

The Penbrook Borough Authority

Minutes: WEDNESDAY, January 15, 2020 6:30 PM – Community Building, Chambers

- I. Welcome /Call to Order/Attendance
Musser _____, Hogarth ___X___, Wendaur _____, Shaw___X___,
Smith___X___, Bargo___X___, Stokes___X___, Dry___X___
- II. Pledge of Allegiance & Moment of Silence
- III. Public Comments- **Not at this time.**
- IV. Swearing in Oath of Office for Ben Stokes for new term appointed by Borough Council. –
Rescheduled due to illness
- V. Assign Officers for the year 2020:
 - a. Nomination for President: _____ **Blain Bargo** _____
Motion made by _____ **Robin Dry** _____ 2nd by _____ **Glynis Smith** _____ Vote passed: **yes**
 - b. Nomination for Secretary: _____ **Glynis Smith** _____
Motion made by _____ **Ben Stokes** _____ 2nd by _____ **Nate Shaw** _____ Vote passed: **yes**
 - c. Nomination for Vice President: _____ **Robin Dry** _____
Motion made by _____ **Smith** _____ 2nd by _____ **Stokes** _____ Vote passed: **yes**
 - d. Nomination for Treasurer: _____ **Shaw** _____
Motion made y _____ **Dry** _____ 2nd by _____ **Stokes** _____ Vote passed: **yes**
- VI. Secretary's Report:
 - a. Minutes from the December 18th, 2019 meeting for approval: **As amended with corrections**
Motion made by: **Shaw** _____ 2nd by: _____ **Dry** _____ Vote passed: **yes**
- VII. Treasurer's Report:
 - a. Stormwater Management balance, check detail, & profit and loss reports for December 2019
Motion made by: _____ **Stokes** _____ 2nd by: _____ **Dry** _____ Vote passed: **yes**
- VIII. Manager's Report:
 - a. Discuss Authority email activity. –**Lien was forwarded to Mark Wendaur**

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The Penbrook Borough Authority

- b. Introduce new Borough Manager and discuss extent of duties/involvement with authority since it is a dual position as manager/chief. **Mr. Hogarth was introduced and states he has a lot to learn but he hope to add to the consistency of the Authority Board. Blain explained about the role, responsibilities and boundaries for the SWA members and getting things approved by/ for council. Blain offered time as requested by Mr. Hogarth as Mr. Hogarth wants to commit time needed to SWA but at this time is unsure what that looks like.**

IX. 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. **Still Pending**
- b. Update on written permanent easement with Harrisburg Cemetery. **Still Pending**
- c. Update on status of liens. **A few more continue to come in. As residents call in the office is asking the residents if they are interested in having the SWA bill placed on the tax bill. Many people have said YES, along with reminders.**

X. Old Business:

- a. November minutes sent to Rick and are posted. **Blain reports them to be turned in.**
- b. Continue discussion of future billing methods and current contract with Keystone.
(Attachment notes) **Blain opened discussion by explaining we have about 80% current return and would like to do what is necessary to get a better return. He clarified that there are 102 from 2017 and 192 from 2018 still outstanding, with 93 being repeat offenders of this bill not being paid. Blain explained billing summary from John Eberly and the past to current process used just to bring everyone up to date. Blain referred to the attached notes as to the process discussed as an option moving forward.**

At this time Mr. Armbruster shared his concerns and disapproval of the process the SWA has talked about taking. He was very adamant that he did not want this SWA bill to go on his taxes. He explained that it takes all of his Social Security to pay just the taxes in the borough. Placing this fee on the taxes means he (we) cannot pay them quarterly and for some people in the borough this is a great hardship. He also added that he did not feel as though the Authority Board was doing a very good job of managing things.

Mr. Armbruster made some suggestions as to other options for the board to consider such as; Sherriff Sale, Civil Complaints, collection agencies (National Recovery or J.P Harris). He shared how this has worked in the past in collecting almost all that was due to the borough. When it was explained about not having the same staff / manpower to do things as they may have been done in the past, Mr. Armbruster offered up his time to do the billing himself.

