

**Penbrook Borough  
Caucus Meeting  
Minutes  
October 20, 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. The Mayor arrived at 7:01. Burdine and Moore were absent. Kern and Hogarth were also present.

2. Citizen Comments on Agenda Items: N/A

3. Discussion and Action Items

A. The Borough received two sealed bids for the collection of municipal solid waste and recycling for 2026 through 2030. Each was opened and read by the solicitor. The first, from Good's had per dwelling unit cost for each year plus an additional cost for monthly woody waste collection. Good's pricing started at \$380 plus an additional \$15 for woody waste collection. The solicitor reported that the bid seemed in order but would need time to review for content.

The second bid, from Casella, was opened and read by the solicitor. The five-year bid sheet listed both weekly collection for MSW and Recycling as well as a separate line item for optional monthly woody waste collection. Casella's bid sheet did not list an amount for the woody waste and when asked by the solicitor, the representative in attendance from Casella stated there was no extra cost for the optional woody waste. Casella's 2026 bid amount started at \$426.12. Again, the solicitor commented that she would need time to review the entire bid packet for accuracy. Newcomer stated that because each bid packet contained significantly higher proposals than what was received by the City of Harrisburg, it would be a waste of money to pay the solicitor to review each packet. Shaw said he agreed.

B. The solicitor reviewed both redline agreements for the 2026-2030 proposal from the City of Harrisburg for MSW and Recycling collection. There was a discussion regarding the bulk item collection that was brought up by the City representatives during the first meeting. It is their policy that they only collect one bulk item per property or building. Hogarth said he disagrees with that, and it is not in the spirit of the agreement. Each service paid should include weekly MSW, recycling and bulk item pickup therefore if a "building" has two apartments, each with their own trash service, for which two payments are collected then there should be two bulk items picked up each week. Council agreed. Kern said this will be part of the counter-proposal. The bid sheet listed prices per dwelling unit as \$334 per year in 2026, \$347 in 2027, \$361 in 2028, \$375 in 2029 and \$390 in 2030.

Hogarth commented to the two private hauler representatives in attendance that these prices were significantly lower than what they proposed therefore Council would be irresponsible to further consider their proposals. The representative from Good's asked if Harrisburg was aware of their bids prior to submitting their own. Hogarth said that because the sealed bids were just opened in the public meeting, the City of Harrisburg would not have been aware. She asked if the City's proposal would be available. Kern said once the agreement was adopted by both municipalities, it would be available as a public document through either municipality.

C. This item, further consideration of sealed bids provided by private haulers, has been postponed with no discussion.

D. There was no further discussion on the modified STMP report and Deardorff directed Hogarth to have it on the Nov 3 Council agenda for possible adoption.

E. Newcomer recapped the discussion had at the last budget meeting which included the new proposal of creating a foreman type position for the public works staff, for the purpose of directing daily tasks and other minor administrative functions. He commented that Council needs to decide whether they want to move forward with the asst borough mgr position. Armbruster said the union will not agree to the foreman position. Kern advised that the position can be created by the borough as a management right, but the amount paid would have to be agreed to by all involved.

Newcomer made a motion to eliminate the public works supervisor position and hire an asst borough manager. Dry seconded the motion. Newcomer, Dry, Stokes and Shaw were in favor. Deardorff and Armbruster were against. Motion carried.

Newcomer made a motion to create a public works operator II position that should have a higher pay rate than that of the public works operator. Deardorff seconded that motion. Dry, Stokes and Shaw agreed with the motion. Armbruster voted against. Motion carried. It was agreed that Hogarth and Dry would draft a proposed job description that would be reviewed by the solicitor and approved by council at a future meeting.

F. Hogarth said a draft resolution has been prepared for the removal of Officer Maley's service pistol in accordance with the current CBA. The pistol, after the resolution's approval will be prepared for transfer to Maley. Armbruster said he will be preparing both a congratulatory resolution as well as a Mayor's proclamation for Maley's retirement.

G. Council was provided with the engineers' report on the storm water issue at Sherman and Early Streets. Rettew's rough estimate for the work would be approximately \$5,000 for the rolled curb or approximately \$35,000 to pave the roadway. Hogarth said the work couldn't be started until the asphalt plants re-open in the spring so there's time to ask Rettew to prepare a more formal cost estimate for Council and the SWA to consider. Newcomer asked if it could be rolled into the State LSA grant application that Rettew is preparing. Hogarth said he would ask.

H. Dry led a discussion around the 4<sup>th</sup> quarter events and event calendar. Council decided to remove all borough events between now and the end of the year except for the Christmas tree lighting event which will be held on 12/20 from 3-5pm. That particular event was as a result of a motion made by Newcomer to have the event inside and spend no more than \$250. Stokes seconded. Dry, Shaw and Deardorff also voted in favor. Armbruster voted no. Motion carried.

I. Council was provided a draft of the 2026 meeting calendar to review. One conflict was the parks subcommittee meeting in November which would be held on Veteran's Day. Newcomer and Stokes said to move that particular one to Nov 12<sup>th</sup>. All other proposed dates were acceptable. A motion to advertise will be on the November 3<sup>rd</sup> consent agenda.

4. Citizen Comments

Joe Wenger asked, regarding the storm water issue at Sherman and Early, what responsibility it was of the property owner to landscape their property to prevent the current problem. Hogarth commented that the storm water ordinances are to control storm water runoff of the property and not runoff of the borough's streets onto private property. Further, the property owner did nothing that would've required engineering under the Borough's ordinances.

5. Council Comments – N/A

6. The meeting was adjourned at 8:11 pm.

Respectfully submitted,



Joseph Hogarth, Borough Secretary