

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

1. Call to order and roll call: Deardorff called the public meeting to order at 6:30 pm. Present were Newcomer, Dry, Stokes, Shaw and Deardorff. The Mayor, Burdine and Moore were absent. Kern and Hogarth were also present, Kern via Teams.
2. Citizen Comments on Agenda Items: N/A
3. Discussion and Action Items
 - A. The solicitor reviewed the tax collector documents and procedures as well as the proposed agreement sent over from the County. Similar to the agreement with current borough tax collector Fred Pace, newly elected Victoria Shaw will assume the office on January 5. She plans on entering into the same agreement and have Dauphin Co collect current taxes. Delinquent taxes will be turned over to the solicitor for collections. Several things must be put into place including the agreement and a fee resolution. There was a question in regard to Shaw's bond. The solicitor did not believe she needed to be bonded because she's turning over the collection activities. As of the writing of these minutes, the county has advised otherwise and that information has been forwarded to Shaw and the Solicitor for consideration and future discussion. The Solicitor also suggested that the exoneration resolutions for Fred Pace be placed on the February meeting agenda since the County has until Jan 15 to turn over the collection reports.
 - B. The Solicitor provided Council with proposed changes to the two job descriptions submitted by the personnel committee. Council reviewed them and offered no changes.

Newcomer made a motion to accept the public works operator II job description as offered by the solicitor. Dry seconded. There was no further discussion and the motion passed 4 to 1 with Shaw voting no.

There was then a discussion on the rate of pay for the operator II position. Hogarth reminded everyone that previous discussions suggested half of the difference between operator and supervisor which would be \$2.77/hour. A side letter of agreement would have to be drafted and presented to the union for consideration. Newcomer made a motion for the solicitor to draft the letter and present to council for discussion at the January Caucus meeting. Stokes seconded. There was no discussion and the motion passed 4 to 1 with Shaw voting no.

Newcomer then made a motion to approve the job description for the asst borough mgr position. Dry seconded and the motion carried unanimously. Hogarth then asked what the hiring process should look like. It was determined that the post will go up on Dec 29 and the personnel committee will meet to discuss the screening and interview process.
 - C. Hogarth shared the architectural plans for the proposed office space. According to the architect there was only one contractor that offered an estimate and Hogarth believed that to be very high. The architect said several contractors responded but wouldn't look at the plans

until January at the earliest. Hogarth suggested that the search continue for contractors before moving forward.

D. Hogarth briefly discussed the documents he received from DCED regarding the police department peer review. Newcomer thought the process would be more specific or detailed than what the form suggested. Newcomer said he was not ready to further discuss or take action and asked it be on a future agenda.

E. The Solicitor advised that she has not received a response from the City of Harrisburg for the upcoming trash contract. She hopes to hear something before the end of the year.

F. The Solicitor completed the review of the two agreement documents Hogarth received from Veolia Water. She found them to be acceptable and recommended Council take action to sign both agreements. Stokes motion to approve both and Newcomer seconded. No further discussion. Motion carried unanimously.

4. Citizen Comments –

Joe Wenger gave an update on his attempt to move PPL along with the power issues for the holiday wreathes along Walnut Street and the utility pole at 26th and Hoffer.

5. Council Comments –

A. Dry noted that she is collecting articles for the spring newsletter and gave details for Saturday's "story time with Santa" event.

B. Stokes had some questions about the procedures for the January 5 re-organization meeting.

6. The meeting was adjourned at 8:06 pm.

Respectfully submitted,



Joseph Hogarth, Borough Secretary