

The Penbrook Borough Authority

Minutes: WEDNESDAY, January 20, 2021 6:30 PM – Zoom

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 to remember our county.

III. Public Comments - **None**

IV. Acceptance of re-appointment by Borough Council for new term for Glynis Smith.

Motion was made by ___Stokes___ 2nd by ___Shaw___ to accept Glynis Smith to new term on SWA.

V. Assign Officers for the year 2021:

a. Nomination for President: Blain Bargo
Motion made by Shaw 2nd by Stokes Vote passed: **yes**

b. Nomination for Secretary: Glynis Smith
Motion made by Dry 2nd by Shaw Vote passed: **yes**

c. Nomination for Vice President: Robin Dry
Motion made by Shaw 2nd by Stokes Vote passed: **yes**

d. Nomination for Treasurer: Nate Shaw
Motion made by Dry 2nd by Stokes Vote passed: **yes**

VI. Secretary's Report:

a. Minutes from the November 18th, 2020 meeting for approval:
Motion made by: Stokes 2nd by: Dry Vote passed: **yes**

VII. Treasurer's Report:

a. Stormwater Management balance, check detail, & profit and loss reports for November and December 2020:
Motion made by: Smith 2nd by: Dry Vote passed: **yes**

VIII. Manager's Report:

a. Authority email activity. - **None**

b. Other reports/comments.

Mr. Hogarth addressed the Keystone Report. He also discussed it was not sure where the lien payment came from 4.00- 6.00 may have been for postage.

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IX. Solicitor's Report:

- a. Update on written permanent easement with Harrisburg Cemetery.
Mr. Wendaur was unable to connect with Sherry from the Cemetery. Mr. Hogarth volunteered to go to the cemetery to try to make face to face contact and hopefully move forward on the cemetery project.
- b. Update on status of liens and pay-off request.
Mr. Wendaur stated the payments are coming in he will get a spreadsheet with that data. He also talked about the Sherriff sale and the time frame being January to the end of February sometime.

X. Old Business:

- a. October approved minutes were sent to Rick November 19th for posting.
Blain sated the minutes were sent and he will go to the website to confirm they have been posted.
- b. Update on timeline for cemetery project and current MS4 permit.
Mr. Hogarth reports the 5yr time line, that is believed to have a cycle end of June 2023, Mr. Hogarth will confirm that information.
- c. Update SWA audit requirements.
Mr. Wendaur has confirmed the SWA must have an independent audit. Mr. Hogarth is checking to see if it must be done annually and if Flannery can perform the audit.
- d. Continue discussion on planning a community event for info and education/clean-up.
-Blain led the discussion about moving into the Spring Education/Clean-up projects
-Jace talked about video postings to educate the community in this time of limited contact. Jace will talk to Nate it. He also said he has his clearances and is willing able to go into neighborhood schools and present environmental presentations. Glynis will find out about doing a presentation at the Banks St center.
Some examples of these events might include;
Earth Day April 22,2021, Jace is checking about posting the poster picture in the newsletter as an educational MS4 event, Baseball sign ups on January 30, 2021, Nate Shaw asked about giving posters to Victoria Shaw (Borough Council) for the Community and Government events- posters could be reused.
-Jace will provide/send out/drop off Posters to each SWA member to be placed throughout the community.
- e. Ben Stokes spoke about the Tri-County Planning Program – **Ben said Steve Deck reached out about Penbrooks possible participation in the A-B-C levels of SW Management vs. having our own SW Entity. Robin said she attended the program for information and shared that information with the other members of the Authority. The Penbook SWA has**

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concluded that that program would NOT be a savings or a benefit for Penbrook Borough residents and that we will keep the SWA as it is currently being run.

- f. Annual Report being formally presented to Borough Council. – **Nate Shaw has proposed the idea the SWA should consider strengthening the communication between the Authority and the Borough Council by providing an annual report both in writing and in person. SWA has discussed and agree that it would be a good idea to create said document and present the report at the July Caucus meeting which coincides with our fiscal year.**

XI. New Business:

a. Education:

- Approved minutes from the November Stormwater Authority meeting to be posted.
Blain is sending to Rick
- Spring newsletter article.
Robin will take care of the newsletter and check with Mr. Armbruster for deadlines.

b. Meeting date schedule and motion to advertise schedule:

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

c. Public Works November/December update.

-Another illicit discharge and the information was sent to Susquehanna.
-Jace will give 5 posters to each SWA member.

XII. Public Comments: **None**

XIII. Next Meeting: Wednesday, February 17, 2021 @ 6:30 pm – Community Building

XIV. Adjourn:

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

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Minutes: WEDNESDAY, February 17, 2021 6:30 PM – Zoom

I. Welcome /Call to Order/Attendance

Hogarth __X__, Wendaur__X__, Shaw__X__,

Smith__X__, Bargo_____, Stokes__X__, Dry__X__

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

III. Public Comments – **Mark Matlock – Introduced himself as a new resident of the boro**

IV. Secretary's Report:

a. Minutes from the January 20th, 2021 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 January 2021:

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

VI. Manager's Report: - Mr. Hogarth welcomes the new resident, Mark Matlock.

a. Authority email activity.

* 2-11-21 Laura Wagner – **Mark Wendaur addressed the letter to Laura Wagner. Nate has requested the size of the lot in question be confirmed. Joe said he will check on the size of the lot. Mark will talk to her about how to get caught up and on a payment plan.**

b. Other reports/comments. – **Mr. Hogarth addressed the delinquent money percentages of Regular vs. Delinquent payments. Mr. Wendaur will look into the matter and analyze where/how the changes are happening**

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery.

- Cemetery Contact: Sherry Zablotsky, 717-233-6789 and cell is 717-557-7096.

Mr. Wendaur confirmed the meeting with Sherry went well and said that everything sounded good to move forward, just needed to confirm.

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

Mr. Wendaur sent information of payments coming in and said there were even people tool pictures of them mailing in the payments.

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VIII. Old Business:

- a. November approved minutes were sent to Rick January 21st for posting. – **There was a motion made and seconded to send the minutes for posting.**

- b. Update on timeline for cemetery project and current MS4 permit.
* Current permit expires 6-2023. **Correction expires 8-31-2023. Everything went well and it is hoped we will; have a signed agreement in the next couple of months.**

- c. Update SWA audit requirements.
* Audit is required. Checking with Flannery. **This process is done on a regular basis.**

- d. Continue discussion on planning a community event for info and education/clean-up.
* Saint Margarete Mary School contact: Mary Jo Pronio, 717-232-3771.
* Posters available for placement. See attachment.
* Spring newsletter sent to Jim.
* See January Minutes. Get these items into an Action Plan?
-Jace expressed thanks for the MS4
- Poster information at the Pancake Breakfast March 13, 2021 (7-11-am) in person
-Community Yard Sale June 6th from 8am -1pm) sidewalk postings
-Nate shared his posters with Vickie.

- e. Continue discussion and planning of report to Borough Council for end of fiscal year.
* Prepare Action Plan to get this completed.
-clean up events (4) for the boro, before the boro egg hunt.
- Nate has started a running list of notes for the report to Borough Council we will discuss further at the next SWA meeting to present at the July meeting.

IX. New Business:

- a. Education:
 - Approved minutes from the January Stormwater Authority meeting to be posted.
Robin will forward to Rick for posting.