At this time Nate Shaw suggested we table changes until more research can be done to ensure what would be the best process moving forward. Mr. Hogarth will be doing some checking with the local Magistrate as to some of the suggestions made and options.

The contact to Dauphin County about line item costs and Pinkerton will be discussed at the next SWA meeting.

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- c. Status of contract award for Storm Drain Repairs to Mid State Paving. **Hogarth and Nate 10am at boro & on site pre-construction meeting. Once submitted, 3 to 4 week construction-March? (2wk project) Nate will be going out and Todd and Hogarth will oversee (Retew Approved) Monarch?**

XI. New Business:

a. Education:

- Approved minutes from the December Stormwater Authority meeting to be posted. **Blain submitted to Rick**
- Discuss scheduling a Public Meeting, Newsletter article, and Website info for proposed billing method. **This item is on hold**

- b. Review status of check signers. **Blain asked about this status and Hogarth explained that any new people would need to go to the bank to get new paperwork/ signatures as John Eberly needs to be removed** from the account.

- c. Jason Musser resignation: **Blain read the letter and explained how he would like to have involvement in the future if his job should change.**

Motion to accept made by Stokes 2nd by Shaw Vote passed: **yes**

- d. ****add for next meeting CDL cost to be presented for borough staff – 3 at 75.00each)

XII. Public Comments:

-**Jim Armbruster reiterated the hardship of paying all of the fees and taxes all at once.**

-**Miss Eva said she hopes for a better year and a better understanding of the SWA.**

-**Nate Shaw explained about the SWA doing better at researching options for the money/ billing with greater understanding.**

-**Todd and Mr. Hogarth cover during Nate's absence (last day 1/27)**

XIII. Next Meeting: Wednesday, February 19, 2020 @ 6:30 pm – Community Building, Council Chambers

XIV. Adjourn:

Motion made by: Dry 2nd by: Shaw Vote passed: **yes**

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MINUTES : WEDNESDAY, February 19, 2020 6:30 PM – Community Building, Chambers

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

III. Public Comments – **No Public Present**

IV. Swearing in Oath of Office for Ben Stokes for new term appointed by Borough Council. – **Held over until March (The document – The Oath, is required for reading)**

V. Secretary's Report:

a. Minutes from the January 15th, 2020 meeting for approval:

Motion made by: _____**Dry**_____ 2nd by: _____**Shaw**_____ Vote passed: **yes**

VI. Treasurer's Report: **Blain asked/discussed about the money paid out for the retention project at the cemetery.**

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

Motion made by: ___**Smith**_____ 2nd by: ___**Dry**_____ Vote passed: **yes**

VII. Manager's Report:

a. Authority email activity. **None**

b. Other reports/comments.

• Discussion with district Justice – **After much discussion on filing of civil suits, the bottom line on costs reflects the following. It will be far more cost effective to have the solicitor file the liens the way he has this past year than to file civil suits individually with the district justice.**

The proposed option- **The solicitors time + the constable cost + the cost of each filing (which is based on the amount of the fee owed) is far greater than**

The current process - **the cost to file with the prothonotary + the solicitors fees.**

Ben asked why the pervious vs. impervious formula isn't used in Penbrook. Blain explained how other municipalities arrived at their fees and formulas based on extremely expensive property analysis. This process would cost the residents even more money. As always keeping an open mind to options and choosing what is in the best interest of the majority of the Penbrook residents has and will continue to be the SWA objective as we all adjust to this fee being part of our borough and personal budgets.

VIII. 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 sent boundaries to plug in and set.**

b. Update on written permanent easement with Harrisburg Cemetery. **Checking on survey.**

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c. Update on status of liens. – **Ten additional liens have been satisfied and most of the people have expressed their wanting this fee to be included as a line on the tax bill just like the sewer and trash.**

- Zimmerman || 2442 WALNUT Street, Harrisburg, PA- Storm Water Fees Judgment Payoff Request –

This is an example of how the current process works. If someone just wants to refinance, not sell, our SWA lien shows up on their title search and must be paid in order for them to move forward.

