

**Penbrook Borough
Council Meeting Minutes
June 1, 2026
6:30 PM**

1. Call to Order

- a. On June 1, 2026, Vice President Shaw called the Borough Council to order at 6:30 p.m. followed by a salute to the flag and a moment of silence.

2. The roll was taken. All Council members were present. Newcomer attended the meeting remotely. Assistant Borough Manager Bailey Welch and Building Code Official Jacob Bragunier were also present.

3. Citizen Comment on Agenda Items: N/A

4. Consent Agenda

- a. Minutes

- i. Council Minutes from May 4, 2026
 - ii. Caucus Minutes from May 18, 2026

- b. May 2026 Treasurer's Report

- c. Approval of bills to be paid

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

5. Reports

- a. Mayor's report: Reviewed the monthly police stats. A new officer is being hired and will begin the Academy in July.

- b. Manager's report: Welch provided the following updates:

Construction project for Assistant Borough Manager Office and Closet in community room has been completed.

The soccer mini-pitch grand opening at Community Park was held Sunday, May 31, 2026. Welch thanked those who were able to attend for being there. The event was well attended and the weather was great.

The grant application for the DCED Greenways, Trails, and Recreation Program was submitted with support from Senator Patty Kim, Representative Justin Fleming,

RETTEW, Dauphin County Planning Commission, and Tri-County Planning Commission.

The administrative staff is working on tracking grant applications. They are also working on submitting an application for the READY Communities grant, which is an item to review later in the meeting.

c. Solicitor – No report

d. Fire Chief:

Chief Steven Murphy introduced new President of Fire Company, Brad Wright:

Murphy gave an overview of monthly fire stats for the month of May.

Murphy provided information regarding grants that have been secured, applied for, and plans to apply for additional grants that are helping to significantly reduce the loans for the apparatuses.

Attack 30 will begin being built in July and is slated to be completed around March or April 2027.

Murphy shared that they are applying for the Assistance to Firefighters Grant (AFG) in hopes of securing new radios.

The Fire Company plans to combine with Fall Fest (Sept. 26, 2026) for their 120th anniversary celebration.

e. Committees:

i. Codes – Monthly department activities were reviewed by Burdine. High weeds and grass continue to be a growing concern due to the season. Other issues in various categories have arisen as well. Jacob Bragunier was present and Burdine noted that Bragunier will share an update on two properties of concern on Walnut Street later in the meeting.

ii. Public Safety – No report

iii. Parks and Recreation – Newcomer discussed the soccer mini-pitch grand opening at Community Park. Newcomer thanked Kofi Fumey for working

the event. Newcomer shared that there was a lot of good press from the event.

Newcomer noted that the Little Valley Summer program will be kicking off in a few weeks.

Newcomer noted that the planning for Fall Fest has begun.

- iv. Public Works – No report.
- v. Finance and Administration – Newcomer shared that the budget planning process is rolling. During July Caucus, Newcomer will provide a full overview of the new budget process. The intention of shifting the budget planning process is to be more efficient and reduce the number of meetings while still providing a strong understanding of the budget to the Council. The plan is to present a full budget to the Council from the start of the discussions. The committee and administrative staff are looking at discretionary versus non-discretionary spending to make more well-informed decisions.
- vi. Community and Government – No report.
- vii. Technology – Newcomer will be sending out information to two groups to obtain estimates for the cost to provide service to the Borough.
- viii. Penbrook Authority – Dry shared that the updated Stormwater Fee letter will be distributed to all residents very soon. Information was included in the summer newsletter regarding the updates. The 6-month budget for the remainder of the year was passed to accommodate for the shift to the budget cycle.
- ix. Planning Commission – Stokes shared that the Transportation Improvement Program (federally funded grants, in collaboration with the Tri-County Planning Commission) is open. Stokes noted that an application for grants to make improvements to sidewalks was submitted in 2022. When Stokes reached out to inquire about the response, he was informed that they were ready to conduct a safety analysis as the project was awarded. Stokes noted that the hope is to kick off the project late summer/early fall.

6. New Business

- a. A motion was made by Burdine to approve Resolution 2026-18 appointing Bailey Welch as the Borough's Secretary and Joe Hogarth as the Assistant Secretary. Dry seconded. There was no discussion, and the motion carried unanimously.
- b. A motion was made by Burdine to approve Resolution 2026-19 appointing Adam Rhoads to the Zoning Hearing Board to a term expiring on January 2, 2029, and Zuriela Payes as an alternate member of the Zoning Hearing Board to a term expiring on January 4, 2027. Moore seconded the motion. There was no discussion, and the motion carried unanimously.
- c. Dry made a motion to approve the Borough staff to apply for the READY Communities grant in the amount of \$50,000.00 to support funding for Phase I of the Community Park Project. Lovejoy seconded the motion. Lovejoy inquired about the funds and the intention behind the application and project. Welch provided an overview of the grant and the focus on aging individuals and/or folks with dementia. Lovejoy inquired as to whether the intended use is fair. Welch explained the goals of the grant to assist with folks being able to age in community and aiding in improvements to transportation (including sidewalks). Newcomer noted that he had shared this grant opportunity and solicited feedback, but no one brought any recommendations forward, so the decision was made to apply for the funding to support the Community Park Project. The motion carried unanimously.
- d. The Council engaged in a briefing and discussion regarding two Walnut St. properties that are structurally deficient.

