

The Penbrook Borough Authority

MINUTES: WEDNESDAY, May 20, 2026 6:30 PM

- I. Welcome /Call to Order/Attendance
Hogarth __x__, Shaw __x__, Smith __x__, Bargo __x__, Dry __x__, Kern __x__, Barber __x__, Walsh __x__
- II. Pledge of Allegiance & Moment of Silence – **OBSERVED**
- III. Public Comments: **none present**
- IV. Secretary's Report: **Prepared by Glynis Smith**
 - a. Minutes from March 18, 2026 meeting for approval:
Motion made by: __SHAW__ 2nd by: __DRY__ Vote passed: YES – 5/0
 - b. Minutes from April 15, 2026 meeting for approval:
Motion made by: __DRY__ 2nd by: __SHAW__ Vote passed: YES - 5/0
- V. Treasurer's Report: **Presented by Nate Shaw**
 - a. Stormwater Management balance, check detail, & profit and loss reports for April 2026:
Motion made by: __SMITH__ 2nd by: __BARBER__ Vote passed: YES – 5/0
- VI. Manager's Report: **Presented by Joe Hogarth**
 - a. Authority email activity: **Information to be presented later in the meeting**
 - b. Stormwater time report:
 - Time reports provided to authority.
 - c. Other reports/comments:
- VII. Solicitor's Report/Comments: **Presented by Solicitor Beth Kerns**
 - a. Update on unpaid storm water fees and liens: **Solicitor's Report presented**
 - b. Appeals process information:
- Bailey and Beth will finalize options for the appeal documents that are to be used for the SWA
 - c. Other reports/comments: **Solicitor addressed the court case on a Borough located in West Chester. Beth explained what happened with the case and how it may impact any other entity moving forward.**

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VIII. Engineer's Report/Recommendations:

- **Arney Brothers updated/received materials and are waiting on the start date.**
 - 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.
 - *5-20-26 Rettew was notified by Arney Bros. that the precast boxes are delivered.
 - b. Inlet 8-7 update: Hoffer Street will be rebuilt in the process.
- Arney Brothers updated/received materials and are waiting on the start date.**
 - *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.

IX. Old Business:

- a. Fee Schedule:
 - *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.
 - *4-15-26 Kara explained about the new number of properties in Penbrook and the new dollar amounts anticipated for the new billing year.
 - *4-15-26 Joe explained about the announcement letter going out after May. Kara was consulted.
 - *5-20-26 Review draft transition letter.
 - *5-20-26 Parcel 2026 update.

A motion to accept the Draft Transition letter.

Made by 1st : __DRY__ 2nd by: __Barber__ Vote Passed YES – 5/0

- **Blain asked SWA to look over the draft provided by Kara/Rettew and bring concerns to the next meeting.**

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- X. New Business:
- a. Education:
- *Approved minutes from the March and April 2026 Stormwater Authority meeting to be posted.
- **Both have been approved and sent for posting.**
 - **Summer Parks and Rec program - SWA to present on July 7, 2026**
- b. Budget Discussion:
- Glynis asked about funds for the Summer Parks Program. Suggest we purchase materials before the end of this budget year.**
 - 6-month draft budget presented for review.**
 - * **Joe provided A 6 MONTH BUDGET to take us through December 31, 2026.**
 - * **Joe explained how to correct the imbalance in the revenue with the 6-month budget.**
- c. Public Works Report:
- Report provided by Paul Goff. **Presented and well done.**
- Kofi passed his QSI**
 - Joe is asking Goff to reach out on VAC.**
- A motion to accept the six-month budget July 1, 2026.through December 31,2026**
Made by 1st: _Shaw__ 2nd: __Dry__ Vote Passed 5/0
- XI. Public Comments: **NONE present**
- XII. Next Meeting: Wednesday, June 17, 2026 @ 6:30 pm – Community Building
- XIII. Adjourn:
- Motion made by: SHAW 2nd by: BARBER Vote passed: YES 5/0

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