

Penbrook Borough Authority

Last Date Updated: July 2018

Community Education and Engagement Action Plan

1. What? Goal (It must be measurable, achievable, realistic, and time bound.) The Authority will use meetings, newsletters, web postings, email, and surveys to educate and engage the community starting with the September meeting.

How? (Action Steps)	What is needed? (Resources needed for action)	Who? (Person(s) responsible for action)	When? (Deadline for completion)	How will we know? (How will we know the action step is accomplished.)
1.Education: The board will provide hand outs and a display board with information at the meetings.	Hand outs Display board	Carmen Tammy	Starting at Sept. 20mtg	Handouts available and board on display
Write an article to be included in the borough's newsletter.	Updates from RETTEW, DEP, meeting notes, and the budget info from John.	Tammy will draft. Board will revise.	Drafted and revised by Aug. 26	Article published in the Fall newsletter.
Write an article to be posted on the website.	Updates from RETTEW, DEP, meeting notes, and the budget info from John. Rick's webmaster expertise.	Tammy will draft. Board will revise. Rick will post.	Drafted and revised by Aug. 26	Posted by late September.
Provide a list of Stormwater terminology for parcel owners at meetings.	Handouts	Tammy	Oct. 18	Hand outs available.
Provide information on Best Management Practices at Detweiler PA State Park.	Copies of brochures at the office. Include it in the newsletter.	Vicky Tammy	Nov. 20 mtg. Winter newsletter	Brochures will be available at the office. Winter newsletter will mention BMP at Detweiler.
Provide orientation training to new members of the Stormwater Authority	Webinar, Authority artifacts Sign in sheet with comment section.	Vicky and Tammy	Before Jan. 17·2018 mtg Starting on Aug. 16 mtg	Binder of orientation training items and report at the Feb. 2018 mtg.
Provide a powerpoint presentation on the Pollutant Reduction Plan projects and projects funded by Stormwater funds.	Laptop, LCD Projector, photos of LVRG and inlet projects.	Tammy, Nate (PW), J.Eberly	Feb. 2018 meeting	Posted on the Web and presentation at the Feb. 2018 mtg
Inform parcel owners of PRP projects and projects funded by Stormwater funds.	Quotes for a few different styles, metal, corrugated plastic, logo,	Blaine	Feb. 2018 mtg.	Quotes presented.
	Get quotes for the aluminum sign from Costar and email to the Authority board.	Todd (Public Works)	March 2018 mtg.	Quotes presented. Signs posted and will continue to post as projects come up.
	Collaborate with Chris Hooper from DCCD regarding their preference on	Nate (PW), J Eberly	March 2018 mtg.	J. Eberly will report on DCCD preference. Sign posted in April 2018

<p>Inform parcel owners of the Stormwater Survey results at meetings and in the newsletter.</p> <p>Provide a Rain Barrel workshop to educate folks on BMP to increase the 5% of parcel owners who use rain barrels.</p> <p>Contribute financially to the publishing of the newsletter that 58% of parcel owners prefer to be informed through.</p> <p>Collaborate with RETEW for educational articles to include in the newsletter.</p> <p>2.Engage: The board will provide the public with opportunities to write and voice their comments.</p> <p>Provide the public with an opportunity to voice their comments through a survey.</p>	<p>the wording for the proposed “thank you” sign.</p> <p>Display board, Survey data and narrative.</p> <p>Finalize the narrative and email to Jim.</p> <p>Collaborate with DCCD. What is the cost of the workshop and rain barrels, length and participant number.</p> <p>Registration form drafted and approved to post on facebook and website. Copies placed at the office.</p> <p>Rainbarrel Workshop</p> <p>Get the total cost of the newsletter and divide accordingly based on the size of the Authorities column compared to the size of the newsletter.</p> <p>RETTEW</p> <p>Will be given 3 minutes to speak.</p> <p>Fee structure options from solicitor. Solutions voiced at meetings by public. Copies made.</p> <p>Folded and envelopes stuffed.</p> <p>Receive surveys</p> <p>Input surveys data into excel spreadsheet.</p>	<p>Tammy , J. Armbruster (Penbrook Counsel and Authority Board) Tammy</p> <p>J. Eberly</p> <p>Tammy, Board, Becky, Rick</p> <p>Dauphin County Conservation District</p> <p>J. Eberly, Jim</p> <p>TBD</p> <p>Tammy and John will be the timekeeper.</p> <p>Tammy will draft. Board will revise. Office staff</p> <p>Peggy and Sandy</p> <p>Allen Kifer</p> <p>Carmen Gonzales, Jim Armbruster, Allen Kifer</p>	<p>Feb. 2018 mtg.</p> <p>Feb. 2018 mtg.</p> <p>March 2018 mtg.</p> <p>April 2018</p> <p>June 2, 10-11:30</p> <p>March 2018 mtg.</p> <p>TBD</p> <p>Drafted Sept. 20 Finalized by Sep. 28th</p> <p>Oct 9th and 10th at 10am</p> <p>Oct 19-Dec 18th</p> <p>Oct. 19-Dec. 18th</p> <p>Completed by Dec. 19th</p>	<p>Draft reviewed and revised to be published in Spring newsletter. Data posted on display board.</p> <p>Email to the Authority Board.</p> <p>Report on DCCD answers to the AB.</p> <p>Posted on the web and at the office.</p> <p>Sign in sheet</p> <p>Receipt or proposed cost to publish the newsletter.</p> <p>Evident in the Fall newsletter.</p> <p>Sign in sheets with comments available</p> <p>Sent to Jim on Sept. 28th.</p> <p>Sent to parcel owners with the quarterly bill dated Oct. 19th.</p> <p>Returned surveys will be collected in the office.</p> <p>Completed excel spreadsheet</p>
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<p>Provide email and phone number for the public to voice their comments.</p>	<p>Display survey data into pie charts to show a percentage for each choice by these subgroups: all surveys returned, residents, business, and non-profit</p> <p>Review pie charts and present</p> <p>Phone extension set up.</p> <p>Email set up.</p>	<p>Carmen Gonzales, Jim Armbruster, Allen Kifer</p> <p>The Authority Board</p> <p>Jim set up and AI will inform the board of messages left. AI will contact VP Blaine when needed.</p> <p>Jim set up the email. AI will check the email. AI will contact VP Blaine when needed.</p>	<p>Present at Dec. 20th mtg</p> <p>Starting Aug. 17</p> <p>Starting Jan. 2018</p> <p>Starting Aug. 17</p> <p>Starting Jan. 2018</p>	<p>Pie charts will be sent to the Authority board by Dec. 19th to review prior to the Dec. 20th meeting.</p> <p>Copies available at the meeting</p> <p>AI will report on phone and email messages starting at the Sept. 20th meeting.</p>
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