

Penbrook Borough Council Meeting Minutes  
January 4, 2021

1. Call to order

A. On January 4, 2021 Council President David Deardorff called the Borough Council to order at 6:30pm followed by a salute to the flag and an invocation by Pastor Halliday.

B. Roll Call

All were present. Vice President Ramper, N Shaw, V Shaw and Solicitor Wendaur attended via zoom.

2. Action on the minutes from the December 7, 2020 Council Meeting

Council President Deardorff asked for and received a motion to approve from Stokes and seconded by Heffelfinger. There were no comments. The motion carried unanimously.

3. Action on the minutes from the December 21, 2020 Caucus Meeting

Council President Deardorff asked for and received a motion to approve the minutes from Armbruster and seconded by Stokes. There were no comments. The motion carried unanimously.

4. Citizen comments on agenda items

There were no comments

5. Reports

A. Mayor – The Mayor provided Council with both the December as well as year-end 2020 Police Reports.

B. Treasurer – Manager Hogarth read the Treasurer's report for December 2020. A motion was made by Armbruster and seconded by Dry to accept the report. It was voted on unanimously.

C. Manager Hogarth – No report

D. Solicitor – No Report

E. STEMS – No report

F. Fire Chief – Chief Lacher read the report

G. Committees

i. Codes – Council President Deardorff read the codes report

ii. Public Safety – EMC Zwigart reminded Council that N Shaw, Heffelfinger and Armbruster are this month's Order of Succession members.

The monthly training will be on January 21<sup>st</sup> as well as a webinar offered by PA Boroughs Association for elected officials on Jan 6<sup>th</sup> if anyone is interested.

iii. Parks and Property – Chairman Stokes reported that H.E. Black submitted the plan proposals for Little Valley Park which will be discussed at the January 19 Caucus meeting.

iv. Public Works – Chairman N. Shaw read the public works report as provided by PW Supervisor Bragunier.

v. Personnel – No report

vi. Community and Government – No report

vii. Budget – Chairman Armbruster distributed a revenue and expense report for all borough funds and pointed out that overall the Borough had expenses that exceeded revenues by \$500,000.00

viii. Authority – Vice chair Dry reported that some delinquent letters went out to those having 2017 delinquent accounts. The December meeting was cancelled due to a weather event and the January meeting is scheduled for the 20<sup>th</sup> at 6:30pm

ix. Planning Commission – Chairman Stokes reminded everyone that the focus in 2021 will be the creation of a new comprehensive plan. He also

encouraged everyone to offer input by either attending meetings or passing ideas on to Commission members.

6. New Business

A. Approve or reject a motion to approve Resolution 2021-1 setting the Borough Fee Schedule for 2021 and beyond.

A motion to approve the Resolution was made by Dry and seconded by Heffelfinger. There was no discussion and the motion passed unanimously.

B. Approve or reject a motion to accept the resignation of Sean Harris from the Civil Service Commission.

A motion to accept the resignation was made by Armbruster and seconded by Heffelfinger. There was no discussion and the motion carried unanimously.

C. Approve or reject a motion to appoint Nate Shaw to the Civil Service Commission to a term which will end the last day of December 2025.

A motion to appoint was made by Armbruster and seconded by Heffelfinger. There was no discussion and the motion carried with N. Shaw abstaining.

D. Approve or reject a motion to appoint Tammy Sweger as an alternate member of the Civil Service Commission to a six year term ending on the last day of December 2026.

A motion to appoint was made by N. Shaw and seconded by Stokes. There was no discussion and the motion carried unanimously.

E. Approve or reject a motion to re-appoint Glynis Smith to the Storm Water Authority for a five year term ending the last day of December 2025.

A motion was made to re-appoint by Dry and seconded by Heffelfinger. There was no discussion and the motion carried unanimously.

F. Approve or reject a motion to re-appoint Rick Levandusky to the Planning Commission for a two year term ending on the last day of December 2022.

A motion to re-appoint was made by Armbruster and seconded by Stokes. There was no discussion and the motion carried unanimously.

G. Approve or reject a motion to appoint Steve Clark as the Fire Police Captain.

A motion to appoint was made by Heffelfinger and seconded by Dry. Discussion involved Ramper asking if there was a background investigation done on Clark prior to this motion. Manager Hogarth said the Borough did not do a background nor was there a background conducted by the Borough on previous Captain, Jon Morris. The Fire Police Board, which included the Chief of Police and Officer Baldwin, did meet and agreed on the proposed appointment. Fire Chief Lacher and Asst. Chief Heffelfinger stated that background checks are done in-house and there was nothing that would preclude Clark from performing those duties. There was no further discussion and the motion carried unanimously.

H. Approve or reject a motion to approve Resolution 2021-2 and the donation from the Penbrook Athletic Association to be used for athletic fields.

A motion to approve the Resolution was made by Stokes and seconded by Armbruster. There was no discussion and the motion carried unanimously.

I. Approve or reject a motion to accept the retirement of Officer Dan Baldwin effective March 1<sup>st</sup>, 2021.

A motion to accept was made by Armbruster and seconded by Stokes. There was no discussion and the motion carried unanimously.

J. Approve or reject a motion to authorize the Civil Service Commission to advertise for a full time police officer position.

A motion to authorize was made by Dry and seconded by Heffelfinger. There was no discussion and motion carried unanimously.

7. Visitors to be heard.

A. Clyde Bateman of 2615 Boas St wanted to thank the public works crew for their snow removal efforts and wanted to thank whoever was responsible for removing the vandalized abandoned vehicle from the street near his home. He also questioned the glass recycling drop off that was mentioned on social media. Manager Hogarth explained that Harrisburg City, as part of their contract, wants to put a glass recycling drop off along Market Street Road at the entrance of the borough garage. This will be a volunteer effort and residents are not required to utilize the site.

8. Council comments

A. Armbruster cautioned everyone about 1<sup>st</sup> quarter spending

B. V. Shaw wanted to thank the public works staff for putting up the holiday wreaths.

C. Heffelfinger thanked the public works staff for the work they did in keeping the roadway salted and safe during the water main break recently

D. Deardorff thanked the public works staff for their efforts with the snow removal and thanked Rick Levandusky, N. Shaw and Tammy Sweger for serving on their respective commissions.

E. Ramper inquired about a call he received from the owner of Zimmerman's Candy store regarding an incident in which the Fire Department ordered candy but never picked it up. Heffelfinger explained, as assistant fire chief, he was the one that spoke to the owner and didn't order anything but asked to be provided with pricing. Chief Lacher said he would contact Zimmerman's to discuss.

9. Action on the bills to be paid

A motion was made by Heffelfinger to pay the bills. It was seconded by Armbruster. There was no discussion and the motion passed unanimously.

10. Adjournment

A motion was made by Heffelfinger to adjourn the meeting at 7:08pm. It was seconded by Armbruster and voted in favor unanimously.

11. Executive Session was called to order to discuss a personnel matter.

Respectfully submitted and attested,

Joseph Hogarth  
Borough Manager and Municipal Secretary