

# The Penbrook Borough Authority

Minutes: WEDNESDAY, May 20, 2020 6:30 PM – Via Zoom.US

I. Welcome /Call to Order/Attendance

Hogarth \_\_\_X\_\_\_, Wendaaur\_\_\_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- **Nate B from Public Works is in attendance.**

IV. Secretary's Report:

a. Minutes from the April 15<sup>th</sup>, 2020 meeting for approval:

Motion made by: \_\_\_**Shaw**\_\_\_ 2nd by: \_\_\_**Dry**\_\_\_ Vote passed: **YES**

V. Treasurer's Report: **Nate Shaw reviewed the budget items as presented**

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

Motion made by: \_\_\_**Smith**\_\_\_ 2nd by: \_\_\_**Stokes**\_\_\_ Vote passed: **YES**

VI. Manager's Report:

a. Authority email activity.

**One email regarding- 21 Butler St/purchased/lien/Keystone Collections group**

b. Other reports/comments. **None at this time.**

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, from Retew, does not believe there should be an issue of boundary lines. GIS is not needed for the MS4.**

b. Update on written permanent easement with Harrisburg Cemetery.

**Waiting/ Navigating the best way to kick off the project.**

c. Update on status of liens.

**April 1 through May (current) \$970.00 in liens collected.**

d. Response Letter to Ms. Brown's email.

**Mr. Wendaaur responded back to Ms. Browns letter at the request of the SWA. Ms Brown had some concerns about the way SWA responded to her letter. Mr. Wendaaur will address the disclaimer portion of the letter that was sent if the board would like him to do so. Ms. Brown has expressed, very strongly and with detail, about the need to revisit the way our borough assesses Storm Water Authority fees. SWA will review referenced information provided to SWA regarding the square footage of pervious VS. Impervious process (New - information on the Susquehanna Twp SWA decision to use pervious vs. impervious).**

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As a new member, Ben Stokes asked the question, of the Authority, "Have we done our due diligence to this matter?" Mr. Hogarth addressed this question. The discussion was had explaining how a pervious vs. impervious study would cost far too much for a small municipality like Penbrook to absorb. Explaining that Larger Municipalities, such as Susquehanna, have overall more properties including many Commercial properties to divide such cost between. Discussion was had to invite Ms. Brown to attend SWA meetings so she can address her concerns as well as share ideas with the board in person/zoom.

## VIII. Old Business:

- a. March approved minutes were sent to Rick May 18<sup>th</sup> for posting.  
**Blain sent the minutes for posting.**
- b. Status of work for Storm Drain Repairs by Mid State Paving.  
**Nate B. discussed the #8 outfall and DEP being involved with providing product for problematic drainage(Public Works to do follow-up checks on this concern), Kara from Retew used water testing and outfall inspections as a training opportunity.**
- c. Discussion and vote on proposed budget for 7-1-2020 thru 6-30-2021.  
**July 1, 2020 – June 30, 2021 Budget was discussed, approved and will be sent to the website for posting.**

Motion made by:    Dry    2nd by:    Smith    Vote passed: **YES**

- d. Discuss timeline for cemetery project and current MS4 permit.  
**No update at this time**

## IX. New Business:

- a. Education:
  - Approved minutes from the April Stormwater Authority meeting to be posted.  
**-Blain will send to be posted.**
  - Penbrook Borough Summer MS4 Training and Tips posted on website.  
**Already posted Summer MS4 Training/Tips, Nate asked SWA to include names with the date when they read the MS4 training to be given to Tegan for proper documentation.**
- b. Discuss fee collections and current pandemic crises.  
**Nate Shaw asked, will we have late fees that occur during the pandemic time? if so, are we waiving fees? The response was the following: There are no late fees occurring currently. We will revisit this at a later time, when we see how the COVID-19 situation develops. (Maybe September??)**
- c. Discuss updating of website information. (Action Plans, etc.)  
**Blain visited the website and looked at the posted *action plans*. He found many items listed were no longer relevant. It was suggested taking off the action plans and information not being used by the current SWA. Nate also suggested updating project**

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tabs for current items and use of information boards for each season for further education for the borough residents.

- d. Discuss grass clipping blown on streets. (See Attached)  
**Nate S. brought to the attention of the SWA that citations were being issued for this offense, asked to bring up at council meeting.**
- e. Other information – **Nate B. provided information from Public Works department for updated projects to SWA, addressed update on property with poor workmanship and the resolve. He discussed the Forney and other close out projects, explained the mud socks and relocation in order to work effectively as well as the shared information from the points provided in VIII b.**
- f. Request- **Nate B. shared there were three requests for Rain Barrels. Public Works delivered 3 barrels to three different residents.**

X. Public Comments: **none**

XI. Next Meeting: Wednesday, June 17, 2020 @ 6:30 pm – Community Building or ZOOM?

XII. Adjourn:  
Motion made by: **Shaw** 2nd by: **Dry** Vote passed: **YES**

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