

The Penbrook Borough Authority  
Minutes: Wednesday, November 19, 2025 6:30 PM

I. Welcome / Call to Order/Attendance

Hogarth\_\_X\_\_Shaw\_\_X\_\_Smith\_\_X\_\_Bargo\_\_X\_\_Dry\_\_X\_\_Kern\_\_X\_\_Barber\_\_

II. Pledge of Allegiance & Moment of Silence – **Observed**

III. Public Comments: **None Present**

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

- a. Minutes from October 15, 2025 meeting for approval

Motion made by: **\_\_Dry\_\_** 2<sup>nd</sup> by **\_\_Bargo\_\_** Vote passed: **YES 4/0**

V. Treasurer's Report **Presented by Nate Shaw**

- a. Stormwater Management balance, check detail, & profit and loss reports for October 2025

Motion made by: **\_\_Smith\_\_** 2<sup>nd</sup> by: **\_\_Dry\_\_** Vote Passed **Yes 4/0**

VI. Manager's Report – **Presented by Joe Hogarth**

- a. Authority mail – **None**
- b. Stormwater time report – **Received**
- c. Other reports/ comments:/comments

**1. This information will be shared at New Business**

VII. Solicitor's Report – **Presented by Beth Kern**

- a. Update on unpaid storm water fees and liens:

**1. The solicitor's report was presented and given to SWA members.  
She provided an update on all liens.**

- b. Other reports/comments: - **None**

VIII. Engineer's Report/Recommendations: Joe presented Engineers report from Rettew.

- a. 2501 Herr St (25<sup>th</sup> 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

- 10-15-25 update recommended every 5 years

- 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.

- 10-15-25 update-H.O.P. permits applied for.

**10-20-25 – PennDOT Permits – 1 is Approved and 1 still needs approved**

IX. OLD Business:

- a. 2621 Penbrook Ave. Water Infiltration Update – Joe has information to share with council for the resolve of this issue and then bring back to SWA for confirmation of resolve.

\* 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 suggested doing the rolled curb along with a repair to the road as well.**

**Discussion between borough representatives and SWA members – decision was made to wait until next paving season, beginning of the year ask Rettew for a formal cost proposal.**

- b. Tiered Fee Schedule Research Update:

\*9-17-25 update-Sample fee schedules provided by Rettew

-continue next month for more discussion on this topic.

**Blain presented the Table Scenario's from Rettew and choices moving forward to change.**

**Motion made to move forward with adopting a four-tiered ERU Fee Structure**

**Made by: \_\_Shaw\_\_ 2<sup>nd</sup> by \_\_Dry\_\_ Vote passed YES 4/0**

**\*SWA held a discussion on how to move forward with the next steps. SWA to ask Kara for recommendations for an action plan for change.**

- c. Calendar for maintenance items:

Blain opened the conversation to add this item for inspection - Add 5yr inspection to calendar – 25<sup>th</sup> and Ludwig St (April 2030).

**Nate is looking into the Basin Maintenance schedule to add to the calendar.**

**Calendar item for Rain barrel for Fall Fest 2026 (Grant?) In July.**

d. Rain barrel Workshop:

9-17-25 meeting – request more information for outreach credit and if our WREP fee covers our costs.

- Joe stated – WREP we missed this year’s window for the rain barrel maybe next year.
- **At last month’s meeting it was decided to wait for next year.**

X. NEW Business –

a. Education – **\*Approved minutes from the October 2025 Stormwater Authority meeting to be posted.**

1. Robin sent minutes for posting - \*Lions newsletter received – and checking on MS4 education for next report year.

b. Public Works report – **None Given**

**Inlet 8-7 photos and camera reports attached for inlet and manhole review**

- **Get Engineers’ recommendation**

**Motion made to hire Rettew to begin the H.O.P. Permit process for inlet 8-7**

**Made by: \_\_Bargo\_\_ 2<sup>nd</sup> by : \_\_ Shaw Vote passed : YES 4/0**

XI. Public Comments: **None Present**

XII. Next meeting: Wednesday, December 17, 2025 at 6:30 PM – Community Building

XIII. Adjourn

Motion made by: \_\_**Shaw**\_\_ 2<sup>nd</sup> by: \_\_ **Dry**\_\_ Vote Passed: **Yes 4/0**