

Pen Argyl Borough Council held their Meeting for December on Wednesday, December 10, 2025 at 7:00 P.M. in the Borough Social Hall.

Pledge of Allegiance:

Council President Joseph LeDonne opened the Council Meeting with the Pledge of Allegiance.

Roll Call:

Council Members present and responding to roll call: Joseph LeDonne, Tammy Kemp, Steven Goffredo, Joann Anderson, John Apgar, Stephanie Cooper, and Josephine Hildabrant. Councilman Scott Brumbaugh was present via telephone.

Also present were Borough Solicitor Peter Layman, Mayor Stephen Male, Borough Manager Robin Zmoda and Borough Secretary Juli Lemak.

Visitors:

None.

Discussion and Final Adoption of Year 2026 Budget:

General Fund - \$2,455,329.00
Sewer Fund - \$1,514,725.00
State Fund - \$279,705.00
Reserve Fund - \$1,928,021.00
Garbage Wealth Fund - \$535,000.00
Reserve Wealth Fund - \$813,000.00

Councilwoman Tammy Kemp made a motion to accept and approve final adoption of the year 2026 budget as presented, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

Tax Structure

Real Estate Tax Millage - 14.00 Mills (1 Mill for fire tax)
Per Capita - None
Local Services Tax (LST) - \$52.00
Real Estate Transfer Tax - 1% - Shared Equally with School District
Earned Income Tax - 1% - Shared Equally with School District
Sewer Rental Fee - \$123.00 Minimum Quarterly Charge per Unit/10,000 Gallons
\$13.50 per Thousand Gallons over 10,000 Gallons
\$15.39 per body at Schools
\$184.62 per quarter for non-metered wells
Garbage fee- Garbage fee waived for the year 2026

Tax Structure con't:

Councilwoman Tammy Kemp made a motion to accept and approve the Tax Structure for the year 2026, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

The Borough Assessment Valuation for 2026 is \$66,647,500, 2025 was \$67,031,000
2024 was \$66,900,200; 2023 was \$66,817,200; 2022 was \$66,969,800; and 2021 was \$67,093,100.

One (1) Mill equals \$66,647.50; less 5% uncollectible, collectible amount is \$63,315.12

Prior Years Millage: Years 2020 to 2025 was 13 Mills.

Ordinance No. 743 for fixing the Year of 2026 Millage Rate:

Councilwoman Joann Anderson made a motion to adopt Ordinance No. 743 for the Millage Rate of 14.00 Mills for the year of 2026, seconded by Councilwoman Stephanie Cooper. Unanimous by roll call.

Ordinance No. 742 Establishing a fire tax:

Councilman Scott Brumbaugh made a motion to adopt Ordinance No. 742, to establish a 1 mil fire tax, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

Ordinance #741 for suspending the charges of residential dwelling units' collection of municipal waste for the year of 2026:

Councilwoman Josephine Hildabrant made a motion to adopt Ordinance #741 to suspend the year of 2026's charges of residential dwelling units' collection of municipal waste, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

Resolution #2025-11 to appoint Berkheimer Associates as Collector of the Local Services Tax (LST) and Keystone Collection Group as Collector of the Earned Income Tax for the Year of 2026:

Councilman John Apgar made a motion to approve Resolution #2025-11 to reappoint Berkheimer Associates as Collector of the Local Services Tax (LST) and Keystone Collection Group as Collector of the Earned Income Tax for the fiscal year of 2026, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

Resolution #2025-12 for Earned Income Tax, Local Services Tax (LST) and Property Transfer Tax for the Year of 2026:

Councilman John Apgar made a motion to approve Resolution #2025-12 for the Earned Income Tax of 1/2 of 1%, the Local Services Tax (LST) of \$52.00 and 1/2 of 1% Property Transfer Tax for the fiscal year of 2026, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

Transfer of funding from Reserve Fund into General Fund in the amount of \$126,198.78:

Councilman Steven Goffredo made a motion to approve to transfer funds from the Reserve Fund to the General Fund in the amount of \$126,198.78, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

Public Works:

All Council Members received a copy of Public Works Director Steven Bender's November report to review.