- b. Public Works January update.
– **29hrs MS4 MCM 1-6 Trainings (free w/certificate)**
- Jace discussed the details behind the borough missing the September deadline for participation in the multi – municipal Patriot News education posting for credit to our MS4.

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- c. Begin planning of 7-1-2021 thru 6-30-2022 budget. **Robin suggested we need to start to plan new items for the 2021-2022 budgets.**

- X. Public Comments: **Mark Matlock spoke and stated what he heard us say as a re-cap of the evenings meeting and all that we had discussed.**

Jace- spoke about an audit and what MS4 stands for ...Municipal Separate Storm Sewer System. He also addressed the need to continue labels for public works to use for our Outfall for budget purposes

Also, Electronic Map Systems, Nate Shaw, Then Joe added about additional costs for video of lines from a preventative standpoint.

- XI. Next Meeting: Wednesday, March 17, 2021 @ 6:30 pm – Community Building

- XII. Adjourn:

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

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Minutes: WEDNESDAY, March 17, 2021 6:30 PM

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 – **was observed by all**

III. Public Comments – **none at this time.**

IV. Secretary's Report:

a. Minutes from the February 17th, 2021 meeting for approval:

Motion made **to approve the amended minutes (corrections to – New Business IX. b.)**

Made by: **__Dry__** 2nd by: **__Stokes_** Vote passed: **yes**

V. Treasurer's Report:

a. Stormwater Management balance, check detail, & profit and loss reports for February 2021:

Motion made by: **__Smith__** 2nd by: **__Dry__** Vote passed: **yes**

VI. Manager's Report:

a. Authority email activity. - **NONE**

b. Other reports/comments. – **Blain presented information received from KML Law Group concerning a HUD Foreclosure on property at 117 Houston Avenue. SWA currently has a lien on the property. There is low impact to SWA.**

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery.

- Cemetery Contact: Sherry Zablotzky, 717-233-6789 and cell is 717-557-7096.

Mr. Wendaur followed up with Sherry and she still needs to speak to the cemetery owner. We are waiting for a reply. There was concern shared as to how long we have to wait for the reply.

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

– see attached email from Mr. Wendaur for update on collection efforts.

-There are 5 payment plans in place out of 85 outstanding properties.

-The delinquent property from last month was set up on a payment plan – the plan consist of - 3 payments / 3x's or nine months

-Payment plans; 1-1 year

-there was discussion on getting telephone numbers from Becky at the Borough office to compile a list for Mr. Wendaur's office to call for final attempts.

Last and final attempt of reaching delinquent SWA 2017 fees, approximately 65 properties, by telephone through Mr. Wendaur's office **Next Step for non response- Property will be sent to Sherriff Sale TBD after April 21st, 2021**

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Motion made by; ___Dry___ 2ndby ___Stokes___ VOTE passed YES

- c. Blain and Mark discussed Joe Hogarth's paperwork – **It was simply explained to the SWA how the billing of court cost is a line item 404.410 in our budget for delinquent filing fees.**

VIII. Old Business:

- a. January approved minutes posting. **Blain will send for posting.**

- b. Update on timeline for cemetery project and current MS4 permit.
 - * Current permit expires 8-31-2023. – **This is the current and corrected expiration date Nate Shaw asked; at what point in time did we expect to be able to move forward on the cemetery project. He would like to know if we could hear something by the April 21, 2021 SWA meeting. Mr. Wendaur said he would try to hurry this along.**

- c. Update SWA audit requirements.
 - * Audit is required. Completed on regular basis.
 - Mr. Wendaur confirmed the audit is being done on a regular basis by Flannery as reported by Joe Hogarth.**

- d. Continue discussion on planning a community event for info and education/clean-up.
 - * Saint Margarete Mary School contact: Mary Jo Pronio, 717-232-3771.
 - * Posters available for placement. Update areas of placement.
 - *Community Yard Sale June 6th. Sidewalk postings about MS4
 - *Ben Stokes – Keep PA Beautiful (application-sign-in-poster and pictures) as events MS4 3-27-21 from Vicki Shaw/ Boro Council (hours worked)**
 - *Fire Co. 8-23-21 – close road at 28th and Elm Streets to set up boards for SWA Education**
 - * Rain Barrel at Public Event 8-28-21**
 - *Nate Braguneir spoke about “how many” public events – make sure to advertise the ground breaking of the Cemetery Project and the Public Education of what it is and how and what it helps.**
 - *Re-address the Newsletter information and brainstorm possibility of inserts to properly provide the community with needed SWA information. As a new member of the Lions, Casey Mutzabaugh will take questions to Lion Club meeting 4-8-21 to get the take on Lion/Leo with a list of “who” for distribution.**
 - *Glynis – Planting - Science Project for Banks Steet Head Start families along with educational coloring sheets for Storm Water Information - with sign-in sheets at drop off for school.**
 - * Glynis will contact Booser Ave neighbor about car wash information for a community event as he owns a couple of car wash businesses.**

- e. Continue discussion and planning of report to Borough Council for end of fiscal year.
 - * Prepare Action Plan to get this completed.
 - * Clean-up events (4) for the borough, before the borough egg hunt.
 - * Notes for July report to council. - **Nate will email everyone this weekend to have prepared document to present to Borough Council.**

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- f. Budget year planning discussion.
* Vehicle commitment – **Blain discussed the 10,000.00 SWA commitments.**
*engineering cost- **Nate B. discussed intersection of Ludwig and 28th Streets**
*inlet repairs- **Nate B. discussed consolidation of 5 inlets to get engineering done for next years budget. (We need to get estimates out for bid)**

Motion was made to begin the engineering for Ludwig and 28th Streets Storm Water Inlet repairs
Motion made by; **Shaw** 2nd by **Dry** vote Passed **YES**

IX. New Business:

- a. Education:
- Approved minutes from the February Stormwater Authority meeting to be posted.
Blain will send both January minutes and Corrected February minutes for posting.
 - **Jace and Glynis will look at stories for Education**
- b. Public Works February update. – **see report attached.**
-It was discussed and explained to SWA about the donation of some materials and the need for some additional materials for education and proper labeling throughout the borough. Terry has offered 16-17 free placards for outfalls throughout the borough. \$600.00 for 15 additional materials.
-11-12 “No dumping in Creek posters and placards/ curb placards – public education /4placards /5sheets of thermoplastics for transitions of grates and adhesive / Dry prep and adhesive can do 6-8 per day
- c. Minimum Control Measure Plan -
It was brought to the attention of the SWA that the MCM Plan needed to be properly addressed. The Authority was told the plan was only a draft and was never approved. It was further explained how this directly effects the borough’s ability to manage certain codes (possible violations) for the residents as well as for the borough. It was further explained that Kara from Retew will work directly with the SWA staff for updates and education of all changes to the draft. This project would cost 3500.00 to make these updates to the draft for a final approval by the SWA.
- d. O&M Plan (Operations and Maintenance Plan) –
This is part of the MCM drafted 5-23-2016 that relates to the Storm Water Ordinance that Kara, from Retew, will be completing and costs will be included in the update.
- e. Transfer of funds to Borough Vehicle Capital Reserve Fund -
Blain presented the idea and a motion was then made to transfer the funds.

