

# The Penbrook Borough Authority

MINUTES: WEDNESDAY, January 18, 2023 6:30 PM

- I. Welcome /Call to Order/Attendance – Blain announced the meeting was recorded  
Hogarth \_\_\_X\_\_\_, Shaw\_\_\_X\_\_\_, Smith\_\_\_X\_\_\_, Bargo\_\_\_X\_\_\_, Stokes\_\_\_\_, Dry\_\_\_X\_\_\_, Kern\_\_\_X\_\_\_
- II. Pledge of Allegiance & Moment of Silence - Observed
- III. Acceptance of re-appointment by Borough Council or a new 5-year term or Nate Shaw.
- IV. Assign Officers for the year 2023:
- a. Nomination for President: \_\_\_\_\_Blain Bargo\_\_\_\_\_
- Motion made by \_\_\_Shaw\_\_\_\_\_ 2<sup>nd</sup> by \_\_\_Smith\_\_\_\_\_ Vote passed: yes 4/0
- b. Nomination for Secretary: \_\_\_\_\_Glynis Smith\_\_\_\_\_
- Motion made by \_\_\_Dry\_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_Shaw\_\_\_\_\_ Vote passed: yes 4/0
- c. Nomination for Vice President: \_\_\_\_\_Robin Dry\_\_\_\_\_
- Motion made by \_\_\_Shaw\_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_Smith\_\_\_\_\_ Vote passed: yes 4/0
- d. Nomination for Treasurer: \_\_\_\_\_Nate Shaw\_\_\_\_\_
- Motion made by \_\_\_Dry\_\_\_\_\_ 2<sup>nd</sup> by \_\_\_Shaw\_\_\_\_\_ Vote passed: yes 4/0
- V. Public Comments:

Miss Eva and Miss Mary. Miss Eva said she was grateful for the new year and glad that everything will get better this year. She is concerned about the ongoing SWA fees. Joe explained/predicted Miss Eva asked would it be being they will not be going away anytime soon. She then asked if the fees would be put on the taxes. It was answered that was not on a plan as of now. Mary Hafer then introduced herself and told us how she was married for 63yrs to her husband and lives in a house built in 1941. The ladies then smiled and explained they came together because of driving at night.

- VI. Secretary's Report: Blain explained there would only be November minutes since the December meeting did not have a quorum
- a. Minutes from the November 16, 2022 meeting for approval:

**Motion made by: \_\_\_Shaw\_\_\_\_\_ 2nd by: \_\_\_\_\_Dry\_\_\_\_\_ Vote passed: YES 4/0**

- VII. Treasurer's Report: Nate Shaw presented both November and Decembers reports
- a. Stormwater Management balance, check detail, & profit and loss reports for November 2022:  
**Motion made by: \_\_\_Smith\_\_\_\_\_ 2nd by: \_\_\_Dry\_\_\_ Vote passed: YES 4/0**
- b. Stormwater Management balance, check detail, & profit and loss reports for December 2022:  
**Motion made by: \_\_\_Shaw\_\_\_\_\_ 2nd by: \_\_\_Dry\_\_\_ Vote passed: YES 4/0**

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VIII. Manager's Report: Joe Hogarth presented the below information.

- a. Authority email activity.
  - Bids need to be addresses
  - Joe approved the change in height to 4' and black, for the chain-link fence around the basin project
- b. Other reports/comments.
  - \*NPDES Permit No. PAI133544, MS4 Periodic Report Review
  - Joe will email in the morning about it.

IX. Solicitor's Report/Comments: **Solicitor presented a verbal report.**

- a. Update on unpaid storm water fees and liens
  - 26 new collection letters
  - stated next step filing liens – sent 15, 10 Day letters, she further explained the process used to mail the letters.
  - 2 follow up letters – property owners willing to pay and gave time to respond – now issuing reminder letters.
  - Everyone that asked for or got a payment plan and people are following through and completing the payment plans.
- b. Resolution 2022-03 -
  - \*Clarification from Keystone
  - \*Amendments to the existing Resolution
  - \*\*\*postponed until February meeting for the 2023 resolution

Motion to adopt resolution 2022-03 made by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_

Vote passed: NO/YES

- b. Other reports/comments.
  - 1 – Fee schedule for 2022- CGA reviewed – no recommendation to change the fee schedule no need to do anything with this at this time.
  - 2 concern 2328 State Street opened new collection matter- no 2018, yes 2020 and 2021 – all delinquents.
  - 3 -The solicitor explained what issues would surround a chapter 13 bankruptcy, what we would and would not be able to do legally with a property with delinquent SWA fees, pertaining to liens. It was recommended the solicitor do what is needed to do legally and then report back to SWA what action was taken.

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## X. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit.  
See Engineers Report/Drawings  
Project is out or bid.
  - **Current Basin Project out for bid – Blain explained what was sent out for bid and that bids were due back February 7, 2023, by 2:00 PM. Project projected completion July 31, 2023, if no weather related delays.**
- b. Discussion on planning of community events for info and education/clean-up.  
Reminder that documentation of efforts to educate the public is needed.
  - \* Educate public on up-coming cemetery project
  - \*Possible Community Presentation by Dauphin County Conservation
  - \*Fire Company - or ask for their input on how to get the public involved
  - \*Potential for WREP community education**
  - \*Newsletter and Ongoing Storm Basin Education**
- c. MOU with borough revisions.  
**Borough will forward Solicitor current MOU's for review and recommendations or a revised MOU agreement.**
  - \*Blain asked about making recommendations – still in process.**
  - \*Open discussion on the MOU – Joe Hogarth explained how the MOU questions started and some of the items that could affect the use of funds. The solicitor stated she would bring in special council if needed to advise and write/build the MOU.**
- d. Discussion on future SWA parcel rate fee schedule.  
**October meeting Nate mentioned a few ideas about changes that could impact the budget moving forward.**
  - \*Flat fees for property square footage
  - \*Impervious vs pervious
  - \*Commercial rate and residential rate
  - \*Review of PA Municipal Authority Act by solicitor**\*\*\*Table this item to continue discussion**
- e. 2435 Canby Street Collection Fee  
**- Delinquent fee payment made – all is clear and resolved.**

## XI. New Business:

- a. Education:
  - Approved minutes from the November 2022 Stormwater Authority meeting to be posted.
  - **Robin sent the minutes to Becky and Web page for posting.**

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b. Public Works report/update. – **Blain reported as sent**

\*Totals for the year leaf pickup are 275-man hours and 37 loads of leaves.

\*15 Pa1 calls marked 2 were emergency.

c. Approval for the advertisement of the cemetery basin project for bid.

**Motion to ratify the approval of the advertisement of the cemetery basin project for bid.**

**made by: \_\_Bargo\_\_\_\_\_ 2<sup>nd</sup> by: \_\_Shaw\_\_\_\_\_ Vote passed: YES 4/0**

d. Engineer's report: **Blain sent with the Basin information.**

See MS4S Individual Permit Application and MS4S Individual Permit Checklist

- **Joe emailed Kara, no change to report on the timeline.**

XII. Public Comments:

- **Miss Eva and Miss Mary left a bit early – they stood and said goodbye to everyone.**

XIII. Next Meeting: Wednesday, February 15, 2022 @ 6:30 pm – Community Building

XIV. Adjourn:

Motion made by: **\_\_Shaw\_\_\_\_\_** 2nd by: **\_\_Dry\_\_\_\_\_** Vote passed: **YES 4/0**

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