

THE PENBROOK BOROUGH AUTHORITY

MINUTES: WEDNESDAY, December 20TH, 2017 6:30 PM - Community Building

- I. Welcome & Call to Order at 6:30 pm by President Sweger.
Roll Call by Secretary Gonzalez: Present: Ms. Sweger, Mr. Bargo, Ms. Dougherty, Mr. McDonald and Ms. Gonzalez. Absent: None. Other: Mr. Armbruster, Manager; Mr. Foreman, Solicitor; Mr. Kifer, Bookkeeper.
- II. Pledge of Allegiance & Moment of Silence led by President Sweger.
- III. Public Comments: None
- IV. Secretary's Report:
 1. Minutes of November 15th, 2017 for approval. Motion to approve with 2 typographical edits by Ms. Dougherty, 2nd by Mr. McDonald. Motion carried.
 2. Correspondence: phone/mail/email/website: All correspondence, posted mail and emails were cleared by Mr. Kifer. Additional bill payments received and a few more surveys were received.
- V. Treasurer's Report:
 1. Storm water Management Fund \$49,576.41
 2. Bills for the month ending November 30th, 2017: One bill for payment of services for Mr. Kifer was paid.
 3. A total of 1,529 payments (3rd & 4th quarters) have been received to date.
- VI. Bills for Approval: None
- VII. Opening Bids: None
- VIII. Engineer's Report: None
- IX. Manager's report:
 1. Number of parcels delinquent by 2 payments: 309 (25%) – no payments July or October.
 2. Discussion on date for mailing the third stormwater bill, including the letter for delinquent accounts: Date for the third billing will be January 15th, 2018. Letter for delinquent accounts finalized. Motion to accept finalized version of delinquent letter and to include in third billing correspondence made by Mr. Bargo, 2nd by Ms. Dougherty. Motion carried.
 3. Storm water inlets on Elm Street to be completed this week.
- X. Solicitor's Report:
 1. Review the consequences of delinquent accounts that are not paid in full by the date on the third Stormwater bill - Mr. Foreman reported on the following consequences:
 - i. Notice of delinquent account to property owners will stipulate continued lack of payment will result in court filing and lien on property. Payment plan options delineated.
 - ii. Notice will specify additional costs and fees to be charged against property owner
 - iii. Lien filed on record will impact property owner's ability to borrow on property or transfer property
 2. Review the Articles of Incorporation and the original term of each member: Five members appointed to the Board. Each member serves the stipulated number of years, from one year to five years. Each year one member's term will expire. Council will appoint a new member to expired member's seat. If a member resigns prior to completion of term, council will appoint a new member to serve the remaining portion of the term.
- XI. Approval/award of Contracts: None



The Penbrook Borough Authority
150 South 28th Street
Penbrook, PA 17103
penbrookauthority@outlook.com
(717) 232-3733 ext. 3

- XII. Old Business:
1. Progress on inlet repairs on Hoffer Street, Boas and Elm Street (2): A total of eight (8) inlets have been scheduled for repair. Four (4) inlets are currently being repaired utilizing the stormwater fees collected.
 2. Progress on the Charles & 31st Streets Project: The Low Volume Grant Project for Charles & 31st Street is almost complete as of December 6th, 2017. Additional work for safety guard rails is being checked on, and reseeded of the grounds area is scheduled for early spring. Mr. Bragunier, highway department employee, will make a PPT presentation in early 2018 to the public as part of the Engage & Educate Action Plan.
 3. Progress on placement of the Best Management Practice brochures at the borough office: Ms. Dougherty printed posters of the BMP's obtained from Detweiler Park and placed on office counter for public use.
- XIII. New Business:
1. Educate and Engage Action Plan:
 - i. Report on the survey data graphed by whole group and subgroup to be shared in the newsletter as well: Ms. Gonzalez distributed and presented a preliminary report compiled by the Manager Armbruster and Mr. Kifer. Questionnaire results for each question were tabulated and percentages assigned. A total of 175 (15%) property owners responded to the survey. A final report will be presented by the Manager at the January meeting.
 - ii. Mr. Bragunier will present on the Low Volume Grant Project at the February meeting, and report/photos will be posted to website and Facebook at the end of January.
 - iii. Ms. Dougherty requested follow up with Representative Sue Helm and Senator DiSanto for support of funding or exemption bill for small communities.
 2. Succession plan for Authority members whose term has been served:
 - i. Six (6) residents expressed interest in serving on the Authority on the survey
 - ii. Ms. Dougherty expressed the need for training new Board members, suggested webinars as a resource for new members.
 - iii. Mr. Foreman indicated that the first meeting in January is a re-organization meeting; officers must be re-elected. Discussion on a possible Community Liaison position to address citizen concerns; suggestion as part of VP duties.
 3. Accept or reject the resignation of Carmen Gonzalez, Authority Secretary, effective December 29th, 2017. Motion to accept by Mr. McDonald, 2nd by Ms. Dougherty. Discussion followed on duties and responsibilities of the position and term completion. Mr. Bargo read Ms. Gonzalez's resignation letter. Motion carried.
 - i. Ms. Dougherty agreed to assume the responsibilities of Acting Secretary with limited duties; writing and sending out minutes. Ms. Sweger will assist with communications. Mr. Bargo made a motion to appoint Mrs. Dougherty as Acting Secretary with limited duties until the reorganization meeting in January 2018, 2nd by Mr. McDonald. Motion carried.
 - ii. Ms. Sweger presented Ms. Gonzalez with a Certificate of Appreciation and a Thank You card from the Board. Ms. Gonzalez thanked the Board and the public for their support.
- XIV. Public Comments: Ms. Eva Wise wished everyone a good holiday.
- XV. Board Comments: The Board members thanked the public for attending. Mr. Forman commented on the dedication and hard work of the Board.
- XVI. Next Meeting: Wednesday, January 17th, 2017 @ 6:30 pm – Community Building
- XVII. Adjourn: Motion to adjourn by Ms. Dougherty, 2nd by Mr. McDonald. Meeting adjourned at 8:20 pm.

Respectfully submitted: Carmen S. Gonzalez