

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** 2nd 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** 2nd 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 (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

- 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.

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- 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__ 2nd 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 – 25th and Ludwig St (April 2030).

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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 2nd 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 2nd by: Dry Vote Passed: Yes 4/0