

**Penbrook Borough
Caucus Meeting
Minutes
April 17, 2023
6:30 PM**

1. Call to order and roll call: President Deardorff called the public meeting to order at 6:30 pm. V Shaw, Ramper and the Mayor were absent.

2. The manager reported on

A. Hogarth briefed Council that he recently filled the public works vacancy by hiring Seidu Issah with a start date of 4/20/23. The property maintenance enforcement position has been filled by Donald Collins with a start date of 5/1/23.

3. Discussion and Action Items

A. Diane Kripas from the Capital Area Greenbelt Assoc addressed Council regarding their capital improvement project involving trail and stream bed restoration on the section of trail from Market Street Rd to the Paxtang Commons Park. With the money being invested they wanted to encourage Council to address any infrastructure issues prior to the work being done. Penbrook's sewer line runs the entire length of the trail involved in the project. Part of the section was replaced in 2001 but some have not. Kripas asked about televising the line. Hogarth said there was a grant awarded to televise sewer lines but he doubted it would happen in the timeframe favorable to CAGA. He also said because of the grant he would not recommend that Council spend money to do so. Kripas asked about Susquehanna Twp doing it. Hogarth said he would allow Susq Twp to televise the line but suggested Kripas make that request of them since it's for their benefit that it's done soon.

After Kripas left, the discussion turned to manhole 1003 which is in that section of line discussed. This manhole is fed from a private lateral coming down the hill from Kline Plaza in the city of Harrisburg. The manhole is likely in need of repair and is often filled with grease and/or rags that come from the Kline Plaza lateral. Hogarth advised Council that it's likely CRW is billing the owner of Kline but we should be billing since they're using our utility. It's also possible that the residential development to the south of Kline flows into our line as well. Council asked the Solicitor for recommendations. Kern suggested filing RTK documents to CRW for all billing data before we proceed.

B. Hogarth distributed the draft employee manual that the Personnel Committee has been putting together. Kern suggested that all of council review it and make suggested changes before authorizing her to do a legal review. This will be on the May Caucus agenda for further discussion.

C. There are four items proposed by Public Works Supervisor Sostar to be disposed of. An old drill press, a tool box, a line painter and a road tar buggy. The first two items are certainly under the \$1,000 threshold for disposal methods. N Shaw suggested that he meet with Sostar to review the line painter to see if the value can be increased with some maintenance. N Shaw also suggested that the tar buggy be kept until Sostar has the opportunity to work with a rented unit before disposal. Hogarth will prepare a resolution for the May Council meeting which includes disposal of the tool box and drill press. The other two items will be discussed at a later date.

D. The manager presented Council with a proposal from C.S. Davidson Engineering for two software packages. One is for GIS data. Hogarth said he would like to modernize and digitize the storm and sanitary sewer lines along with manhole and inlet locations. The software would also allow for other mapping overlays such as signs and shade trees. Since the borough will soon be televising the sewer lines this will be an opportunity to enter the data into the system.

The other software could replace the iWorq software currently used by the Codes department. This would come at a significant cost savings but the cost to transfer the data is \$16,000. Newcomer said he would like to see other proposals. This is something that will likely be discussed during the budget meetings this fall.

E. Solicitor Kern led a discussion about the current inter-municipal agreement with the city of Harrisburg for trash collection. The agreement was for three years with two additional one-year options. The three-year agreement will expire on December 31st of this year. Deardorff made a motion for Kern to draft an amended agreement to include the two one-year options. N Shaw seconded that motion. The motion carried unanimously.

F. Stokes asked Council to decide what to do about COVID protocols for the summer parks program. Kern suggested that the emergency has been lifted. Stokes asked about the waiver that's currently used. Kern agreed to review it and make any necessary changes for this year's program.

Stokes also asked for feedback regarding a community day in September. He said he's received comments from residents that miss the large event that was held during National Night Out. He thought something could be held in the fall. Further discussion to be held at later meetings in conjunction with the community and government committee.

G. The Solicitor asked if there were any other comments or changes to the Council By-laws draft policy and procedures document. Armbruster said he was happy with the draft and made a motion to approve Resolution 2023-13 making the draft an official policy. Newcomer seconded the motion. The motion carried unanimously.

4. Citizen Comments – N/A

5. Council Comments

a. Armbruster commented that the zoning ordinance definitions and preamble draft is completed and sent to all for review. He will continue to work on drafting the proposed changes to the ordinances.

6. The meeting was adjourned at 8:20 pm

Respectfully submitted

Joseph Hogarth
Borough Secretary