Motion made by; **Stokes** 2nd by; **Dry** VOTE passed **YES**

- f. Names for Council to recognize –
It was brought to the SWA attention that there are two outstanding residents that regularly police their area by picking up trash and keeping the area free of waste. The two areas are

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on or about 24th and State and 27th and Walnut Streets. These individuals then place the trash in one of the provided Borough cans for disposal. It was suggested we recognize these individuals for the work they do to keep their / our community clean and beautiful. (Carol is one of the names, someone is reaching out to get the name of the other person to be recognized)

X. Public Comments:

Casey Mutzabaugh is a new resident that is becoming familiar with the different offerings in the borough and has attended the SWA meeting, in full, for the first time. She stated that it was a lot more than what she thought it was. We also explained what the MS4 stands for as a means of education/ information for her.

XI. Next Meeting: Wednesday, April 21, 2021 @ 6:30 pm – Community Building

XII. Adjourn:

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

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EXPANDED AGENDA: WEDNESDAY, April 21, 2021 6:30 PM

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 - **observed**

III. Public Comments –**none present at start of meeting**

IV. Secretary's Report:

a. Minutes from the March 17th, 2021 meeting for approval:

Motion made by: Dry 2nd by: Stokes Vote passed: **yes (pending managers report clarification)**

V. Treasurer's Report:

a. Stormwater Management balance, check detail, & profit and loss reports for March 2021:

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

VI. Manager's Report:

a. Authority email activity. – **The email is a line item that Mark Wendaur is handling.**

b. Other reports/comments. – **Sent General ledger emails**

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery.

- Cemetery Contact: Sherry Zablotsky, 717-233-6789 and cell is 717-557-7096.

Mr. Wendaur spoke to Sherry a couple of times this week. Paperwork needs signed, Matt, from the cemetery, did not sign the documents so Mr. Wendaur will check again to have the papers signed and Mr. Hogarth offered to go next week and pick them up. Blain offered as well, tell him the date and he will go to get them.

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

- **2017 - Eighty –three properties with liens / payment plans or sheriff sale**
- **2018 - One-hundred-forty properties and a couple are on payment plans, with lien or getting last chance letters.**
- **14,851.77 collected; calling all numbers from Becky everyone made their first scheduled payment. It is felt this is a good service to offer.**

c. Other reports/comments -

Processing liens 2019 not filed yet. November notes stated to look to July 1st.

There was a discussion about how to handle getting to the sheriff sale level. Wendaur, Stokes, Shaw all spoke to the concerns about calling everyone and trying to resolve as much as possible by the May meeting so SWA can decide what to do as far as moving forward to Sheriff Sale.

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VIII. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit.
 - * Current permit expires 8-31-2023.
 - * Harrisburg cemetery easement timeline.
 - * **waiting on signed paperwork from cemetery to move forward with project**

- b. Continue discussion on planning a community event for info and education/clean-up.
 - * Saint Margaret Mary School contact: Mary Jo Pronio, 717-232-3771.
 - * Posters available for placement. Update areas of placement.
 - * Community Yard Sale June 6th. Sidewalk postings about MS4
 - * Keep PA Beautiful 3-27-21 (sign-in and pictures, time logged)
 - * Fire Company event on 8-23-21 (Rain Barrels)
 - * Educate public on up-coming cemetery project
 - * Possible inserts in newsletter
 - * Planting-Science project for Banks St. Head Start families (coloring sheets on storm water)
 - * Community car wash with local carwash owner (recycling of water)-**notes for SWA new letter**
 - * **Summer Park Project with Jace**
 - * **May 3rd meeting, Robin requested more flyers for table event**
 - * **Movie in the park, community day**
 - * **Saturday August 28th –Table SWA education 12-5 unveil new fire truck**

- c. Continue discussion and planning of report to Borough Council for end of fiscal year.
 - * Prepare Action Plan to get this completed.
 - * Clean-up events (4) for the borough, before the borough egg hunt.
 - * Notes for July report to council. - **Prepared by Nate Shaw to be presented to council at July meeting. Will update report notes as needed.**
 - * Draft report for council (see attached)

- d. Budget year planning discussion. **Blain explained increases/ Hogarth explained, with Jace, educational needed \$2000.00**
 - * 10,000.00 vehicle commitment - **Payment will happen as per last motion - Dalton**
 - * Engineers budget for next fiscal year
 - * Engineers budget for additional projects (Ludwig and 28th inlet repairs) – **this years budget**
 - * Engineers budget for repair work to inlets at Ludwig and 28th - **this budget year.**
 - * **Next budget year for actual repair work.**
 - * **Not able to lower the dollar amount per square footage for billing yet maybe at a later date.**

- e. Minimum Control Measure Plan update (Original draft 5-23-2016) – **“Laws we need to follow” Kara is still working on them she will report back when complete.**

- f. Transfer of funds to Borough Vehicle Capital Reserve Fund.
 - * Item passed at last meeting on requested to be put on hold the next day for further discussion in April meeting. – **SWA talked about this at - VIII. b.**

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- g. Recognition of residents for clean-up efforts in their neighborhood.
*Names and addresses needed for two individuals.
***Carol – Boas St – Carmen’s side and the Herr St. was an older gentleman, have not seen lately.**

IX. New Business:

- a. Education:
- Approved minutes from the March Stormwater Authority meeting to be posted.
-Will be posted after corrections or corrections will be addressed at next meeting.
- b. Public Works March update.
* See attached report
***Street Sweeping will begin May11, 2021**
- c. GIS mapping (Discussed April 2020 for planning of budget)
A discussion was held to include but not limit to the following point;
- Add a line item for this
 - Explanation of the differences between the choices offered so far.
 - Concern of Borough server system
 - Table this item until next year’s budget
- d. Tire purchase for F550 – **There was a back and froth discussion about the need for this item at this time. Also a suggestion to wait until more information has been gathered about the truck mileage and depth of tread on the tires. Both Jace and Joe shared information about the need to purchase these tires at this time.**

Line item 04.430.370 total \$1567.76 for truck expenses.

Motion made by :__Dry__ 2nd by __ Smith __ . Vote passed: YES

X. Public Comments:

It was asked if the MCM is the same as the MS4 and Joe explained the difference.

XI. Next Meeting: Wednesday, May 19, 2021 @ 6:30 pm – Community Building

XII. Adjourn:

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

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MINUTES: WEDNESDAY, May 19, 2021 6:30 PM

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 at start Casey Mutzabaugh and Ms Eva arrived shortly after the meeting started.**

IV. Secretary's Report:

a. Minutes from the April 21, 2021 meeting for approval:

Motion made by: ___**Shaw**_____ 2nd by: ___**Stokes**____ Vote passed: **yes 5/0**

b. Minutes from the March 17, 2021 Meeting for approval

Motion made by: ___Dry _____ 2nd by :___Shaw___ vote passed: yes 5/0

V. Treasurer's Report:

a. Stormwater Management balance, check detail, & profit and loss reports for April 2021:

Motion made by: ___**Dry**_____ 2nd by: ___**Stokes**_____ Vote passed: **yes 5/0**

-discussed the 20.00 bank fees from Nate's report as being part of VII. b. money order status.

VI. Manager's Report:

a. Authority email activity. – **none**

b. Other reports/comments. – Blain got several emails from Joe Hogarth. Information is as follows

1. Dalton set up a Capital Reserve Fund for the SWA

Transfer funds in the amount of 150,000.00 into the SWA Capital Reserve Fund.

Motion made by ___Shaw___ 2nd by: ___Dry_____ vote passed yes 5/0

2. Add line item to budget for - MS4Out reach – Community Education 423.322

3. Mr. Hogarth Q= Why is 404.410 court cost so low? Mr. Wendaur – A= because we haven't filed liens yet because of COVID.

