

**Penbrook Borough  
Caucus Meeting  
Minutes  
October 17, 2022  
6:30 PM**

1. Call to order and roll call: President Deardorff called the meeting to order at 6:30pm. The Mayor arrived at 6:31pm. Ramper arrived at 6:39pm. Dry left the meeting at 8:30pm and the Mayor left at 8:30pm.

2. New Business:

A. Jerry Duke from Tri County Planning attended to discuss WREP with Council and the SWA. The WREP is a membership of municipalities to plan and work together for storm water projects. Cost to join is \$500. The SWA will discuss further at their October meeting and advise Council as to their recommendation.

B. Councilman Stokes and Planning Commission member Casey Mutzabaugh briefed Council on their recommendations for parking requirements in the Village District. Information from former Codes Official Rob Myers is that many prospective businesses have been turned away because of the inability to meet the current minimum parking zoning requirements. It was suggested that specific parcels be identified as potential business rather than looking at the entire Village District. The Solicitor said there could be a flexible overlay to the district with which parking restrictions could be modified.

C. Solicitor Kern reminded Council of the impending Act 57 and the necessity to do either an ordinance or resolution to adopt before the end of the year. A resolution will be prepared and acted upon at the November meeting.

D. Hogarth pointed out Ordinance 218-14 (F) dealing with trash clean up days. Ramper said they had tried that before, but few used it because they didn't have a way to haul their items to the dumpster locations. The ordinance was written prior to the weekly bulk item pick-ups currently available.

E. Hogarth is requesting a vehicle use policy for personal use of borough owned vehicles specifically for the chief of police. It appears, after reaching out to several municipalities and the insurance company, that there is little in the way of policies. The solicitor will be drafting some examples for council to consider.

F. Council person V Shaw requested a discussion regarding the December holiday event and monies to be used. The event which included the tree lighting will take place the first Saturday in December. The Lion's will be donating \$500 to be used to buy gifts for students at the Capital Area Head Start School. V Shaw is requesting

that the \$400 budgeted for the Halloween event, that will no longer be needed, be used for the holiday event. It was suggested, despite the low amount, that it wouldn't hurt to have Council vote at the Nov 7 meeting.

### 3. Old Business

- A. Reference the proposed 2023 meeting schedule first presented at the September Caucus meeting; the solicitor pointed out two meetings scheduled on federal holidays. Hogarth reviewed these and also asked Council to consider expanding the days the borough's admin offices are closed to all federal holiday which would include Juneteenth and Columbus Day. These items to be included on the Nov 7 agenda for action.
- B. Hogarth inquired about interest in further discussion with a volunteer fire fighter tax credit for any that own property in the borough. There was no further discussion.
- C. Solicitor Kern presented a draft of the Young Lungs At Play ordinance for feedback. There will be an action item on the Nov 7 agenda for this proposed ordinance to be advertised for public comment and possible adoption.
- D. Hogarth reminded Council of the immediate need for someone to serve on the Zoning Hearing Board and the vacant ward. No one is aware of anyone at this time.

### 4. Citizen Comments

n/a

### 5. Council Comments

Deardorff advised that the fire department door locks have failed so they'll be submitting invoices for new locks sometime in the near future.

### 6. The meeting was adjourned at 8:44pm.

Respectfully submitted

Joseph Hogarth  
Borough Secretary