

I. The January 2, 2018 Reorganization Council meeting of Penbrook Borough Council was called to Order at 7:30 PM by Mayor Peggy Miller.

A. Following the salute to the flag, a moment of silence was called by Mayor Miller.

II. Oaths of Office

A. Mayor Miller called newly elected members forward to certify their eligibility for office before the notary.

David Deardorff – 2<sup>nd</sup> Ward  
Nathaniel Shaw – 3<sup>rd</sup> Ward

B. Judge Scott Evans swore in new Mayor Peggy Miller.

C. Judge Scott Evans administered the Oath of Office to newly elected members of Borough Council. Upon taking and signing the oath, new members took their seat.

D. Those present included Council members Sweger, McDonald, Deardorff, Shaw, Matio and Ramper. Also present were Mayor Miller, Solicitor Foreman and Borough Manager James M. Armbruster.

III. Election of Officers with Mayor Miller presiding.

A. A motion was made by Deardorff, seconded by Matio to nominate Ramper for President. No other nominations were received. Ramper was unanimously elected.

B. A motion was made by Ramper, seconded by Sweger to elect Deardorff as Vice President. No other nominations were received. Deardorff was unanimously elected.

C. A motion was made by Deardorff, seconded by Ramper to elect Matio as President Pro-Temp. No other nominations were received. Matio was unanimously elected.

The elected President presided over the remainder of the meeting.

IV. Assignment of Committee membership (Chairman, alternate and Member) for 2018-2020 by the President.

<u>Committee</u>	<u>Chairman</u>	<u>Vice-Chair</u>	<u>Member</u>
Budget	Ramper	Sweger	Vacant
Codes	Deardorff	Ramper	McDonald
Comm. & Gov't.	Sweger	Matio	Shaw
Parks & Property	McDonald	Deardorff	Shaw
Personnel	Ramper	Deardorff	Vacant
Public Safety	Matio	Sweger	Shaw
Public Works	Ramper	McDonald	Vacant

V. Citizen comments on agenda items

1. None

Executive Session called for a Personnel matter

VI. Appointment of Borough Officials

1. A motion was made by Deardorff, seconded by McDonald to approve the appointments of the following Borough Officials for 2018. The motion passed unanimously and so ordered.

- John M. Eberly as Borough Secretary, Borough Manager, Borough Treasurer, Zoning Officer, and Right-To-Know Officer for General matters
- David Hiester as Police Chief and Right-To-Know Officer for Police matters
- Stephen Mowery as Police Lieutenant
- Robert Myers as Property Maintenance Codes Officer, Residential Rental Unit Inspector, Residential Plumbing, Mechanical and Electrical Inspector
- Bruce Foreman as Solicitor for the Borough
- Frank Lavery as Labor Attorney for the Borough
- Linus Fenicle as Solicitor for the Zoning Hearing Board
- W. Max Shradley and Rettew Associates as Borough Engineers
- Light-Heigel, Inc. as Building Inspectors, Plans Examiners and building Codes Officers
- William Trousdale to the Zoning Hearing Board for a two-year term
- Thomas Moraski to the Zoning Hearing Board for a two-year term
- James Crum to the Zoning Hearing Board for a two-year term
- Martin J. Flannery & Associates LLP as the borough Accountants and Auditors
- Frederick Pace to the Civil Service Commission for a four-year term

2. A motion was made by Matio, seconded by Sweger to approve the appointment of Rebecca Ramper as Administrative Assistant and Assistant Treasurer. Vote was taken by Roll call.

- McDonald – Y
- Shaw – Y
- Deardorff – Y
- Matio – Y
- Sweger – Y
- Ramper – Abstain

3. Mayor Miller swore in John M. Eberly as new Borough Manager.

VII. Appointments by the President of Council to the following positions:

- A. Borough representative & alternate to the Capital Region Council of Governments, which meet once a month, 3<sup>rd</sup> Monday of month. Delegate –Mayor Miller Alternate – Matio
- B. Borough representative and alternate to the Dauphin County Earned Income Tax Collection Committee. Representative – Shaw Alternate - Ramper
- C. Borough representative and alternate to the Dauphin –Lebanon County Boroughs Association. Meets on Tuesday evening, 4 times a year. Representative – Matio Alternate – Mayor Miller

- VIII. A motion was made by Matio, seconded by Sweger to approve the minutes of the December 4, 2017 Council Meeting. The motion passed unanimously and so ordered.

