

# The Penbrook Borough Authority

Minutes: WEDNESDAY, November 18, 2020 6:30 PM – Community Building

I. Welcome /Call to Order/Attendance

Hogarth \_\_\_\_\_, Wendaur\_\_X\_\_\_\_, Shaw\_\_X\_\_\_\_,

Smith\_\_X\_\_\_\_, Bargo\_\_X\_\_\_\_, Stokes\_\_X\_\_\_\_, Dry\_\_X\_\_\_\_

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

III. Public Comments – **none present**

IV. Secretary's Report:

a. Minutes from the October 21<sup>st</sup>, 2020 meeting for approval:

Motion made by: \_\_Dry\_\_\_\_ 2nd by: \_\_Stokes\_\_\_\_ Vote passed: **YES**

V. Treasurer's Report:

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

Motion made by: \_\_Smith\_\_\_\_ 2nd by: \_\_Dry\_\_\_\_ Vote passed: **YES**

VI. Manager's Report:

a. Authority email activity. **Manager Hogarth not present – no email activity noted**

b. Other reports/comments. **See new business**

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery.

**-Mr. Wendaur stated there has been no forward progress at this time. Blain shared concern with any delay to the completion of the permanent easement as we are in our fifth year and need the basin project to be in process very soon. Mr. Wendaur stated he would be vigilant to keep the conversation moving forward.**

b. Update on status of liens and pay-off request.

**-Mr. Wendaur said the letter for Sheriff Sale of delinquent SWA fees from 2017-2018 has been prepared and is being sent to SWA members to approve before sending to property owners. It has been agreed the deadline date for Payment is January 15, 2021**

**-It has also been decided the 2018-2019 delinquent fees will be prepared by the same process for June 30, 2021.**

**-SWA members discussed Keystone Collections vs. "New Plan" for collection of SWA fees for 2021-2022. Billing period.**

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**A motion was made to prepare and send “Last Chance” letter for Sherriff Sale for third year delinquent Stormwater Authority Fees at the start of each fiscal year. (July 1<sup>st</sup>)**

Motion made by: Shaw 2<sup>nd</sup> by: Dry Vote Passed: **Yes**

## VIII. Old Business:

- a. September approved minutes were sent to Rick October 22nd for posting.  
**-Blain is sending the minutes as well as this year’s MS4 report for posting.**
- b. Update on timeline for cemetery project and current MS4 permit.  
**-As stated above, Mr. Wendaur will continue a more pressing conversation with the cemetery staff/owner to be able to get the easement completed/approved. The bid pack information will be developed once the easement is approved.**
- c. Update on preparation of Winter Newsletter article.  
**- Ms. Dry sent out prepared document for posting to Mr. Armbruster, it has been confirmed it appears in the rough draft**
- d. Update SWA audit requirements.  
**-Mr. Wendaur will follow-up with the requirements of the Authority to go through the audit process by phone call on 11-19-2020**

## IX. New Business:

- a. Education:
  - Approved minutes from the October Stormwater Authority meeting to be posted.  
**-Blain will send for posting.**
  - Discuss planning of a community event for info and education/clean-up.  
**-will continue to brainstorm how to include the community in the “clean-up credit” process as required by our MS4 plan**
- b. Public Works October update – not present
- c. Keystone Invoice SWA fees for late notice letters we requested they send out.  
**A motion was made to pay the Keystone invoice, dated 11-11-2020 in the amount \$2,218.69 for the additional letter they sent out.**

Motion was made by: Stokes 2<sup>nd</sup> by: Shaw Vote Passed: **YES**

- d. Dauphin County Conservation District -Public works  
**(Nate B.) Newspaper article to go with the other 15 Municipalities as well as education posters for use throughout the borough. Posters are \$ .30 per unit and the article is as low as approximately 55.00 for the year.**

**Based on the content, SWA has asked Blain to prepare and confirm the purchase of the posters and participation in the article for education of the community as per our MS4 Plan requires.**

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X. Public Comments: **None present**

XI. Next Meeting: Wednesday, December 16, 2020 @ 6:30 pm – Community Building

XII. Adjourn:

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

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