

Pen Argyl Borough Council held its Council Meeting on Tuesday, October 6, 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, Joann Anderson, John Apgar, Josephine Hildabrant, Scott Brumbaugh and Stephanie Cooper. Councilman Roy Clewell participated by telephone.

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

III. Agenda Approval:

Councilwoman Joann Anderson made a motion to approve the agenda, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

IV. Visitors:

A. Musson Brothers Inc.

Representatives from Musson Brothers Inc. addressed Council regarding sanitary sewer rehabilitation and infiltration and inflow (I&I) reduction. They discussed the company's experience working with nearby municipalities, including Nazareth, Bangor and Wind Gap, and provided an overview of its process for identifying and rehabilitating sewer mains and laterals through televising, GIS mapping and lining. They also discussed the results experienced by other municipalities and potential grant funding opportunities for sewer rehabilitation projects.

Council discussed the Borough's I&I concerns and its efforts to become more aggressive in addressing infiltration and inflow within the sewer system.

B. 413 & 415 William Street Subdivision

William "Tom" Barlow of Newton Engineering addressed Council regarding the proposed subdivision of 413 and 415 William Street. Mr. Barlow explained that the existing semi-detached dwelling is located on one parcel and that the proposed subdivision would create two lots along the existing party wall. He reviewed two requested waivers related to utility easements and property corner monumentation.

Council discussed the status of the Borough Engineer's review. The revised plan had been submitted to Van Cleef Engineering, but Council had not yet received a recommendation on the revised submission. Mr. Barlow agreed to an extension of time for Council to act on the subdivision application.

Councilwoman Tammy Kemp made a motion to table consideration of the 413 and 415 William Street subdivision pending review and recommendation from the Borough Engineer, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

V. Minutes:

Councilwoman Stephanie Cooper made a motion to approve the Minutes for the Council Meeting of September 1, 2026, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

VI. Reports:

A. Fire Chief – Fire Chief Dean Parsons presented the September report. Calls included a fuel spill, three ALS assists, a burn complaint, a dwelling fire and wires down. The Fire Company recorded 282 drill and training hours and 168 fire hours, for a total of 450 hours.

B. Public Works – Mayor Male thanked Fire Chief Dean Parsons, on behalf of the Public Works Department, for the condition in which the Fire Company left Weona Park following the lantern event held at the park. He reported that the gas line work at Weona Park had been completed and that the former hamburger stand structure had been removed. Public Works planned to begin rebuilding the nearby wall.

Leaf collection is scheduled to begin October 19 and continue through the first week of December, with additional collection as needed. Public Works also repaired two additional storm basins. The Slate Belt Regional Police Department's electronic speed sign was installed on Flory Avenue and will be rotated to monitor traffic in both directions.

Council also discussed a low-hanging wire and the ongoing identification and repair of nonfunctioning streetlights.

C. Zoning Officer – Council Members received a copy of the September Zoning Officer's report.

D. Police Commission – Council was advised that the Police Commission meeting had been rescheduled due to several members being unavailable.

E. Weona Park, Park Board & Pool Pals – Council discussed ongoing Pool Pals fundraising activities, including golf hole sponsorships, donations and upcoming fundraising events. Councilwoman Kemp discussed possible fundraising resources for the proposed pool project, including the potential use of a professional fundraiser.

Council also discussed preparations for Lukie Fest, including carousel and miniature golf operations. Borough staff will coordinate with the event organizer regarding the details.

VII. Correspondence:

A. Slate Belt Heritage Center 2026 Annual Fund Drive – Council received correspondence from the Slate Belt Heritage Center regarding its 2026 Annual Fund Drive. Manager Fenstermaker reported that Borough records showed that the Borough has generally contributed \$750 annually to the Heritage Center since 2006.

Manager Fenstermaker also advised Council that he had received a letter from the Pen Argyl Municipal Authority requesting \$15,000 in Borough funding for 2027 just a few hours prior to the meeting. Manager Fenstermaker noted that, due to the timing of its receipt, the correspondence was not included on the meeting agenda. Council requested that Manager Fenstermaker verify the amount provided to the Authority during 2026. The 2027 request will be considered during budget discussions.

VIII. Mayor's Report:

Mayor Male reported that his items had been covered during the Workshop Meeting and had no additional report.

IX. Manager's Report:

A. Fall 2026 Newsletter – Manager Fenstermaker advised that the draft Fall 2026 newsletter had not yet been received from the designer. Once received, the draft will be circulated to Council by email for review prior to printing.

Council discussed scheduling a separate workshop to review the proposed 2027 Budget. Manager Fenstermaker advised that he had begun preparing the budget. Council President Goffredo requested that Council conduct a detailed, line-by-line review. Manager Fenstermaker will contact Council regarding availability for a budget workshop.

X. Solicitor's Report:

A. Draft Ordinance No. 746 – Grease Trap Ordinance – Solicitor Layman reviewed proposed Ordinance No. 746 and advised that several technical appendices and forms referenced in the draft still needed to be obtained and reviewed. Sewer Engineer Ron Madison had indicated support for the ordinance, subject to completion of the technical materials.

Councilwoman Joann Anderson made a motion to authorize advertisement of proposed Ordinance No. 746, subject to incorporation of the referenced technical appendices and approval of those materials by Sewer Engineer Ron Madison prior to final adoption, seconded by Councilman Scott Brumbaugh. Unanimous by roll call.

Council also briefly discussed the potential purchase of a used composite sampler rather than a new unit.

XI. Sanitation, Solid Waste & Recycling:

No report.

XII. Finance, Tax Exoneration, Insurance & Personnel:

No report.

XIII. Community Outreach:

Councilwoman Kemp reported that Cookies, Carols & Claus is scheduled for Saturday, December 5, 2026, from 6:30 P.M. to 8:30 P.M. The event will be held indoors, and Council Members were asked to provide individually bagged cookies.