IX. Old Business:

a. December's approved as amended minutes to be sent to Rick when received. – **Blain clarified**

b. Continue discussion of future billing methods and current contract with Keystone. **Mr. Wendaur explained how some of these processes work if SWA would choose to change from the current method and how they could result in one of the following; Upset Tax Sale VS. Judicial Tax Sale VS. Foreclosures – Robin shared some information about how Harrisburg City bills residents.**

Janis Creason, jcreason@dauphinc.org

John Pinkerton, jepinkerton@keystonecollects.com

c. Status of contract award for Storm Drain Repairs to Mid State Paving.

- Pre-construction meeting – **Meeting held 1-22-20, Review contract. Went over how they may be billed two different bills (1st - materials – 2nd Completion) IT should be a 2-4 week project (Pre-build) 2weeks to install (April/May) for competition of the project. Note: the road is not to close during school bus hours.**

d. Review status of check signers. – **Joe , Robin, Nate - Turned in paperwork 2-19-20 Lilly received.**

X. New Business:

a. Education:

- Approved minutes from the January Stormwater Authority meeting to be posted. **Blain will send**
- Discussion of Spring Newsletter content to be submitted. Submission due 3-2-2020.
-car wash chemicals getting into the system
-grass clippings/the road and what to do with them.
-alternate non-chemical cleaning ideas

****Look for the SWA at Community Events ie., Easter Egg Hunt, National Night Out.

b. Begin discussions on budget planning for July 1, 2020 through June 30, 2021.

Blain asked that we take a closer look at the budget now and plan for May approval not to wait until June.

Some things to look at are; potion of New Hire Salary, 404.410, Legal fees and court costs, truck trade in and new equipment needed to be cost efficient.

XI. Public Comments: **None**

XII. Next Meeting: Wednesday, March 18, 2020 @ 6:30 pm – Community Building, Council Chambers

XIII. Adjourn:

Motion made by: Smith 2nd by: Stokes Vote passed: **yes**

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

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

III. Public Comments- **No Public**

IV. Secretary's Report:

a. Minutes from the February 19th, 2020 meeting for approval:

Motion made by: ___**Shaw**___ 2nd by: ___**Stokes**___ Vote passed: **YES**

V. Treasurer's Report:

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

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

VI. Manager's Report:

a. Authority email activity. – **There were a few emails that were forwarded to Mark Wendaur as they needed his attention.**

b. Other reports/comments. **This item is connected to the information addressed in VIII. c. of Old Business. Update on Forney and Penbrook Ave.,inlet meeting 3-23-2020 Nate was on the phone to talk about the problems dealing with the water runoff at the corner of this property. Some photos of the area were shared and suggestions were discussed. The idea of a rolled curb was presented as the best option that may redirect the water to solve the problem. A cost increase was addressed in VIII.c. of Old Business.**

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. **Mr. Hogarth spoke to Jeremy and he seems confused about what information Mr. Wendaur needs – emails with this information is in the works.**

b. Update on written permanent easement with Harrisburg Cemetery. **Emails with diagram of retention pond and samples of easement complete. Still waiting on survey from Dauphin County GIS.**

c. Update on status of liens. **2017-2018 (26 pd=\$12,770.53) 103 remain outstanding. 2018-2019= 184 filed- Keystone missed and we are correcting. There has been 14+ more collected = \$6,796.38. Interest is not included in these figures.**

VIII. Old Business:

a. December and January approved minutes were sent to Rick and posted February 20th. **Robin Dry updated; the minutes are posted.**

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- b. Continue discussion of future billing methods and current contract with Keystone. **The SWA has decided to keep the current contract and table any changes at this time.**

