

Penbrook Borough  
Caucus Meeting  
January 16, 2018

1. Committee Reports

- a. Codes
- b. Public Works
- c. Parks
- d. Community and Government
- e. Public Safety
- f. Personnel
- g. Budget
- h. Penbrook Authority

2. Old Business

- a. Discussion on the request for a handicap parking space at 35 Butler St.
- b. Discussion on the request for a handicap parking space at 2373 Canby St.
- c. Discussion on replacement of Public Works Yellow Truck.
- d. Discussion on filling the Authority Board vacancy.

3. New Business

- a. Discussion on repairs for the Codes Enforcement vehicle.
- b. Discussion on the quotes for Borough manager transition audit.
- c. Approve or reject the Rogele, Inc. change order quotes associated with the low volume roadway grant – 31<sup>st</sup> & Charles Streets.

4. Discussion on the minutes from the January 2, 2018 meeting.

5. Discussion on the Bills to be Paid.

6. Citizen comments.

7. Adjorn.

Penbrook Borough  
Caucus Meeting  
February 20, 2018

1. Committee Reports

- a. Codes
- b. Public Works
- c. Parks
- d. Community and Government
- e. Public Safety
- f. Personnel
- g. Budget
- h. Penbrook Authority

2. Old Business

- a. Discussion on the request for a handicap parking space at 2373 Canby St.
- b. New Penbrook Website Transition.
- c. New Vehicles – Police / Public Works

3. New Business

- a. Republic – Meeting with Andy Warntz update
- b. Keystone Collections – 2018 Per Capital & Occupational Tax Notice
- c. Tax Exemptions – Resolution Proposal 2018-5
- d. Seed money to up-front grants
- e. Verizon Cable contract – Capital Region Council for Governments (Cap COG) is coordinating renegotiation of contract which expires in 2018.
- f. Finalize Council Committees

4. Discussion on the minutes from the February 5, 2018 meeting.

5. Discussion on the Bills to be Paid.

6. Citizen comments.

7. Adjourn.

Penbrook Borough  
Caucus Meeting  
March 19, 2018

1. Committee Reports

- a. Codes
- b. Public Works
- c. Parks
- d. Community and Government
- e. Public Safety
- f. Personnel
- g. Budget
- h. Penbrook Authority

2. Old Business

- a. Discussion on the request for a handicap parking space at 2436 Penbrook Ave.
- b. Discussion regarding overnight/weekend parking at the Borough Building.

3. New Business

- a. Finalize Council Committees
- b. Review proposed modifications to Chapter 126 – Disorderly Conduct Code
- c. Penbrook Fire Police Applicant
- d. Fair Redistricting Presentation Request

4. Discussion on the minutes from the March 5, 2018 meeting.

5. Citizen comments.

6. Adjourn.

Penbrook Borough  
Caucus Meeting  
April 16, 2018

1. Committee Reports

- a. Codes
- b. Public Works
- c. Parks
- d. Community and Government
- e. Public Safety
- f. Personnel
- g. Budget
- h. Penbrook Authority

2. Old Business

- a. Discussion regarding overnight/weekend parking at the Borough Building.
- b. Review proposed modifications to Disorderly Conduct Code.

3. New Business

- a. Fair Redistricting Presentation – Darlene Kvaternik
- b. Review proposed modifications to the Waste Reduction and Recycling Ordinance.
- c. Discussion on portable basketball hoops used on side streets.
- d. Discussion on the Republic solid waste and recycling contract.
- e. Little Valley Park – ADA quote
- f. Discussion on the request for handicap parking space for 2634 Penbrook Ave.
- g. Discussion on the request for handicap parking space for 110 S. 29<sup>th</sup> St.
- h. Discussion on the request for handicap parking space for 2523 Boas St.

