

The Penbrook Borough Authority

MINUTES: WEDNESDAY, APRIL 15, 2026 6:30 PM

I. Welcome /Call to Order/Attendance

Hogarth X , Shaw , Smith X , Bargo X , Dry X , Kern X , Barber Welch

II. Pledge of Allegiance & Moment of Silence: OBSERVED

III. Public Comments:

IV. Secretary's Report: **POSTPONED UNTIL NEXT MEETING/TECHNICAL ISSUES**

a. Minutes from March 18, 2026 meeting for approval:

Motion made by: _____ **2nd by:** _____ **Vote passed: YES/NO**

V. Treasurer's Report: Presented by Blain Bargo

a. Stormwater Management balance, check detail, & profit and loss reports for March 2026:

Motion made by: DRY **2nd by:** SMITH **Vote passed: YES 3/0**

VI. Old Business:

a. Fee Schedule: - **Kara provided the numbers for the new fee schedule and some additional information. \$12.50 monthly. \$150.00 per ERU, \$255,195.00 / 63,095 less then the existing revenue.**

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

*11-19-25 Passed to adopt a four-tiered ERU Fee Structure. SWA asked Rettew for recommendations for an action plan for the adoption of the new fee schedule.

*1-21-26 Waiting on action plan. Joe will follow up with Kara.

* 3-18-26 Kara from Rettew present to recommend action plan.

*3-18-26 Motion passed to end current billing cycle of July1 to June 30 starting the 2026-2027 cycle year.

*3-18-26 Motion passed to establish a new billing cycle of January 1 to December 31 starting January 1, 2027.

Kara explained about the new number of properties in Penbrook and the new dollar amounts anticipated for the new billing year.

Joe explained about the announcement letter going out after May. Kara was consulted.

b. 2621 Penbrook Ave. Water Infiltration Update: **Nothing new as of today**

*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.

*11-19-25: Suggestion for rolled curb and road repair in spring. Ask Rettew for a formal cost proposal.

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*Will follow up with Jeremy and hold off until March Agenda in Spring.

* 3-18-26 Rettew prepared a scope of work and a budget to review. The scope of work is for a combined effort with SWA and the Borough Council.

* 3-18-26 Item placed on-hold for more information on existing infrastructure and any possible grants.

c. Calendar for maintenance items: **Nothing at this time.**

*25th and Ludwig 5 yr. inspection for April 2030

*Basin Maintenance schedule to be looked at and placed on calendar.

*Rain barrel workshop for 2026 when received.

*1-21-26 Suggested to add for fall fest.

VII. Manager's Report: Presented by Joe Howgarth.- **No items to review**

a. Authority email activity:

b. Stormwater time report:

- Time reports provided to authority.

c. Other reports/comments:

VIII. Solicitor's Report/Comments: Presented by Beth Kern

a. Update on unpaid storm water fees and liens:

Solicitor's report was shared with the SWA for review.

b. Appeals process information:

Solicitor's report was shared with the SWA for review. Beth and the SWA discussed options moving forward. Will follow up as information is provided.

c. Other reports/comments:

N/A

IX. Engineer's Report/Recommendations:

Joe stated that as of 4-15-26 the contractors are still waiting on materials.

a. 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-HOP permits applied for. Waiting on estimates

*10-20-25 PennDOT Permits – 1 is Approved and 1 waiting approval.

*1-21-26 Final PennDOT permit approved.

*1-21-26 Estimate to be resubmitted using prevailing wages.

*2-18-26 Revised estimate with prevailing wage from Arney Bros. Inc in the amount of \$35,385.00. Estimate accepted and voted on to award to Arney Bros.

*3-18-26 Arney Brothers is waiting on delivery of ordered materials for inlets.

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b. Inlet 8-7 update: Hoffer Street will be rebuilt in the process.

Still waiting on materials

*1-21-26 Rettew is working on design.

*2-18-26 Permit application received by PennDOT for review.

*3-18-26 Project awarded to Arney Brothers as a shared project with the Sewer Authority. Storm Water Authority will be responsible for 40% of the final cost.

X. New Business:

a. Education:

*Approved minutes from the March 2026 Stormwater Authority meeting to be posted.

Needed to be resent will approve at May meeting with Aprils minutes.

b. WREP agreement:

*Addendum to the intergovernmental Agreement for review.

*Motion to approve/ reject an Addendum to the Intergovernmental Agreement with Dauphin County Establishing WREP to Assign rights and responsibilities of the Borough of Penbrook to the Penbrook Authority.

Motion made by: __BARGO__ 2nd by: __DRY__ Vote passed: YES 3/0

c. Annual Budget:

*A change to the Borough of Penbrook Authority budget year to January 1 through December 31 effective January 1, 2027 was passed in March, therefore, the preparation for a six-month interim budget for July 1, 2026 through December 31, 2026 is needed.

Motion to change the Borough of Penbrook Authority *Annual Budget Year* to January 1 through December 31 effective January 1,2027

Made by __DRY__ 2nd by __Bargo__ vote passed YES 3/0

Motion to authorize the preparation of a six-month interim budget for July 1, 2026, through December 31, 2026.

Motion made by: __DRY__ 2nd by: __SMITH_ vote passed: YES/NO 3/0

d. Discussion on process of revising storm water fee to new format with Keystone:

XI. Public Comments: **None present**

XII. Next Meeting: Wednesday, May 20, 2026 @ 6:30 pm – Community Building

XIII. Adjourn:

Motion made by: SMITH 2nd by: BARGO Vote passed: **YES 3/0**

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