Janis Creason, jcreason@dauphinc.org

John Pinkerton, jepinkerton@keystonecollects.com

- c. Status of commencement of work for Storm Drain Repairs by Mid State Paving. **Costs increased from \$4500.00 to \$5000.00 was agreed to by SWA as needed expense to correct the problem.**
- d. Spring newsletter article submitted to Mr. Armbruster on 2-20-2020. – **Was submitted and posted.**
- e. Discussion of 7-2020 thru 6-2021 budget. – **a few items of interest for next year was brought to the Authority for consideration ie; \$500.00 (approx.) for 40 No parking/printed signs, PPE request (muck boots & Tyvek suits 25ct) maybe \$172.00+**

IX. New Business:

a. Education:

- Approved minutes from the February Stormwater Authority meeting to be posted. **Robin Dry stated they will be given to Rick to post on the borough website.**

- b. Tegan Swank taking on MS4 Coordinator of Responsibilities. – New Hire, **Learning and understanding MS4, BMP and documents. Using book from Retew in order to educate for the purpose to learn and share with fellow borough members.**
- c. Review collaboration possibilities with surrounding municipalities. – **Meeting attended by Hogarth and Tegan along with other representatives from lower end municipalities in PA ie; Susquehanna, Lower Paxton. Some items discussed grants, project sharing and other money saving strategies.**
- d. Discuss timeline for cemetery project and current MS4 permit. – **Blain explained that the current MS4 permit dates are as follows; 2018-2023 (5yr permit) current plan of Retention Pond in the HBG Cemetery projected to be completed fall of 2022 will reduce the sediments by more than 2X's the required amounts for our borough over the 5 year plan. The new cycle requiring a new permit will begin in 2024. The next cycle will possibly require a reduction of Nitrates. Details not yet known.**

X. Public Comments: **None at this time. Nate will attend next meeting.**

XI. Next Meeting: Wednesday, April 15, 2020 @ 6:30 pm – Community Building

XII. Adjourn:

Motion made by: Stokes 2nd by: Shaw Vote passed: **YES**

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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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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 15th, 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 18th 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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The Penbrook Borough Authority

MINUTES: WEDNESDAY, July 15, 2020 6:30 PM – Community Building

I. Welcome /Call to Order/Attendance

Hogarth ___X___, Wendaaur___X___, Shaw___X___,

Smith___X___, Bargo___X___, Stokes___X___, Dry_____

II. Pledge of Allegiance & Moment of Silence - **Respectfully observed**

III. Public Comments - **none**

IV. Secretary's Report:

a. Minutes from the May 20th, 2020 meeting for approval:

Motion made by: ___**Stokes**___ 2nd by: ___**Shaw**___ Vote passed: **YES**

V. Treasurer's Report:

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

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

VI. Manager's Report:

a. Authority email activity. - **Insurance email – Reminder approximately \$3000.00 policy due. No need to amend budget.**

b. Other reports/comments. – **Q- from a resident to Mr. Wendaaur- clean water act. In response to the Presidents cut IPA Laws still stand and they (PA) have the right to soften or stiffen the clean water of PA laws/rules**

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. – **Not going to make an adjustment because of the location of the water basin. It is already located in Penbrook.**

b. Update on written permanent easement with Harrisburg Cemetery. **Mr Hogarth, Becky from the cemetery and Mr. Wendaaur will work together on this matter.**

c. Update on status of liens and pay-off request. - **\$5,822.00 more in liens paid back into the system.**

d. Additional response letter to Ms. Brown's email to address disclaimer. **This matter was addressed through back and forth email and letter conversation Mr. Wendaaur and the Browns.**

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- e. Keystone and the Settlement Company - **The Settlement Company and Keystone worked out the situation and a resolve to how bills are to be paid at time of sale of the properties in the borough.**
- f. How is Mark Wendaur's fees being paid out? **It was discussed and decided that a code of invoices will be separated out to fit the line items on the approved 20-21 budget.**

