

**Penbrook Borough  
Caucus Meeting  
Minutes  
August 18, 2025  
6:30 PM**

1. Call to order and roll call: VP Newcomer called the public meeting to order at 6:30 pm. Present were the Mayor, Newcomer, Dry, Stokes, Shaw and Armbruster. Deardorff, Burdine and Moore were absent. Kern and Hogarth were also present.

2. Citizen Comments on Agenda Items – Mary Smith deferred comments on item 4(F) until it came up as part of the agenda discussion.

3. Manager's Report: Hogarth gave updates regarding the employee search for both the public works and police officer position, Officer Jackson Yanich's resignation effective 8/29/2025, the Boas St. one-way traffic study and the CDBG grant award of \$75,000 for the Ferndale project.

4. Discussion and Action Items

- A. Shaw gave an update on the collection and documentation of tasks of the public works staff for the purpose of memorializing, evaluating and training of future staff members. Shaw said the focus needs to be on hiring a new public works operator but the committee will continue to work on the task list and update Council as it progresses.
- B. Newcomer shared the new SharePoint site and the collection of documents stored. He explained the process and his vision for using the site in the future and which documents could be stored. He accessed the site to show everyone what it currently looks like and how items are organized.  
Armbruster commented about hacking and months ago share an article about SharePoint being vulnerable.  
Newcomer also reviewed the formation of the new tech committee and briefed everyone on the goals and objectives moving forward
- C. Discussion and action items of Parks and Rec topics
  - a. Shaw believed it necessary for Council to review and ok the proposed pavilion rental form. No changes were suggested and it's ok to use by the borough staff. Newcomer suggested that feedback by the staff be given to Council if they believe changes should be made.
  - b. Hogarth briefed everyone on why the basketball poles and backboards were taken down to prep for the minipitch install in the spring and suggested a temporary solution until a new court could be installed.
  - c. Chief Murphy outlined the fire department's County LSA grant application for debt relief and requested sponsorship from the borough. Shaw made a motion to approve the sponsorship with a project ranking of 2 behind the Borough's own LSA application. Stokes seconded. The motion carried with Armbruster voting no.
  - d. Newcomer briefed Council about a request from JT Dorsey requesting an MOU between his foundation and the borough. It was asked how that was different from the field use agreement currently in place. What is Dorsey's objective with the MOU. Both Hogarth and Newcomer were unclear.

Newcomer said he would set up another meeting to better understand the objectives.

- e. Stokes and Newcomer led discussion about Council approving the sale of beer at Fall Fest by Zeroday. Zeroday is a brewery in Harrisburg willing to attend the event. It was decided that the small ballfield be used to segregate their stand as well as any other food vendor willing to participate and legal purchasers be identified with wrist bands. Hogarth to reach out to the insurance company for their feedback and an agreement with COI be agreed to. Armbruster made a motion to approve the sale of alcohol and Dry seconded. The motion carried with Shaw voting against the motion.
  - f. Newcomer reviewed the upcoming County LSA grant application which includes a shed and fencing at Little Valley and a new basketball court at Community Park. The application is due on 10/1 and is being prepared by Rettew.
- D. Hogarth shared the bid tabulation for the paving of N 28<sup>th</sup> St and S 30<sup>th</sup> St provided by Rettew. Rettew also commented that JVI is the lowest responsible bidder. There were no other comments or discussion. Armbruster made a motion to accept the bid from JVI as the lowest responsible bidder. Stokes seconded and the motion carried unanimously.
- E. Solicitor Kern briefed everyone about the back and forth with the City of Harrisburg and attempts to schedule a meeting with both parties. Kern asked if there were any elected officials interested in being part of the discussion as long as there wasn't a quorum. Since three were absent an email will be sent with the inquiry. It was also decided that a separate formal bid packet be sent for quotes from commercial haulers. The solicitor reviewed the projected timeline for advertising and opening of bids. Stokes made a motion to have the solicitor prepare and advertise an RFP. Armbruster seconded and the motion carried unanimously.
- F. Mary Smith and Michael Nott of 2621 Penbrook Av were in attendance about the flooding on their property when it rains hard. They had previously attended an Authority meeting but Authority members wanted to include Council as it pertains to engaging with the borough's engineer to evaluate the issue and make recommendations. Armbruster said the issue is a storm water issue therefore they should hire the engineer to figure out what the problem is. No one disagreed it shouldn't be looked at but there was a disagreement as to who should pay for it. Stokes made a motion that the Authority and Borough should split the cost of the engineer's evaluation and Dry seconded. The motion carried with Newcomer and Armbruster voting against.
- G. Dry discussed the newsletter draft and reminded everyone of the request to include a non-borough sponsored event in the next publication. The event is a religious event often held at schools. Dry commented that she reached out to Central Dauphin East and they said it wasn't a school sponsored event. Hogarth asked if St. Mag's was having the event and if they asked for newsletter space. Dry said they did not. Newcomer commented that he wanted an article in this draft but there was no space left and asked if there was space for this private request. Dry said there was not. Newcomer suggested the draft be published as is. Shaw made a motion to approve and Stokes seconded. The motion carried unanimously. Dry commented that Nov 8

is the deadline for submissions for the next edition and will be discussed at the November Caucus meeting.

- H. Newcomer briefed everyone on the draft of the amended MOU with Keystone Municipal Solutions regarding the addition of NDA language if we were to provide them with IT information, that if shared could place the borough at risk with IT security concerns. The IT questionnaire that KMS suggested would be helpful with growing IT policies and necessary precautions. Armbruster made a motion to send the draft to KMS for acceptance. Dry seconded and the motion carried unanimously.

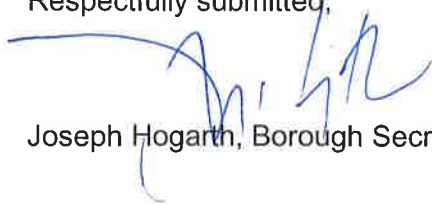
5. Citizen Comments

- A. Joe Wenger commented and asked questions about the police recruitment and retention issues the borough is facing.

6. Council Comments – N/A

7. The meeting was adjourned at 9:29 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J. Hogarth', is written over the printed name.

Joseph Hogarth, Borough Secretary