

**Penbrook Borough
Caucus Meeting
Minutes
March 20, 2023
6:30 PM**

1. Call to order and roll call: President Deardorff called the public meeting to order at 6:30 pm. Dry and Ramper were absent. The Mayor arrived at 6:44 pm.
2. The manager reported on:
 - A. The State-wide share grant award for televising of sanitary and storm sewer lines in the amount of \$271,000.
 - B. The building HVAC unit is in need of repair and not under warranty.
 - C. Officer Pesce has successfully completed his field training.
 - D. Hogarth attended a debrief given by a municipality that lost their facilities to a tornado and the lessons learned. Inquires were sent to the insurance company.
3. Discussion and Action Items:
 - A. Solicitor Kern presented Council with a draft of the 2023 agreement with Wilhelm Paxtang baseball for use of the field and concession stand at Community Park. V Shaw made a motion to approve the agreement and Stokes seconded it. Newcomer suggested that agreements get to Council with enough time to actually review and comment. He abstained from voting. All other members voted to approve.
 - B. Hogarth asked Council to act on the two bids that were received for the Little Valley project phase I. Hogarth suggested, since both bids were more than double the project phase budget that both bids be rejected. Newcomer made a motion to reject both bids and Stokes seconded. The motion carried unanimously.
 - C. The Penbrook Fire Department has requested the use of Community Park for their annual corn hole tournament and they also need council approval to apply for a one day license to sell beer at that event. Armbruster made a motion to approve the request for both the use of the park and the application of the license. V Shaw seconded the motion. The motion carried unanimously.
 - D. The manager presented Council with two handicap parking applications and supporting documents. Neither application comply with the ordinance because both have off-street parking. Both will be on the April Council Meeting agenda for action.

- E. Solicitor Kern lead a discussion about the draft of the Council Policies and Procedures. Armbruster asked if there should be a time limit for public comment. It was suggested that the policy allows for the opportunity for all to be heard but also allows for the President to prohibit lengthy commentary or off-topic. In meetings where many want to speak on a topic the policy suggests a special meeting where everyone's comments can be heard. Newcomer asked for clarification regarding teleconference and quorums. The solicitor explained that a quorum must be physically present to allow an absent member of council the ability to vote.
- F. The Solicitor briefed Council on the proposed changes she is recommending to the fireworks ordinance. There were no additional changes suggested by Council. An action item to advertise the proposed changes will be on the April agenda.
- G. The Solicitor reviewed the proposed attorney fee schedule and resolution which will require a change to Chapter 135 of the Code. There were no suggested changes, so an action item to advertise the proposed changes will be on the April agenda.

4. Citizen Comments – N/A

5. Council Comments –

- a. Armbruster commented that the ordinances are very old and in need of review and in many cases, a revision. Newcomer asked what he was suggesting. Deardorff commented that the codes committee, lead by Armbruster, is going through all of them and will present suggested changes at a later date.

- b. Deardorff wished Jim Armbruster a happy birthday

6. The meeting was adjourned at 7:58 pm

Respectfully submitted,

Joseph Hogarth
Borough Secretary