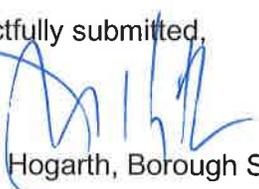


**Penbrook Borough  
Caucus Meeting  
Minutes  
February 17, 2026  
6:30 PM**

1. Call to order and roll call: Newcomer called the public meeting to order at 6:30pm with 5 officials present. The Mayor, Moore, Seaman and Dry were absent. Hogarth and Kern were in attendance as was Bragunier.
2. Citizen Comments on Agenda Items: N/A
3. Discussion and Action Items
  - A. Hogarth briefed Council on the meeting with DCED regarding the MAP and CTAP program. DCED provided Council with a slide deck outlining thoughts on how the programs can be used in conjunction with phase II funding from the STMP report. Council decided to keep the focus on the codes and zoning re-write and asked Hogarth to inquire of the CTAP program assisting in writing the RFP. Kern suggested that Council first focus on just the zoning ordinances. Discussion on how the Planning Commission will involve itself along with the Codes Committee and all of Council. Also whether the Comprehensive Plan should be completed before the re-write project starts. Hogarth will get back in touch with DCED representatives for next steps.
  - B. Newcomer went through his proposed ideas for the Borough's goals and objectives for the next several years (see attached slide deck). The proposal included specific areas of focus in five main categories, being: Public Safety, Fiduciary and Administration, Communication, Infrastructure and Services and Quality of Life.
  - C. Hogarth briefed Council on where the hiring committee is in the process of first round interviews for the assistant borough manager position. Newcomer then reviewed ideas for the final round when all of Council will have an opportunity to interview the top candidates from the first round before voting on making a conditional offer of employment. Specifics were discussed as to the format of the interview which will be held at a special meeting on Monday March 9 at 6:30pm. Lovejoy made a motion for the special meeting at which each candidate will be given a maximum of 15 minutes for the first part of the interview followed by 15 minutes of questions from Council. Stokes seconded that motion. The motion carried 4 to 1 with Burdine voting no.
  - D. Before Council was Resolution 2026-13 appointing Lovejoy to the Dauphin County Tax Collection Committee and Newcomer as an alternate. Burdine voted to approve the Resolution and Shaw seconded. Motion carried unanimously.
  - E. Hogarth explained the quotes received for the proposed office expansion project. The lowest quote was for \$11,000 to just add the office or \$18,000 for both the office and the closet. Burdine made a motion to both parts of the project for the \$18,000. Stokes seconded. The motion passed 4-1 with Shaw voting against both parts of the project.

- F. After a request was sent to Borough Council several weeks ago to donate to a student activity being conducted by the Swatara Middle School Parent Teacher Student Organization, Council wanted more information as to the legality of making such a commitment. The Borough's accountant didn't see any issue and the solicitor researched the borough code citing possible examples of legitimate donations "for a public purpose". Newcomer commented that regardless of whether a donation was made, Council first needs to consider a policy which will guide future decisions. Burdine was in favor of making the donation per the request, but others were not. Stokes referenced the decision Council made in 2024 to stop funding the backpack program with public dollars. He agrees with making personal donations but not using tax dollars.
  - G. Dry was not in attendance nor was a draft of the newsletter available for review. Newcomer asked that it be added to the March 2 agenda.
  - H. Hogarth asked that the street cut ordinance discussion be moved to the March Caucus agenda so he could gather more information on the procedural issues required by the ordinance. Moved to March Caucus.
4. Citizen Comments – N/A
5. Council Comments
- A. Burdine would like the Codes Committee and then Council to move on enacting a Fire Escrow Ordinance. Newcomer agreed. Kern suggested language for the March Council and March Caucus agendas. Hogarth will send examples of other municipal ordinances for the Committee to consider.
6. The meeting was adjourned at 9:50pm.

Respectfully submitted,

  
Joseph Hogarth, Borough Secretary