

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

1. Call to order and roll call: VP Newcomer called the public meeting to order at 6:30 pm. Deardorff was absent. Manager Hogarth was also absent. Moore left at 8:00pm
2. Citizen Comments on Agenda Items – Glynis Smith was listed to be in attendance for Discussion item F.
3. Discussion and Action Items
  - A. Lori Clark Robinson, Beacon Clinic for Health and Hope is requesting LSA grant sponsorship from the Borough. Robinson described the mission of the clinic as well as their challenges and the reason for their grant application. Shaw asked if they had sought sponsorship from any other municipalities since the clinic is not in the Borough. Robinson said the city is backlogged with requests and they're reaching out to both Paxtang Borough and Susquehanna Twp. An action item should be on the August 5 agenda for consideration.
  - B. A discussion regarding the Sewer Tapping Fee Study submitted by Rettew. Armbruster questioned the cost increase and doesn't believe it's enough from what it was the last time it was done. Kern suggested asking Rettew to attend a future meeting to answer questions.
  - C. Further discussion regarding the Portnoff Law delinquent tax collection. Council waiting on Portnoff to determine if they can collect all items on tax bill.
  - D. The Solicitor gave an update and recommendations regarding the SALDO Application for 650 S 28<sup>th</sup> St. The developer would like to amend the app for subdividing into two parcels not three. Kern recommending the plan should be sent through the review process again.
  - E. A discussion and if necessary, action on the LSA grant for Community Park. Newcomer gave an update on the project but suggested adding to August Meeting until additional info could be gathered. Moore said she would reach out to a contact that sits on the grant board to answer questions.
  - F. A discussion and if necessary action on the request from SOAL for borough sponsorship for their Local Share Grant application. Residents Glynis Smith

and Casey Mutzabaugh spoke positively about SOAL's efforts in the Lincoln Cemetery but didn't think Council should co-sponsor the application. SOAL commented that SOAL received municipal sponsorship from Susquehanna Twp and is only asking for a letter of support from the Borough.

G. A discussion and if necessary, action on the proposed Street Cut Ordinance. Approved for Kern to advertise by Shaw and Burdine and all in favor.

H. Beth presented sample policies and a discussion about a proposed policy concerning the borough's newsletter. Further discussion to be added to the August Caucus agenda for further discussion.

4. Citizen Comments

5. Council Comments

6. The meeting was adjourned at 8:42 pm by Shaw and Armbruster and all in favor.

Respectfully submitted,

Joseph Hogarth  
Borough Secretary