Councilwoman Kemp also reported on the Northampton County Centenarian Luncheon and discussed the recognition of Pen Argyl resident Ethel Jones.

Council discussed the lighting of the tree in the park. Public Works will inspect the Borough's holiday lights and address the tree so that the lighting is uniform. Mr. Shaplin offered to pay for any additional lights that may be needed.

XIV. Payment of the Bills:

The following bills were presented for payment: General Fund, \$26,000.71; Sewer Fund, \$13,808.64; and Reserve Fund, \$106,105.68.

Councilwoman Josephine Hildabrant made a motion to approve payment of the bills, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

XV. Action Items:

A. Sunrise Dental Care Parking Meter Request

Council considered a request from Sunrise Dental Care to relocate its two existing prepaid parking meter spaces from West Pennsylvania Avenue to North Robinson Avenue near the business's main entrance. Council discussed the Borough's prepaid meter program and concerns that business-specific meter covers may give the impression that the spaces are reserved for a particular business. Manager Fenstermaker clarified that prepaid meter spaces remain public parking spaces and may be used by anyone.

Councilman Scott Brumbaugh made a motion to deny the requested relocation, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

Council discussed providing additional public information regarding the prepaid meter program and making it clear that covered meter spaces remain available to the general public.

B. Albarell Electric Proposal – Borough Hall Generator

Manager Fenstermaker advised that sufficient funds were available in the General Fund operating reserve to complete the generator-related electrical work. Council discussed the importance of maintaining power to the Borough garage during a power outage.

Councilwoman Tammy Kemp made a motion to approve the Albarell Electric proposal, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

C. Ordinance No. 745 – North Heller Avenue/West Babbitt Avenue Parking

Councilwoman Joann Anderson made a motion to adopt Ordinance No. 745 prohibiting parking on North Heller Avenue and West Babbitt Avenue during school hours, seconded by Councilwoman Josephine Hildabrant. Unanimous by roll call.

D. Slate Belt Regional Police Department Payment

Council discussed the \$82,726.98 payment to the Slate Belt Regional Police Department and the use of Reserve Fund monies for the payment.

Councilwoman Josephine Hildabrant made a motion to approve payment of \$82,726.98 to the Slate Belt Regional Police Department from the Reserve Fund, with any future reimbursement related to the payment to be returned to the Reserve Fund, seconded by Councilman Scott Brumbaugh. Unanimous by roll call.

E. Pen Argyl Area School District Lease of Weona Park

Councilwoman Tammy Kemp made a motion to approve the Pen Argyl Area School District's lease of Weona Park from October 28 through November 4, 2026, for the bonfire, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

Manager Fenstermaker advised that the Borough had received the required certificates of insurance. Council also discussed updating the lease language using provisions from the Borough's current park rental documents.

F. 413 & 415 William Street Subdivision

This item was addressed earlier under Visitors. Council tabled consideration of the subdivision pending review and recommendation from the Borough Engineer.

G. Fall Paving Project – East Reservoir Avenue

Council President Goffredo discussed the core samples taken on East Reservoir Avenue, which showed varying pavement thicknesses. As a result, the paving specifications were revised to divide the roadway into three sections with different treatments based upon existing conditions. Barker & Barker submitted a proposal in the amount of \$262,255.

Manager Fenstermaker reported that approximately \$329,000 of the \$690,000 budgeted for paving and engineering had been spent, leaving approximately \$360,000 available.

Councilwoman Tammy Kemp made a motion to approve the Fall Paving Project for East Reservoir Avenue in the amount of \$262,255, seconded by Councilman Scott Brumbaugh. Unanimous by roll call.

H. Proposed Ordinance No. 746 – Grease Trap Ordinance

Authorization to advertise proposed Ordinance No. 746 was approved earlier under the Solicitor's Report.

I. Alfero – Bathhouse Project

Council discussed the proposed additional HVAC-related work at the bathhouse. Solicitor Layman advised that, because the original construction contract had been closed, the additional work could not be processed as a change order to that contract. Council discussed restructuring the proposal into two separate scopes of work: the HVAC work itself and Alfero's construction management and administrative services.

Councilwoman Joann Anderson made a motion to approve the additional work contingent upon the documentation being revised to establish the two separate contracts and scopes of work as discussed, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

J. Handicapped Parking Application – 620 William Street

Council considered the handicapped parking application for 620 William Street and discussed the applicant's existing off-street parking, the grade of the driveway and access to the residence.

Councilwoman Tammy Kemp made a motion to deny the application, seconded by Councilman John Apgar.

Voting in favor of the motion were Councilwoman Tammy Kemp, Councilwoman Joann Anderson, Councilman John Apgar and Councilwoman Josephine Hildabrant. Voting opposed were Council President Steven Goffredo, Councilman Roy Clewell, Councilman Scott Brumbaugh and Councilwoman Stephanie Cooper.

The vote being tied four (4) to four (4), Mayor Stephen Male voted in favor of the motion to deny the application. The motion passed five (5) to four (4).

XVI. Executive Session:

Council entered executive session at 8:41 P.M. to discuss personnel and litigation matters.

Council reconvened at 9:17 P.M. No formal action was taken following executive session.

XVII. Adjournment:

Councilman Scott Brumbaugh made a motion to adjourn, seconded by Councilwoman Joann Anderson. Unanimous by voice vote. The Council Meeting adjourned at 9:17 P.M.

Assistant Borough Secretary Michelle Renna recorded the minutes through Council's entry into executive session at 8:41 P.M. Borough Manager Brian Fenstermaker recorded the remainder of the meeting following her departure.

Respectfully Submitted,

Brian Fenstermaker
Borough Manager