VIII. Old Business:

- a. April approved minutes were sent to Rick May 21st for posting. – **Blain sent the approved minutes off for posting.**
- b. Status of work for Storm Drain Repairs by Mid-State Paving and final acceptance. **All repairs have been made and are to the borough's satisfaction. We have a one-year warranty on the work. Blain is checking with Nate from Public Works on the warranty.**
- c. Update on problematic drainage at outfall #8. – **One property was cited for an oil spill with/from DEP and provided education on the event to the business. They were instructed on how to handle waste oil and containment. Multiple outfall inspections have been completed since then and all oil and gas sheen have disappeared. Case closed and all information will be shared with Retew for the annual report as per DEP requirements**
- d. Update on timeline for cemetery project and current MS4 permit. – **Email sent out from Jeremy. Sent Annual Appendix B & C is due September 30, 2020. Working on this prior to Mid-September meeting with Teagan.**
- e. Review fee collections with on-going pandemic crisis. – **No changes will be made at this time.**

IX. New Business:

- a. Education:
 - Approved minutes from the May Stormwater Authority meeting to be posted. **Blain will send over 7-16-2020**
 - Planning and preparing fall newsletter article. – **MS4 getting started, no increased in fees. Leaf collection /Public Works spent 120 hrs/MS4, make sure leaves are curbside to be swept to help protect the Storm Water. Looking ahead ...we could purchase Street sweeper of our own(2023??)**

X. Public Comments: **No Public present.**

XI. Next Meeting: Wednesday, August 19, 2020 @ 6:30 pm – Community Building

XII. Adjourn:

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

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Meeting Minutes: WEDNESDAY, August 19, 2020 6:30 PM – Community Building

I. Welcome /Call to Order/Attendance

Hogarth _____, Wendaur__X____, Shaw____X____,

Smith____X____, Bargo____X____, Stokes____X____, Dry_____

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

III. Public Comments - **None**

IV. Secretary's Report:

a. Minutes from the July 15th, 2020 meeting for approval:

Motion made by: _____**Shaw**_____ 2nd by: _____**Stokes**_____ Vote passed: **YES**

V. Treasurer's Report:

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

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

VI. Manager's Report:

a. Authority email activity. E-mail received from Mrs. Brown. **Bargo responded.**

b. Other reports/comments. – **Took care of a duplicate invoice as requested.**

c. Insurance bill to be approved for payment. -

The SWA discussed the difference in cost of the line item.

Motion made by: _____**Shaw**_____ 2nd by : _____**Stokes**_____ Vote passed: **YES**

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery.

The Cemetery manager, Sherry and Mr. Wendaur have a meeting 8-31-2020 scheduled. They are excited to work together to ensure the project is done correctly and is aesthetically pleasing.

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

A few more payments came in (3 or 4) during the month.

VIII. Old Business:

a. May approved minutes were sent to Rick July 17th for posting.

Blain turned them in and confirmed the posting.

b. 7-1-2020 thru 6-30-2021 approved budget sent to Rick July 17th for posting.

Blain turned in and was posted.

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- c. Fall Newsletter 2020 prepared by Smith and sent out to board to review and sent to Armbruster to include in Borough Newsletter on August 11.
While Mr. Stokes notes that the newsletter article was not posted, Nate Bragunier will use the letter for the MS4 education credit.
- d. Update on timeline for cemetery project and current MS4 permit.
No progress, waiting on information from the meeting scheduled 8-31-2020 with Sherry and Mr. Wendaur.
- e. Review fee collections with on-going pandemic crisis.
Mr. Wendaur is completing spreadsheet (list) of 2017, 2018, and 2019 delinquent SWA fees. Additional discussion on Sherriff sale possibilities for delinquent fees.
- IX. New Business:
- a. Education:
- Approved minutes from the July Stormwater Authority meeting to be posted.
 - Begin planning for Winter Newsletter. **How to help?**
 - **Shovel snow away from the inlets near your property in order to help with melting with the drains.**
- b. MS4 Administrator:
- End of year amended report Kara from Retew with list of what we need to send to them for report filing. Nate must compile evidence of all items by September 1st and due to D.E.P. September 30,2020.**
 - leaves October 19th thru December 11th, alternating North and South of Walnut St.**
- c. Parcel # 50002009,32nd and George Street:
Correction of Square footage of the property going forward.
- d. Borough Storm Water Review Fees:
- **New discussion of options to new ideas/plans moving forward for the benefit of the borough.**
 - **a few additional ideas that are still under review and will be brought forward when details are available.**
- X. Public Comments:
None present
- XI. Next Meeting: Wednesday, September 16, 2020 @ 6:30 pm – Community Building
- XII. Adjourn:
Motion made by: Stokes 2nd by: Shaw Vote passed: **YES**

