

**Penbrook Borough
Caucus Meeting
Minutes
October 21, 2024
6:30 PM**

1. Call to order and roll call: President Deardorff called the public meeting to order at 6:33 pm. Shaw, Moore and the Mayor were absent. Newcomer arrived at 6:56. Hogarth and Kern were also in attendance.
2. Citizen Comments on Agenda Items – N/A
3. Discussion and Action Items
 - A. Hogarth presented Council with the Engineer’s recommendation along with the change order from Farhat Excavating regarding the street condition of Thomas Street. Farhat is completing the sanitary sewer line, laterals and manholes on Thomas and the original contract, partially funded by a CDBG grant, called for trench restoration. However, the street cuts for the trenches were not holding due to the poor condition of the existing asphalt. Rettew is recommending curb to curb restoration at an approximate additional cost of \$36,478.00. This cost is approximate because there may be areas where more subsurface restoration is needed. Hogarth recommends this be paid out of the Sewer Fund. Liquid Fuels would only pay for the milling and then the project would have to be bid with all the costs associated with that. Stokes made a motion to accept the change order and Burdine seconded. Passed unanimously.
 - B. Hogarth and Kern provided an update to 2904 Herr, a condemned property due to mold and other issues stemming from a sewer backup that the property owner failed to deal with. The codes officer asked for quotes from restoration companies and those costs varied from approximately twenty thousand to well over one hundred thousand dollars. The Borough would have to pay that and then lien the property for reimbursement whenever that would come in. Kern advised that another course of action could be to notify the mortgage company which will likely result in a foreclosure. Council agreed that the BCO should send a last chance letter and if the issue isn’t being dealt with in a reasonable amount of time the mortgage company should be notified.
 - C. Kern advised that she spoke with PLA regarding the proposed agreement and reviewed the agreed upon changes. A sample report that would be provided quarterly was also reviewed. There is language in the contract that allows PLA to keep or return any outstanding collections should the contract between PLA and the Borough be terminated and would require the Borough to reimburse PLA for any court or filing costs incurred by PLA. Newcomer thought that should be negotiated. Kern said that language shows up several places in the contract and believes it to be non-negotiable. Kern also stated that she wasn’t directed to discuss that with PLA. Deardorff asked Kern if this service could be provided by CGA Law. Kern said it

could and they already do delinquent fee collection for the Borough's Storm Water Authority at no additional charge or contract.

- D. Council would like the manager to explore third party newsletter publishing companies. Hogarth provided one example from Silver Spring Twp that is done by Hometown Press for free.
- E. Deardorff advised Council that the fire department is wanting to do vehicle fire training at the borough garage lot. The vehicles will be prepped accordingly and they have to be inspected by the DEP prior to burn. Deardorff also said the FD will be responsible for ensuring that the weather conditions are satisfactory.
- F. Council was provided with a draft of the 2025 Meeting dates for approval later this year. Hogarth advised that he will not be available for the first budget meeting listed. Armbruster advised that they will keep that meeting on the schedule. There were no other issues brought up. The schedule will be on a future agenda for adoption and advertisement.
- G. Kern advised Council that the applicant that was seeking relief from the ZHB for 2301 Boas Street has withdrawn the application

4. Citizen Comments

- A. A member of the Spanish church service held at the Penbrook Church of God would like permission to use the Community Room on Friday Nov 1 for the Church's anniversary. It would be for approximately 100 people and they would like the use of the kitchen but not for food prep nor the use of the stove. They would also need the tables and chairs. Hogarth advised her to reach out to the office staff in the morning to start the paperwork.

5. Council Comments – N/A

6. The meeting was adjourned at 8:08 pm

Respectfully submitted,

Joseph Hogarth
Borough Secretary