All Council Members received email correspondence regarding Karen Wooley, 405 W. Pennsylvania Avenue's request for a traffic study to have a pedestrian sign placed where students cross at the YMCA, 315 W. Pennsylvania Avenue, and no parking signs on the surrounding roads due to limited sight distance proceeding onto W. Pennsylvania Avenue. PennDOT does not install pedestrian signs or crosswalks; the municipality is responsible for no parking signs. The matter was tabled.

Councilwoman Joann Anderson made a motion to approve the handicapped parking name transfer at 527 Pen Argyl Street to Marissela Reese, seconded by Councilman Scott Brumbaugh. Unanimous by roll call.

Councilwoman Joann Anderson made a motion to adopt Ordinance No. 740, opening and ordaining the portion of C Street located between the north boundary of Route 512, extending 182 feet north to the boundary of tax parcel identification number E85.1, seconded by Councilman Steven Goffredo. Unanimous by roll call.

All Council Members received a copy of one (1) gas and oil bid for the year 2026 from Reimer Bros., Inc. Councilwoman Tammy Kemp made a motion to accept the bid for gas and oil for the year 2026 from Reimer Bros., Inc., for 7,500 Gallons regular ethanol gasoline at \$2.288 per gallon, 1,000 gallons of Sunoco ultra-low sulfur diesel fuel winter blend at \$2.859 per gallon, and 5,000 gallons of heating oil delivered for \$2.909 per gallon, seconded by Councilwoman Stephanie Cooper. Unanimous by roll call.

Councilwoman Tammy Kemp made a motion to approve Grace Industries, Inc. bid for the A.D.A. playground project at Weona Park for \$397,645.83, seconded by Councilman Steven Goffredo. Unanimous by roll call.

Zoning Report:

All Council Members received a copy of Zoning/Codes Office's November report.

Police Report:

All Council Members received a copy of the Slate Belt Regional Police meeting minutes from November 5, 2025 and November 20, 2025, and agendas from November 20, 2025, and December 2, 2025.

Fire Chief's Report:

Chief Dean Parsons read the November report.

Minutes:

Councilwoman Tammy Kemp made a motion to approve the Minutes from the Council Meeting of November 5, 2025, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

Councilwoman Josephine Hildabrant made a motion to approve the Minutes from the Special Council Meeting of November 25, 2025, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

All Council Members received the Park Board agenda from November 12, 2025 and minutes from October 8, 2025.

Correspondence:

All Council Members received a copy of a letter from PA American Water, they submitted a request to the Pennsylvania Public Utility Commission requesting new rates to fund critical upgrades, and a copy of a notification from The Clothes Bin; they received 210 pounds of clothing during the past month.

Mayor's Report:

Mayor Male thanked everyone for participating at Cookies, Carols and Clause, and the Public Works Department for decorating the trees, everyone helped make the event successful.

Mayor's Report con't:

All Council Members received a copy of the Slate Belt Council of Governments November 19, 2025 minutes. Mayor Male was not in attendance.

Planning Commission:

All Council Members received a copy of Plan Slate Belt's agendas from November 6, 2025 & December 4, 2025.

Councilwoman Tammy Kemp made a motion to enter into a Multi-Municipal Cost Agreement for the cost of the Plan Slate Belt Multi-Municipal Comprehensive Plan Implementation Project for the years 2026-2027, for \$16,823.67, seconded by Councilman Steven Goffredo. Unanimous by roll call.

All Council Members received a copy of the final recording of the 920 E. Main Street subdivision.

Solicitor:

Nothing for open session.

Sanitation, Solid Waste & Recycling:

All Council Members received a copy of the Wastewater Treatment Plant November report.

All Council Members received a copy of Collier's Engineering & Design's third quarter engineering report, the Authority December 1, 2025 agenda and minutes from July 7, 2025.

