

# The Penbrook Borough Authority

MINUTES, February 16, 2022 6:30 PM

I. Welcome /Call to Order/Attendance

Hogarth   X  , Shaw       , Smith   X  , Bargo   X  , Stokes   X  , Dry   X  , Kern   X  

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

III. Public Comments:

**- Todd will address the Public works report at IX. C. ,**

**-Ms.Eva had some questions about where the money we all pay into the SWA via fees were going to. Mr. Hogarth invited her to stop in the boro office and he would be happy to show her on paper.**

IV. Secretary's Report:

a. Minutes from the January 19, 2022, meeting for approval:

Motion made by:       **Dry**       2nd by:       **Stokes**       Vote passed: **YES 4/0**

V. Treasurer's Report:

a. Stormwater Management balance, check detail, & profit and loss reports for January 2022:

Motion made by:   **Smith**   2nd by:   **Dry**   Vote passed: **YES 4/0**

VI. Manager's Report:

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

b. Retew Meeting report – **Nate and Joe met with Kara from Retew. They told us we need to get better at documentation of changes. There were several missing reports given to Rick for posting. Joe asked Kara to provide him with a proposal of cost to present to the SWA for the complete MS4 update and reporting to include all documentation. Kara came back with an estimate of 16,500.00. Something for the SWA to keep in mind for next budget year**

c. Other reports/comments. – **Joe asked us to gather the information on the Firetruck Housing event as well as Parks and Rec summer project as well as any other events we did to make sure they are documented properly for the MS4.**

VII. Solicitor's Report/Comments: **The solicitor provided the SWA with a written/printed report for the meeting. She then asked what we thought about having the information provided to the Authority prior to the meeting in this manner. The Authority liked having the information in a report form and have agreed to this arrangement for meetings.**

a. Update on unpaid storm water fees and liens – Ms Kern  
**- The information provided on Ms. Kern's report included some of this information however, there will need to be more time to sort through and properly present the completed list for the SWA.**

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- b. Request for action to allow Solicitor to start lien process for unpaid storm water fees due by June 30, 2020 -

**Motion was made to approve all delinquent collections to the solicitor, pending confirmation that Keystone has not begun the collection or lien process for delinquent 2020 – 21 fees/cycle and that Keystone is agreeable to allow those collections to be done by the solicitor despite the prior amendment to the Keystone/ SWA collections agreement that was signed at the end of 2021**

**Made by: \_\_Bargo\_\_ 2<sup>nd</sup> by: \_\_Stokes\_\_ PASSED: YES 4/0**

- c. Updated Attorney's Fee Resolution – **SWA and the Solicitor discussed this matter and**

**A motion was made by \_\_Stokes\_\_ 2<sup>nd</sup> by: \_\_Dry\_\_ to approve Resolution No.2022-1 PASSED YES 4/0**

- d. Updated debt collection practices under the Fair Debt Collection Practices Act - **moot point – updates provided but no longer applicable.**
- e. Other reports/comments – **nothing additional**

## VIII. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit.  
\* Current permit expires 8-31-2023. – **Jeremy from Rettew contacted the cemetery staff and it has been confirmed there are no encroachments on the existing graves. It is possible the current permit could be extended due to running out of time.**
- b. Continue discussion on planning of community events for info and education/clean-up.  
**Documentation of efforts to educate the public.**  
\* Saint Margarete Mary School contact: Mary Jo Pronio, 717-232-3771. **Spring 2022.- hold**  
\* **Educate public on up-coming cemetery project** – proposed reception to show and explain the project  
\* Community car wash with local carwash owner (recycling of water) **Spring of 2022.**  
\*Possible Community Presentation by Dauphin County Conservation  
\***Movie night, Vickie Shaw**  
\***Fire Company - or ask for their input on how to get the public involved**  
\***Education – minors/children** – Glynis and Robin will attend the summer parks program on June 29<sup>th</sup> to present SWA education on plant life and water absorption along with plants to take home and plant on site at the park.  
\***Planning Commission – possible Town Hall in April – Offered space to set up SWA**  
-April 16<sup>th</sup> at the infrastructure table at the town hall of the Planning Commission.

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- c. Minimum Control Measure Plan update (Original draft 5-23-2016)  
● Status of up-dating – **Near completion**
- d. Update on the available grant applications. -**Growing up Greener grant has been awarded to Penbrook in the amount of \$280,000.00 by DEP**
- e. MOU with borough revisions. **Postponed**
- f. 28<sup>th</sup> and Ludwig bid results. Awarded to Mid-State Paving and Excavating – **It should be 6-8-weeks to get the boxes in and the project started.**  
\*Rettew notified of vote.  
\*Contract received for Signature.  
\*Contract signed and emailed to Rettew.  
\*(**Project Kick-off meeting with contractor set for Feb. 22 @ 10:00 AM**)
- IX. New Business:
- a. Education:
- Approved minutes from the January Stormwater Authority meeting to be **posted along with Public Works Reports attached.**
  - Spring Newsletter article. **Update from Robin. Robin will send to Rick**
- b. **MOOT POINT/NULL and VOID** - Keystone Collections Addendum: Motion to re-establish Keystone as the delinquent collector per the Addendum.  
Motion made by: \_\_\_\_\_ 2nd by: \_\_\_\_\_ Vote passed: **NO/YES**
- c. Public Works December report/update.  
\*Between January and February meeting we had 19.5 MS4 hrs.  
\*Met with Kara to review Storm Water Mitigation Plan and we are actively working on that.  
\*Safety Meeting for the month.  
\*Cleared ice from inlets prior to rain coming.  
\*Worked on location and pictures of properties for MS4 mitigation plan and emailed to Kara and Joe.  
\*There were 20 PA one call and 3 emergency PA one calls.  
\*Leaf machine was taken to Stevenson Equipment for yearly service.  
\***No illicit discharges for the month**
- X. Public Comments: - **Casey stated she felt bad the new solicitor had so much to clean up and figure out from the delinquent mess left behind. Thanked everyone for coming.**
- XI. Next Meeting: Wednesday, March 16, 2022 @ 6:30 pm – Community Building
- XII. Adjourn:  
Motion made by: **Stokes** 2nd by: **Dry** Vote passed: **YES 4/0**

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