

# The Penbrook Borough Authority Minutes

**MINUTES: WEDNESDAY, November 21, 2018 6:30 PM – Community Building**

- I. Welcome /Call to Order/Attendance  
Musser absent, Eberly X , Wendaur absent, Sweger X, Shaw X,  
Smith X via telephone, Bargo X , McDonald absent

- II. Pledge of Allegiance & Moment of Silence

- III. Public Comments  
None

IV. Secretary's Report:

- a. Minutes from the October 17<sup>th</sup> 2018 meeting for approval

Motion to approve the minutes was made by: Bargo, 2nd by: Shaw, Motion was approved.

V. Treasurer's Report:

- a. Stormwater Management balance, check detail, & profit and loss reports for October 2018 \$217,708.00 as of Oct. 31, 2018 with a surplus of \$110, 350.00 because some parcel owners paid their annual bill in full.

Motion to approve the Treasurer's report was made by: Smith, 2nd by: Shaw. Motion was approved

VI. Manager's Report:

- a. Update on Arney Brother's work on the sinkhole at Ludwig and 27th Streets  
Project has not started yet. Inlets were ordered and delivered. Arney Brother's will possible start work the week of 11.25.18
- b. Update on reimbursement from DCCD on the extra 10% and RETEW's position on the extra costs.  
Eberly submitted paperwork to Chris Hooper at the Dauphin County Conservation District to receive the remaining balance of the Low Volume Road Grant to pay for the remaining balance of the project. Eberly is working with RETEW on reducing the unexpected additional engineering fees by \$7,000.
- c. Update on RETEW's findings regarding the Penn State study on pollutant reduction from inlet repairs.  
No movement. On 11.14.18 Eberly attended an MS4 seminar for municipalities at DCCD led by Bob Chistoff and Scott Arwood. They discussed stormwater, illicit discharge, and the possibility of receiving credits for storm drain repairs. Legislation is considering further MS4 best practices within ordinances.
- d. Update on the survey and written permanent easement with HBG cemetery.

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Solicitor Wendaur received word from the assessment office that they will separate the cemetery into 2 parcels.

- e. Discuss Authority email activity  
No activity at this time.
- f. Discuss Jenni's plan to educate the public works team and the Authority on training info. Training was changed from Philly to Harrisburg to save on travel expenses. The training will take place on January 14, 2019. Afterwards, plans will be made to educate Public works department and Authority on the training information.
- g. Update on the purchase and placement of the educational stormwater inlet labels. The resin education labels were ordered. 15 labels for \$350.00~ at a 10% discount. The labels will be shipped with other materials in February to save on shipping. The labels will be installed in the Spring.
- h. Discuss Keystone Collection's report on Stormwater Fee payments  
568 accounts are paid in full as of 11.12.18  
386 accounts have made no payment  
218 accounts have made at least 1 quarter payment

## 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.  
The Harrisburg Cemetery will be divided into two parcels.
- b. Update on the letters sent to inform the parcel owners of the lien.  
Solicitor Wendaur sent letters to 127 parcel owners informing them of steps to take to remove the lien. 41 of the parcel owners made a partial payment and 86 made no payment.

## VIII. Old Business:

- a. Community Concerns Action Plan:  
1. Succession plan:
  - Follow up to the Orientation for Nate Shaw will take place in January 2019. Shaw and Bargo will discuss a date.
- b. Educate and Engage Action Plan
  - 1. Educate the community on the website: Please go on the website and view the following.
    - Approved minutes posted
    - Ludwig and 27th street project was posted on the Project Tab

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- Jenni and Rick posted the MS4 annual report and educational links..

2. Discuss ways to continually educate others about the Stormwater fee and best practices
  - Display board was updated and was posted on voting day. Projects and different frequently asked questions were added.
  - Discuss the revised letter to inform newcomers to the borough of the stormwater fee and helpful practices. The board thanks Smith for her work on the letter and recommends removing the second “was” in the last section. Sweger will present to Council. The Authority suggests Rob Myers pass out the letter to newcomers when they come in to the office to receive their certificate of occupancy.
  - Update on the Stormwater article posted in the Patriot News in collaboration with DCCD. The article was posted in the November 14<sup>th</sup> distribution.
  - Article sent to be posted in the Winter Newsletter. Was received by email to review and for Armbruster to include in the newsletter.

## IX. New Business:

### a. Educate and Engage Action Plan

- Discuss adding a Frequently Asked Questions tab to the website. Questions 2-4 on Smith’s letter to newcomers will be sent by Sweger to Levendesky to post on the website.

### b. Community Concerns Action Plan

- Succession plan to assign roles for the Authority for 2019. Sweger’s term is up in December of 2018; however, term doesn’t come to an end until the position is filled. The Council is seeking another Council member to serve on the Authority to fulfill Sweger’s position. The Authority will vote on Authority members to serve as President, Vice-president, Treasurer and Secretary for the year 2019 at the December meeting.
- Discuss meeting dates to be advertised for 2019. The Authority will continue to hold meetings on the third Wednesday of every month to remain consistent with past years. Blain made a motion to approve and advertise the dates. Shaw 2<sup>nd</sup> the motion. The dates were approved and will be advertised.

## X. Public Comments:

No public comment.

## XI. Next Meeting: Wednesday, December 19<sup>th</sup>, 2018 @ 6:30 pm – Community Building

## XII. Adjourn:

Motion to end the meeting was made by Shaw and 2<sup>nd</sup> by Bargo. The meeting was adjourned at 7:10pm

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