

Pen Argyl Borough Council held their Meeting for September on Tuesday, September 2, 2025 at 7:00 P.M. in the Borough Social Hall.

Pledge of Allegiance:

Council Vice President Josephine Hildabrant opened the Council Meeting with the Pledge of Allegiance.

Roll Call:

Special Note: Council President Joseph LeDonne was absent, and Vice President Josephine Hildabrant conducted the meeting in his absence.

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

Also present were Borough Manager Robin Zmoda, Mayor Stephen Male and Borough Secretary Juli Lemak. Borough Solicitor Peter Layman arrived later during the meeting.

Visitors:

Casey Kopko, 920 E Main Street, addressed Council regarding his previous plans to subdivide his property, for the purpose of building a house. He explained that his circumstances have since changed, and he no longer intends to proceed with building a home on the subdivided property. Mr. Kopko requested relief from the recreation fee, citing a land exchange that occurred with the Borough in the early 2000s. As part of that agreement, he traded a portion of his land with the Borough. In return, he received the land behind the warehouse to provide his business with access to Route 512. In exchange, the Borough acquired approximately 3,500 square feet of land which is now a part of Weona Park and includes the property where the Scout Hall is located. No money was exchanged during the transaction. Based on this prior land swap, Mr. Kopko is requesting the land swap be considered in lieu of the recreation fee. The matter was tabled pending input from Solicitor Layman, who had not yet entered the meeting.

Tom Carlo, 306 S. Robinson Avenue addressed Council to request their opinion regarding the recent zoning approval granted by Plainfield Township to Waste Management. Council did not offer any comments at the time, stating they were waiting for the arrival of Solicitor Layman before discussing the matter further.

Public Works Report:

All Council Members were given a copy of Public Works Director Steven Bender's August report to review.

Councilwoman Tammy Kemp made a motion to approve a handicapped parking spot at 302 N. Lobb Avenue, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

Public Works Report con't:

All Council Members received an email from Van Cleef Engineering with a timeline for the mill and overlay of portions of East Plainfield Avenue, Vine Street, and East Laurel Avenue. Manager Zmoda said the Westbrook project will start on Thursday and notices will be sent to residents in the affected areas.

There was a discussion regarding the playground equipment. Manager Zmoda explained if Council wanted a white fire truck, the cost would be much higher. Borough Council agreed to just keep it red and will try to put the Lookout Fire Department logo on the truck. Councilwoman Tammy Kemp made a motion to proceed with the proposed playground structure list as presented, seconded by Councilwoman Stephanie Cooper. Unanimous by roll call.

All Council Members received a copy of an email from Alfero Company with an update on the bathhouse project.

Councilwoman Tammy Kemp made a motion to adopt Ordinance No. 739, to establish a stop sign on Lobb Avenue at the intersection of Babbitt Avenue, seconded by Councilman John Apgar. Unanimous by roll call.

All Council Members received a copy of correspondence from Van Cleef Engineers containing the final punch list for Lobb Avenue.

Zoning Report:

All Council Members were given a copy of Zoning/Codes Office's August report.

Police Report:

All Council Members received a copy of the Slate Belt Regional Police Department's agenda from August 21, 2025, and minutes from July 17, 2025.

Fire Chief's Report:

No one was present from the Fire Company.

Minutes:

Councilwoman Tammy Kemp made a motion to approve the Minutes for the Regular Council Meeting of Tuesday, August 5, 2025, with the deletion of her name on page one in the "Special Note" because she was not present, seconded by Councilwoman Stephanie Cooper. Unanimous by roll call.

Minutes con't:

All Council Members received a copy of the Park Board's August 13, 2025 agenda and July 9, 2025 minutes.

Correspondence:

All Council Members received a copy of an email from Susan Edwards, 204 S. Schanck Avenue, thanking Secretary Lemak for assistance with her sewer billing issue.

All Council Members received a notification from Governor Josh Shapiro of the temporary impasse for the fiscal year 2025-2026 state budget.

Mayor's Report:

Mayor Male stated there were no reportable incidents during the Lookout Fire Company's Labor Day celebration or parade and was well attended. The Slate Belt Council of Governments is having a "Dine to Donate" fundraiser on the day of the Bangor/Pen Argyl football game on October 24, 2025, at both Deitzi's Tavern and Broadway Pub in Bangor.

All Council Members received a copy of the Slate Belt Council of Government's June 25, 2025 and August 27, 2025 minutes.

Planning Commission:

All Council Members received a copy of the Planning Commission's August 21, 2025 agenda and minutes for the Preliminary/Final Subdivision and Lot Line Adjustment at 920 E. Main Street. The discussion was tabled until Solicitor Layman arrived at the meeting.

All Council Members received a copy of the Plan Slate Belt, Slate Belt Multi-Municipal Committee's August 7, 2025 agenda and the request for proposal of the Plan Slate Belt Coordinated Zoning and Official Map Updates.

Sanitation, Solid Waste & Recycling:

All Council Members received a copy of the Wastewater Treatment Plant's August report.

All Council Members received a request from Len Policelli to adjust his sewer bill at 215-217 W. Pennsylvania Avenue; Pennsylvania American Water did not provide a credit. Councilwoman Tammy Kemp made a motion to not approve his request, seconded by Councilwoman Stephanie Cooper. Unanimous by roll call.

Sanitation, Solid Waste & Recycling con't:

All Council Members received a request from Chad Jarrah requesting a credit for his water leak at 207 S. Robinson Avenue; Pennsylvania American Water did not provide a credit because they consider his multi-unit apartment building commercial. The discussion was tabled pending Secretary Lemak providing Council with Pennsylvania American Water's credit formula at the next Regular Council Meeting.