4. Collection Rate is at 89.8 %

5. Training line item 413.460 - to remain the same

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery.

• Cemetery Contact: Sherry Zablotsky, 717-233-6789 and cell is 717-557-7096.

The documents were returned but not notarized, We need to get it done.Mr. Wendaur said the papers were signed but not notarized so he will send his paralegal to get this done..

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- b. Update on status of liens and pay-off request.
● Money Order status dated 1-25-20 for delinquent payment

It was brought to Mr. Wendaur's attention that he had a money order get returned. Mr. Wendaur said he was not aware of the returned Money order and would take care of the bank fees in the amount of 20.00. The money order will need to be returned to the resident and Mr. Wendaur will take care of it from there.

Mr. Wendaur stated that 98% of the delinquent calls have been made – feed back from the public as to why they had not paid it yet,; threw it away, did come from the borough so they disregarded it, asked why is this not on the taxes.

- c. Other reports/comments –

A report was prepared for the SWA to review the dollar amount for bills for liens. Smith asked what the dollar amount is set for a blanket filing fee, 250.00 was the answer. Asked further was what if they go over the limit. He said that it may have the potential to go over but it does not usually cost more than the 250.00.

VIII. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit.
* Current permit expires 8-31-2023.
* Harrisburg cemetery easement timeline.

Mr. Wendaur said he is getting the signatures this week, as discussed in item VII.b.

- b. Continue discussion on planning a community event for info and education/clean-up.
* Saint Margarete Mary School contact: Mary Jo Pronio, 717-232-3771.
* Posters available for placement. Update areas of placement.
* Community Yard Sale June 6th. Sidewalk postings about MS4
* Fire Company event on 8-23-21 (Rain Barrels)
* Educate public on up-coming cemetery project
* Possible inserts in newsletter
* Planting-Science project for Banks St. Head Start families (coloring sheets on storm water)
* Community car wash with local carwash owner (recycling of water)
* Summer park project with Jace
* Movie in the park, community day
* Saturday 8-28-21 – Table SWA educational from 12-5. Unveil new fire truck
* **Fall News letter – A fact based article called “Did You Know?”**

- c. Continue discussion and planning of report to Borough Council for end of fiscal year.
* Prepare Action Plan to get this completed.
* Clean-up events (4) for the borough, before the borough egg hunt.
* Notes for July report to council.
* Draft report for council (see attached)
* **Project at 28th and Ludwig inlet replacement**
* **MOU annual review and update any and all needed changes**

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- d. Budget year planning discussion.
*10,000.00 vehicle commitment
* Engineers budget for next fiscal year
* Engineers budget for additional projects (Ludwig and 28th inlet repairs)
* Engineers budget for repair work to inlets at Ludwig and 28th
* 2,000.00 needed for education – **3,000.00**
* Set up capital reserve fund
* Add line item MS4 Outreach, 04.423.322 – **3,000.00**
- e. Minimum Control Measure Plan update (Original draft 5-23-2016)
●Status of up-dating – **Carry over to next meeting**
- f. Transfer of funds to Borough Vehicle Capital Reserve Fund.
* Item passed at last meeting and requested to be put on hold the next day for further discussion in April meeting.
***This transfer cannot happen in this manner. Mr. Hogarth will contact our Accountant and find out an answer to this question, “Writing a check for the 10,000.00 from the Capital Reserve Fund.”**
***It was also asked about have an audit done by an outside firm for the SWA.**
- g. Recognition of residents for clean-up efforts in their neighborhood.
*Names and addresses needed for two individuals.
- Carol Myers – Robin Dry has a phone number to contact for recognition. The gentleman has not been identified as of yet. SWA stated we will take the suggestion of recognition to Borough Council and ask them to recognize these individuals for their community serve.
- h. Revisit tire purchase for F550.
A Motion to amend item IX. D. from 4-21-2021 meeting minutes for line item04.430.370 total 1567.76to be reduced to 510.00.
Motion made by:___Dry___ 2nd by ___Shaw___ voted passed YES 4/0
- i. GIS mapping. Put on hold until next budget year planning. See attached quotes.
*** This item will be revisited in the 2022- 23 budget.**
- IX. New Business:
- a. Education:
- Approved minutes from the April Stormwater Authority meeting to be posted.
***Sending Rick new/updated minutes.**
- b. Public Works April update.
* See attached report – **SWA found information in order and informative.- “great, Okay”**

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- c. Discuss MOU's and updating.
***The update and rewrite of the two existing MOU's and merging the information into one effective MOU that will be updated on an annual basis and every time the governing bodies change it's members will be a work in progress over the next few meeting.**
- d. Discuss transfer of funds into reserve fund.
*** See Managers Report VI. b.**
- e. Discussion on available grants
***Retew said there is grant money available for CDGB money and Penbrook is eligible but may not meet the requirements. DEP – "Growing Greener Plus" grant application is due by June 25th. Costs of 4,500.00 to write the grant. The SWA discussed the options and decided that if the investment of the grant writing money could save the borough a large portion of the Basin project then we needed to try for the grant.**

Motion made to hire Retew to write the Growning Greener Grant.

Made by: _____ Shaw _____ 2nd by: _____ Smith _____ vote passed: YES

- X. Public Comments:
Casey Mutzabaugh asked questions about the budget and understanding some of the numbers and how to understand the Capital Reserve Fund. Throughout the meeting others asked questions as well. Miss Eva came late but she had questions as well and SWA members Blain, Robin, Nate and Mark all tried to answer questions as they came up from all persons. Nate Shaw stayed and explained as much as he could in a short period of time. Thank you, Nate and others for taking the time to explain
- XI. Next Meeting: Wednesday, June 16, 2021 @ 6:30 pm – Community Building
- XII. Adjourn:
Motion made by: _____ **Shaw** _____ 2nd by: _____ **Dry** _____ Vote passed: **yes**

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MINUTES: WEDNESDAY, June 16, 2021 6:30 PM

I. Welcome /Call to Order/Attendance

Hogarth __X__, Wendaur__X-zoom__, Shaw _____,

Smith__X__, Bargo__X-zoom__, Stokes__X__, Dry__X__

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

III. Public Comments – **None at start of meeting. Miss Eva and Casey arrived later.**

IV. Secretary's Report:

a. Minutes from the May 19, 2021 meeting for approval:

Motion made by: ____**Stokes**____ 2nd by: ____**Dry**____ Vote passed: **YES 4/4**

V. Treasurer's Report:

a. Stormwater Management balance, check detail, & profit and loss reports for May 2021:

Motion made by: ____**Smith**____ 2nd by: ____**Stokes**____ Vote passed: **YES 4/4**

VI. Manager's Report:

a. Authority email activity. – **None to report**

b. Other reports/comments. – **Mr. Hogarth (Joe) reports these items were brought to his attention for consideration.**

- **The 150,000.00 – Joe explained how this # 37 or transfer of funds works.**

-**Joe explained that he corrected line item 486.100**

-**Joe brought up and asked Mr. Wendaur (Mark) about the very big difference or discrepancy in money for the line item of delinquent fees from budget year to budget year – Mark explained why and how that discrepancy could exist. This was mentioned it could be kept as a place to possibly make changes in the future.**

-**Joe discussed the high cost of street sweeping. This conversation included the rental of the equipment as well as the cost to dispose of the material once the event is complete, as well as the amount of tonnage and cost per ton to dispose verses the benefits of the event. Joe mentioned we may have to talk about the option of once a year verse two times a year because of these costs. SWA poison is to talk more later to see if we are going to make changes or other plans for next years budget.**

-**Joe brought up the cost for Retew and the money for current and future projects.**

VII. Solicitor's Report:

a. Update on written permanent easement with Harrisburg Cemetery.

