

Penbrook Borough Council Meeting Minutes
February 2, 2026
Council Meeting

1. Call to order
 - A. On February 2, 2026 President Newcomer called the Borough Council to order at 6:30 pm followed by a salute to the flag and a moment of silence.
2. The roll was taken. All were present except for Dry. Moore arrived at 6:43 pm. Also present was the solicitor, the borough manager and the emergency management coordinator.
3. Citizen comments on agenda items: N/A
4. Consent Agenda
 - A. Minutes

Council Minutes from January 5, 2026
Caucus Minutes from January 20, 2026
 - B. January 2026 Treasurer's Report
 - C. Approval of bills to be paid
 - D. Approval of the Memorandum of Understanding between the Boroughs of Paxtang and Penbrook for shared use of facilities during emergencies.
 - E. Approval of Resolution 2026-07 allowing for the destruction of certain municipal records.

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

5. Reports

- A. Mayor's report: Reviewed the monthly police stats.
- B. Manager

Snow event- Emergency Declaration, 97.5 hours of overtime and not including today, 88 hours of regular time, after-action report Friday.

Rettew's estimate for the 31st St sewer project is 80k not including re-paving the roadway. The property owner's contractor started work on repairing the broken lateral today.

All annual reports due to the state have been completed except for the financial report which is completed by the accountant and due in April.

Please start thinking about the upcoming CBA discussions with the Teamster's. I'm sure we will be getting a letter from their business agent this month or next.

We received official notification that we were awarded \$286,785 for the Ferndale project. This will be supported by the \$75,000 CDBG grant award.

C. Solicitor

- i. Reviewed report for delinquent tax collection. Newcomer had questions about getting additional information for 2024 delinquent properties and total amounts owed. Can information be provided showing communications with property owners on one spreadsheet. Kern said she'd have to discuss it with staff to see what's possible.
- ii. Reviewed other action items under new business. Particularly she needs a decision on interest free grace period.

D. STEMS: N/A

E. Fire Chief: N/A

F. Committees

- i. Codes – Monthly department activities were reviewed by Burdine. He asked about clearing snow off sidewalks. Hogarth said he did receive a call from one resident looking for help and in the past there was an organized group that would assist with such things. Moore commented that other municipalities have a “snow angels” program and something similar could be started here. More to come on this.
- ii. Public Safety – No report
- iii. Parks and Recreation – Newcomer reported that CP planning continues. Sabrina Herb is working on application forms for this year's summer program and Newcomer is requesting help from the solicitor in reviewing some waiver docs.
- iv. Public Works – Shaw reported there will be a committee meeting in March to discuss, among other things, the after-action report for the snow event as well as considerations for emergency power at the borough garage.
- v. Finance and Administration – Newcomer reported that the first meeting will be on 2/3 to review and discuss the resumes received for the asst. borough mgr position.

vi. Community and Government – No official report from Moore other than now she is working on the snow angels program after earlier discussions and feedback.

vii. Technology – Shaw commented that the committee continues to work on gathering vendor information for IT services.

viii. Authority – Shaw said that Dry wanted Council to be advised that they will be appointing an assistant secretary to take minutes in the event the secretary is absent.

ix. Planning Commission – Stokes sent an email prior to the meeting and asked everyone to look at the attached pictures which represent an idea to create renderings using AI to show possibilities of vacant or blighted properties.

6. New Business

- A. A motion is needed to approve Resolutions 2026-04, 05 and 06 exonerating Fred Pace of the 2025 tax and fees. Lovejoy had questions as to who Pace is and why Council is considering such action. The Solicitor explained that Pace was the Borough's tax collector through 2025 and this was exonerating him from obligations or responsibilities for monies owed the borough from delinquent taxes. This was not exonerating Pace from his personal property tax obligation. Stokes made a motion to approve, seconded by Shaw. No further discussion. Motion carried unanimously.
- B. A motion is needed to accept the resignation of Victoria Shaw as the Borough's Tax Collector. Moore made a motion to accept which was seconded by Lovejoy. The motion carried unanimously with Shaw abstaining since Victoria is his spouse.
- C. A motion is needed to approve Resolution 2026-12 Authorizing and Approving a new Agreement with the Dauphin County Treasurer and the Borough appointing the Dauphin County Treasurer as the Borough's Tax Collector. Burdine made a motion to approve and Moore seconded the motion. Carried unanimously.
- D. Discussion and if necessary, action on the 2025 delinquent tax interest grace period. Kern explained the process in which traditionally Council has agreed to follow the County Commissioner's action on Jan and Feb delinquent amounts being free from interest accumulation. Newcomer stated that he believes in not having the grace period. Others asked about repeat offenders, but Kern said it should be for everyone or no one. Moore believes in giving the grace period for those that are struggling financially. Others shared that opinion. Burdine made a motion to grant the grace period until March 1, 2026. Moore seconded. The motion carried 6-1 with Newcomer voting against.

