

Penbrook Borough Council Meeting Minutes
June 2, 2025

1. Call to order
 - A. On June 2, 2025 President Deardorff called the Borough Council to order at 6:37 pm followed by a salute to the flag and a prayer by Pastor Mark.
 - B. Roll call was performed. All were present except for Burdine. Stokes joined virtually. Solicitor Kern and Manager Hogarth were in attendance as well.
2. Citizen comments on agenda items: N/A
3. Consent Agenda: Armbruster asked what the check to Spaulding for \$57,000 was for. Shaw said the new asphalt hot box. Armbruster then made a motion to approve the consent agenda. Moore seconded. Passed unanimously. Items listed were May 19 minutes, May 2025 Treasurer's report, Approval of bills to be paid.
4. Reports
 - A. The Mayor provided Council with the May 2025 Police report.
 - B. Manager:
 - i. Officer Leggore, suffering a work-related injury will be out for an indefinite period of time.
 - ii. The paving for the Little Valley basketball court is scheduled for Thursday June 5 weather permitting.
 - iii. After evaluating the CP court, the mini pitch project is on hold.
 - iv. The insurance underwriter is on vacation until later this week so there's no update on the K9 proposal insurance costs for later in the agenda.
 - C. Solicitor: The Solicitor reported that about half of the delinquent tax collection letters went out with more to follow. 12 property owners paid in full from that initial mailing.

D. STEMS – N/A

E. Fire Chief – N/A

F. Committees

i. Codes – Monthly department activities were reviewed

ii. Public Safety – No report

iii. Parks and Property – the Little Valley summer program begins in 2 weeks. The County LSA grant was awarded for the Community Park Masterplan in the amount of \$37,500.

iv. Public Works – Shaw reported that the two public works employees will be attending equipment operator training later this week in Lower Swatara Twp.

v. Personnel – Dry highlighted the exit interview with former public works supervisor Sostar.

vi. Community and Government – Moore reviewed upcoming events.

vii. Budget – Armbruster commented we are 2 months away from the start of the budget meetings.

viii. Authority – Dry reported that the next fiscal year budget will be voted on at the June meeting and reviewed a list of projects the Authority is considering.

ix. Planning Commission – Stokes said that DCED is bringing back the Main Street Matters program and there was a meeting with a DCED rep to review. More to come with grant funding opportunities happening later this summer. Stokes also suggested to focus on the parking challenges for the June Caucus discussion.

5. New Business

- A. MIS employee Matt Olsen was in attendance to answer questions regarding email and IT security issues. Shaw and Moore commented that they should have control over their MS365 passwords and would like the email accounts to allow for aliases so an actual name can be displayed instead of a ward number. Shaw suggested password complexity and MFA should be sufficient. Olsen said he could make those changes. Shaw asked about the email breach and asked if a forensic exam was done. Olsen said MIS is not capable of a forensic audit. Newcomer asked if there were any policies that govern what's done in those circumstances. Hogarth said there was not, but he believes it's required because of a lack of understanding with this complex arena.
- B. A motion is needed for the handicap parking application submitted by Steven Walker of 2330 Boas St. Armbruster made a motion to deny it because the property has off-street parking. Shaw seconded. Carried unanimously.
- C. A motion is needed for the handicap parking application submitted by Tina Thomas of 228 S 29th Street. Armbruster made a motion to deny it because the property has off-street parking Dry seconded. Carried unanimously.
- D. A discussion and if necessary, action on the Newsletter content and publishing. Moore believe we should use Get It Now for publishing, printing and postage. Shaw agrees with Get It Now but said the current draft needs changes. He said there's an article about street sweeping which is already passed and should be replaced with a relevant article such as the new equipment just acquired. Dry made a motion to have GIN publish and mail with the suggested edit made by Shaw. Moore seconded and the motion passed unanimously.
- E. Regarding the K9 program proposal Shaw made a motion to postpone the discussion since information from the insurance company was not yet received. Moore seconded the motion and carried unanimously.
- F. Regarding the vacant public works position, Shaw and Armbruster made and seconded a motion to not fill the position. Dry said she believed the position should be filled and that was brought up with Sostar's exit

interview. Shaw said that the borough used to only have 2 positions, but the supervisor position was filled to reward a good employee. The Mayor and Deardorff disagreed, saying it was filled because of operational need. Armbruster commented that only two operators are needed for the duties. Shaw wants to sub-work out to contractors. Hogarth asked whose responsibility it will be to supervise the employee, manage the subs and do the other admin duties. Shaw said it would fall to the borough manager. Deardorff called for a rollcall vote: Newcomer Y, Dry N, Stokes Y, Shaw Y, Moore Y, Armbruster Y, Deardorff N, Burdine absent. Motion to not fill the position carried 5-2.

- G. Moore made a motion to start painting curbs again. Shaw seconded. Armbruster commented that there was no obligation to paint curbs. Moore asked if volunteers were able to paint. Deardorff said only if the public works employees were ok with it because of the union and having volunteers takes work away from the employees. Newcomer commented there should be no expectation to paint a defined amount of curbs but should be done when the opportunity is there. The motion carried 6-1 with Armbruster voting no.

6. Citizen Comments

- A. Joe Wenger 2324 Hoffer asked about the public works department and the supervisor position.
- B. Steven Garisto 2531 Boas commented about fireworks on Memorial Day, dogs running at large and the utility pole at 26th and Hoffer. He also asked why there hasn't been a newsletter sent out. Deardorff explained the delays.

7. Council comments:

- A. Moore commented that she has been attending the PSAB Conference and has received excellent training and made good connections with other Borough officials.
- B. Newcomer wanted to thank Robin Bloss for the enforcement efforts at 2332 Walnut Street.

8. Deardorff adjourned the public meeting at 8:39 pm to move into an executive session.

9. The Executive Session to discuss a personnel and legal matter was called to order at 8:45 pm and adjourned at 9:35 pm.

Respectfully submitted and attested,

A handwritten signature in blue ink, appearing to read 'J. Hogarth', with a stylized flourish at the end.

Joseph Hogarth
Borough Manager and Municipal Secretary