

The Penbrook Borough Authority Minutes

WEDNESDAY, October 17th, 2018 6:30 PM – Community Building

- I. Welcome /Call to Order/Attendance: Musser _____, Eberly ___x___, Wendaur__x_____, Sweger___x___, Shaw_____x___, Smith___x_____, Bargo_____x___, McDonald_____
- II. Pledge of Allegiance & Moment of Silence
- III. Public Comments
- IV. Secretary's Report:
 - a. Minutes from the September 19th 2018 meeting for approval
Motion made by: **Nate** 2nd by: **Tammy** ... Vote passed: **yes**
- V. Treasurer's Report: **John Eberly presented for John McDonald. Tammy clarified that only half the payment was made for the Ludwig project on this statement.**
 - a. Stormwater Management balance, check detail, & profit and loss reports for September 2018
Motion made by: **Blaine** _ 2nd by: **Nate**... Vote passed: **yes**
- VI. Manager's Report:
 - a. Update on Arney Brother's work on the sinkhole at Ludwig and 27th Streets –**The project has been defered until the first week of November due to other commitments**
 - b. Update on payment to Rogele for the LVRG project and reimbursement from DCCD. – **Nate, Todd, John went to 31st and Charles, Green Belt. All parties are pleased with the work. (Chris Hooper and Scott Shepler) John is working on additional paperwork to try and recover some additional funds the Authority has paid out (93,000.00) which are up from the 84,000.00 expected. Not sure if we are able to get any back but 10,000.00 may be extra out of pocket the Authority has to cover. Rogele is paid.**
 - c. Update on the truck and plans for stormwater maintenance. –**There are new decals on the truck "Penbrook Public Works" and is currently being used for leave collection.**
 - d. Update on dialogue between DEP and the engineer on inlet repairs and amending the PRP. – **John met 2-3 weeks ago with Max and Jeremy (Max may retire/ go to part-time) There have been talks back and forth with DEP in regard to credit for the inlet repairs being completed within the borough. Max is continuing to work on that dialogue. (more data may be needed)**
 - e. Update on the survey and written permanent easement with HBG cemetery. – **Drawing is complete and in the engineers hands to review prior to sitting down with the cemetery for the easements be written.**
 - f. Update on the spreadsheet of the 58~ parcel owners who paid only part of their stormwater bill. – **The number of outstanding bills is down to 50 and 86 have made NO PAYMENTS. A motion to move forward on placing liens on the propeties was made by Nate and 2nd by Bliane. There was a discussion of what will be the protocol once there are liens placed on the parcel owners. The motion carried to move forward.**

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- g. Discuss Authority email activity – **John Eberly checks regularly to see if there is any activity. (none currently)**
- h. Discuss Jenni’s plan to educate the public works team and the Authority on training info. – **November training. Will report back to the Authority after training. They will decide the best way to present the information. (written or in person or both)**

VII. Solicitor’s Report:

- a. Discuss the office of Tax Assessment’s progress on changing 20 acres of the HBG cemetery from Susquehanna to Penbrook. – **Office was closed Mark will follow-up 10-18-2018**
- b. Discuss the next steps after a lien is registered (letter to inform the parcel owner, process of receiving payment) - **Letter to Owner from Authority/ Attorney – A lien in the amount of “the Bill” + interest + 250.00 Attorney fees will be filed. Bill will be prorated and paid at the borough office. (15.00 is the Prothonotary fee per event) When attorney receives payment satisfaction will be filled to release the lien.**
- c. Discuss any legal effects of providing educational material in multiple languages. –**No legal issues with providing information in another language.**

VIII. Old Business:

- a. Community Concerns Action Plan:
 - 1. Succession plan:
 - Follow up to the Orientation took place on Oct. 8th with Glynis. Questions were clarified, secretary role, and the educational letter she is drafting was discussed. – **Tammy reviewed some things that were discussed.**
 - Orientation for new member Nate Shaw took place on Oct. 1st. Information was discussed and he reviewed the orientation manual. –
- b. Educate and Engage Action Plan – **Tammy reviewed**
 - 1. Educate the community on the website:
 - Approved minutes posted – **This item –checked as addressed**
 - Ludwig and 27th street will be posted in the Project Tab – **This item - checked as addressed**
 - Jenni is working with Rick to post the MS4 annual report as well as educational links. – **This item – checked as addressed**

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2. Discuss the field trip to the cemetery to the pollutant reduction project site. **John Eberly met with Nate S. prior to the actual trip. John posed the question, How much Easement?**

3. Discuss ways to continually educate folks about the Stormwater fee and best practices

- Post updated display boards on voting day, workshops, and Authority and Council meetings. – **The Project boards should be done by Election Day for display.**
- Discuss progress on drafting a letter informing newcomers to the borough of the stormwater fee and helpful practices. **Updated letter attached.**

IX. New Business:

a. Educate and Engage Action Plan:

1. The Public Works department and Flint Co. applied educational labels to two stormwater inlets. Discuss the possibility of ordering 15 more labels for \$385~. **Line item 431-368**

Motion made to purchase one box of “Drain leads to...” by: _____ **Blaine** 2nd

by: _____ **Nate** _____ Vote passed: **yes**

X. Public Comments: **Tammy would like to see a line item for education VS. Training on next years budget.**

XI. Next Meeting: Wednesday, November 21st, 2018 @ 6:30 pm – Community Building

XII. Adjourn

Motion made by: ___ **Tammy** 2nd by: ___ **Nate** _ Vote passed: **yes**

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