- Cemetery Contact: Sherry Zablotsky, 717-233-6789 and cell is 717-557-7096.

- Notarized Paperwork

- **Mark got the paperwork back from the Cemetery and is now bringing them for Blain and Dave Deardorf, Council President, to sign to move forward on this project.**

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- b. Update on status of liens and pay-off request.
- **Mark said the money collected since March was in the amount of \$17,967.10. This money is for all delinquent years combined.**
- **2017-18 delinquent SWA fees - still have 66 remaining delinquent properties in the outstanding amount of \$7505.50. The SWA has decided to hold over, until next month, if we will move to Sherriff sale. Mark has to gather information asked by SWA to the number of rental properties and tenants / families affected by this action. Also asked how many properties have multi – year delinquencies and hardship cases that are attempting to make payments. SWA feels this information needs to be known before proceeding to Sherriff sale.**
- **2018-19 delinquent liens have been filed.**
- **2019-20 liens –**
***A motion was made to file the liens for 2019-20 SWA delinquent fees.
Motion made by; ___ Bargo ___ 2nd by; ___ Stokes ___ Vote Passed; YES 4/4

- c. Other reports/comments- **none at this time.**

VIII. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit.
* Current permit expires 8-31-2023.
* Harrisburg cemetery easement timeline.
- **As discussed previously – Blain and Dave need to sign paperwork to move forward.**
- b. Continue discussion on planning a community event for info and education/clean-up.
* Saint Margarete Mary School contact: Mary Jo Pronio, 717-232-3771.
* Posters available for placement. Update areas of placement.
* Community Yard Sale June 6th. Sidewalk postings about MS4
* Fire Company event on 8-23-21 (Rain Barrels)
* Educate public on up-coming cemetery project
* Possible inserts in newsletter
* Planting-Science project for Banks St. Head Start families (coloring sheets on storm water)
* Community car wash with local carwash owner (recycling of water)
* Summer park project with Jace – **Glynis calling Jace – 7-6-2021 thru 7-8-2021**
* Movie in the park, community day
* Saturday 8-28-21 – Table SWA educational from 12-5. Unveil new fire truck
- c. Continue discussion and planning of report to Borough Council for end of fiscal year.
* Prepare Action Plan to get this completed.
* Clean-up events (4) for the borough, before the borough egg hunt.
* Notes for July report to council. – **Presenting July 6 at Council Meeting**
* Draft report for council (see attached)
- d. Budget year planning discussion.
* 10,000.00 vehicle commitment – **discussed at Managers report**
* Engineers budget for next fiscal year

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* Engineers budget for additional projects (Ludwig and 28th inlet repairs)

* Engineers budget for repair work to inlets at Ludwig and 28th

* 2,000.00 needed for education – **Amount was increased and Added as line item**

MS4 Outreach, 04.423.322

* Set up capital reserve fund – **discussed at Managers report and budget will be updated.**

- e. Minimum Control Measure Plan update (Original draft 5-23-2016)
● Status of up-dating – **Currently no updates – Retew needs to provide update and Joe will check with Nate B. for next months meeting.**
- f. Recognition of residents for clean-up efforts in their neighborhood.
* Names and addresses needed for two individuals.
The gentleman does not wish to be recognized. Thank you for your service to our / your community.
- Carol Myers will be invited to attend the July 6, 2021 Council meeting and Robin and Jace will coordinate this with Joe for appropriate recognition.**
- g. Discussion on the available grant money – Joe and Blain are taking care of all necessary paperwork

IX. New Business:

- a. Education:
- Approved minutes from the April and May Stormwater Authority meeting to be posted.
Robin said Blain will have Rick post.
- b. Public Works May update.
* See attached report
- not available at this time.

Engineer report on Ludwig and 28th – Blain reports they have completed the survey.

- d. Budget –

Motion to approve the 2021-2022 budget as amended revisions are made, change number of line item to number 492.370 as per discussion.

Motion made by; ___Bargo___ 2nd by; ___ Stokes___ Vote passed YES 4/4

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- X. Public Comments: **Casey – Shared she has future concerns about discontinuing the street sweeping and would like to see us continue to move forward rather than back in progress. Two times a year would be better if we could find a way to make nice with some entity and figure out a way to afford the event. Next she asked Mark about the 4-6 months before the actual Sherriff sale and Mark answered her questions. She is concerned for tenants.**
- XI. Next Meeting: Wednesday, July 21, 2021 @ 6:30 pm – Community Building
- XII. Adjourn:
Motion made by: _____ **Smith** _____ 2nd by: _____ **Stokes** _____ Vote passed: **yes 4/4**

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MINUTES: WEDNESDAY, July 21, 2021 6:30 PM

- 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 at this time**
- IV. Secretary's Report:
a. Minutes from the June 16, 2021 meeting for approval: **Approve June amended minutes; 1X a. And 1X b. to read the month of May**
Motion made by: __ **Dry** __ 2nd by: __ **Shaw** __ Vote passed: **YES 5/5**
- V. Treasurer's Report:
a. Stormwater Management balance, check detail, & profit and loss reports for June 2021:
Motion made by: __ **Smith** __ 2nd by: __ **Dry** __ Vote passed: **NO/YES**
Glynis asked a question about the invoices we have been getting during the month matching the "check details" – Nate explained what/how they relate. After he explained it was better understood by all.
- VI. Manager's Report:
a. Authority email activity. – **A new resident, Kate E. asked about what the SWA was and how it all works. Nate B from Public Works did an excellent job of explaining it to her as did a few other residents that jumped in with responses. Thank you to all for sharing your knowledge of the process with everyone that has questions or needs help to understand.**
b. Other reports/comments. – **It has been noted that Rick will need to post minutes from March, April and May.**
- VII. Solicitor's Report:
a. Update on written permanent easement with Harrisburg Cemetery.
 - Cemetery Contact: Sherry Zablotsky, 717-233-6789 and cell is 717-557-7096.
 - Notarized Paperwork**-Mr. Wendaur stated the notarized paperwork for the cemetery project has been officially stamped and submitted, should be returned any day.**
- b. Update on status of liens and pay-off request.
– **Mark stated 15 liens per day can be filed at the Dauphin County Courthouse.**
– **Robin asked about how the liens were represented with names and if 1-2-or 3 years worth of delinquency. She further asked about the way a property was numbered and if there was a actually an incorrect numbering on 117 VS 121 Houston St. There was much discussion on how to move forward on Sherriff Sale due to the Sunshine Law.**

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c. Other reports/comments.