Moore inquired about the lot on the other side of 2921 Walnut St. being used for parking. Shaw noted that the lot Moore is referring to does not belong to the 2921 Walnut St. property owner.

Building Code Official Jacob Bragunier provided an overview of the 2413 Walnut Street property and the concerns regarding the dangerous structure. The property owner does not seem to have the means to conduct the work and accomplish the required wall bracing. The Borough took action to secure a plan from Barry Isett & Associates for bracing the wall. The Borough will need to work with a contractor to complete the work. Discussion was held regarding the cost and the reason why the Borough is responsible for taking this action rather than the property owner. Bragunier noted that the property owner has been given ample time to act and has not. Bragunier reviewed the process for completing the work, invoicing the property owner, giving an established deadline to pay, then sending for collections/putting a lien on the property if it goes unpaid. The

Solicitor explained the Borough's responsibility for ensuring the safety of the general public/residents. The Solicitor noted that the Borough is responsible for bringing things up to code, followed by the process of taking action to collect the money owed. Shaw discussed Bragunier's ability to take action in instances like this without discussing with Council due to the severity of the concern but noted that Bragunier wanted to ensure that Council is informed of the circumstances.

Shaw inquired as to whether or not the fire department was informed of the unsafe conditions of the structure. Fire Chief Murphy confirmed that he was made aware by Bragunier and passed along the information to neighboring fire companies.

Discussion was had regarding how to best prevent issues like this from going under the radar and ensuring that the Borough is aware of previous properties that have been identified as a concern. Bragunier offered to share a list of properties identified by low, medium, and high concern. Council expressed interest in this.

Bragunier provided an overview of the 2901 Walnut Street property including roof collapse and deterioration of the property (major cracks to masonry wall, rotting wood, windows beyond repair). The odor emanating from property is likely due to animals being present in the property. The property is unoccupied. Bragunier had met with property owners and brought the severity of the concerns to light. Shaw inquired about the property's sign near Walnut St. and the concern of it being very deteriorated. Bragunier noted that the property owner indicated that the sign will be removed. Bragunier noted that he is drafting the violation letter to include all details of the property's concerns. Solicitor reviewed possible next steps regarding the property including eminent domain and the Borough paying fairly for the property if they chose to take that route. Shaw requested a timeline for the next steps that Bragunier is taking.

Burdine inquired about 2921 Walnut working with 2901 Walnut to try to determine a solution that would allow for additional property for parking for the 2921 Walnut property. Bragunier noted that the 2901 Walnut property will likely end up being condemned.

7. Citizen Comments

- a. Joe Wenger, 2324 Hoffer Street, informed Council that the newsletter has not been arriving at his house. Dry indicated that she will ensure that Wenger's address is added to the list of recipients. Lovejoy added that she has had an issue attempting to access the newsletter on her phone. Welch noted that she would look into this and work with the individual who manages the website to address any issues if needed. Wenger thanked the Council for the soccer mini-pitch grand

opening event. Wenger recommended that additional seating should be added at the Community Park in order for folks to have more convenient places to sit and observe the sports and activities going on.

- b. Adam Rhoads, 2836 Walnut Street, thanked Council for the Zoning Hearing Board position. Rhoads highlighted his experience with condemned properties and offered himself as a resource for assisting with situations involving these concerns.

8. Council Comments

- a. Dry discussed the Summer Newsletter draft. Council found the newsletter draft to be agreeable. No concerns arose, and Dry will move forward with finalizing the Summer Newsletter for distribution.
 - b. Burdine thanked Welch for her work on the mini-pitch event and noted that it was a great event. Burdine congratulated Adam Rhoads on new position.
 - c. Stokes thanked Public Works for installing stop bars. Stokes also thanked police for their increased visibility in conducting foot patrols and noted seeing Lt. Foltz on foot patrol regularly. Stokes informed Adam Rhoads that the zoning regulations can be a bit antiquated and that language/guidance can sometimes be contradictory within the ordinances. Stokes informed Rhoads that it is a priority for Council to review and update the ordinances.
 - d. Moore thanked Welch for the work she has been doing.
 - e. Mayor noted that the grand opening event at the mini-pitch was awesome, and the turnout was great. Thanked Public Works for stop bars and curb painting.
 - f. Seaman praised the food trucks at the mini-pitch grand opening event.
9. At 7:37 p.m. a motion to adjourn the meeting was made by Moore and seconded by Seaman. The motion carried unanimously.

Respectfully submitted and attested,



Bailey Welch
Assistant Borough Manager and Municipal Secretary