

Penbrook Borough
Caucus Meeting
January 22, 2019

1. Executive Session – Personnel Matter

2. Old Business

- a. iWorQ Systems Quote for Borough computer system
- b. Handicapped Parking Application – 2813 Penbrook Avenue
- c. Joe's Automotive Fence
- d. Ipad Quote/Specs
- e. Quotes for contractor snow removal
- f. Susquehanna Township –Asylum Run Road Joint Agreement
- g. Borough Siren – Insurance Claim Update

3. New Business

- a. Handicapped Parking Application – 2811 Boas Street
- b. Spring Newsletter – Article Deadlines
- c. New Resident Letter from Stormwater Authority
- d. Waive \$150 Fee for St. Margaret Mary's 5K Road Race
- e. Life Line Screening – Request for Community Room Rental Reduction
- f. Penbrook Athletic Association – 2018 Annual Financial Report

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 January 7, 2019 Council meeting.

6. Citizen comments.

7. Adjourn.

**Penbrook Borough
Caucus Meeting
Minutes
January 22, 2019
6:30 PM**

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

Absent or not present at vote: Matio, Deardorff, McDonald

The motion was made to approve negotiating a conditional offer of employment to Joseph Hogarth for the vacant Police Chief position.

Motion to Approve: 1st Sweger, 2nd Armbruster Unanimous: X

Penbrook Borough
Caucus Meeting
February 19, 2019

1. AFSCME Union Representative Introduction, Juan Carter (**POSTPONED**)
2. Old Business
 - a. Handicapped Parking Application – 2811 Boas Street
 - b. Fire Company – Grant Writer / Radios
 - c. Police Department – H&K Firearms Sales & Transfers
3. New Business
 - a. Asylum Run Sewer Line – Televising Bid Opening February 20, 2019 (Tomorrow)
 - b. PP&L Street Light LED Replacement Proposal
 - c. Non-Uniform Pension Plan – Cost Study
 - d. Penbrook Athletic Association – 2019 Baseball Team Merger
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 February 4, 2019 Council meeting.
6. Citizen comments.
7. Adjourn.

**Penbrook Borough
Caucus Meeting
Minutes
February 19, 2019
6:30 PM**

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

Absent or not present at vote: McDonald

The motion was made to approve the hiring of Joseph Hogarth as the full-time Chief of Police in the Borough of Penbrook as outlined in his letter of employment.

Motion to Approve: 1st Deardorff, 2nd Shaw Unanimous: X

Penbrook Borough
Caucus Meeting
March 18, 2019

1. Asylum Run Bond Process – PFM, Zach Willard
2. Old Business
 - a. Handicapped Parking Application – 2811 Boas Street
 - b. PP&L Street Light LED Replacement Proposal
 - c. Borough Siren – Update
 - d. Joe's Automotive – Update
 - e. Advertise Property Maintenance Ordinance Revisions
 - f. Wilhelm/Paxtang – Use of Community Park Baseball Fields in 2019
3. New Business
 - a. Elm Street Station Park Renovation Bids
 - b. Ordinance 2019-02 – Abolishing Auditor as an Elected Position
 - c. Maintenance quotes for Borough Building HVAC
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 March 4, 2019 Council meeting.
6. Citizen comments.
7. Adjourn.

Penbrook Borough
Caucus Meeting
April 15, 2019

1. Executive Session

2. Old Business

- a. Ordinance 2019-02 – Abolish Auditor as an Elected Position
- b. Resolution 2019-03 – Walnut Street Lights Replacement to LED
- c. Proposed Property Maintenance Ordinance Revisions
- d. Asylum Run Access Road Construction Change Order
- e. Police Department – H&K Pistol Available for Purchase

3. New Business

- a. Auditorium Rentals – Exclude Fish Fry Use
- b. LED Lighting Quotes – Public Works Building
- c. Drug Screening Proposal
- d. Police Vehicle #36 Replacement Plan
- e. Zoning Officer

4. Committee Reports

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

5. Discussion on the minutes from the April 1, 2019 meeting.

6. Citizen comments.

7. Adjourn.

Penbrook Borough
Caucus Meeting
May 6, 2019 at 6:30PM

1. New Business

- a. Resolution 2019-04 : Modify Stop Bar at Canby and Walnut
- b. Ordinance 2019-03 : Amend Property Maintenance Code/Repeal Chapter 100
- c. Public Works Trailer Replacement
- d. Acceptance of William Trousdale's Resignation from the Zoning Hearing Board
- e. Vacancy Board
- f. Police Vehicle #36 – Update