- E. A motion is needed to approve the purchase of a new computer for one of the police cars because it's too old to update the operating system to windows 11. Moore made a motion to approve and Lovejoy seconded. No discussion. Motion carried unanimously.
- E. A motion is needed to approve Resolution 2026-08 appointing Victoria Shaw to the Planning Commission. Moore made a motion to approve and Burdine seconded. Carried unanimously.
- F. A motion is needed to approve Resolution 2026-09 appointing Nate Shaw to the Civil Service Commission. Moore motion to approve seconded by Stokes. Carried unanimously.
- G. A motion is needed to approve Resolution 2026-10 appointing Jason Seaman to the Shade Tree Commission. A motion to approve by Moore and seconded by Shaw. Carried unanimously.
- H. A motion is needed to adopt or reject Ordinance 2026-01 amending Chapter 238, Taxation, establishing regulations for tax certifications and fees. Moore asked for an explanation for this item. Kern explained that the County charges fees for certain tax record related items and the Borough's ordinances didn't mention such fees, so the ordinance needed updated to include them. This ordinance would go with Resolution 2026-11 which would need updated in the future when the fees are changed without having to amend the ordinance again. Burdine made a motion to approve and Seaman seconded. No further discussion. Carried unanimously.
- I. A motion is needed to approve Resolution 2026-11 going with the previous action item setting tax certification and collection fees. Stokes made a motion to approve seconded by Moore. No discussion. Carried unanimously.
- J. A discussion regarding monetary donations requested of the Borough. After the manager received a letter from the Swatara Middle School PTSO requesting a monetary donation for a student event Newcomer explained past decisions of Council not to use tax money for such events. Opinions of Council members were mixed with some supporting the idea but understanding it would need to be carefully controlled. Others suggested making personal donations. The solicitor suggested getting the approval from the auditor that it's an allowable expense. Newcomer wants to revisit at a future meeting after hearing the opinion from the auditor. No action taken.
- K. Burdine briefed Council on a discussion he had with a representative from DCED regarding two programs DCED believes might be helpful with a codes and zoning ordinance re-write. Hogarth mentioned that this project is also suggested in the STMP report for phase II grant funding with DCED. Hogarth said he would reach out to DCED to discuss further.

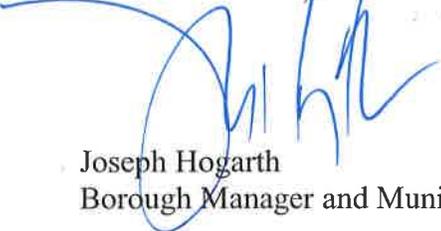
7. Citizen Comments

- A. Stephen Garisto 2531 Boas made comments regarding having more agendas printed for the public. He also commented on snow related issues such as residents not shoveling out the trash totes or around fire hydrants and sidewalks.
- B. Clyde Bateman, 2615 Boas commented that the flags at the memorial triangle are torn. Hogarth said they were replaced last week. He also commented on snow related issues, saving parking spots with chairs and the burned-out cars at the borough garage.
- C. Joe Wenger, 2324 Hoffer volunteered to be part of the snow angel group and volunteered to assist with brainstorming ideas around future snow removal ideas. He also suggested Council create a tax leniency policy.

8. Council comments

- A. Lovejoy asked about her registration for the New Elected Official class this weekend. Hogarth said she was registered.
 - B. Moore commented on the excellent job done by public works and codes in snow removal last weekend.
 - C. Seaman echoed those comments.
 - D. Burdine, in response to Bateman's comments about snow on the sidewalks, he commented from the codes report for the sidewalk enforcement activities taken by the codes staff. He asked the solicitor if there could be a report to compare repeat offenders for tax delinquencies. Kern cautioned about having different standards based on circumstances.
 - E. Both Stokes and Shaw wanted to thank the staff for their efforts during the winter storm. Shaw also mentioned Dry needs newsletter submissions by the 5th and will want to have a draft for council to consider at the Feb Caucus meeting.
 - F. Newcomer also thanked Kofi, Paul, Jake and Robin for all the hours they put in during the winter storm noting that after 17 plus hours Hogarth mandated they go home or some would have stayed.
9. Shaw and Moore motioned to adjourn the meeting at 8:57 pm. Motion carried unanimously.

Respectfully submitted and attested,



Joseph Hogarth
Borough Manager and Municipal Secretary