4. Discussion on the minutes from the April 2, 2018 meeting.

5. Citizen comments.

6. Adjourn.

Penbrook Borough  
Caucus Meeting  
May 21, 2018

1. Committee Reports

- a. Codes
- b. Public Works
- c. Parks
- d. Community and Government
- e. Public Safety
- f. Personnel
- g. Budget
- h. Penbrook Authority

2. Old Business.

- a. Part-Time Police Interviews – Executive Session
- b. Discussion on the request for handicap parking space for 110 S. 29<sup>th</sup> St.
- c. Discussion on the request for handicap parking space for 2523 Boas St.

3. New Business

- a. Audit quotes – See attached analysis
- b. Penbrook Athletic Association – Contract
- c. Penbrook Authority Member – Vacancy
- d. Penbrook Revitalization – Recommendation of New Board Members
- e. Property Maintenance Code Board of Appeals - Vacancies
- f. Fire Company – See attached financial statements
- g. Paxtang Creek – Exposed sewer line/Creek bank erosion mitigation
- h. Asylum Run – Updates
- i. New Building Codes – Purchase Manuals
- j. Annual review & removal of handicapped parking spaces – See report
- k. Jerry Feaser, Bureau of Elections – meet with Council about election districts
- l. Post Hole Sign Driver – Quote
- m. Request to Host CapCOG training session at Penbrook–HazMat/MS4 Topics

4. Discussion on the minutes from the May 7, 2018 meeting.

5. Citizen comments.

6. Adjourn.

Penbrook Borough  
Caucus Meeting  
June 18, 2018

1. Presentations

- a. Rob DeGoria – Community Outdoor, LLC – Landmark Signage
- b. Jerry Feaser – Bureau of Registration and Elections

2. Committee Reports

- a. Mayor
- b. Codes
- c. Public Works
- d. Parks
- e. Community and Government
- f. Public Safety
- g. Personnel
- h. Budget
- i. Penbrook Authority

2. Old Business

- a. Low Volume Road Grant – Change Order
- b. Balthasier, CPA - Manager Transition Audit
- c. Strainings Settlement - Update

3. New Business

- a. Benecon - Claim Fund Performance – Analysis
- b. Rettew – Grant writing contracted services
- c. Penbrook Authority – 2018/19 Budget Proposal
- d. American Tower Extension
- e. Little Valley – Playground Equipment Repair
- f. Contracted Services Quote– High Weeds and Grass Offenders
- g. Automated Payments (ACH) – IE: PP&L, Verizon, UGI, Comcast, etc.

4. Discussion on the minutes from the June 4, 2018 meeting.

5. Citizen comments.

6. Adjourn.

**Penbrook Borough  
Caucus Meeting  
Minutes  
June 18, 2018  
6:30 PM**

Present: McDonald, Sweger, Ramper, Shaw, Mayor Miller, Matio, Copley,  
Solicitor Wendaur, Armbruster, and Manager Eberly

Absent: Deardorff

1. The motion was made to approve or reject the Change Orders submitted by Rogele which will be funded by Dauphin County Conservation District (DCCD) for the completion of the Low Volume Road Grant project located at 31<sup>st</sup> and Charles.

Motion to Approve: 1<sup>st</sup> Armbruster, 2<sup>nd</sup> Sweger      Unanimous: X

Penbrook Borough  
Caucus Meeting  
July 16, 2018

1. Presentation

- a. PFM – Finance Options – Zach Willard & Ben Kapenstein
- b. American Tower –Contract Extension- Conference Call – Shannon Walsh

2. Committee Reports

- a. Mayor
- b. Codes
- c. Public Works
- d. Parks
- e. Community and Government
- f. Public Safety
- g. Personnel
- h. Budget
- i. Penbrook Authority

3. New Business

- a. Elm Street Park – ADA Parking
- b. Civil Service Commission – New Attorneys
- c. FEMA - Active Shooter Course

