

**Penbrook Borough  
Caucus Meeting  
Minutes  
April 15, 2024  
6:30 PM**

1. Call to order and roll call: President Deardorff called the public meeting to order at 6:30 pm. Moore arrived at 6:33 pm. The Mayor and Newcomer were absent.
2. Citizen Comments on Agenda Items – N/A
3. Discussion and Action Items
  - A. Hogarth presented Council with a draft of Resolution 2024-10 needed to participate in DCED's Strategic Management Program. Armbruster stated there was a financial obligation amount omitted. Hogarth said that was left blank and Council needed to decide how much they would commit. An amount not to exceed \$40,000.00 was proposed. Stokes made a motion to approve the Resolution with the proposed dollar amount. Dry seconded the motion. Carried unanimously.
  - B. Council was presented with Rettew's proposal to do an Act 57 Tapping Fee Study. The proposed cost is \$4,000.00. This was presented at the March meeting but there were some questions as to what was included. Rettew provided a written explanation as to why only the tapping fee would be studied and proposed. The connection fee would be the responsibility of the contractor and the owner of the lateral being connected. Kern concurred with Rettew's explanation. Stokes made a motion to accept the proposal and cost of \$4,000.00. Moore seconded the motion. Carried unanimously.
  - C. Stokes briefed Council on the two SALDO applications and the recommendations of the Planning Commission. He referred to Kern's report to Council on the 2701 Herr St property specially regarding the request for zoning relief based on preexisting nonconformities.

Stokes mentioned that the original plan submitted for Herr St was given back with comments, but to date no updated plan has been offered.

Regarding 650 S 28<sup>th</sup> Kern said there is no preexisting nonconforming issues to consider. The zoning issues are being created by the proposed subdivision application. Kern offered a suggestion of requiring a bond and a developer's agreement and explained what that would look like. Stokes and the planning commission will discuss that at their next meeting.

- D. Solicitor Kern needs Council approval to draft the fifth year extension of the agreement with the City of Harrisburg for refuse and recycling removal. If Council does not want to seek the extension the draft of an RFP needs to be done soon. Armbruster made a motion for Kern to draft an extension proposal for year five. Moore seconded the motion. Carried unanimously.
- E. Kern provided Council with her review and red-line changes to the proposed ordinance effecting excavation and street cuts. Council would like the draft reviewed by Codes, Public Works and the Engineer. Hogarth will disseminate for their feedback and the topic will be added to the June Caucus agenda.
- F. Deardorff provided Council with a draft of the Zoning Ordinance involving the keeping of chickens. He is requesting a review of the draft and further discussion at the next Caucus meeting.
- G. SWA members Dry, Shaw and Stokes presented Council with ideas for changes to the MOU between Council and the Authority. The SWA believes that the MOU should reflect the operational details currently being used. Since Solicitor Kern cannot represent both bodies in a negotiation the SWA is asking Council to agree to allow Kern to work with Hogarth in being the scrivener to memorialize the current processes. If Council doesn't agree, the SWA believes Council should provide recommendations for consideration. Stokes made a motion for Kern to act as the scrivener. Dry seconded. Armbruster voted no. Moore abstained, citing she did not fully understand the issue. The motion carried with 5 yes, one no, one abstention and one absent.
- H. Moore requested an agenda item to discuss fall events. Moore and the Community and Government Committee would like to have both National Night Out and Fall Fest. Moore is suggesting that NNO is important to the community but because of Fall Fest, which is also important, NNO be done with the focus on the community engagement with the police officers and others. NNO would be held on August 6. The proposed date for Fall Fest is September 28. Stokes is concerned about budget and the two events drawing on the same resources. Council agreed to move forward by planning both events.

#### 4. Agenda Amendment

- A. Deardorff made a motion to amend the agenda based on business that has been brought before Council within the last 24 hours. Armbruster seconded that motion and carried unanimously.
- B. Hogarth notified Council that earlier that morning Officer Pesce notified Hogarth of his intention to resign and accept a position with Susquehanna Twp. Hogarth explained that Pesce cited the \$20,000 signing bonus, higher pay, and more opportunities. While this will affect staffing, the department will

- still be fully staffed because of the position being funded by the grant to focus on serious crimes and gun violence. Shaw made a motion to accept the resignation of Officer Pesce. Moore seconded. Motion carried unanimously.
- C. Shaw made a motion to approve the recruitment and hiring of an officer to fill the vacant position. Dry seconded and that motion carried unanimously.

5. Citizen Comments

- A. Rick Levendusky of 2809 Butler asked questions about the Quality of Life, Property Maintenance Ordinance that will go into effect on June 1<sup>st</sup>.

6. Council Comments – N/A

7. The meeting was adjourned at 8:10 pm

Respectfully submitted,

Joseph Hogarth  
Borough Secretary