

Penbrook Borough Council Meeting Minutes  
October 2, 2023

1. Call to order
  - A. On October 2, 2023 President Deardorff called the Borough Council to order at 6:30 pm followed by a salute to the flag and an invocation by Pastor Mark.
  - B. 5 members of Council were present. Newcomer, V. Shaw and Ramper were absent.
2. Action on the minutes
  - A. On the September 5 council meeting minutes, motion to approve by Dry and seconded by Armbruster. Carried unanimously.
  - B. On the September 11 budget meeting, motion to approve by Armbruster seconded by Stokes. Carried unanimously.
  - C. On the September 18 caucus meeting, motion to approve by Dry seconded by Armbruster. Carried unanimously.
  - D. On the September 25 budget meeting, motion to approve by Armbruster seconded by N. Shaw. Carried unanimously.
3. Citizen comments on agenda items: N/A
4. Reports
  - A. Hogarth provided Council with the September 2023 Police stats
  - B. Treasurer – Hogarth read the Treasurer’s report for September 2023. A motion was made by Armbruster and seconded by N. Shaw to accept the report. It was voted on unanimously.
  - C. Manager
    - i. The paving project on Swartz, 31<sup>st</sup> and Charles is scheduled to start October 9 and last the week.
    - ii. Rettew advised that the storm water boxes were complete for the cemetery project so Iron Eagle should resume work shortly.

D. Solicitor – Provided an email to Council members regarding resources for SALDO's

E. STEMS – No report

F. Fire Chief – No report

G. Committees

i. Codes – Deardorff reviewed the codes and property maint. stats.

ii. Public Safety –

a. Order of succession members for August are N. Shaw, Newcomer and Armbruster.

iii. Parks and Property –

a. The September Fall Fest was a success, and everyone is looking forward to the event next year.

b. After reviewing the parks program final report, it was determined the cost was \$740.00. However, using a rate of \$29.78/hour for volunteers their cumulative work totaled over \$21,000.

iv. Public Works – No report received from public works due to illness.

v. Personnel – No report

vi. Community and Government – No report

vii. Budget – The next budget meeting is Tuesday Oct 9 and will review General Fund Revenues.

viii. Authority –

a. The WREP presented a cost to continue in the program of over \$20,000 but is now considering other alternatives because of pushback from municipal partners. The Manager believes we'll be

able to stay in the program one more year at \$500 before making a decision to stay or get out of the program.

b. Delinquent collection stats were reviewed

c. Solicitor Kern compiled a list of frequently asked questions and it was placed on the web page under the Storm Water tab.

However, the Authority would like to know if Council would allow the FAQ's to appear on the Borough's Facebook page as well. No one on Council had an issue with that.

ix. Planning Commission –

a. The commission discussed the SALDO app from 2701 Herr and recommended that the manager ask TCRPC to get involved earlier in the process as they've offered to do so for smaller municipalities that don't often deal with SALDO's.

## 5. New Business

A. A motion is needed to approve the side-letter of agreement with AFSCME granting the 2023 Indigenous Peoples' Day as a paid holiday for those covered by the Collective Bargaining Agreement. A motion to approve was made by Armbruster and seconded by Dry. Motion carried unanimously.

B. A discussion, and if necessary, action on the draft resolution for the Borough's fee schedule which would be 2023-21. Armbruster mentioned the sewer fee listed and the fees in the ordinance are out of date and need evaluated. Solicitor Kern suggested the fee(s) concerning sewer connections be removed from the fee schedule until the Ordinance can be re-evaluated. If someone connects to the system, the ordinance will govern the cost. Stokes mentioned the Community Room rental and would suggest the option for non-borough residents removed. Stokes then made a motion to approve Resolution 2023-21 with the amendments as discussed. Armbruster seconded the motion. The motion carried unanimously.

C. A motion is needed to approve Draft Ordinance 2023-03 regulating Short-Term rental Properties be sent to the TCRPC for approval and comment. Stokes made a motion to approve seconded by Armbruster. Motion carried unanimously.

- D. Discussion and if necessary, action on the SALDO application submitted for 2701 Herr. Stokes said the planning commission accepted the application on September 28<sup>th</sup> within the 30 days the Borough received it. The Borough now has 90 days to make a decision. The applicant is asking for a waiver of the Storm Water Ordinance which the engineer has considered and offered an opinion. Kern suggested the application be sent to the TCRPC asking if they would assist in the process. Stokes asked if the applicant had responded to our request to waive the 90 days. Hogarth said he would check.
- E. Discussion and if necessary, action on the ICA sewer rate consultant proposal. Hogarth briefed Council on the latest partner's meeting at Lower Paxton Twp and recommended that the cost is well worth remaining in the municipal partner relationship concerning CRW and their rates. Information from last week's meeting indicates CRW is attempting to shift the cost of capital projects to the partners for systems they don't even use. It also appears that CRW's customers have the lowest rates among all the users. The cost for 2024 for the Borough will be less than \$3,000.00. A motion made to approve by Armbruster and seconded by N. Shaw. Carried unanimously.
- F. A discussion and if necessary, action on legal review, regarding an Excavation Ordinance. Armbruster provided an updated draft including comments made by the Borough's engineer. Armbruster made a motion to approve a legal review by the solicitor. That motion was seconded by N. Shaw and carried unanimously.

6. Visitors to be heard – N/A

7. Council comments

a. Deardorff thanked everyone for a successful Fall Fest Event.

8. Action on the bills to be paid

A motion was made by Dry to pay the bills and seconded by Armbruster. Motion carried unanimously.

9. N. Shaw made a motion to adjourn the meeting at 7:14pm. Seconded by Dry and carried.

Respectfully submitted and attested,

Joseph Hogarth  
Borough Manager and Municipal Secretary