

**Penbrook Borough
Caucus Meeting
Minutes
May 20, 2024
6:30 PM**

1. Call to order and roll call: President Deardorff called the public meeting to order at 6:30 pm. Dry was absent.
2. Citizen Comments on Agenda Items – N/A
3. Discussion and Action Items
 - A. Kern presented Council with a draft of an agreement to be sent to the City of Harrisburg for year 5 of the trash and recycling collection agreement. Kern noted it is the same language as the year 4 addendum and doesn't see why the City would have an issue with it. Stokes made a motion to approve the Solicitor to send the draft to the City for consideration. Newcomer seconded the motion. Armbruster voted against the motion, all others for. Carried.
 - B. Hogarth continued the delinquent tax collection discussion by introducing documents from the services of the Portnoff Law Firm. Portnoff specializes in municipal tax collection and presented at a recent CAPCOG manager's meeting. Hogarth told Council that the 2023 delinquent tax and fee amount was approximately \$127,000. Several questions were raised that are better answered by someone from Portnoff. Deardorff asked for this to be on the June Caucus agenda with an invitation from someone at Portnoff to attend to provide more information.
 - C. Hogarth presented Council with two estimates to rezone the building's HVAC system. The first estimate was to create 3 new zones in the areas other than the community room. The second was to create 1 new zone in areas other than the community room. The issue is the unit controlling everything other than the community room has had two motors replaced in the recent past. The mechanical contractor has reported that the system is being overwhelmed because currently there are nine different zones with thermostats all over the building. They are often times competing with one another. Hogarth and Sostar said the plan would be to have the Community Room, which is serviced by one unit controlled by the thermostat in the Community Room. The rest of the building, serviced by the other unit would only be controlled by one thermostat. Newcomer asked if there was money in the budget. Hogarth said the project was a new issue therefore not budgeted.

Deardorff asked that this be placed on the June agenda for further discussion and action.

- D. Solicitor Kern provided a draft ordinance to Council regarding the keeping of chickens. There were several points that she wanted Council to consider. They included setback requirements of the coop, which zones they would be allowed and other parts of the code which should be updated. Burdine asked Kern to include a definition of “fully enclosed structure”. The code section prohibiting “herding” should be amended to read “keeping”. Deardorff asked that an action item be on the June agenda for the draft to be advertised.
- E. Hogarth presented an estimate from Millersburg Information Systems for cameras to be installed at Little Valley Park. Because of the budget shortfall for phase I the cameras were not installed. There has already been damage to the pavilion. Hogarth explained once phase I is closed out DCNR will be paying the borough the remaining 10 percent of the grant which is \$7,000.00 Hogarth would like to go ahead with installation now and pay from the General Fund and then use the remaining grant money once received to reimburse the General Fund. Newcomer made a motion to approve that request. Shaw seconded. The motion carried unanimously.
- F. Moore noted that at the most recent C&G Committee meeting it was decided that Council should consider events at National Night Out which include blocking parts of 29th and Books streets so that both the Community building and FD can be used. They would also like approval for a dunk tank and pop corn machine. Stokes concerned with competing with Fall Fest and asked about budget numbers. Hogarth stated there was \$3,000.00 for events. Moore is asking for roughly \$300. The FD has agreed to provide drinks and hotdogs. Deardorff asked Hogarth to have the approval on the June agenda as part of the consent agenda.

4. Citizen Comments

- A. Paula Collins-Carter and other board members from the McLamb Church addressed Council about concerns they have over noise complaints and received violations notices about high grass. They were also looking for information on the sewer bills they receive.

5. Council Comments

- A. Moore noted that the fire department is looking for volunteers and to keep in mind the young members of our community. Anyone between 14 and 17 can join as a junior member.
- B. Burdine said that he has gotten complaints about no parking signs and holders still remaining in the area from the street sweeping event.

6. The Public Meeting was adjourned at 8:22 pm for an Executive Session to discuss a legal matter.

7. The meeting was adjourned at 8:41 pm

Respectfully submitted,

Joseph Hogarth
Borough Secretary