

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

1. Call to order and roll call: President Deardorff called the public meeting to order at 6:30 pm. All members present except for Councilperson Dry and Manager Hogarth

2. Treasurer's Report – Deardorff read the June report and a motion was made to accept by Armbruster and seconded by V. Shaw. Carried

3. Minutes

a. A motion to accept the June 5th Council meeting minutes made by Stokes and seconded by Armbruster. Carried

b. A motion to accept the June 20th Caucus meeting minutes made by V. Shaw and seconded by Newcomer. Carried

4. Discussion and Action Items:

A. Robin Bloss was in attendance and is willing to be the Borough's Emergency Management Coordinator. Bloss will handle both Penbrook and Paxtang Boroughs in this capacity. Armbruster made a motion to recommend Bloss for the Governor's appointment. N. Shaw seconded the motion. Carried.

B. Samonia and Carlton Whisonant were in attendance asking for letters of support and the Borough to be co-applicants for two local share grant applications they are seeking. Armbruster made a motion to approve and V. Shaw seconded. Motion carried.

C. SALDO Process decision in lieu of the request for the Daily Funeral Home possible sub-division request. Beth explained the process. The drawing provided by the owner is considered a "sketch" plan which is in the ordinance and is not a requirement. Other than the sketch there is not a lot of detail so in order to conform a detailed plan needs to be provided or request of a waiver. There has not yet been a formal application submitted. At this point Beth believes that the applicant needs to be directed to review the ordinances and provide what is required.

Once an application is received there is generally a 90-day time limit otherwise the application would be deemed approved. Armbruster asked about the requirement of mylar plans. Beth said that would be a reasonable waiver allowing for paper or electronic plans instead of mylar. Deardorff asked if the planning commission votes.

Kern advised the commission is an advisory committee to recommend to Council. Once Council approves it would move to the Tri-County Planning Commission for approval. The next step is for the Borough to ask the property owner for a time waiver and then have them present their plan to the planning commission.

D. Update on the CRW and sewer line issues regarding the Paxtang Interceptor. Kern advised that a RTK was sent to CRW for billing information for Kline Plaza and other properties that flow into our line. They have exercised their 30-day extension. Additionally, she relayed information from manager Hogarth about discussions had by him and CRW's CFO at a recent partner's meeting. Hogarth made CRW aware of concerns with the condition of manholes that are fed by properties that CRW bills therefore Penbrook should not be responsible for repairs. CRW is possibly responsive to taking over that section of the line. Kern wants to review any records received before any possible solution is discussed.

E. Further discussion on the Short-Term Rental Ordinance proposal. Kern did provide a new proposed ordinance based on previous discussions and questions brought up at the last meeting and reviewed those changes.

5. Citizen Comments

a. Casey Mutzabaugh asked about council docs available to the public on the web page

b. Tilar Reid, 2464 Baker, asked about her denial of the handicap parking spot and is still upset about the denial.

6. Council Comments – n/a

7. Motion to adjourn at 7:35 pm made by N Shaw and seconded by Armbruster. Carried

8. Executive session for a personnel issue started at 7:40 pm and ended at 8:42 pm

Respectfully submitted,

Council Member Vicky Shaw
Temporary Borough Secretary