

THE PENBROOK BOROUGH AUTHORITY

MINUTES: WEDNESDAY, September 19th, 2018 6:30 PM – Community Building

- I. Welcome /Call to Order/Attendance- **Tammy greeted everyone/called to order/present; John E., Solicitor Mark W, Tammy S, Glynis S, John M**
- II. Pledge of Allegiance & Moment of Silence- **All**
- III. Public Comments-**None**
- IV. Discuss the resignation of Jim Armbruster, Authority Secretary, and the new appointee to serve. Installation of Nate Shaw conducted by Mayor Miller. **Tammy read the letter of resignation and it was accepted. John M made the motion to accept Nate S , Glynis 2nd the motion/motion carried/mayor Miller conducted installation.**
- V. Secretary's Report: **John M motion to accept / Nate 2nd/ motion carried**
 - a. Minutes from the August 15th 2018 meeting for approval
- VI. Treasurer's Report: **Glynis motion to accept/ John M 2nd/ motion carried**
 - a. Stormwater Management balance, check detail, & profit and loss reports for August 2018
- VII. Manager's Report:
 - a. Update on the quote for the sinkhole at Ludwig and 27th Streets – **Boro accept contract, received 3 bids (John & Nate spoke of the quality and integrity of Bob Arneys' work as well as his communication with our public works department. Also discussed state funds early spring.**
 - b. Update on the guard rail installation and payment to Rogele from the LVRG project – **project is complete / signs. Request final payment DCCD end of 2018 for reimbursement.**
 - c. Update on parts ordered for the truck and start date to use it for storm drain maintenance. **Truck looks good, very proud and excited to see - maybe mid week or last week of September. Discussed removing one piece of equipment and keep it constant through the winter??Not sure may use a backhoe for snow, still deciding.**
 - d. Discuss plans to indicate which outfall(s) the ten red flagged inlets drain into to be considered a PRP project. **Discussed that as funds are available continue to do work on the next ones up. 1st step to dialog with DEP and Engineer-Max (consider what to do and if studies show improvement and waiting for next step on dialog for reduction if repairs are done. Tammy explains the importance of what comes through the inlets. The repair could show a reduction for us but by how much in addition to the cemetery project.**
 - e. Discuss meeting with insurance to determine insurance coverage for new Authority members. **We (authority) need to reimburse for general liability and linebacker insurance.**
 - f. Update on determining the location of burial plots and the easement. **East HBG Cemetery put pink flags. Unsure of what flags indicate. Survey and written permanent easement needed, currently a hand-shake agreement...needs to be put in writing.**
 - g. Update on the Final Notice that went out to 81 parcels who partially paid their Stormwater bill. **81 down to 71 due by 9-11-2018**
 - h. Discuss billing with Keystone...reports, removing the word tax from the invoice. **Cannot remove the word tax at this time but will continue to work on removing that word in the future.**
- VIII. Solicitor's Report:
 - a. Discuss progress on the MOU with Susquehanna and the 20 acres of the cemetery in Penbrook. **Currently at Tax Assessment office and waiting for the change to be completed.**
 - b. Update on the 88 parcels who made no stormwater payment. **Currently at Penbrook Boro, is being taken to be registered at the Prothonotary's office Dauphin County Court House 9-20-2018. Owner will get a letter from the boro stating this has happened.**



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IX. Old Business:

a. Treasury Action Plan

1. Discuss inputting the parcels with partial payment data into a spreadsheet. **(81=>71 to be inputted) Glynis S motioned to complete this project, Nate S 2nd /motion carried**
2. Discuss the insurance bill. **Staying as a rider to policy and will pay the cost of the Authority's insurance- John M motion to accept, Glynis S. 2nd / motion carried**
3. Discuss the bill to repair the sink hole at Ludwig and 27th street. **Payment of 16000.00 with ½ payment (8000.00) to Bob Arney for materials and repairs. John M made the motion to accept, Nate S. 2nd / motion carried.**

b. Community Concerns Action Plan:

1. Succession plan:
 - a. Follow up to the Orientation will take place in October. **Date to be discussed**
 - b. Orientation for new member Nate Shaw to be announced. **Same: to be scheduled.**

c. Educate and Engage Action Plan

1. Educate the community on the website: **People wanted a way to communicate with clarity and understanding, Rick created website. Tammy sends updates to Rick to post on projects, agendas, minutes, and upcoming events. John E. checks Authority email: periodic 2 times per week to check on activity.** John M made a motion for John E to continue to monitor website Nate 2nd / motion carried **DCCD letter, MS4 posters/ Ads (Courtney Papinchak – Patriot News 53.71), seminars, and national night out.**
 - a. Approved minutes posted – **Tammy said they were posted.**
2. Discuss the Authority's email address and Binder of records **Books for secretary/ work with John E. (sign-ins , agenda's, flyers all included)**
 - a. Access and stewardship
3. Discuss the upcoming Stormwater Training price and alternative free trainings through webinars and CAPCOD. – **75.00 per person / John E found (free) different training. He stated these things were discussed ; What to do?, Who to call?, in regard to has-mat events and storm water. Boro has forms for Has-mat events. Also, Jenni, from Public Works to attend a needed training- Philadelphia seminar Nov. 29th and 30th (cost 1000.00 includes hotel/food tolls) will report back in December to Authority with knowledge and written information. Tammy asked will we get credit for her attending. John E stated. YES - Nate made a motion to accept the expenses for Jenny's training, John M 2nd / motion carried.**
4. Discuss field trip to the cemetery to the pollutant reduction project site. **Before the meeting (6:00pm) October 17th meet at the Crematorium on Herr St , may need flash lights and boots.**
5. Discuss ways to further educate across language barriers and inform prospective buyers of the stormwater fee.
 - a. Update the display boards and post at Council meetings as well as Authority meetings. **Tammy will update boards, for special events and CAPCOD events**
 - b. Include a letter regarding the fee with the occupancy certificate **-Discuss creating a PRI letter for next meeting to be given with certificate of occupancy. (Glynis)**

X. New Business:

- a. Emergency Action Plan training with Chief Heister in Executive Session. **8:00pm**

XI. Public Comments: **Miss Eva asked a question about hearing LVRG – Tammy explained it. Miss Eva then told us about improvements that were being seen by her son**

XII. Next Meeting: Wednesday, October 17th, 2018 @ 6:30 pm – Community Building

XIII. Adjourn – **Nate made a motion to adjourn to Executive session John M 2nd /motion carried.**