4. Discussion on the minutes from the July 2, 2018 meeting.

5. Citizen comments.

6. Adjourn.



Penbrook Borough  
Caucus Meeting  
August 20, 2018

1. Presentation

- a. Bob Rhoads – Bi-Annual Emergency Operations

2. New Business

- a. Borough Building - ADA/Parking Lot – H. Edward Black Proposal
- b. Elm Street Park – Final Plan Approval
- c. Election Law – 2 Voting Districts (Wendaur)
- d. American Tower – (Wendaur)
- e. Republic Contract Extension
- f. Penbrook Newsletter – Deadlines, Advertisements, Costs
- g. Strategic Planning Analysis
- h. 2019 Minimum Municipal Obligation (MMO) – Pension
- i. Vehicle Parking

3. Committee Reports

- a. Mayor
- b. Codes
- c. Public Works
- d. Parks
- e. Community and Government
- f. Public Safety
- g. Personnel
- h. Budget
- i. Penbrook Authority

4. Discussion on the minutes from the August 6, 2018 Council meeting.

5. Citizen comments.

6. Adjourn.

Penbrook Borough  
Caucus Meeting  
September 17, 2018

1. Presentation

- a. Safety Vests – Quotes - Police Department

2. Old Business

- a. American Tower – (Wendaur)
- b. Election Law – 2 Voting Districts (Wendaur)
- c. Proposed Ordinance – Parking
- d. Zelenkofske Axelrod LLC – Audit Update
- e. Early Intervention Program (EIP) – Resolution

3. New Business

- a. Retirement – Lt. Stephen Mowery – Service Weapon
- b. Handicapped Parking Requesting – 2412 Penbrook Avenue
- c. Public Works Yellow Truck - Municibid
- d. Tree Pruning Service – Quotes
- e. ISO Survey
- f. Trash, Recycling and Lawn Waste Tax Bill

3. Committee Reports

- a. Mayor
- b. Codes
- c. Public Works
- d. Parks
- e. Community and Government
- f. Public Safety
- g. Personnel
- h. Budget
- i. Penbrook Authority

4. Discussion on the minutes from the September 5, 2018 Council meeting.

5. Citizen comments.

6. Adjourn.

Penbrook Borough  
Caucus Meeting  
October 15, 2018

1. Old Business

- a. Chief Hiester's Retirement – Service Weapon Resolution – 2018-13
- b. Handicap Parking Request – 2412 Penbrook Avenue
- c. Taser Lease Proposal
- d. Reciprocal Agreement with Paxtang for Use of Municipal Building
- e. Borough Siren - Update
- f. Zoning Hearing Board – October 30, 2018 at 7:00PM - Update

3. New Business

- a. Retirement – Lt. Stephen Mowery – Special Resolution -2018-14
- b. Copley Resignation
- c. Bonding Resolution – 2018-12

3. Committee Reports

- a. Mayor
- b. Codes
- c. Public Works
- d. Parks
- e. Community and Government
- f. Public Safety
- g. Personnel
- h. Budget
- i. Penbrook Authority

4. Discussion on the minutes from the October 1, 2018 Council meeting.

5. Citizen comments.

6. Adjourn.

**Penbrook Borough  
Caucus Meeting  
Minutes  
October 15, 2018  
6:30 PM**

Present: Sweger, Ramper, Shaw, Mayor Miller, Copley, Solicitor Wendaur, Armbruster, Deardorff, Chief Hiester, Bob Rhoads and Manager Eberly

Absent: McDonald, Matio

1. The motion was made to accept or reject the quote from the Pennsylvania Chiefs of Police Association to conduct an executive search for the Penbrook Chief of Police position not to exceed \$8,000.00.

