

**Penbrook Borough
Caucus Meeting
Minutes
May 18, 2026
6:30 PM**

1. Call to Order
 - a. On May 18, 2026, Shaw called the public meeting to order at 6:33 p.m. followed by a salute to the flag and a moment of silence.

2. The roll was taken. Present were Dry, Lovejoy, Shaw, Burdine, Seaman, and Moore. Newcomer joined via Microsoft Teams. The Mayor, Borough Manager/Chief Hogarth, Solicitor Kern, and Assistant Borough Manager Welch were in attendance.

3. Citizen Comments on Agenda Items: N/A

4. Discussion and Action Items
 - a. Hogarth provided an overview of the DCED Greenways, Trails, and Recreation Program Grant Resolution 2026-17 for Phase I of Penbrook Community Park. Hogarth outlined that the application closes on May 31, 2026 and that this grant could help supplement the grant that is hoped to be secured through DCNR. The grant maximum is \$250,000 with a 15% required match. Hogarth shared that he and Welch met with Senator Patty Kim's Chief of Staff, Doug Brown, earlier that day and that Welch had met with Representative Justin Fleming's Chief of Staff, Sarah DeSantis, on May 14, 2026 to garner support from state officials to advocate for the grant. No further questions nor discussion was held. Burdine made a motion to approve the grant resolution and Seaman seconded. The motion carried unanimously.

 - b. A discussion was held regarding the vacant Zoning Hearing Board seat to review the applications. Two applications were received; one from Adam Rhoads and one from Zuriela Payes. Shaw inquired about any conflict regarding Adam Rhoads' occupation as a realtor with this role. Solicitor explained that there were certain stipulations that could require Rhoads to recuse himself from the board's decision if there was a chance that there were financial implications involving him, but it would otherwise not be a concern. Solicitor elaborated that the board could still be able to have a quorum of the other two members on the zoning hearing board and have an alternate available. Solicitor inquired about Zuriela Payes's status as a borough resident for at least a year. Payes's address was not included in materials, so Hogarth was unable to verify Payes's address based on materials at that time. Solicitor proposed a tentative approval of Rhoads with Payes as alternate to be approved at next meeting pending verification of residency.

- c. A discussion was held regarding appointing Bailey Welch as the Borough Secretary. Hogarth shared that Welch has been taking notes and preparing minutes for previous meetings. A resolution would be prepared for the June 1st Council meeting. The Solicitor proposed Hogarth serving as assistant secretary to account for times when Welch is sick, on vacation, or unable to attend the meetings. No concerns were voiced with these proposals.
- d. A discussion was held regarding the zoning issues at 2921 Walnut Street that were brought before Council by the property owner at the May 4th Council meeting. Council members shared that some had visited the property to gain a better understanding of the concern, which Shaw clarified to be about the parking being limited and the property owners wanting to expand their business (more large-scale events/parties), but they cannot do so unless they have more parking. Based on the property, it does not appear that there is additional space for more parking. The Solicitor noted that the property owner went before the Zoning Hearing Board, who decided not to extend the variance. Discussion was had regarding the ordinance and the limitations of the amount of square footage allowed to be used based on the number of off-street parking spaces. Moore stated that the Borough wants property owners to be profitable and successful. Lovejoy inquired about amending the ordinance. Shaw explained that the Borough intends to rewrite the zoning ordinances and there may be more efficiency and cost-savings to focusing on working this into the rewrite rather than amending. Hogarth shared that Welch and Building Code Official Jacob Bragunier met with Gerry Duke from Tri-County Regional Planning Commission who made recommendations for either a Request for Information or a Request for Proposals for the Zoning Ordinance rewrite. Hogarth also shared about applying for additional funding support to complete this project, which takes additional time. Newcomer inquired about the changes made for allowing breweries in the Borough and whether all businesses were included in the changes regarding alleviating parking requirements. Solicitor confirmed that the parking requirements were only alleviated for restaurants, brew-pubs, and microbreweries. Shaw noted that the property owner could explore acquiring additional parking from neighboring properties. Shaw discussed the potential for the need for parking meters if the parking ordinance is adjusted. Burdine shared that he does not believe it is sustainable to have a parking ordinance and maintain businesses in the area as it is becoming more urban. Mayor noted that it may be beneficial to inform the property owner that the Borough is working on redoing zoning ordinances and she may have to wait for an update. Hogarth noted he would do so. Lovejoy recommended encouraging the property owner to attend meetings for updates. Burdine inquired whether the Council has an appetite for removing the parking ordinance entirely. Dry noted that further discussion will be needed before decisions can be made.

- e. Hogarth provided an update regarding the dead tree at Little Valley Park and indicated that it needed to be removed. Hogarth shared a \$3,200 estimate from A Plus Tree Service for removing the tree and grinding the stump. No further questions nor discussion was held. Dry made a motion to approve the estimate and Seaman seconded. The motion carried unanimously.
5. Citizen Comments: N/A
6. Council Comments
- a. Robin Dry noted that she only has two articles for the newsletter. Dry asked for additional articles and support with getting the newsletter to a better place. Newcomer noted that if there is not enough content to put in the newsletter, it may be time to retire it. Newcomer asked about the cost of the newsletter. Dry noted the cost being around \$1,600. Lovejoy asked about the newsletter being made online rather than mailing it out. Dry noted that a decision would have to be made to confirm that.
 - b. Nacole Moore shared that SOAL - Lincoln Cemetery in Harrisburg is receiving an award. Moore recommended a celebration and recognition of their hard work during the Fall Fest as good neighbors. Moore will connect with Ben Stokes about the idea.
 - c. Denise Lovejoy inquired about a training session in Middle Paxton Township in Dauphin PA and whether she could Uber to the training or if it would be okay to miss the training.
7. At 7:32 p.m. the public meeting was adjourned for an executive session to discuss the Police Collective Bargaining Agreement. The executive session began at 7:33 p.m. The executive session concluded at 7:48 time with a motion to adjourn made by Nacole Moore and a second by Denise Lovejoy.

Respectfully submitted,



Joseph Hogarth, Borough Secretary