SWA will post our Agenda with the Borough 24hrs prior to the August SWA meeting

VIII. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit.
 - * Current permit expires 8-31-2023. – **As discussed Retew is moving forward.**
 - * Harrisburg cemetery easement timeline.
- b. Continue discussion on planning a community event for info and education/clean-up.
 - * Saint Margarett Mary School contact: Mary Jo Pronio, 717-232-3771.
 - * Posters available for placement. Update areas of placement.
 - * *Fire Company event on 8-23-21 (Rain Barrels)*
 - * *Educate public on up-coming cemetery project*
 - * *Possible inserts in newsletter*
 - * *Planting-Science project for Banks St. Head Start families (coloring sheets on storm water)*
 - * *Community car wash with local carwash owner (recycling of water)*
 - * *Movie in the park, community day*
 - * **Saturday 8-28-21 – Table SWA educational from 12-5. Unveil new fire truck**
 - * **- EVENTS have been discussed as a board and the approach to each event along with how we will meet each need. (Nate, Glynis and Robin will help with the table boards and be present at the Fire Truck unveiling from 12-5 on 8-28-21)**
- c. Minimum Control Measure Plan update (Original draft 5-23-2016)
 - Status of up-dating – **Currently no updates – Retew needs to provide update and Joe will check with Nate B. for next months meeting.**
- d. Recognition of residents for clean-up efforts in their neighborhood.
 - * Names and addresses needed for two individuals.

The gentleman does not wish to be recognized. Thank you for your service to our / your community.
 - Carol Myers will be invited to attend the July 6, 2021 Council meeting and Robin and Jace will coordinate this with Joe for appropriate recognition.**
- e. Update on the available grant money. – **see the attachment from Blain /Retew**
- f. Update on 28th and Ludwig Street Inlet Repair plans. **Blain reports Retew has completed site survey, plans are developed and ready to go to bid, sometime November for early spring 2022 start. (it takes 16-20 weeks to get inlet boxes)**

IX. New Business:

- a. Education:
 - Approved minutes from the June Stormwater Authority meeting to be posted. - **Blain will go back through the emails to post all minutes not yet posted.**

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- b. Public Works June update.
* **See attached report**
- c. Potential work on Storm Drain at 28th and Hoffer – **Public Works will coordinate with a neighboring municipality to video tape status of the area.**
- X. Public Comments: **None**
- XI. Next Meeting: Wednesday, August 18, 2021 @ 6:30 pm – Community Building
- XII. Adjourn:
Motion made by: **Shaw** 2nd by: **Stokes** Vote passed: **YES 5/5**

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The Penbrook Borough Authority
MINUTES: WEDNESDAY, August 18, 2021 6:30 PM

- 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 - **Observed**
- III. Public Comments: **None at start of Meeting – Casey Mutzabaugh arrived late, Kevin Ramper via zoom or call in attendance**
- IV. Secretary's Report:
 - a. Minutes from the July 21, 2021 meeting for approval:
Motion made by: Dry 2nd by: Shaw Vote passed: **YES 5/5**
- V. Treasurer's Report:
 - a. Stormwater Management balance, check detail, & profit and loss reports for July 2021:
Motion made by: Smith 2nd by: Dry Vote passed: **YES 5/5**
- VI. Manager's Report:
 - a. Authority email activity. **None to report**
 - b. Other reports/comments. **Joe Hogarth, News letter – Neighborhood clean-up and many others for new letter information by 8/19/21**
- VII. Solicitor's Report:
 - a. Status on executed paperwork for permanent easement with Harrisburg Cemetery.
Recorded and sent out to SWA – All set to go.
 - b. Update on status of liens and pay-off request.
Maybe 4 payments came in the last week. Liens slowly getting put it at court house. Banks St Property is in foreclosure.
 - c. Other reports/comments.
Keystone has been contacted about collection of delinquent SWA fees; Keystone is better equipped to process these fees and charges Act 198
 - d. **Mark will cut a check to cover the expired money order that was discussed from a couple of months ago.**
 - e. **All payment plans but one have paid and are up to date and Mark will be making deposits this week.**

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VIII. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit.
 - * Current permit expires 8-31-2023.

-Joe talked about these items going out for bid by years end; survey, soil, etc... Joe will reach out to Retew to proceed with Cemetery Project.

- b. Continue discussion on planning of community events for info and education/clean-up.
 - * Saint Margarette Mary School contact: Mary Jo Pronio, 717-232-3771. – **Spring 2022**
 - * Posters available for placement. Update areas of placement.
 - * Fire Company event on 8-23-21 (Rain Barrels)
 - * Educate public on up-coming cemetery project
 - * Planting-Science project for Banks St. Head Start families (coloring sheets on storm water)
 - * Community car wash with local carwash owner (recycling of water)
 - * Saturday 8-28-21 – Table SWA educational from 12-5. Unveil new fire truck
 - **EVENTS have been discussed as a board and the approach to each event along with how we will meet each need. (Nate, Glynis and Robin will help with the table boards and be present at the Fire Truck unveiling from 12-5 on 8-28-21)**
 - * **Day Care coloring books for approx. 50 Children**

- c. Minimum Control Measure Plan update (Original draft 5-23-2016)
 - Status of up-dating
 - **Joe is asking Nate B. if there are any updates on the MCM Plan**

- d. Update on the available grant applications.
 - **Applications are in and no update is available as of 8-18-21.**

- e. Update on 28th and Ludwig Street Inlet Repair plans.
 - **Blain sent out drawings he has questions about the pipe to reconnect (west side of street-to connect to). Project schedule is complete and we need to follow the schedule as planned.**

- f. Storm drain video work at 28th and Hoffer.
 - **Video complete – unknown results, (volume and pipe size), Inquiry to County Emergency Management to check for any available funds.**

IX. New Business:

- a. Education:
 - Approved minutes from the July Stormwater Authority meeting to be posted.
 - **Blain said he would send July minutes – Robin sent for Blain during our meeting.**

- b. Public Works July report/update.
 - **None present**

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- c. Storm Water delinquents.
- **Moving forward with discussions with Keystone Collections Group Collect information for September's meeting.**
- **Discussions of oldest of the delinquent SWA fees to go forward to Sherriff Sale. Glynis asked about the Sunshine Law, Casey asked if the had up to the day of the sale to pay? (Yes) Maek stated that it would take 4-6-weeks to get the process started.**

A motion was made to,

Move forward on the Sherriff Sale of all properties that have delinquent Storm Water Fees from 2017

Motion was made by; Bargo ___ 2nd by; Shaw ___ Vote Passed YES – 3/2

(Bargo – yes, Dry – yes, Shaw – yes, Stokes – no, Smith – no)

X. Public Comments:

Kevin Ramper asked about the money for filing and a couple of other points listed below.

-Kevin stated that back when he and Jim met with the EPA and DEP they requested being updated on the Cemetery Project. It was said that we would keep them "in the loop" to confirm that is in fact happening. Possibly, Kara from Retew will be asked if this is part of the yearly MS4 plan information provided.