Motion to Approve: 1<sup>st</sup> Armbruster, 2<sup>nd</sup> Shaw      Unanimous: X

Penbrook Borough  
Caucus Meeting  
November 19, 2018

1. Presentation – Zelenkofske Axelrod – 2017 Audit Report – Derek Schroeder
2. Executive Session – Personnel Matter (Police Department Interviews)
3. Old Business
  - a. Chief Hiester's Retirement – Hiester's Special Resolution – 2018-14
  - b. Police Chief Search/Interview – Timeline
  - c. Copley's Replacement – 1<sup>st</sup> Ward
  - d. Borough Siren - Update
  - e. Borough Parking Paving Project
  - f. CRW – Sewer Detail Discrepancy
  - g. 2019 Budget Status/Topics
    1. Recycling/Trash Rates Increase - \$12
    2. Business License Fee Increase – From \$10 to \$20
    3. Rental Unit Fee Increase – From \$45 to \$65
    4. Building Permit Fee Increase – Minimum from \$25 to \$35
    5. Codes Violation Minimum - \$50 or \$75
    6. Comp – Time Payout
4. New Business
  - a. Planning Commission Applicant – Benjamin Stokes
  - b. Humane Society Annual Contract
  - c. Susquehanna EMS Annual Donation
  - d. Newsletter Deadlines
  - e. Handicap Parking Space Request – 2813 Penbrook Avenue
  - f. Civil Service Commission – Rules and Regulation Updates
5. Committee Reports
  - a. Mayor
  - b. Codes
  - c. Public Works
  - d. Parks
  - e. Community and Government
  - f. Public Safety
  - g. Personnel
  - h. Budget
  - i. Penbrook Authority
6. Discussion on the minutes from the November 5, 2018 Council meeting.
7. Citizen comments.
8. Adjourn.

**Penbrook Borough  
Caucus Meeting  
Minutes  
November 19, 2018  
6:30 PM**

Present: Sweger, Ramper, Shaw, Mayor Miller, Armbruster, Deardorff, Chief Hiester, McDonald, Matio and Manager Eberly

Absent: Solicitor Wendaur

1. The motion was made to recess the Caucus meeting until Monday, December 3, 2018 at 6:30PM.

Motion to Approve: 1<sup>st</sup> Armbruster, 2<sup>nd</sup> McDonald Unanimous: X

Penbrook Borough  
Caucus Meeting  
December 17, 2018

1. Presentation – Police Department Gun Replacement Grant – Brant Maley
2. Old Business
  - a. Zelenkofske Axelrod Audit Report
  - b. Comp-time Payout
  - c. Ordinance 2019-01 Business Privilege Tax License Increase from \$10 to \$20
  - d. Resolution 2019-01 Setting Fees for Services
  - e. Police Chief Search– December 19, 2018 Interviews
  - f. Elm Street Park – Handicap Parking Approved Plan
  - g. Joe's Automotive – Fence Installation
  - h. iPad Quote/Specs
  - i. iWorQ Systems Quote for Borough computer system conversion
3. New Business
  - a. Planning Commission Applicant – Benjamin Stokes
  - b. Jerry Feaser – Tax Collector
  - c. Max Shradley, RETTEW – Retirement/Succession Plan
4. Committee Reports
  - a. Mayor
  - b. Codes
  - c. Public Works
  - d. Parks
  - e. Community and Government
  - f. Public Safety
  - g. Personnel
  - h. Budget
  - i. Penbrook Authority
5. Discussion on the minutes from the December 3, 2018 Council meeting.
6. Citizen comments.
7. Adjourn.

**Penbrook Borough  
Caucus Meeting  
Minutes  
December 17, 2018  
6:30 PM**

Present: Sweger, Ramper, Shaw, Mayor Miller, Armbruster, Deardorff, Officer Baldwin, McDonald, Matio, Dry, Solicitor Wendaur and Manager Eberly

Absent: None

1. The motion was made to approve payments in the amount of \$11,575.31 prior to December 31, 2018 to 3 Police Officers requesting a portion of their accumulated compensation time.

Motion to Approve: 1<sup>st</sup> Shaw, 2<sup>nd</sup> McDonald    Unanimous: X