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EXPANDED AGENDA: WEDNESDAY, SEPTEMBER 16, 2020 6:30 PM – Community Building

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

III. Public Comments – **None present**

IV. Secretary's Report:

a. Minutes from the August 19th, 2020 meeting for approval:

Motion made by: _____**Stokes**_____ 2nd by: _____**Dry**_____ Vote passed: **yes**

V. Treasurer's Report:

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

Motion made by: _____**Smith**_____ 2nd by: _____**Stokes**_____ Vote passed: **yes**

VI. Manager's Report:

a. Authority email activity. **A few that were forwarded off to Mark Wendaur for processing.**

b. Other reports/comments. **New hire for Public Works – Jace Hilton.**

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery. **The meeting with Shirley went well. Must send information to Matt but Interested and looking forward to working on cleaning up the proposed site.**

b. Update on status of liens and pay-off request. **Moving forward, New money has come in from the 2017-2018-2019 delinquent SWA list. Question still remains, what to do with the properties that slip through the cracks, such as private sales.**

VIII. Old Business:

a. July approved minutes were sent to Rick August 27th for posting. **Blain sent and had them posted.**

b. Update on timeline for cemetery project and current MS4 permit. **Jeremy sent an email on timeline. MS4 submitted and in process of finalizing and forwarding next week to DEP**

c. Preparation of Winter Newsletter article. **Blain referred to new minutes, Robin Dry has volunteered to write the winter news article.**

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- d. MS4 End of year report filing. – **Covered in b. of Old Business of these minutes**
- e. Parcel #50002009, 32nd and George Street. Corrected S.F. Appeal form.
Mr. Hogarth- went through Dauphin County Tax Assessment, aware of the discrepancy – after the investigation, the County has made a correction to the size of the parcel 50-002-009. Waiting on update to go through Keystone.
- f. Review fee collections with on-going pandemic crisis.
Will revisit the motion at October 21, 2020 meeting.

IX. New Business:

- a. Education:
 - Approved minutes from the August Stormwater Authority meeting to be posted.
Blain will get the minutes to Rick to post.
- b. Public Works August update. **See attached information from September Agenda.**
- c. Swatara Compost Facility.
Mr Stokes and Mr. Hogarth held open conversation about deadlines and a change in information shared by the Swatara Compost Facility and the charges for use of said facility. (may be a change from ½ of 589.02, will revisit after more discussion.
- d. Keystone Collections Report – **Retain Mr. Wendaur’s Law Firm for delinquent tax collections.**
Motion made by: ___ Dry ___ 2nd by: ___ Shaw ___ vote passed - YES
- e. Email from Portnoff on Delinquent Accounts.
The SWA Looked over the information provided and chose to stay with Mr. Wendaur’s Law firm.
- f. Parcel Charge Spread Sheet. **Addresses were added and all parcels updated.**
- g. Penbrook Borough Storm Water Authority Appeal Process and Borough Appeal forms.
Conversation was had by the Storm Water Authority and it was decided, if there were questions about parcel information, residents would need to contact the Dauphin County Tax Assessment Office to have their information reviewed and any corrections submitted through the Tax Assessment process.
- h. Delinquencies. **After much discussion there has been a motion made.**
Mr. Wendaur to send the delinquent letter #1 for 2019-2020 Storm Water Authority Fee by the end of September.

