

# Penbrook Borough Budget Meeting

October 15, 2024

1. The meeting was called to order at 6:30 pm. Elected officials present were Newcomer, Dry Stokes, Deardorff, N. Shaw, Armbruster, Burdine, Moore and the Mayor. There were no visitors.

## 2. General Fund Revenues

A. Hogarth reviewed all General Fund Revenues. Based on projections there is no plan to consider a property tax increase for 2024.

B. Hogarth provided Council with a review of Grant Revenues for 2024 which include two PCCD grants that will reimburse the General Fund for salary expenses for Officer Yanich for 2024. Other grant revenue includes a \$96,000 award from Dauphin County which will be transferred to pay the Asylum Run Debt payment.

C. Newcomer asked about the projected decrease in revenue from the rental unit fees. Hogarth said RRU, Business Priv Tax and license fees are sent out and collected by the office staff and there are many landlords that don't pay. Hogarth reminded Council that he's been asking them for the past several years to consider changing the ordinances which would allow Keystone to take over those taxes and fees and likely do an aggressive job and delinquent collections. Newcomer wondered if it would benefit the staff to hire an intern to send letters out. Hogarth said he would speak with the solicitor to see if what she could suggest and possibly their law firm handling collections.

D. Hogarth presented Council with a memo detailing the General Fund surplus from each year going back to 2015. The figures point out a Fund increase of one million dollars in the past five years. Hogarth also suggested that this year may see a surplus of two hundred thousand dollars and if so he suggests an action item on the December agenda for Council to have the account transfer some of those funds into specific capital reserve accounts for upcoming projects. Hogarth pointed out that the interest rates are the same so there would be no loss of interest income. Also, earmarking the funds for a specific project helps the project stay on track and there's less likelihood that the funds will be spent elsewhere or not spent at all. Hogarth suggested, as an example, that 100,000 could be transferred to the Parks Fund as plans anticipating the park improvements in the coming years. Armbruster agreed with the agenda item and asked Hogarth to provide suggestions at that time.

## 3. Review of any General Fund Expenses

A. Grant Writing Services. At the October Council Meeting Council was presented with grant writing services provided by Penn Strategies. They provide grant writing, administration and lobbying services but it would cost the Borough \$48,000.00 per year. Hogarth asked Council if they wanted to move forward with their services. Hogarth believes it's too much money for what will be brought in in grant revenues. Also, each grant that's written has to have

a project and most grants require a match of up to 50%. It was agreed to not consider the proposal for 2025.

4. The meeting was adjourned at 7:25pm

Respectfully submitted.

Joseph Hogarth

Borough Secretary