

Penbrook Borough Council Meeting Minutes
May 6, 2024

1. Call to order
 - A. On May 6, 2024 President Deardorff called the Borough Council to order at 6:30 pm followed by a salute to the flag and a prayer from Pastor Mark.
 - B. Roll call was performed. Stokes and Moore were absent. Solicitor Kern and Manager Hogarth were in attendance as well.

2. Citizen comments on agenda items: N/A

3. Jackie Balthaser reviewed the audits she conducted on the Fire Department's finances for both 2022 and 2023. A copy of the audit was given to each elected official.

4. Consent Agenda: Armbruster made a motion to approve all items and Burdine seconded. There was no further discussion. Passed unanimously. Items listed were April 1 minutes, April 15 minutes, April Treasurer's report, Approval of bills.

5. Reports
 - A. The Mayor provided Council with the April 2024 Police report.

 - B. Manager
 - i. PennDOT was contacted regarding the crashes at 28th and Canby and asked to do a traffic study. As a result, the DOT is reducing the speed limits on both roadways. Public Works will be responsible for changing the signs and installing flashing yellow lights as part of a 30-day public educational period.
 - ii. PennDOT also conducted traffic studies on Ella and Hoffers Lane after residents expressed concerns at a recent Council meeting. Both vehicle speed and number of vehicles were measured. The data did not suggest any changes in traffic control.

C. Solicitor

- i. The Zoning Ofc is dealing with a zoning violation/enforcement issue at 27 Butler Street. The Solicitor is asking Council to allow her to send a secondary enforcement notice to assist in the process.

D. STEMS – No report

E. Fire Chief – Chief Murphy read the monthly stats for fire department activity.

F. Committees

- i. Codes – Burdine reviewed the monthly codes activity report.

- ii. Public Safety – Bloss reviewed a couple of weather-related incidents from previous months. The members this month are Burdine, Newcomer and Dry.

- iii. Parks and Property – DCNR will be doing a final inspection of Little Valley Phase I on May 7. Phases II and III will be starting immediately after the Summer Program concludes. The Summer Program continues to be planned.

- iv. Public Works – N. Shaw reviewed the monthly activities performed by the public works staff.

- v. Personnel – No report

- vi. Community and Government – Armbruster reported newsletter submissions are due on 5/9. The Committee is working on plans for National Night Out as well as the Fall Fest Event.

- vii. Budget – No report

- viii. Authority – Dry reported that the Authority continues to work on MOU wording as well as considering changes to the fee structure and changing the fiscal year to a Jan 1 calendar cycle.

- ix. Planning Commission – No Report

6. New Business

- A. A discussion regarding the SALDO Application for 650 S 28th Street. Design pro Mark Romeo in attendance to discuss moving forward with the app. He has been working with the Planning Commission but of most concern is the parcel that would be subdivided that currently has only an accessory structure. The PC, as well as the Solicitor, is recommending a Developer's Agreement. The agreement would also include a security bond. Romeo is hoping no bond needed. Council disagrees, as this is the only thing that ensures what is agreed will be completed. Council would like a time limit placed on the completion of the project, an easement for a sidewalk along Ella, uninterrupted traffic flow and the single-family home built. Also, all infrastructure to be installed prior to the deadline. The amount of the bond was discussed, and the solicitor suggested comments by the engineer. Hogarth to contact Rettew. Shaw asked how the agreement gets drafted. Kern advised that in her experience the developer hires a land use attorney to draft the agreement which Council would then consider. She said she could draft one, but the developer would be responsible for paying her fees.
- B. A motion is needed to approve or reject the submission of an RFP soliciting for 5-year financial plan report as part of Phase I of the DCED STMP Program. Motion to approve by Armbruster and seconded by Dry. Carried unanimously.

7. Amended Agenda

- A. Shaw made a motion to amend the agenda to discuss business that has come up in the past 24 hours. Burdine seconded the motion and it passed unanimously.
- B. Hogarth explained to Council that the zero-turn mower has been taken to Hornung's for repairs and they discovered that the engine needs replaced. Cost estimates were given to Council to both repair and replace. The decision to repair for approximately \$2,000.00 was made from a motion by Shaw and a second by Armbruster. Passed unanimously.

8. Visitors to be heard –

- A. Steve Garisto 2531 Boas made comments about the spring newsletter.
- B. Clyde Bateman 2615 Boas commented about street sweeping and enforcement efforts for cars that don't move.

9. Council comments – N/A

10. Deardorff asked for a motion to adjourn the meeting at 8:03 pm. Shaw made a motion to adjourn and seconded by Burdine. Motion carried.

Respectfully submitted and attested,

Joseph Hogarth
Borough Manager and Municipal Secretary