

MINUTES: Storm Water Authority Meeting

Wednesday, January 17, 2018

- Welcome and Call to Order at 6:32 pm by President Sweger
- Roll Call by Vicky Dougherty: Present: Ms. Sweger, Mr. Armbruster, Mr. McDonald, Mr. Bargo, Ms. Dougherty. None Absent – Also Present: Manager Eberly, Solicitor Foreman, Bookkeeper Kifer.
- Pledge of Allegiance and Moment of Silence led by Pres. Sweger.
- **Public Comments:** None
- **Secretary's Report:**
 - *Minutes of December 20th, 2017 meeting for approval; Motion to approve by Ms. Dougherty, 2nd by Mr. Armbruster, motion carried.
 - *Mr. Kifer reported all correspondence, phone calls, emails, mail, cleared, no follow-up required of board members.
- **Assign Officers:**
 - *Motion by Mr. Bargo, 2nd by Mr. McDonald to approve 2018 officers as follows: Treasurer- John McDonald, Secretary(with limited duties)- Vicky Dougherty, Vice-President and Public Liaison- Blain Bargo, President- Tammy Sweger, Member- Jim Armbruster. Motion Carried. Borough Manager Eberly and Solicitor Foreman are support staff to the board.
- **Treasurer's Report:** Mr. McDonald reports Storm Water Management Fund \$74, 905.03. Motion by Mr. Bargo, 2nd by Mr. Armbruster to approve the following bills paid in December 2017: (Motion Carried)
 - \$200 Accounting Fees to Flannery & Associates
 - \$1200 Engineering Fees to Rettew Associates
 - \$27.80 Advertising Fees to The Paxton Herald
 - \$3427.34 to Penbrook Borough General Fund

\$3998.89 to Penbrook Borough for Part-time Salary, Social Security and Medicare.

- **Opening Bids:** None
- **Engineer's Report:** None
- **Manager's Report:** Borough Manager John Eberly introduced himself and offered support to the Authority board. He has noted good communication with the Authority and assures we can call with any concerns.
- **Solicitor's Report:** Solicitor Foreman reviewed Authority members' terms; new members are appointed by borough council to a standard five year term – vacancies are filled by appointment of council for remainder of a term. An Authority member may be reappointed by council at the end of a term. The borough council desires 3 Authority board members be members of borough council; however this is not a requirement.

Solicitor Foreman also reviewed what the Memorandum of Understanding states regarding who may sign checks; the MOU states the borough will bill to Authority items performed by borough personnel to be paid from the Authority account – the Authority requires two signatures, however more can be designated to allow for illness, vacation, etc.

Solicitor Foreman informed the board that storm water management is a utility in that everyone who is served has to contribute, like electricity for example. No property is exempt from this fee. The Commonwealth of Pennsylvania has decided it will not pay storm water fees – this will be litigated for PA parcels and roadways. The Authority should continue to bill the Commonwealth until it is litigated through the courts.

Penbrook Borough parcels (parks and community building) shall be billed and shall pay the Authority. The Authority will then pay to the borough monies (bills) incurred for services performed by borough personnel.

- **Approval/Award of Contracts:** None current. Manager Eberly reported that

Chris Hooper has to approve improvements to the Charles St/31st Street project to ensure we are in compliance with Dauphin County Conservation District grant. He will update the Authority at the February board meeting.

- **Old Business:**

- ***Educate and Engage Action Plan** – Discussion about new member orientation items proposed by Ms. Dougherty – no additional items suggested by other members. Ms. Dougherty will assemble an ‘Orientation Binder’, meet with Manager Eberly to review it and report at next meeting on results.

- *Update on Powerpoint presentation for the February Authority meeting by Nate from Public Works department – Manager Eberly has touched base with Nate and he will be ready by February meeting for approximately 20 minute presentation regarding how current and proposed projects will reduce Penbrook’s pollutant load toward attaining our mandated DEP goal. Pictures of current projects are not yet posted on website, however Mgr. Eberly will follow up.

- *Mr. Armbruster, as new borough newsletter editor, will include in March newsletter survey results and pie charts with short narrative by President Sweger. Article to be reviewed at February 21st meeting.

- **New Business:**

- ***Community Concerns Action Plan** – Mr. Kifer reported no correspondence and just a couple phone calls inquiring why they received Authority invoice.

- ***Designate Authority members to sign checks** – Motion by Mr. Bargo to remove Carmen Gonzalez and to add Borough Manager Eberly and Mr. Armbruster as approved signatories (in addition to President Sweger and Treasurer McDonald), 2nd by Mr. McDonald, motion carried.

- ***Billing procedures for time and labor completed by Penbrook**

Borough – Solicitor Foreman advises against deducting time and labor charges from the borough’s storm water bill; borough should pay their invoice to the Authority. The Authority will pay the borough for services rendered by borough personnel. Manager Eberly will follow up and report at February Authority meeting.

- **Comments:** Mr. Kifer reports 3rd quarter invoices and delinquent notices mailing tomorrow, January 18. Mr. Bargo suggested signage to be posted at project sites – he will gather pricing and prepare proposed wording for February meeting.
- **Next Meeting:** Wednesday, February 21, 2018 @ 6:30PM, Community Building.
- **Adjourn:** Motion to adjourn by Mr. Bargo, 2nd by Mr. McDonald, motion carried. Meeting adjourned 8:28 PM.

Respectfully submitted by Vicky Dougherty