

The Penbrook Borough Authority

Minutes: WEDNESDAY, April 15, 2020 6:30 PM – Via Zoom.US

I. Welcome /Call to Order/Attendance

Hogarth ___X___, Wendaur___X___, Shaw___X___,

Smith___X___, Bargo___X___, Stokes___X___, Dry___X___

II. Pledge of Allegiance & Moment of Silence – **Moment of silence was observed.**

III. Public Comments- **Jeremy Smith from Retew, Nate Bragunier and Todd from Penbrook Public Works were also in attendance. They were available throughout the meeting to address different issues and questions as they came up.**

IV. Secretary's Report: A

a. Minutes from the March 18th, 2020 meeting for approval:

Motion made by: ___Dry___ 2nd by: ___Stokes___ Vote passed: **YES**

V. Treasurer's Report: **Nate S asked if there were any questions about the checks, Blain asked what Stich Art was, Nate B. explained the use of money for uniforms for Public Works-**

a. Stormwater Management balance, check detail, & profit and loss reports for March 2020

Motion made by: ___Smith___ 2nd by: ___Stokes___ Vote passed: **YES**

Mr. Hogarth asked about the reports that come from Flannery and Blain explained the reports come from Flannery and Becky was separating the reports and emailing the information out to different entities. Becky is asking Flannery to send the reports.

VI. Manager's Report:

a. Authority email activity. (See attached email for discussion under new business).

Notes in IX. b.- Mr. Hogarth forwarded emails to board members.

b. Other reports/comments. – **Nate and Jeremy discussed items throughout report.**

c. Conversation came back around, Mr. Hogarth asked about the following budget items - **There was a group discussion regarding several line items on the Profit and loss vs actual budget for possibly of change/or/reallocation on next year's budget. There were questions of how certain dollar amounts were decided on for the 2019 budget Mr. Wendaur was able to explain the court cost, legal fees line items. Blain explained and suggested we all take a close look at the budget so we could talk more at the next meeting.**

VII. Solicitor's Report:

a. Update on the office of Tax Assessment's progress on changing 20 acres of the HBG cemetery from Susquehanna to Penbrook. – **Jeremy and Mark cleared up information/ confusion and moving forward with the easement it may be approx. 3 more months**

b. Update on written permanent easement with Harrisburg Cemetery. **A meeting to occur with Mr. Hogarth, Mr. Wendaur, Jeremy and the Cemetery Staff.**

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- c. Update on status of liens. – Received three more payments for liens, will send updated information. Nate B. asked about COVID-19 and bills being delayed. Mark will continue to monitor the language of what is being discussed and get back to us.

VIII. Old Business:

- a. February approved minutes were sent to Rick April 14th for posting. – **Blain sent and returned email-they have been posted.**
- b. Status of commencement of work for Storm Drain Repairs by Mid State Paving. – **Should be asking for a time extension / change order from Mid State Paving, Jeremy said he hoped we would be first on the list when things are opened after the COVID – 19 restrictions. Discussed there may be delays in paving because the plant closings unsure of supplies and a waiver needed to secure those supplies. Discussion of what happens to the money that is budgeted for this year and it will go into the Capitol Reserve to pay out when project I complete.**
- c. Discussion of 7-2020 thru 6-2021 budget. Revision 1 attached. (See Retew estimated cost).
-Blain addressed the Retew updates- discussed budget items. Some items were discussed as keeping in the budget for next year. This is for the purpose of needed upcoming proposed projects, also we may run into next year's budget for some of this year's projects depending on the completion and payout dates for this year's projects.
- Further discussion of the cemetery and MS4 plus new projects (off of the public works list of needed inlet repairs) like the Forney project.
- Nate B. discussed the idea that the borough could safely wait or skip one year of projects. He will look at the list to see if there are smaller projects that could be done at this time. This was discussed as there may be multiple projects happening at the same time as the cemetery project. Discussion of concern/delay in construction because of COVID and collection of fees through this timeline of projects.
-We do not know what the new MS4 brings and what may be needed if Nitrogen and phosphorus are to be reduced. Not sure what the next five-year plan looks like yet.
-Mr. Hogarth discussed the Penbrook and Forney project, see : PenbNew Business I.
- d. Discuss timeline for cemetery project and current MS4 permit. (Jeremy from Retew).
The hope is to wrap up this project in 2022. Susquehanna signed an agreement stating the area in question is in Penbrook. – ok to move forward.
Retew Authorize for testing. Possible timeline to include 2 months bid process, 5-6 months balance for the following: testing, depth of the basin, engineering, and 3 months construction. Total of a possible of 10-11 months' timeline.
(Mr. Wendaur stated after conversation with Jeremy, we can pursue the cemetery agreement at this time. An overlay is needed to address the concerns to protect and mark the existing burial plots.) Mr. Wendaur will share with SWA the sketch/easement of property description. Joe, Mark and possibly Jeremy speak to the cemetery to provide needed information to make a plan with Penbrook.