2. Discussion on the minutes from the April 1, 2019 meeting.

3. Citizen comments.

4. Adjourn.

Penbrook Borough
Caucus Meeting
May 20, 2019

1. Old Business.

- a. Asylum Run – Update
- b. Acceptance of Mayor's Resignation
- c. Interview Application (John McDonald) for Mayor's Upcoming Vacancy
- d. Acceptance of John McDonald's Resignation
- e. Interview Application (Ben Stokes) for John McDonald's Council Vacancy
- f. Ordinance 2019-03 – Chapter 100/200 Property Maintenance Code Amending
- g. Chapter 104 – Building Construction Ordinance
- h. Chapter 266.94 Zoning Modification

2. New Business

- a. Handicap Parking Application – 2629 Penbrook Avenue
- b. Stop Bar Thermalplastic Quotes
- c. Community Park Roof Quotes
- d. Police Department Clothing Allowance
- e. Drug Screening Proposal
- f. 2019/20 Gaming Grant

3. Committee Reports

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

4. Discussion on the minutes from the May 6, 2019 meeting.

5. Citizen comments.

6. Adjourn.

Penbrook Borough
Caucus Meeting
June 17, 2019

1. Interview – Zoning Hearing Board Vacancy
 - a. Patricia Gallagher
2. Executive Session – Legal/Personnel Matter
3. Old Business
 - a. Caco/Carol Road Bid
 - b. Chapter 104 – Building Construction Ordinance
 - c. Chapter 266.94 - Zoning Modification
 - d. Drug Screening Proposal
4. New Business
 - a. PRI appointment of Ben Stokes as Board Member
 - b. Swearing in of Courtney Leggore – Police Officer
 - c. Solicitor Agreement
 - d. Republic Services
 1. Contract Extension
 2. Yard waste
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 June 3, 2019 meeting.
7. Citizen comments.
8. Adjourn.

Penbrook Borough
Caucus Meeting
July 15, 2019

1. Presentation: RJ Hall – Pension Plan Actuarial Study – Rob Lutz/Kevin Hall
2. Civil Service Commission – Sean Harris/Rick Levandusky
3. Old Business
 - a. Republic Services – Contract Extension
 - b. Handicap Parking Space Request – 2629 Penbrook Avenue
 - c. Handicap Parking Space Request – 2727 Butler Street
4. New Business
 - a. Livestock/Poultry Issues
 - b. Social Media Policy
 - c. Emergency Contact Forms
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 July 1, 2019 meeting.
7. Citizen comments.
8. Adjourn.

Penbrook Borough
Caucus Meeting
August 19, 2019

1. Presentation

- a. PFM Financing (Asylum Run) – Zach Willard & Ryan Mentzer

2. Old Business

- a. Asylum Run Bids
- b. Advertisement – Chapter 104 – Building Construction Ordinance
- c. Advertisement – Chapter 266.94 – Zoning Modification
- d. Assignment of Zoning Officer Duties

3. New Business

- a. Selling of Police Vehicle
- b. Borough Building – Cleaning Contract
- c. 2020 Minimum Municipal Obligation (MMO) – Pension
- d. Civil Service Commission - Annual Report
- e. Polling Venue – Dauphin County ADA Accessibility Report

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 August 5, 2019 Council meeting.

6. Citizen comments.

7. Adjourn.

Penbrook Borough
Caucus Meeting
September 16, 2019

1. Interviews – Planning Commission

- a. Rick Levandusky
- b. Amado Margarito

2. Executive Session

3. Old Business

- a. Asylum Run Bid Results
- b. Resolution 2019 – 06 Authorizing PFM to initiate bids for financing
- c. Asylum Run – Susquehanna Township Shared Costs Agreement
- d. Polling Venue – Dauphin County ADA Accessibility Report- UPDATE

4. New Business

- a. Borough Building – HVAC Unit Servicing Police and Administration Office
- b. LED Street Light Replacement – Phase II
- c. Elm Street Video Surveillance

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 September 4, 2019 Council meeting.

