

**Penbrook Borough
Caucus Meeting
Minutes
September 15, 2025
6:30 PM**

1. Call to order and roll call: Deardorff called the public meeting to order at 6:31 pm. Present were Deardorff, Newcomer, Dry, Stokes, Shaw and Armbruster. Burdine arrived at 7:43 pm. The Mayor and Moore were absent. Kern and Hogarth were also present.

2. Public Hearing. Deardorff adjourned the meeting and called to order a public hearing for comments and questions regarding the cable franchise agreement renewal for the Borough. Deardorff read a description of the renewal draft prepared by the Borough's legal representative, the Cohen Law Group. In response, resident Joe Wenger of Hoffer St asked if the agreement was only for television or did it include all Verizon services. The Solicitor responded that the Manager will have to contact the Cohen Law Group for clarification. *In response, the CLG's response was, "While Verizon provides various services, cable franchise agreements, as a matter of federal law regard solely cable service."

The hearing was adjourned at 6:34 pm and the regular meeting called back to order at the same time.

3. Citizen Comments on Agenda Items: N/A

4. Manager's Report: Hogarth reported on the hiring of a public works employee

5. Discussion and Action Items

A. Members from Keystone Municipal Solutions presented the final draft of the Strategic Planning report. The report is a 5-year comprehensive report covering financial, administrative and managerial capacity. The draft will be made available to everyone via the webpage. KMS suggests setting up meetings for the next few weeks to allow Council to ask questions and suggest modifications. After that, the plan will once again be reviewed at the October Caucus meeting with the idea to formally adopt at the November Council Meeting. Adoption is necessary for any phase 2 DCED funding.

B. Cable Franchise Agreement. No further discussion or action necessary at this time.

C. Stokes led a discussion giving updates on the events and vendors that will be at Fall Fest. Logistics such as tables, chairs, canopies and coolers were also discussed. Newcomer will send a daily FB post to draw attention the event.

D. Deardorff reviewed the room calendar and discussed upcoming events and discrepancies. Among them is a flyer that was sent to Burdine for a Town Hall event on Nov 15 but the calendar has a different event listed. The calendar has the town hall event on Oct 11. The FD has an open house on 10/11 and has asked the Borough to use the parking lot for overflow. Deardorff asked the members if it made sense to remove the town hall event from the calendar and allow the FD to use. Everyone agreed. Dry needs to know about holiday events and said the deadline for the newsletter is Nov 8 so decisions need to be made by then. Deardorff said he

would reach out to Moore. The other committee members weren't aware of anything.

- E. Neighbors are complaining about the condition of 30 N 28th St. Debra Horvath of 26 N 28th was in attendance concerned about the condition as well. Kern said she did confirm that the property will appear on the upset sale later this month but if sold, the buyer is responsible for all liens. Because there are approximately \$40,000.00 owed just in delinquent taxes, it's unlikely that anyone will buy it. After that the property will appear on the free and clear sale which is normally scheduled in early summer. Therefore, any remediation done by the Borough will likely be paid by the taxpayers. Kern said the Borough could consider a deed in lieu of condemnation. Newcomer said he didn't think the Borough should get involved in owning real estate. Everyone agreed. Horvath said it would be helpful just to clear some of the overgrown brush. Hogarth said he would have the public works staff handle that.
- F. Newcomer and Shaw shared the first proposed draft from the city regarding the MSW collection agreement. However, the city has to re-work the figures and send a new proposal. There were two different proposals, one including woody waste disposal and one without. Newcomer asked what alternatives there would be for woody waste. Hogarth said our staff could attempt to collect but it's unknown if that's possible. The other would be for residents to take their own waste to Swatara Twp facility by purchasing daily or yearly permits to do so. The city understands that they should have more accurate figures for Council to consider at the October Caucus meeting.
- G. The RFP sent out for private haulers to collect MSW&R has resulted in several questions. The Solicitor collected those questions and presented them to Council pointing out that there was one in particular that requires Council to act. One particular hauler asked if the five million umbrella policy was firm or could they submit a proposal for 2 million. Shaw asked if anyone knew what the requirement was to be a licensed hauler in Dauphin Co. Hogarth went to the county's website and found documentation suggesting 1 million in liability and 1 million for accidents. Kern said she used the five million figure from the last RFP drafted by the former solicitor and has no other basis for that amount. Armbruster made a motion to allow for a two-million-dollar umbrella. Shaw seconded and the motion carried unanimously.
- H. Hogarth sent an email request made by my Tri County Regional Planning for a letter supporting their grant application to DCED to fund the County's comprehensive plan. Armbruster made a motion to send the letter of support. Burdine seconded and the motion carried unanimously.

6. Citizen Comments – N/A

7. Council Comments – N/A

8. The meeting was adjourned at 8:40 pm.

Respectfully submitted,



Joseph Hogarth, Borough Secretary