

Penbrook Borough Council Meeting Minutes  
October 6, 2025

1. Call to order
  - A. On October 6, 2025 President Deardorff called the Borough Council to order at 6:30 pm followed by a salute to the flag and moment of silence.
  - B. Roll call was performed. All were present except for Dry and Moore. Solicitor Kern and Manager Hogarth were in attendance as well.
2. The Mayor honored Ms. Barb Manherz and the former Councilman Michael Goodman Sr. with proclamations.
3. Citizen comments on agenda items: N/A
4. Consent Agenda: Armbruster then made a motion to approve the consent agenda. Burdine seconded. Passed unanimously. Items listed were minutes from September 2, 8, 15 and 22, the September 2025 Treasurer's report and Approval of bills to be paid.
5. Reports
  - A. The Mayor provided Council with the September 2025 Police report.
  - B. Manager:
    - i. Meeting date change due to holiday
    - ii. 2848 Banks St house fire update
    - iii. CDBG Grant award of \$75,000
    - iv. Maley retirement gathering in community room
  - C. Solicitor:
    - i. Review of delinquent tax collection efforts
  - D. STEMS – N/A
  - E. Fire Chief – N/A
  - F. Committees

- i. Codes – Monthly department activities were reviewed by Burdine.
- ii. Public Safety – Bloss reported the 2848 house fire and the power outage/transformer explosion due to mylar balloons
- iii. Parks and Property – Newcomer and Stokes recapped the successful Fall Fest event. The committee will be creating a spreadsheet to track expenses and memorialize planning and activity ideas for future events.
- iv. Public Works –
- v. Personnel – N/A
- vi. Community and Government – Deardorff asked that the upcoming community events be placed on the Caucus agenda for discussion
- vii. Budget – Armbruster mentioned the next meeting will be covering General Fund Revenues.
- viii. Authority – Shaw reported the Authority continues to discuss changing the billing format from sq/ft to an impervious surface calculation.
- ix. Planning Commission – Stokes said the next few meetings will be reviewing and discussing the STMP report

## 6. New Business

- A. Council had a long discussion regarding whether the position of public works supervisor be filled or replaced with an assistant borough manager. Many opinions and ideas discussed including what the public works staff currently does that requires a third person. Armbruster believes there are tasks that do. Shaw wants to more carefully evaluate what the staff should be doing before making a decision. Newcomer agrees with the evaluation of tasks and what best benefits the borough. Stokes is interested in pursuing the phase II suggestions made by the STMP report and believes that will put more of a strain on the admin staff without an additional person to manage the grants and activities. Burdine does not

have a strong opinion either way but is concerned about finding someone for the salary proposed. Deardorff asked that an action item, not just a discussion item, be placed on the Caucus agenda because Council needs to make a decision so something can be done sooner than later.

B. A motion is needed to approve, reject the application of a CDBG grant to repair or replace the Borough owned sidewalks around Community park. Armbruster and Burdine motioned to approve. No discussion. Carried unanimously.

7. Citizen Comments:

A. Steve Garisto 2531 Boas made comments about the newsletter

8. Council comments

9. Shaw and Newcomer motioned to adjourn the meeting at 8:00 pm. Carried unanimously.

Respectfully submitted and attested,



Joseph Hogarth  
Borough Manager and Municipal Secretary