

**Penbrook Borough
Caucus Meeting
Minutes
February 16, 2021
6:30 PM**

1. Roll Call: Council members present were Deardorff, Armbruster, Dry, Stokes and Ramper (zoom). Solicitor Wendaur attended via zoom

Visitors on Zoom were Jackie Balthaser, Jesse Klaproth, Rob Myers and Jace Hilton. Present were Nate Bragunier and Todd Zwigart

2. New Business:

A. Jackie Balthaser reviewed the findings from her staff's review of finances after John Eberly, former borough manager, resigned. The only suggestion she had was to have cancelled checks on hand rather than relying on Flannery and associates to keep them.

B. BCO Myers mentioned that in the past, during Zoning Hearing Board meetings, the ZHB asks if the Borough has an "official position. Manager Hogarth wanted to ask Council its wishes moving forward regarding a process to allow for an official stance to be presented to the ZHB should it be necessary. The BCO should email a summary to Council as soon as a ZHB hearing is required and allow for review and discussion, particularly with the Planning Commission. It was suggested that the Borough's position remain factual with relatable data points to support the position rather than subjective opinions regarding the requestor's variance application.

C. Public Works new truck proposal. Because PW committee chair, Nate Shaw was absent this topic is tabled until the March Caucus meeting.

D. Manager Hogarth presented Council with a spreadsheet containing addresses at which are handicap parking signs. Officer Swank sent a letter at end of 2020 to all residents with a handicap parking sign for on-street parking. Each was required to send back the form indicating their continued need for the parking. The list was those who failed to respond after repeated efforts by the borough to reach them. Council was advised that the list will be presented to them at the March meeting with an agenda item for them to consider voting to remove those parking spots and signs. If a resident then wanted the sign re-installed they would have to re-apply and pay a \$100.00 fee to cover the cost of the sign.

E. Planning Commission Chair, Ben Stokes gave everyone a bit of history as to how Penbrook became a "dry" borough. The historical society found information that suggested in 1935 a petition was signed by many borough church congregants after a

pastor witnessed several drunk and disorderly patrons outside an establishment that served alcohol. There have been several Planning Commission meetings in the past months in which this topic has come up considering the popularity and success of area business that manufacture and sell wine, beer or spirits as part of a restaurant. As the Planning Commission moves forward in trying to attract more business to invest in the community this ordinance prohibiting alcohol needs to be discussed.

F. Attorney Jesse Klaproth, Of Counsel for Mark Wendaur, discussed the Borough's medical leave policy. Specifics need to be addressed and decided by Council pertaining to an employee's unpaid leave and the medical benefits that may be kept or lost as a result.

G. A motion is needed to approve, reject or table Resolution 2021-7 acknowledging the full time service of Officer Daniel Baldwin.

Armbruster made a motion to approve the resolution and Dry seconded the motion. There was no discussion and the motion carried unanimously.

3. Old Business:

A. Manager Hogarth asked if there were any other questions regarding the Prochamps contract and the proposed changes to the Vacant Property Ordinance. There were none. The proposed changes along with the notice of public hearing will be advertised and added to a future meeting agenda.

B. Manager Hogarth attended a CRW partner meeting with Paxtang, Lower Paxton, Swatara and Susquehanna Township. The topic was that of a new attorney, Mike Crotty, that is willing to represent the municipalities with issues involving CRW. Penbrook had decided, several years ago, not to take part in the group since the attorney then represented both the group as well as CRW. Council agreed that it's possible that we would enter into an agreement with a new attorney and more information is needed.

4. There was no discussion on the minutes from the February 1, 2021 Council meeting

5. There were no citizen comments

6. There were no council comments

7. The meeting was adjourned for an Executive Session at 8:14pm

8. Executive Session