

Penbrook Borough Council Meeting Minutes
January 5, 2026
Reorganization Meeting

1. Call to order
 - A. On January 5, 2026 Mayor McDonald called the Borough Council to order at 6:36 pm followed by a salute to the flag and a moment of silence.
 - B. Judge Urrutia performed the Oath of Office for newly elected and re-elected officials which included, Newcomer, Lovejoy, Shaw, Seaman, Mayor McDonald and Tax Collector, Victoria Shaw.
2. The roll was taken and all elected officials were present. Also present was the solicitor, the borough manager and the emergency management coordinator.
3. Mayor McDonald called for nominations for president, vice pres., and pro tempore.
 - A. Stokes nominated Newcomer who won with 5 of the 8 votes
 - B. Newcomer nominated Dry for vice president and that nomination was defeated by a 5 to 3 vote.
 - C. Moore nominated Shaw and that nomination carried with a 5 to 3 in favor vote.
 - D. Moore nominated Stokes for pro tem but Stokes declined.
 - E. Newcomer nominated Dry and that carried 5 to 3 in favor.

Newcomer assumed the gavel and continued with the meeting agenda.

4. Citizen comments on agenda items: N/A
5. Consent Agenda

A. Minutes

Council Minutes from December 1, 2025
Caucus Minutes from December 15, 2025

B. December 2025 Treasurer's Report

C. Approval of bills to be paid

D. Appointment of Municipal Officials

Joseph Hogarth, Chief of Police, Borough Manager, Treasurer, Secretary and Open Records Officer

Rebecca Ramper, Assistant Treasurer

Rettew (Jeremy Smith), Borough Engineer

CGA Law (Beth Kern), Borough Solicitor

Martin J Flannery and Associates, Accountant

Jacob Bragunier, Zoning Officer and Borough Codes Official

Barry Isett, Construction Codes Official

Robin Bloss, Emergency Management Coordinator

Dry made a motion to approve the consent agenda as is. Moore seconded. No discussion and the motion carried unanimously.

6. Reports

A. Mayor's report: Reviewed the monthly and year-end police stats.

B. Manager:

- i. Updated Council on the status of the job search for assistant borough manager.
- ii. Updated Council on the status of the Civil Service hiring process for two vacant police officer positions and noted an action item to consider under new business.
- iii. Noted a complaint by a citizen for the need for more streetlights in the area of 26th and Boas. Considering adding lights would incur the cost of installation and the cost of electrical use and suggested Council provide guidance in the future.

C. Solicitor:

- i. Update given on the IMA with the City for trash collection
- ii. Brief of action item A under New Business needing an ordinance allowing for a tax certification fee.

D. STEMS: N/A

E. Fire Chief: N/A

F. Committees

i. Codes – Monthly department activities were reviewed by Burdine.

ii. Public Safety – No report

iii. Parks and Property – Newcomer gave a summary of grant applications and projects to bring the newly elected officials up to speed.

iv. Public Works – Shaw noted that there will be quarterly committee meetings scheduled starting in February. Focus being on task identification and staffing needs.

v. Personnel – No Report

vi. Community and Government – Dry reviewed details from the Christmas event and noted that the spring newsletter is a work in progress asking for submissions by Feb 5th so Council can approve the draft at the February Caucus meeting.

vii. Budget – No report

viii. Authority – No report

ix. Planning Commission – Stokes reported the 2026 focus for the commission will be on the Penbrook 2030 report with a goal to have a draft to Council by the Fall.

7. New Business

A. A discussion and a motion to authorize the Solicitor to draft an ordinance allowing for a tax certification fee as outlined in the tax collector agreement between the Borough and the County. Stokes made a motion to approve, seconded by Shaw. No discussion. Motion carried unanimously.

- B. A motion is needed to approve Resolution 2026-01 appointing Raymond O'Leary to the Zoning Hearing Board to a three-year term. Dry and Stokes motioned to approve. No discussion. Carried unanimously.
- C. A motion is needed to approve or reject Resolution 2026-02 appointing Glynis Smith to the Storm Water Authority for a five-year term. Shaw made a motion to approve which was seconded by Dry. The motion carried unanimously.
- D. A motion is needed to approve Resolution 2026-03 Authorizing and Approving an Agreement with the Dauphin County Treasurer and the Borough Tax Collector. Stokes motioned to approve and Dry seconded. Lovejoy had questions about the tax collection process and what if anything is paid to the County for their collection efforts. She also asked questions about auditing the tax reporting by the County. No further questions. Carried unanimously.
- E. A motion is needed to approve to direct the Civil Service Commission to establish an eligibility list for the position of full-time police officers. Dry made a motion to approve and Burdine seconded. No discussion. Motion carried unanimously.
- F. A discussion regarding the Council's committee assignments and duties. Each committee was discussed including amendments to the budget committee to focus more on finances, revenues and expenses reviewing reports on a quarterly basis. Recommendation to add a Council Infrastructure Committee by Burdine and a tech committee by Newcomer. Newcomer asked Hogarth to include this discussion on the January Caucus agenda and asked the council members to give thought to their interests and to propose language outlining each committee's responsibilities.
- G. A review and discussion of Elected Official's roles and responsibilities. Newcomer asked Hogarth to include on the January Caucus agenda for discussion. Hogarth offered to meet with the newly elected officials to review borough operations.

8. Citizen Comments

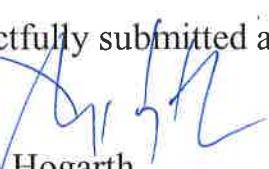
- A. Stephen Garisto 2531 Boas made comments regarding the oath of office, fireworks and careless driving, street lighting and noise from neighbors taking their garbage out after 11pm.
- B. Clyde Bateman, 2615 Boas commented on a storm water inlet and a tree near Elm and Sherman that is in danger of falling down.
- C. Joe Wenger, 2324 Hoffer asked if the two newly elected officials could comment on why they wanted to serve on Council. Lovejoy and Seaman each gave a brief synopsis of their desire to serve.
- D. Dave Deardorff, 2514 Canby thanked Council for their work for the community and the support he's received in his 20 years serving on Council.

9. Council comments

- A. Dry thanked everyone for attending the meeting, Dave Deardorff and Jim Armbruster for their years of service and Lovejoy and Seaman for their willingness to serve on Council.
- B. Newcomer wished everyone a Happy New Year and thanked Council for their trust in naming him to Council President. He also thanked Joe Wenger for his regular attendance at Council meetings and budget meetings the past year which points to an encouraging future with members of the community getting involved.
- C. Stokes thanked Vicki Shaw, Raymond O'Leary and Glynis Smith for their willingness to serve in their important roles for the Borough.
- D. Lovejoy thanked everyone and is excited to start her roll on Council and offered her support and service wherever it may be needed.

10. Burdine and Dry motioned to adjourn the meeting at 8:22 pm. Motion carried unanimously.

Respectfully submitted and attested,


Joseph Hogarth
Borough Manager and Municipal Secretary