- IX. A motion was made by Deardorff, seconded by McDonald to approve the minutes of the December 18, 2017 Caucus Meeting. The motion passed unanimously and so ordered.

X. Reports

- A. Mayor (Police) – Chief Hiester read the police report for December 2017. Domestic violence cases were highest.
- B. Treasurer – Secretary Eberly read the treasurer's report for December 2017. A motion was made by Sweger, seconded by McDonald to approve the treasurer's report for audit. The motion passed unanimously and so ordered.
- C. Manager – No report
- D. Solicitor – No report
- E. Engineer - Not asked to be present
- F. Fire Chief – Musser read the fire reports for December and for the year. Sweger asked about the LED lights and Motion Sensor lights. No work done on these yet. Ramper asked about tires being replaced on fire vehicles. Musser said all tires that needed it were replaced.
- G. Budget – No report
- H. Authority – Sweger reported next quarterly bill will be sent out 1/15/18. Delinquent parcels will be sent a notice. Went over the results of the questionnaire. Next meeting will be 1/17/18.

XI. New Business

- A. Civil Service Committee Report – Mr. Sean Harris read the annual report for 2017. Frank Wedig and Neil Dimeler have resigned. Sean Harris is Chairman and Philip Copley is Secretary. Fred Pace is replacing Mr. Wedig. Still need an alternate. The annual report is submitted to Council.
- B. A motion was made by Deardorff, seconded by Ramper to approve the ordering of an audit of the previous Borough Manager/Secretary/Treasurer by the Borough appointed auditors, as required by law. The motion passed unanimously and so ordered.
- C. A motion was made by Deardorff, seconded by McDonald to approve the Letter of Employment for the Borough Manager, as amended to include provision for personal and sick leave. The motion passed unanimously and so ordered.
- D. A motion was made by Matio, seconded by Sweger to approve the appointment of Janis Creason, Dauphin County Treasurer, as the tax collector for all real property for 2018 through 2022. The motion passed unanimously and so ordered.
- E. A motion was made by Deardorff, seconded by McDonald to approve the request to advertise for part-time police officers. The motion passed unanimously and so ordered.

- F. Ramper made a recommendation to appoint James M. Armbruster to the 4<sup>th</sup> Ward Council Seat for a 2-year term. **Asked if there were citizen comments on the appointment of James M. Armbruster. There were none.** A motion was made by Sweger, seconded by Shaw to approve the appointment of James M. Armbruster to the 4<sup>th</sup> Ward Council Seat for a 2-year term. The motion passed unanimously and so ordered.

XII. Visitors to be Heard

1. Steve Clark – 314 S. 30 ½ St. – Asked about paying the Authority bill for the year.

XIII. Comments of Elected Officials

1. Matio – Thanks for coming. Congratulations to new members. Dave is chair of EMA for January, Kevin and John are members.
2. McDonald – Thanks for coming. Congratulations to new members.
3. Shaw – Thanks to all.
4. Sweger – Happy New Year
5. Mayor – Thanks for coming. Welcome to all. Thanks to previous mayor.
6. Deardorff – Thanks to civil Service Commission and Fred Pace for stepping up. Welcome to all. Happy New Year.
7. Ramper – Happy New Year. Thanks to Fred for going on Civil Service. Thanks to Council for vote to be President. Welcome aboard, John. Welcome to Nate and Jim.

XIV. Actions on the Occupation Tax Exemptions

A motion was made Deardorff, seconded by Matio to approve the exemptions that meet the criteria. The motion passed unanimously and so ordered.

XV. Action on the Bills to be Paid

A motion was made by Matio, seconded by McDonald to pay the bills. The motion passed unanimously and so ordered.

XVI. Adjourn

A motion was made by Deardorff, seconded by Matio to adjourn at 8:50 PM. The motion passed unanimously and so ordered.