- It was also asked if it was possible for businesses (like 7/11) to loose their Business license here in the borough if they are delinquent on their Storm Water fees

XI. Next Meeting: Wednesday, September 15, 2021 @ 6:30 pm – Community Building

XII. Adjourn:

Motion made by: **Shaw ___** 2nd by: **Smith ___** Vote passed: **Passed Yes 5/5**

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The Penbrook Borough Authority
MINUTES: WEDNESDAY, September 15, 2021 6:30 PM

- I. Welcome /Call to Order/Attendance
Hogarth X, Wendaur , 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 August 18, 2021 meeting for approval:
Motion made by: **Shaw** 2nd by: **Stokes** Vote passed: **YES 4/0**
- V. Treasurer's Report:
a. Stormwater Management balance, check detail, & profit and loss reports for August 2021:
Motion made by: **Smith** 2nd by: **Stokes** Vote passed: **YES 4/0**
- VI. Manager's Report:
a. Authority email activity. - **None**
- b. Other reports/comments.
-Borough appropriated funds with the borough.
-Jeremy meeting 9-16-21 for mostly sewer – cemetery is good to go.
-Dalton transferred 10,000.00 toward the gas powered F250, the diesel truck will be soon to follow
-Andy Stoak – New employee to borough Public Works
- VII. Solicitor's Report:
a. Update on status of liens and pay-off request.
- **Mr. Wendaur was not present.**
- b. Update on status of Sherriff Sale for delinquent fees.
- **Mr. Wendaur was not present.**
- c. Other reports/comments.
- **Mr. Wendaur was not present.**
- d. Executed Easement for Stormwater and Sewer received. **Attachment.**
- VIII. Old Business:
a. Update on timeline for cemetery project and current MS4 permit. Engineer update attached.
* Current permit expires 8-31-2023.
- **The MS4 serves as an update to Department of Environment**
- b. Continue discussion on planning of community events for info and education/clean-up.
* Saint Margaret Mary School contact: Mary Jo Pronio, 717-232-3771. **Spring 2022.**
* Posters available for placement. Update areas of placement.
* Educate public on up-coming cemetery project
* Planting-Science project for Banks St. Head Start families (coloring sheets on storm water)

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- * Community car wash with local carwash owner (recycling of water) notes shared for newsletter
- * Provide coloring books for approximately 50 children. –**Nate and Todd will deliver.**

- c. Minimum Control Measure Plan update (Original draft 5-23-2016)
 - Status of up-dating
 - **None noted – In progress.**
- d. Update on the available grant applications. Applications have been submitted.
-**No update on Grant Status submitted**
- e. Update on 28th and Ludwig Street Inlet Repair plans and schedule. Engineer Update Attached.
-**See attached – Had to contact Suez Water in regard to the PA one Call.**

IX. New Business:

a. Education:

- Approved minutes from the August Stormwater Authority meeting to be posted.
-**Blain confirmed the minutes were sent and Robin Dry will do the same thing this time to post minutes.**

b. Public Works July report/update. **Blain Read the report out loud,**

See Attached.

c. Keystone Collections Addendum. Not received yet. -**Blain stated we need to confirm what the actual amendment is.**

X. Public Comments: **None present**

XI. Next Meeting: Wednesday, October 20, 2021 @ 6:30 pm – Community Building

XII. Adjourn:

Motion made by: Shaw 2nd by: Stokes Vote passed: **Yes 4/0**

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The Penbrook Borough Authority
MINUTES: WEDNESDAY, October 20, 2021 6:30 PM

- 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- **observed**
- III. Public Comments: **Andy Stokes- 8 weeks with the Borough, works with Nate B on MS4 plan**
- IV. Secretary's Report:
a. Minutes from the September 15, 2021 meeting for approval:
Motion made by: Shaw 2nd by: Dry Vote passed: **YES 4/0**
- V. Treasurer's Report:
a. Stormwater Management balance, check detail, & profit and loss reports for August 2021:
Motion made by: Smith 2nd by: Dry Vote passed: **YES 4/0**
- VI. Manager's Report:
a. Authority email activity. - **None**
b. Other reports/comments.
-Joe will address at New Business.
- VII. Solicitor's Report:
a. Update on status of liens and pay-off request.
- Slowly coming in maybe getting one a week.
b. Update on status of Sherriff Sale for delinquent fees.
- Mr. Wendaur informed the Authority Board members he would be stepping down. He stated he would be there to hand off to the new solicitor any and all information needed to make a clean transition. Questions were asked about the delay of the Sheriff Sale process and Mr. Wendaur stated that it would be better to have the new solicitor handle them from the start rather than him be the one to start then have to back out and redo the process. So the new solicitor will handle the sheriff sales for the delinquent Storm Water Fees. There may be a vote next month for the new solicitor if candidates are ready to choose from.
c. Other reports/comments.
-Blain asked about the change needed to have Keystone Collections starting with 2020 collect delinquent fees. The SWA is requesting the Addendum be cleaned up with regard to the language VIII. f.
-Mr. Hogarth stated he has some concerns about some information (i.e., company payoffs) falling through the cracks during the transition of solicitors. Mr. Wendaur stated he will; provide updated delinquent SWA fees payoff information, and information on remaining "payment plans" information, 310 S. 26th St stale CK - Mr. Wendaur will send off for payment of expired Money Order, Keystone Collections and the sollicitors will set up "who will file the liens" because we "Do NOT want to loose any delinquent fees due to the borough SWA.

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VIII. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit. Engineer update attached.
* Current permit expires 8-31-2023.
- **Asking for some information from the Cemetery to move forward with the project**
-Jeremy, from Retew, to contact about updated maps - contact directly to take care of matters.
- b. Continue discussion on planning of community events for info and education/clean-up.
* Saint Margaret Mary School contact: Mary Jo Pronio, 717-232-3771. Spring 2022. (Carmen, Robin ?)
* Posters available for placement. Update areas of placement.
* Educate public on up-coming cemetery project
* Planting-Science project for Banks St. Head Start families (coloring sheets on storm water)
* Community car wash with local carwash owner (recycling of water) resubmit for spring 2022
* Provide coloring books for approximately 50 children. —Nate and Todd will deliver. (complete)
- c. Minimum Control Measure Plan update (Original draft 5-23-2016)
• Status of up-dating
- **Nate is working on reviewing the plan with up coming recommendations with Kara from Retew.**
- d. Update on the available grant applications. Applications have been submitted.
- **Blain reports not hearing anything back on the grants applied for and won't until maybe early spring 2022**
- e. Update on 28th and Ludwig Street Inlet Repair plans and schedule. Engineer Update Attached.
- **Subsurface Engineering needed see item IX. d.**
- f. Keystone Collections Group
- **see item VII. c. (point one)**

IX. New Business:

- a. Education:
 - Approved minutes from the August Stormwater Authority meeting to be posted.
- **Robin sent Rick September meeting minutes 10-20-21**
- b. Public Works July report/update.
- **Nate sent report and submitted to DEP**
- **Andy's training started this past Monday.**
- **Leaf season started Monday**
- c. Discussion of amendment to MOU with borough
- **SWA tabled the MOU concerns for now and will revisit them at a later date.**
- d. Discussion of contribution towards website manager's service agreement. Borough is requesting \$100.00 per quarter of the anticipated per quarter amount.
- **Motion was made by; ___Stokes___ 2nd by ___Shaw_**
For SWA to pay \$100.00 per quarter toward website manager starting 1st quarter of 2022.
Vote Passed: YES 5/0

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- e. Discussion on the borough's storm sewer fee in 2022
-The new solicitor will need to weigh in on whether or not it is legal to wave the fee for the borough, table idea for now.
- f. Discussion of additional engineering expense for Ludwig and 28th streets storm sewer project. Estimated cost is 6,500.00 for vacuum excavation to locate water and gas lines.
Motion made by: ___Dry___ 2nd by: ___Smith___ to approve additional funds for additional engineering to move forward on the Ludwig and 28th streets project. Vote passed: YES 5/0

X. Public Comments: **No other comments**

XI. Next Meeting: Wednesday, November 17, 2021 @ 6:30 pm – Community Building

XII. Adjourn:
Motion made by: **___Shaw___** 2nd by: **___Stokes___** Vote passed: **Yes 5/0**

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The Penbrook Borough Authority
MINUTES: WEDNESDAY, November 17, 2021 6:30 PM