IX. New Business:

- a. Education:
- Approved minutes from the March Stormwater Authority meeting to be posted.

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- b. Discussion on fee basis. – Mr. Hogarth addressed/ explained the emails mentioned in VI. a. and the need to understand questions about pervious vs impervious ground and what is the most cost-effective way for the SWA to bill property owners in Penbrook. After much discussion, the SWA ask that Mr. Wendaur to put together a response for the property owner in question to ensure we have addressed their concerns appropriately. He said he would take care of it.
- c. Public works - Needed tools and materials itemized request-
Nate B. went over the items and the following was proposed
- Items on the attached proposal will be paid out of this year's budget
(attached - total of 712.71-small tools)
- Motion to accept the itemized requested by public works was made by _Shaw 2nd Dry**
vote passed **YES**
- Nate discussed new line items-and the new items ie, boots, PPE and trainings for Tegan will be proposed for next year's budget. Signs, advertising and postage.***
- d. GIS discussion - continued from March meeting – Discussion for need of GIS system to be purchased and used for a variety of projects and costs shared between SWA, borough, liquid fuels. (2021-2022 budget)
- e. Street sweeping- Public works said this may be delayed because of COVID stay at home order. It would make it difficult for many residents and the extra cars and where to park.
- f. Ms. Dry requested Guidance on Update information permitted to be shared with Borough Council – mini reports - **it was said she can share anything not personal, legal or in litigation or sensitive subject.**
- g. Vehicle discussion- **Nate B. discussed the possible trade in value of the truck currently owned and used by the borough. He explained the limits Public works has with the vehicle and how expensive it is to use for some projects that a smaller truck would be more appropriate. He is researching the costs of two new trucks. A small portion of the cost has been discussed to be covered by SWA. It was here that Nate S stated - -Nate S. reminded SWA what we receive credit for with the MS4 project on the sediment side as we should be ahead but is not clear of credits and cost. Asked us to be mindful of the use of money.**
- h. New discussion- **Nate Shaw asked if this meeting was advertised on the website or if the public had the opportunity to come to this meeting.**
- i. Liquid Fuels discussion – **PenDot, certain funds (liquid fuels) cannot be used for rolled curbs such as the rolled curbs in the Penbrook and Forney project. Other funds may need to be used.**

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- j. Email use- Authority 2 member requested the SWA please use the authority2 email to correspond borough information. Some new people to the Authority did not realize who that member was so now they will use that email. When asked about the “roundcube” showing up in the email they provided email to contact to ask questions. It was also requested the SWA be vigilant to emptying their trash or deleting unneeded emails.

- a
X. Public Comments: **No additional discussion from NateB., Jeremy or Todd**
- XI. Next Meeting: Wednesday, May 20, 2020 @ 6:30 pm – Community Building
- XII. Adjourn:
Motion made by: **Shaw** 2nd by: **Stokes** Vote passed: **YES**

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