Manager Zmoda informed all Council Members the Sewer Authority returned \$15,000.00 funding not spent that the Borough provided to them in January.

Councilwoman Tammy Kemp approved for Manager Zmoda to send the Sewage Facilities Planning Module, and Resolution For Plan Revision For New Land Development to the Department of Environmental Protection for the Grand Central Sanitation Material Recycling Facility at Grand Central Sanitary Landfill, Inc. in Plainfield Township, seconded by Councilman Scott Brumbaugh. Unanimous by voice vote.

Finance, Tax Exoneration, Insurance & Personnel:

Councilwoman Tammy Kemp made a motion to approve the November Treasury Report as submitted by Borough Manager/Treasurer Zmoda, seconded by Councilwoman Stephanie Cooper. Unanimous by roll call.

Finance, Tax Exoneration, Insurance & Personnel con't:

Manager Zmoda informed all Council Members that there was an accident involving the fire truck and a parked vehicle, the matter was reported to the insurance company. No injuries were reported.

Property & Utilities:

Councilman Scott Brumbaugh made a motion to approve Albarell Electric Inc's generator service proposal for \$4,165.00 for the year 2025 and \$4,395.00 for the year 2026, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

Community Outreach:

Borough Secretary Juli Lemak provided Council with the November feral cat report.

Councilwoman Joann Anderson made a motion to sign the contract with FURR Fix, allowing no more than 3 cats neutered, at a rate of \$40 per cat for the year 2026, seconded by Councilwoman Stephanie Cooper. The motion passed unanimous by roll call.

Borough Manager's Report:

All Council Members received a copy of Borough Manager Zmoda's November report and a copy of the EMS Regional Kickoff Meeting's November 20, 2025 agenda.

Payment of Bills:

The following bills were presented for payment: General Fund, \$24,081.40; Sewer Fund, \$52,508.72 and Reserve Money Market Fund, \$33,286.60. Councilman John Apgar made a motion to pay the bills as presented, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

Special Note: Borough Secretary Juli Lemak left the meeting at 7:52 P.M. and the rest of the minutes were taken by Borough Manager Zmoda.

Executive Session:

Councilwoman Tammy Kemp made a motion to go into Executive Session to discuss potential litigation and personnel, seconded by Councilwoman Joann Anderson. Unanimous by voice vote. Council went into Executive Session at 7:52 P.M. and reconvened at 9:08 P.M.

Employment Separation/Consulting Agreement:

Councilman Steven Goffredo made a motion to formally give Borough Manager Robin Zmoda an Employment Separation/Consulting Agreement for her review, seconded by Josephine Hildabrant. Unanimous by roll call vote.

Borough Manager/Treasurer position:

Councilman Steven Goffredo made a motion to direct Solicitor Layman to draft an Employment Agreement for the Borough Manager/Treasurer position, seconded by Councilman John Apgar. Council members voting in favor of the motion were: Joseph LeDonne, Josephine Hildabrant, John Apgar, Scott Brumbaugh, Joann Anderson, Steven Goffredo, and Tammy Kemp. Councilwoman Sthpanie Cooper abstained due to a conflict of interest. There being seven (7) yes votes, and one (1) abstain, the motion passed.

Councilwoman Tammy Kemp made a motion for Steven Goffredo, Chair of the Personnel Committee to extend an offer of employment for the position of Borough Manager/Treasurer to Brian Fenstermaker, with contract to follow, seconded by Councilman Scott Brumbaugh. Council members voting in favor of the motion were: Joseph LeDonne, Josephine Hildabrant, John Apgar, Scott Brumbaugh, Joann Anderson, Steven Goffredo, and Tammy Kemp. Councilwoman Sthpanie Cooper abstained due to a conflict of interest. There being seven (7) yes votes, and one (1) abstain, the motion passed.

Adjournment

Councilwoman Tammy Kemp made a motion to adjourn, seconded by Councilwoman Joann Anderson. Unanimous by voice vote. The council meeting adjourned at 9:12 P.M.

Respectfully Submitted,

Juli Lemak
Borough Secretary