- I. Welcome /Call to Order/Attendance
Hogarth X, Wendaur ____, Shaw X, Smith X, Bargo X, Stokes ____, Dry X
- II. Pledge of Allegiance & Moment of Silence- **Not observed (3 people in person / 2 via zoom)**
- III. Public Comments: **No public**
- IV. Secretary's Report:
a. Minutes from the September 15, 2021 meeting for approval:
Motion made by: Shaw 2nd by: Dry Vote passed: **YES 4/0**
- V. Treasurer's Report:
a. Stormwater Management balance, check detail, & profit and loss reports for August 2021:
Motion made by: Smith 2nd by: Dry Vote passed: **YES 4/0**
- VI. Manager's Report:
a. Authority email activity. – **The board accepted Mr. Wendaurs resignation as solicitor> He was not readily available**
b. Other reports/comments.
-**Amendment/ Addendum – complete and ready for signatures – addressed under old business.**
-**Revised schedule – addressed under old business.**
- VII. Solicitor's Report:
a. Update on status of liens and pay-off request.
- **there is no update at this time however, the SWA is asking for information on the current liens and payment plans as well as general information from Mr. Wendaur or his reprehensive, from his firm, handling this for him.**
b. Update on status of Sherriff Sale for delinquent fees. – **None at this time**
c. Other reports/comments. – **None at this time.**
- VIII. Old Business:
a. Update on timeline for cemetery project and current MS4 permit.
* Current permit expires 8-31-2023.
-**Joe and Jeremy spoke to Mr. Wendaur to ask about updates on maps of the cemetery plots before moving forward with the project.**

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- b. Continue discussion on planning of community events for info and education/clean-up.
 - * Saint Margaret Mary School contact: Mary Jo Pronio, 717-232-3771. Spring 2022. (Carmen, Robin?)
 - * Posters available for placement. Update areas of placement.
 - * Educate public on up-coming cemetery project
 - * Community car wash with local carwash owner (recycling of water) resubmit for spring 2022
- c. Minimum Control Measure Plan update (Original draft 5-23-2016)
 - Status of up-dating
 - No update from October
- d. Update on the available grant applications. Applications have been submitted.
Possibly hear something early spring 2022
- e. Update on 28th and Ludwig Street Inlet Repair plans and schedule. Engineer Update Attached.
-Blain explained the update to the schedule for bid that will need to go out - by invitation by 11-18-21 in an advertisement and stay open through December 6, 2021 and the award to be on 12-16-21
- f. Keystone Collections Group
-Keystone gave an updated Addendum and all delinquent bills after 7-1-21 will be handled by Keystone Collections Group.
- g. MOU with Borough revisions – **on hold for now.**

IX. New Business:

- a. Education:
 - Approved minutes from the August Stormwater Authority meeting to be posted.
-Blain will send to Rick November meeting minutes 10-20-21
 - Winter News Letter article – **Robin said she thinks they copied last years for this one.**
- b. Public Works October report/update.
-Leaves cleaned up
-Illicit Discharge
- c. SWA Solicitor -
-Vote on Resignation. SWA to accept the resignation of Mark Wendaur as the SWA Solicitor.

A motion was made by ___Shaw___ and 2nd by: ___Dry___ Vote passed YES 4/0

Blain suggested the SWA be involved in the interview process for the new solicitor. Start search for Authority and Government Law. Joe further suggested we consider the idea of having a different solicitor than the Borough, it may not be the same kind of legal needs and it would be appropriate to have two different lawyers.

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- d. Remote for Leaf Collection Machine – **The remote control for the leaf machine is broken. A new one has been ordered and received. Half of the cost would be \$950.00 and is being asked from the SWA.**

A motion to approve the request for funds of \$950.00 for half of the cost of the new remote control for the leaf Machine

Motion was made by: Shaw and 2nd by Smith **passed YES 4/0**

X. Public Comments: **None present.**

XI. Next Meeting: Wednesday, December 15, 2021 @ 6:30 pm – Community Building

XII. Adjourn:

Motion made by: Shaw 2nd by: Smith Vote passed: **Yes 4/0**

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Minutes: WEDNESDAY, December 15, 2021 6:30 PM

- I. Welcome /Call to Order/Attendance
Hogarth _____, Wendaur_____, Shaw__x__, Smith__x__, Bargo__x__, Stokes__x__, Dry_____
- II. Pledge of Allegiance & Moment of Silence – Not Observed
- III. Public Comments: **Casey Mutzabaugh**
- IV. Secretary's Report:
a. Minutes from the November 17, 2021, meeting for approval:
Motion made by: __**Shaw**____ 2nd by: __**Bargo**____ Vote passed: **YES**
- V. Treasurer's Report:
a. Stormwater Management balance, check detail, & profit and loss reports for November 2021:
Motion made by: __**Smith**____ 2nd by: __**Stokes**____ Vote passed: **YES**
- VI. Manager's Report: - **NONE available**
a. Authority email activity.

b. Other reports/comments.
- VII. Solicitor's Report: **Temporarily on-hold for all reports. Currently we have no solicitor**
a. Update on status of liens and pay-off request.
b. Update on status of Sherriff Sale for delinquent fees.
c. Other reports/comments.
- VIII. Old Business:
a. Update on timeline for cemetery project and current MS4 permit. – **Status Quo**
* Current permit expires 8-31-2023.

b. Continue discussion on planning of community events for info and education/clean-up.
* Saint Margarete Mary School contact: Mary Jo Pronio, 717-232-3771. **Spring 2022.**
* Posters available for placement. Update areas of placement.
* Educate public on up-coming cemetery project
* Community car wash with local carwash owner (recycling of water) **Spring of 2022.**
* **possible presentation by Dauphin County Conservation – MS4 Education**

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- c. Minimum Control Measure Plan update (Original draft 5-23-2016)
 - Status of up-dating – **Nate B. needs to make contact with Kara from Retew for updates on the SWA report.**
- d. Update on the available grant applications. Applications have been submitted.
-submitted – not expected until Spring 2022
- e. MOU with borough revisions. **On-hold until we break ground and get a new solicitor.**

IX. New Business:

- a. Education:
 - Approved minutes from the November Stormwater Authority meeting to be posted. – **Blain will provide to Rick for posting.**
 - Spring Newsletter article. – **Retew sent a link for new information to share in Newsletter**
- b. Public Works November report/update.
-Leaf clean up
- one illicit discharge / education provided
- c. SWA Solicitor
-Blain shared that we have had 3 interviews so far and one more Monday Dec 20 th at 6:30pm
- d. 28th and Ludwig Bid results
-Blain presented 7 bids for consideration. The lowest bids are close. Casey asked, “What is the difference in the dollar amount of the bids” She also asked if the bids were for the exact same project. – Blain answered her, “yes they are the same project.” (Line items to collect additional funds to cover extra cost of project)

Motion to accept the bid from Mid-State Paving and Excavating for the N. 28th St and Ludwig Project.

Motion made by ___Shaw___ 2nd by Stokes YES 4/0

X. Public Comments:

- Ms. Eva was concerned the water drains haven't been flushed lately and we tried to explain they are maintained by Suez Water not the SWA.**
- Asked about the dollar amount of the Grant.**
- Would the new solicitor have the first tasks of attending to the delinquent SWA and Sheriff Sale properties – Blain said, “yes it was one of the interview questions.”**

XI. Next Meeting: Wednesday, January 19, 2021 @ 6:30 pm – Community Building

XII. Adjourn:

Motion made by: **_Shaw_** 2nd by: **_Stokes_** Vote passed: **YES 4/0**

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