

The Penbrook Borough Authority

MINUTES: WEDNESDAY, August 19, 2026 6:30 PM

I. Welcome /Call to Order/Attendance

Hogarth __, Shaw_X__, Smith_x_, Bargo_x_, Dry_x_, Kern_x_, Barber_X_ Welch_x_

II. Pledge of Allegiance & Moment of Silence - **OBSERVED**

III. Public Comments: **Jim Armbruster – Said he would speak later in the meeting.**

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

a. Minutes from July 15, 2026, meeting for approval:

Motion made by: __DRY__ 2nd by: __BARBER__ Vote passed: YES 5/0

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

a. Stormwater Management balance, check detail, & profit and loss reports for July 2026 for approval.

Motion made by: __SMITH__ 2nd by: __DRY__ Vote passed: YES 5/0

VI. Manager's Report: **Presented by Bailey Welch**

a. Authority email activity: **NONE**

b. Stormwater time report: **Time reports provided to authority.**

c. Other reports/comments: **We had an MS4 audit, it went well and we are waiting for a report back with findings**

VII. Solicitor's Report/Comments: **Provided by Beth Kern**

a. Update on unpaid storm water fees and liens:

- **Statis report given to SWA and explained about the new delinquent fee**

b. Water Resource Enhancement Program (WREP) municipal agreement Appendix B Discussion, and if necessary, a motion to approve Resolution 2026-02, a resolution authorizing the execution of an appendix to the existing Water Resource Enhancement Program (WREP) municipal agreement between the Borough of Penbrook Authority and Dauphin County, enabling completion of the best management Practicing (BMP) Inventory Study. Sent Appendix and the Resolution.

A motion was made to approve Resolution2026 – 02

Made by;__DRY__ 2nd by: __SHAW__ Vote Passed: YES 5/0

c. Other reports/comments:

VIII. Engineer's Report/Recommendations: **Both a & b - No update at this time.**

a. Inlets 6-4, 6-6, and 6-9 on Herr Street schedule update.

b. Inlet 8-7 update:

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



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IX. Old Business:

- a. Fee Schedule: **Bailey explained the first letter went out. Second letter to ready by September Meeting for Review.** (before Oct 1st)
 - *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.
- b. Inlet and retention pond cleaning – **see list fee schedule to be confirmed by Joe**
 - EK Services
 - Land Studies
 - J Hubler Landscaping
 - Broderick Landscaping

X. New Business: **Presented by Blain Bargo**

- a. Education:
 - *Approved minutes from the August 2026 Stormwater Authority meeting to be posted.
 - being sent out by Robin Dry.**
- b. Resignation Letter- **Blain Bargo sent in his resignation letter. He will finish out his term until the end of December 2026.**
- b. Public Works Report: **8-18-26 MS4 Audit report provided.**

XI. Public Comments: **James Armbruster- 51-019-012 – owner - 650 Moder St, HBG, PA 17103 - Mr. Armbruster provided pictures to SWA members of his and his neighboring properties. He then stated concerns about the SWA fees. He then made request of the SWA that will need to be discussed further by the Authority. After more information is received on this matter, the Authority will seek counsel on how to move forward.**

XII. Executive Session for Solicitor for Legal Matters and Legal Advice. **Entered into 7:09 pm, Exited 8:14 pm**

XII. Next Meeting: Wednesday, September 16, 2026 @ 6:30 pm – Community Building Hearing September 16, 2026 @ 6:00PM

XIII. Adjourn:

Motion made by: SHAW 2nd by: BARGO Vote passed: **YES 5/0**

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