignation of Borough Secretary

Councilwoman Josephine Hildabrant made a motion to accept the resignation of Borough Secretary Julianne Lemak, seconded by Councilman John Apgar. Unanimous by roll call.

E. Authorize Manager to Advertise Borough Secretary Position

Councilwoman Joann Anderson made a motion to authorize the Borough Manager to advertise the Borough Secretary position, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

F. Appoint Assistant Borough Secretary

Manager Fenstermaker and Solicitor Layman explained the duties of an Assistant Borough Secretary and the need to have an individual available to perform the duties of the Borough Secretary in the absence of the Secretary. Councilwoman Joann Anderson made a motion to appoint Michelle Renna as Assistant Borough Secretary, seconded by Councilman Scott Brumbaugh. Unanimous by roll call.

G. Appoint New Zoning Hearing Board Member

Councilman John Apgar nominated Patrick Denman for appointment to the Zoning Hearing Board, seconded by Councilwoman Stephanie Cooper. Voting in favor were Councilman Steven Goffredo, Councilwoman Tammy Kemp, Councilwoman Joann Anderson, Councilwoman Stephanie Cooper, Councilwoman Josephine Hildabrant and Councilman John Apgar. Voting no were Councilman Roy Clewell and Councilman Scott Brumbaugh. There being six (6) yes votes and two (2) no votes, the motion passed.

H. Consider MS4 Basin Project Change Orders

Council discussed the three MS4 Basin Project change orders that replaced the previously proposed change order. The three change orders changed the fence from 4 feet to 6 feet and updated the associated costs and credits to reflect this change. Councilwoman Joann Anderson made a motion to approve the three MS4 Basin Project change orders, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

I. Proposed Ordinance No. 745 – No Parking Zone, N. Heller Avenue

Council discussed proposed Ordinance No. 745, which would establish parking restrictions on N. Heller Avenue during school hours. Council discussed the concerns raised by residents, existing parking conditions, pedestrian safety near the school and possible alternatives, including limiting the restriction to one side of the street.

Solicitor Layman advised that a substantial amendment to the proposed ordinance would require re-advertisement.

Councilwoman Tammy Kemp made a motion to table proposed Ordinance No. 745, seconded by Councilman John Apgar.

Voting in favor were Councilwoman Tammy Kemp, Councilman Roy Clewell, Councilwoman Joann Anderson, Councilwoman Stephanie Cooper, Councilwoman Josephine Hildabrant and Councilman John Apgar. Voting no were Councilman Steven Goffredo and Councilman Scott Brumbaugh. There being six (6) yes votes and two (2) no votes, the motion to table passed.

Council agreed to further discuss the proposed parking restrictions at the next Workshop Meeting and to obtain measurements of the affected area for consideration in preparing a revised ordinance.

J. Consider 2026 Streets Program Change Order #2

Manager Fenstermaker advised that Change Order #2 resulted in a credit of \$67.10 for water used by the contractor from Borough property. Councilwoman Joann Anderson made a motion to approve Change Order #2, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

K. Authorize Manager to Execute PAYCHEX Agreement

Councilman Scott Brumbaugh made a motion to authorize the Borough Manager to execute the PAYCHEX agreement, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

L. Authorize Manager to Execute Diversified Technologies Agreement

Council discussed authorizing the Borough Manager to execute an agreement with Diversified Technologies for sewer billing services through the remainder of 2026, contingent upon receipt and review of the agreement by Solicitor Layman and satisfactory provisions addressing resale certifications and liability for certification errors.

Councilwoman Kemp made a motion to approve authorization for the Borough Manager to execute the Diversified Technologies agreement through the remainder of 2026, contingent upon Solicitor Layman's review and approval. The motion was seconded by Councilman Clewell. Unanimous by roll call.

M. Municibid Auction – John Deere Backhoe

Council discussed the unsuccessful auction of the John Deere backhoe. The established reserve was \$25,000. The highest bid was \$20,475 and the second highest bid was \$20,375; neither bidder responded when offered the equipment following the unsuccessful auction. The third highest bid was \$17,000.

Councilwoman Kemp made a motion to authorize the Borough Manager to offer the backhoe to the third highest bidder for \$17,000. If the bidder declined, the Borough Manager was authorized to relist the backhoe on Municibid for fourteen (14) days with a reserve price of \$15,000. The motion was seconded by Councilwoman Cooper. Unanimous by roll call.

N. Voter Services Pop-Up Event

Manager Fenstermaker explained Northampton County Voter Services' proposal to conduct a temporary voter services event in the Borough between October 5 and October 27. Services could include voter registration, mail-in ballot applications, on-demand voting and acceptance of completed mail-in ballots during the event. Councilwoman Tammy Kemp made a motion to approve hosting the Northampton County Voter Services Pop-Up Event, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

XVI. Executive Session:

Councilwoman Tammy Kemp made a motion to enter executive session at 8:35 P.M. for litigation, real estate and personnel matters, seconded by Councilwoman Stephanie Cooper. Unanimous by voice vote.

Council returned from executive session at 9:13 P.M.

A. HH Farms LLC – Agricultural Security Area

Councilman Roy Clewell made a motion to approve HH Farms LLC's request to place the parcel into Plainfield Township's Agricultural Security Area, seconded by Councilman Scott Brumbaugh.

Voting in favor were Councilman Steven Goffredo, Councilman Roy Clewell, Councilwoman Josephine Hildabrant and Councilman Scott Brumbaugh. Voting no were Councilwoman Tammy Kemp, Councilwoman Joann Anderson, Councilwoman Stephanie Cooper and Councilman John Apgar. The Council vote being tied four (4) to four (4), Mayor Stephen Male voted in favor of the motion. There being five (5) votes in favor and four (4) votes opposed, the motion passed.

B. Former Borough Secretary – Unused Vacation

Councilwoman Joann Anderson made a motion to approve payment of one and one-half (1½) weeks of unused vacation to former Borough Secretary Julianne Lemak, seconded by Councilwoman Tammy Kemp. The motion passed unanimous by roll call.

XVII. Adjournment:

Councilman Scott Brumbaugh made a motion to adjourn, seconded by Councilwoman Tammy Kemp. Unanimous by voice vote. The Council Meeting adjourned at 9:22 P.M.

Respectfully Submitted,

Brian Fenstermaker
Borough Manager