

**Penbrook Borough
Caucus Meeting
Minutes
January 19, 2021
6:30 PM**

1. Roll Call: All Council members with the exception of Heffelfinger were present. Councilpersons Ramper, V. Shaw, N. Shaw and Solicitor Wendaur attended by Zoom. Heffelfinger arrived at 7:34pm

Visitors on Zoom were Kevin Sidella from Prochamps, Tammy Sweger, Rob Myers.

2. Old Business

A. The Mayor presided over the swearing in of Nate Shaw as a member of the Civil Service Commission and Tammy Sweger as an alternate to the Civil Service Commission.

B. Kevin Sidella from Prochamps was in attendance to answer questions regarding their product as it pertains to the vacant property registry ordinance. Prochamps is a business that helps municipalities manage their vacant and foreclosed properties. They are paid \$100.00 for each registration which is taken from the fee collected by the borough which is currently set at \$300.00 per year. Several council members had questions regarding the language of the proposed ordinance. It is not the intent of council to target the owner of a rental property that is vacant because of a tenant transition. This is meant to address the property that is vacant, isn't being cared for and the property owner is a bank or other corporation in which a responsible individual cannot otherwise be reached.

C. PMRS, the manager of the police pension plan requires the plan review documents to be completed and sent back. Council had no further questions regarding the documents. The plan documents will be presented for a vote at the February meeting, signed and sent to PMRS. The documents represent no change to the plan other than to further define "pay".

D. CRW True-up Fee. Solicitor Wendaur was able to review documents and agreements between CRW and the Borough from 1976 and 1989 as well as emails between the two. Councilman Ramper suggested Manager Hogarth reach out to Lower Paxton and Susquehanna Townships to ask if they paid or are disputing the fee.

3. New Business:

A. Little Valley Park Proposal. Parks Committee Chair Stokes presented council with a proposal from H.E. Black to create a master plan for improvements including ADA accessibility at Little Valley Park. The cost of the master plan is \$8,650.00. A master plan is required before the borough can apply for grant money to complete the proposed projects. There is \$6,466.00 in the Parks Grant Fund that can be used but the balance needs to be identified and approved by council. This will be on the February agenda.

B. Tax Collector Compensation Letter. The Borough received a letter from County Treasurer Janis Creason reminding council they must set the compensation for the Borough's tax collector no later than February 15. After some discussion it was assumed that the Borough received the letter by mistake since the County collects the Borough's taxes. Manager Hogarth said he would contact Creason's office in the morning to inquire.

C. President Deardorff reported he got a call from County election official Jerry Feaser. The Borough is in need of an election judge for both the 3rd and 4th wards. Deardorff asked council, especially those representing those wards, to help find residents willing to assume those duties.

D. Manager Hogarth reported that during the snow event in December one of the plows broke and is in need of repair. There lowest estimate of \$1,300.00 was received on December 28. This was brought to Council as part of a more in-depth discussion about Manager Hogarth's discretion in spending. It was decided that Hogarth should have the discretion to operate autonomously within the confines of the adopted budget including the authorization to repair the plow.

E. Personal Delivery Devices. Manager Hogarth briefed Council on the little known regarding the new law that goes into effect at the end of this month for autonomous vehicles providing delivery services. The Department of Transportation has put out information and is conducting a webinar tomorrow. As information is learned it will be passed on to Council and the community.

F. Manager Hogarth provided Council with a new handicap parking application for applicant Juanita Pfeuffer living at 231 S 29th Street. The application will be presented to Council for a vote at the February meeting.

4. There was no discussion on the minutes from the December 7, 2020 Council meeting

5. There were no citizen comments

6. There were no council comments

7. The meeting was adjourned at 8:57pm