Special Note: Solicitor Layman entered the meeting at 8:30 PM.

Planning Commission – 920 E. Main Street Subdivision and Lot Line Adjustment:

All Council Members continued the discussion with Solicitor Layman and Casey Kopko. The discussion was tabled pending receipt of a waiver request from the recreation fee in lieu of the land swap to Weona Park, or payment for the recreation fee is deferred until a residential building permit is applied.

Finance, Tax Exoneration, Insurance & Personnel:

All Council Members received a copy of the August Treasury Report as prepared and submitted by Borough Manager/Treasurer Zmoda. No motion was made on this matter as the Treasury Report was received at the meeting and Council Members did not have the opportunity to review.

All Council Members received a copy of the Northampton Tax Collection Committee's August 14, 2025 agenda.

All Council Members were given information on the Minimum Obligation (MMO) for non-uniformed members for the plan year of 2026; total amount of the estimated obligation is \$45,832.00.

Manager Zmoda informed Borough Council of the Liquid Fuel Audit which was previously sent to all Council Members via email.

Councilwoman Tammy Kemp made a motion to approve the employee time-off request form as provided by Manager Zmoda, with the addition for the form to include the Borough logo on the top, and a note to refer to the current Teamsters agreement for notice requirements for time off requests, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

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

Councilwoman Stephanie Cooper made a motion to set the date of the Budget Workshop to Monday, November 10, 2025, Special Meeting for Tentative Budget Adoption and Workshop on Tuesday, November 25, 2025, Final Budget Adoption and December Council Meeting on Wednesday, December 10, 2025, with the mandatory re-org meeting held on Monday, January 5, 2026, no meetings will be held on Tuesday, December 2, 2025 or December 30, 2025, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

Property & Utilities:

Councilman John Apgar made a motion to approve the proposal from Snyder Technologies to upgrade four (4) desktops to meet Windows 11 capability for \$10,775.00, seconded by Councilwoman Tammy Kemp. Unanimous by roll call.

Community Outreach:

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

All Council Members received a copy of the Slate Belt Rising Steering Committee August 14, 2025 agenda and June 12, 2025 minutes.

Councilwoman Stephanie Cooper made the motion to have Trick-or-Treat on October 31, 2025 from 6:00 P.M. to 8:00 P.M., rain or shine, seconded by Councilwoman Joann Anderson. Unanimous by roll call.

Vice President Hildabrant noted the Electronics Recycling Day is November 1, 2025 from 9 A.M.- 12 P.M. and Cookies, Carols & Claus is Friday, December 5, 2025 from 6 P.M.- 8 P.M.

All Council Members received an email notification from the Hometown Press regarding the Fall/Winter Newsletter.

All Council Members received the United Way of the Greater Lehigh Valley August 27, 2025 agenda.

Borough Manager's Report:

Borough Manager Zmoda provided Council with her monthly August report.

All Council Members received a copy of an email notification from the Department of Environmental Protection Comptroller's Office that the Borough was awarded a \$1,525.96 recycling grant.

Payment of Bills:

The following bills were presented for payment: General Fund, \$12,323.61; Sewer, \$53,967.22, and Reserve Money Market Fund \$30,834.88. Councilwoman Tammy Kemp made a motion to pay the bills from the General Fund and the Sewer Fund as presented, seconded by Councilman Scott Brumbaugh. Unanimous vote by roll call.

Solicitor's Report:

Solicitor Layman discussed with all Council Members the August 27th Plainfield Township public hearing for Ordinance No. 426, rezoning 212 acres from farm and forest to solid waste.

Executive Session:

Councilwoman Tammy Kemp made a motion to go into Executive Session to discuss real estate, potential litigation, and personnel, seconded by Councilwoman Stephanie Cooper. The motion passed unanimously by voice vote.

Council went into Executive Session at 8:17 P.M. and reconvened at 9:24 P.M.

Special Note: Borough Secretary Juli Lemak left the meeting at 8:17 P.M. and the rest of the minutes were taken by Borough Manager Zmoda.

Borough Manager Zmoda's retirement:

Councilwoman Tammy Kemp motioned to accept Borough Manager Robin Zmoda's retirement letter, and to begin to advertise for her replacement on November 1, 2025, seconded by Councilwoman Josephine Hildabrant. Unanimous by voice vote.

Councilman Steven Goffredo motioned to accept The Meyner Center's proposal to provide organizational assessment and transition planning services at an estimated cost of \$4,375.00 - \$5,625.00, seconded by Councilwoman Tammy Kemp. Unanimous by voice vote.

Councilman Steven Goffredo made a motion to approve the timing of Borough Manager's retirement as written in her letter of August 19, 2025, contingent upon her not exceeding paid time off between January 1, 2026 and the date of her retirement, seconded by Councilman Scott Brumbaugh. Unanimous by voice vote.

Final Agreement & General Release of William Parr:

Councilwoman Tammy Kemp approved the sending the final Agreement and General Release of William Parr to the Teamsters for execution, seconded by Joann Anderson. Unanimous by voice vote.

Adjournment

Councilwoman Tammy Kemp made a motion to adjourn, seconded by Councilwoman Stephanie Cooper. Unanimous by voice vote. The council meeting adjourned at 9:30 P.M.

Respectfully Submitted,

Juli Lemak
Borough Secretary

Workshop – Tuesday, September 30th - 7:00 P. M.

Regular Council Meeting – Tuesday, October 7th - 7:00 P. M.