Motion made by: ___ Shaw ___ 2nd by ___ Dry ___ vote passed yes

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X. Public Comments: **none present.**

XI. Next Meeting: Wednesday, October 21, 2020 @ 6:30 pm – Community Building

XII. Adjourn:
Motion made by: **Stokes** 2nd by: **Shaw** Vote passed: **yes**

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Minutes: WEDNESDAY, October 21, 2020 6:30 PM – Community Building

I. Welcome /Call to Order/Attendance

Hogarth ___X___, Wendaur___X___, Shaw_____,

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 September 16th, 2020 meeting for approval:

Motion made by: ___**Stokes**___ 2nd by: ___**Dry**___ Vote passed: **YES**

V. Treasurer's Report:

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

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

VI. Manager's Report:

a. Authority email activity. – **See "C" of New Business**

b. Other reports/comments. – **Robin Dry discussed the Dauphin County Proposal at the end of the meeting.**

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery.

- **Mr. Wendaur sent a draft to the Cemetery and Jeremy at Retew – Expanded to include Penbrook Borough and Authority. Discussing broad space.**

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

- **Mr. Wendaur sent an update on liens to include a spreadsheet of both dollar amounts and property numbers. Listed below please find the information pertaining to delinquent bills for each of the last three years. There has been an upward trend of an increase in delinquent properties with each year as well as less being collected.**

2017 – 27K outstanding /13K collected

2018 – 38K outstanding/4K collected

2019 – 47K outstanding/?

VIII. Old Business:

a. August approved minutes were sent to Rick October 19th for posting.

- **Blain sent**

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- b. Update on timeline for cemetery project and current MS4 permit.
- **Blain stated we received an updated ariel of the Cemetery Project – There is some concern of proximity to some of the shallow cremation graves. Retew changed a few lines and moved the fence approximately 10ft, Continue communications.**
- c. Update on preparation of Winter Newsletter article.
- **Robin Dry has a newsletter draft prepared and is sending to Jim Armbruster for posting.**
- d. MS4 End of year report filing.
-**Nate B addressed the SWA. Nate talked about things that are needing to be done moving forward form the new MS4 Plan, such as more public participation in cleanup within the borough,15 bags KPB, one large meeting for the borough within 2yrs for the MS4, continued options of community education.**
- e. Review fee collections with on-going pandemic crisis.
- **SWA has decided to keep the billing as is for now.**
- f. Swatara Compost Facility.
- **Nate discussed and reviewed the contract revision and the unexpected increase in costs. It has been decided to continue to explore options.**

IX. New Business:

- a. Education:
 - Approved minutes from the September Stormwater Authority meeting to be posted.
 - **Blain will post amended September minutes with Rick.**
- b. Public Works September update.
-**New staff introduced – Jace Hilton, MS4 knowledge-3rd Wednesdays for sharing information.**
- **Nate talked about grass in the roadways and fees for the residents that have offenses.**
-**MS4@penbrook.org**
- c. SWA audit requirements.
-**Email regarding the Audit of SWA, Mr. Hogarth and Mr. Wendaur are taking another look at whether an audit is warranted.**
- d. A Motion was made to draft and send a Final Notice letter, Prior to Sherriff Sale, of 2017-2018 budget year Storm Water Authority delinquencies. With a 30 day payment term.

Motion made by: Bargo Motion 2nd by: Dry Voted passed: **YES**

X. Public Comments: **Open conversation about the Dauphin County Proposal**

XI. Next Meeting: Wednesday, November 18, 2020 @ 6:30 pm – Community Building

XII. Adjourn:

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

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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 21st, 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 1st)

Motion made by: Shaw 2nd 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 2nd 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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