7. Citizen comments.

8. Adjourn.

**Penbrook Borough
Caucus Meeting
Minutes
September 16, 2019
6:30 PM**

Present: Ramper, Mayor McDonald, Armbruster, Deardorff (via telephone), Sweger, Dry, Solicitor Wendaur, Chief Hogarth and Manager Eberly

Absent or not present at vote: Shaw, Matio, and Stokes

1. The motion was made to approve the bid including Alternates 2 & 3 amounting to \$1,090,520.00 from Doli Construction Corp. for the Asylum Run Sewer Line replacement.

Motion to Approve: 1st Ramper, 2nd Dry Unanimous: X

2. The motion was made to approve the proposed Resolution 2019 – 06 authorizing PFM to initiate the bids for financing an estimated \$2,150,000.00 to fund the Asylum Run Sewer project along with an alternate for refinancing the existing balance from 2011 Bond Issuance.

Motion to Approve: 1st Armbruster, 2nd Deardorff Unanimous: X

Penbrook Borough
Caucus Meeting
October 21, 2019

1. Presentation – Financing Bid Results – PFM – Zach Willard
2. Swearing in of Rick Levandusky to the Planning Commission
3. Executive Session
4. Old Business
 - a. RFP loan results – Asylum Run/Refinancing of existing debt
 - b. Elm Street Station Park – Change Order
5. New Business
 - a. Advertising of the 2020 Proposed Tax Ordinance, Sewer Rates, Penbrook Meeting Schedule and Proposed Budget.
 - b. Informational - Addition of new lines to General Fund for the Halloween Party
 - c. Fire Police Recommendation
 - d. Acceptance of Donation for Borough Building Mural
 - e. Public Utility Commission Member Nomination – Nate Bragunier
 - f. Civil Service Commission Revised Regulations
6. 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
7. Discussion on the minutes from the October 7, 2019 Council meeting.
8. Citizen comments.
9. Adjourn.

**Penbrook Borough
Caucus Meeting
Minutes
October 21, 2019
6:30 PM**

Present: Ramper, Mayor McDonald, Armbruster, Deardorff, Sweger, Dry, Stokes, Shaw, Solicitor Wendaur, Chief Hogarth, Rick Levandusky, Zach Willard (PFM) and Manager Eberly

Absent or not present at vote: Matio

1. The motion was made to approve Eckert Seamans to advertise the proposed ordinance for the \$2,150,000 Note by refinancing the existing Series of 2011 bonds as well as use the remaining funds to finance the Asylum Run Sewer Replacement project.

Motion to Approve: 1st Deardorff, 2nd Stokes Unanimous: X

Penbrook Borough
Caucus Meeting
November 18, 2019

1. **Executive Session** - (AFSCME Contract Status and other personnel matters)
2. Old Business
 - a. Non-Uniform Pension Plan Changes – Ordinance 2019-07 & Resolution 2019-08
 - b. 2019 Budget Status/Topics
 1. No Real Estate or Sewer increase in 2020
 2. Police Ticket Fee Increase- \$15 to \$20 (Fee Schedule Resolution 2019-09)
 3. Comp Time/Vacation Payout
 4. Zoning Officer Duties – In-house versus Out-sourcing
 5. Ecode360 Proposal
 - c. Police Awards/Recognition
3. New Business
 - a. Humane Society Annual Contract
 - b. Newsletter Deadline
 - c. Elm Street Station Park – Surveillance Update
 - d. Borough Building Generator – Cummins Service Agreement Quote
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 November 4, 2019 Council meeting.
6. Citizen comments.
7. Adjourn.

Penbrook Borough
Caucus Meeting
December 16, 2019

1. **Executive Session** - (AFSCME Contract Status and other personnel matters)
2. Old Business
 - a. AFSCME Contract
 - b. Borough Manager Vacancy
3. New Business
 - a. Dombrowsky Retirement
 - b. Asylum Run – Change Order
 - c. Restructuring of the Fire Police Leadership – Jon Morris
 - d. Penbrook Avenue – Stormwater Inlet Replacement Bid Results – Authority
 - e. Signal Services, Inc. – Traffic Signal Maintenance Contract
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 2, 2019 Council meeting.
6. Citizen comments.
7. Adjourn.