

**Penbrook Borough
Caucus Meeting
Minutes
November 17, 2025
6:30 PM**

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

2. Citizen Comments on Agenda Items: N/A

3. Discussion and Action Items

- A. Sam Meckley from Rettew reviewed details of the community survey and key stakeholder interviews regarding the public input portion of the Community Park Master Plan. Newcomer asked if the survey and stakeholder comments aligned. Meckley said they did and was surprised at the responses for youth sports programming. He said the common themes were safety and accessibility. He also discussed needing a commitment from Council regarding the use of the space nearest Market Street Rd since there have been discussions regarding a borough building being relocated there. Newcomer and Stokes both said they're willing to commit the space to the needs of the park improvements. Hogarth asked if Rettew will be providing more than one rendition for the public and Council to consider. Meckley said there would be multiple options to be considered.
- B. A motion is needed to approve or reject Resolution 2025-22 for the State LSA grant application to improve specific roadways in the borough. Stokes made a motion to approve and Dry seconded. Hogarth provided a list of roadways based on evaluations from the borough's engineer. No further discussion. The motion carried unanimously.
- C. A motion is needed to direct the manager to advertise the 2026 budget draft for public review 10 days prior to consideration for adoption. Dry made a motion to approve and Burdine seconded. No discussion. Carried unanimously.
- D. A motion is needed to ratify Resolutions 2025-15 through 2025-21 for the police awards that were given at the November Council Meeting. Stokes and Burdine motion to approve. No discussion. Carried unanimously.
- E. A motion is needed to approve the resignation of James Armbruster from the Borough Council effective November 4, 2025. The solicitor advised Council that the law requires Council to fill the vacant seat within 30 days of accepting the resignation. Armbruster was not on the ballot for re-election therefore it is presumed that the seat will be filled on January 5 through the November election. Dry made a motion to reject the resignation. Shaw seconded. Newcomer voted in favor of the motion and Burdine and Stokes were against. The motion to reject the resignation carried.
- F. A discussion and if necessary, action on the public works and asst borough mgr job descriptions. The drafts sent by Dry were reviewed and several changes made through discussion. The new drafts will be sent to the Solicitor for her review and discussed again at the December Caucus meeting.
- G. A discussion and if necessary, action on the proposal for architectural services for the administrative office expansion. Hogarth presented an agreement from William MacAvoy to draft plans for a proposed office expansion into part of the community room. Shaw believes there is room for another employee in the existing space.

Burdine said if we're going to hire an asst borough mgr we need to provide adequate space. Hogarth said the space would not be conducive to an additional manager and shared workspaces aren't realistic. Stokes believes the project would be relatively simple. Hogarth commented that a construction estimate cannot be obtained until he has professional drawings. Council would have more opportunities to change direction along the way. Stokes made a motion to approve and Dry seconded. Newcomer voted in favor and Shaw and Burdine voted against. Motion carried 3-2.

- H. A discussion on the 2026 uniform pension fund employee contribution percentage. Hogarth reminded Council that there will be an action item on the Dec 1 agenda for a Resolution setting the employee contribution rate. The plan requires a 5% contribution unless waived by Council each year. Those present suggested that the Resolution be written at 1.5% for consideration at the December meeting.
- I. In preparation for the re-organization meeting on January 5, Council was provided a list of appointments to consider that will be on the agenda in January. Specific questions involved Borough's Tax Collector and appointing the County as has been done in the past.
- J. Shaw requested this discussion because he did not agree with the wording of the October 20 meeting minutes. Shaw commented that he believed the action item was solely for drafting job descriptions and not creating new employee positions. Newcomer made the motion originally and said the minutes accurately reflected the intent of the motion. Stokes concurred. Burdine was not at the meeting. Dry does not remember specifics. The Solicitor's notes concur with Newcomer. Newcomer asked for a motion to approve the Oct 20 minutes. Stokes made a motion to approve as written and Burdine seconded. No further discussion. The motion carried 4 to 1 with Shaw voting against the motion.
- K. A motion to approve or reject the Intergovernmental Cooperation Agreement with the City of Harrisburg. Kern outlined the proposed changes sent to the City and all were accepted. She also pointed out one substantive change the City made in regard to roll off dumpster pricing. Hogarth commented that we haven't used that service but one time several years ago for street sweeping debris. There were other non-substantive changes. Dry made a motion to approve the agreement and Stokes seconded. There was no further discussion. Motion carried unanimously.
- L. A motion is needed to approve Resolution 2025-23 authorizing the intergovernmental agreement with the city of Harrisburg for solid waste and recycling collection for 2026 through 2030. Burdine motioned to approve and Stokes seconded. No discussion. Motion carried unanimously.
- M. Motion on this action item is no longer necessary because of action items K and L above.
- N. A motion is needed to reject all bids for Solid Waste and Recyclable Collection for the Borough of Penbrook. Dry made a motion to reject all bids and Burdine seconded. No discussion. Motion carried unanimously.
- O. A discussion and if necessary, action to approve the newsletter draft. Stokes asked about photos that showed children's faces. Hogarth suggested asking if the printer could blur them. Dry said she would ask and if not they would just be removed or replaced. Burdine made a motion to approve with the changes. Stokes seconded. Motion carried unanimously.

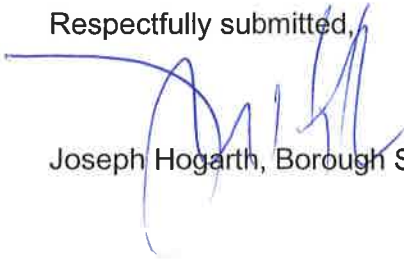
4. Citizen Comments – N/A

5. Council Comments

A. Newcomer thanked Dry for her work with the Newsletter and the community events

6. The meeting was adjourned at 8:53 pm.

Respectfully submitted,



Joseph Hogarth, Borough Secretary