

The Penbrook Borough Authority
Minutes: WEDNESDAY, September 17, 2025 6:30 PM

I. Welcome /Call to Order/Attendance

Hogarth ____, Shaw x__, Smith X, Bargo x__, Dry X__, Kern x__, Barber _____

II. Pledge of Allegiance & Moment of Silence - **OBSERVED**

III. Public Comments: Visitor – **Kara from Rettew**

IV. Secretary's Report: **Prepared by Glynis Smith**

a. Minutes from August 20, 2025 meeting for approval:

Motion made by: __DRY__ 2nd by: __SHAW__ Vote passed: YES 4/0

V. Treasurer's Report: Presented by Nate Shaw

a. Stormwater Management balance, check detail, & profit and loss reports for August 2025:

Motion made by: __BARGO__ 2nd by: __SMITH__ Vote passed: YES 4/0

VI. Manager's Report: **Not present**

a. Authority email activity: **NONE**

b. Stormwater time report: **NONE GIVEN**

Motion to amend the agenda to add item VI. c. CAPCOG advertisement discussion
Made by: __SHAW__ 2nd by: __DRY__ Vote Passed: YES 4/0

c. Other reports/comments:

- Received 9-17-25 from CAPCOG, MS4 add for 2025. Add to be run in October. Cost to participate is \$50.00

Motion made for the SWA to sponsor the MS4 2025 advertisement and participate with CAPCOG at the cost of \$50.00 made by: __DRY__ 2nd by: __SHAW__ VOTE PASSED: YES 4/0

VII. Solicitor's Report/Comments: **Beth Kern**

a. Update on unpaid storm water fees and liens:

A written report was presented – nothing new outside of the report.

b. Other reports/comments: **NONE at this time**

VIII. Engineer's Report/Recommendations: **Provided information by Kara Kalupson**

a. 2501 Herr St. (25th and Ludwig) if any updates from engineer.

Per April meeting, USG called for input and their video reviewed by engineer.

August meeting – Will check with Rettew for frequency of monitoring and place on calendar schedule. **A Brief discussion on how to move forward with how and when to schedule and place on the calendar**

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- b. Inlets 6-4, 6-6, and 6-9 on Herr Street. See engineer's budget. (\$41,000.00)
 - **Joe will follow up on the H.O.P. permit. Confirmed three permits required at \$3,500.00 each for a total of \$10,500.00 expected cost.**
 - **Estimate presented and SWA moved forward with the motion.**

-Blain presented and explained about the amount of the permits and how we are waiting on the bids.

IX. Old Business:

a. 2621 Penbrook Ave. Water Infiltration Update:

- *Video received from property owner.
- *Satellite Photo received of previous curb from Mr. Hogarth, Borough Manager.
- *Attached email to SWA received 7-13-2025.

Update: Council approved to have engineer review runoff issues.

Nate Shaw- presented the information for SWA on Early St and June St. project and how and when to move forward.

b. Tiered Fee Schedule Research Update:

- *Sample fee schedules provided by Rettew

-Kara explained the ERU's and Tier information she presented. SWA members had an open discussion to gather options on how to move forward, if there is change to be made to the billing and process.

c. Calendar for maintenance items:

- Calendar created and invites to tonight's meeting were sent.

-SWA is working on scheduling events with the borough manager.

X. New Business:

a. Education: **Provided documents and information to Kara for summer camp education.**

- *Approved minutes from the August 2025 Stormwater Authority meeting to be posted.

-Robin sent for posting. Sent 9-17-25

- *Rain Barrel Workshop – TCRPC email for consideration.

-Interested in participating with this project but would like more information for Outreach Credit.

- *Fall Fest Education Table

- Nate will attend and share information. Robin will give materials to Nate for the event.

b. Public Works report: **NONE GIVEN**

- **One new hire started 9-15-25**

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XI. Public Comments: **NONE** present

XII. Next Meeting: Wednesday, October 15, 2025 @ 6:30 pm – Community Building

XIII. Adjourn:
Motion made by: Shaw 2nd by: DRY Vote passed: **YES 4/0**

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