

The Penbrook Borough Authority

MINUTES: Wednesday March 18, 2026

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: **Public present -Kara Kulpson from Rettew.**

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

- a. Minutes from February 18, 2026, meeting for approval.

Motion made by: __ SHAW__ 2nd by: _Bargo Vote Passed: YES 4/0

V. Treasurer's Report: **presented by Nate Shaw**

- a. Stormwater Management balance, Check detail and profit and loss report for February 2026

Motion made by: _Bargo_ 2ndby _Smith_ Vote Passed: YES 4/0

VI. Manager's Report: **Report to be made later in meeting**

- a. Authority email activity – **NONE**
b. Stormwater Time Report – **Received**
c. Other reports/comments –

Street Sweeping to be done week of April 13th – 16th, Monday through Thursday.

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

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

Solicitor provided a written report for SWA members.

- b. Other Reports/Comments:

Follow-up to WREP – Agreement was executed by the borough to WREP. Authority/Borough/County – CA Rights & Responsibilities – this will be done for the April 6th Council meeting and then to the SWA meeting then to the County.

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VIII. Engineer's Report/Recommendations:

- a. Inlets 6-4, 6-6, and 6-9 on Herr St. 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, now waiting on estimates
 - 10-20-25 PennDOT Permits – 1 is approved and 1 is awaiting 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 wages from Arney Bros.
 - **3-18-26 – Blain reported this project awarded to Arney Bros. & waiting on materials.**
- b. Inlet 8-7 update: Hoffer Street will be rebuilt in the process. **Blain reported on the email confirmation.**
 - 1-21-26 Rettew is working on the design
 - 2-18-26 Permit application received by PennDOT for Review.
 - 3-18-26 – Estimate Received from Arney Bros. for review.

Motion to award repairs at Hoffer Street and Walnut Street, associated with inlet 8-7, to **Arney Brothers** in the amount of **40% of final cost.**

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

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 7-13-25
 - 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.
 - Will follow up with Jeremy and hold off until March Agenda in the Spring.

The Penbrook Borough Authority
150 South 28th Street
Penbrook, PA 17103
penbrookauthority@outloo.com
www.penbrook.org
(717)232-3733 ext. 3

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

A variety of options were discussed to address the concerns with 2621 Penbrook Ave. SWA placed this on hold because more information will be needed before moving forward. Kara from Rettew will look into some additional information to share with SWA.

b. Tiered Fee Schedule Research Update:

- 9-17-25 update – sample fee schedule 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 is present to recommend action plan.

Motion to end the, July to June Billing Cycle for the 2026-2027 Rate Year

Made by: __Shaw__ 2nd by: __Dry__ Vote Passed YES 4/0

Motion to establish a new billing cycle January through December starting January 1, 2027. Made by: __Bargo__ 2nd by: Shaw__ Vote Passed: YES 4/0

Motion made to set the ERU rate at \$150.00 Annually/per ERU

Made by: __Nate__ 2nd by: __Dry__ Vote passed: YES 4/0

c. Calendar for Maintenance items:

- 25th and Ludwig 5yr. inspection for April 2030
- Basin Maintenance schedule to be looked at and placed on schedule.
- 1-21-26 suggested to add for Fall Fest

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d. Administrative Delinquent Fees:

-1-21-26 Discussion of a flat fee of \$40.00 to \$45.00 for delinquent accounts only. Also discussed raising the penalty fee to cover the cost. In anticipation of a new fee structure. It was discussed waiting to make these changes until that time. On hold until Tiered Fee Schedule is adopted.

Motion made to add a delinquent Account Service Fee Notification of \$45.00 starting January 2027.

Made by: __DRY__ 2nd by: __Shaw__ Vote Passed: YES 4/0

e . Rain Barrel Workshop

-1-21-26 email correspondence from DCCD reviewed

SWA did not send a letter of commitment to DCCD for this cycle.

Joe will reach out to DCCD and inform them.

-we will work on including the rain barrels with FALL Fest

-3-18-26 is a combined workshop with Lower Paxton Township.

f. Street Sweeping Serves for 2026

- 1-21-26 Email correspondence from Central PASweeper with quote of \$5,900.00

-Looking for additional options for 2026. Possible two-year contract with Susquehanna but waiting on the cost.

-2-18-26 Intermunicipal Cooperation Agreement from Susquehanna Township Reviewed.

-2-18-26 Voted and accepted Intermunicipal Cooperation Agreement with Susquehanna Township Solicitor reviewing document for any corrections needed.

****Joe informed the SWA about street sweeping the week of 4-13-2026 M->TH**

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X. NEW BUSINESS:

a. Education:

-Robin Dry sent the minutes for posting

-Paul and Kofi will attend Re-Certification training next time offered.

XI. Public Comments – **NONE**

XII. Next Meeting: Wednesday April 15, 2026 @ 6:30 pm – Community Building

XIII. Adjourn:

Motion made by: __ Bargo 2nd by: __ Shaw__ Vote Passed: YES 4/0