

The Penbrook Borough Authority

MINUTES: WEDNESDAY, May 17, 2023 6:30 PM

I. Welcome /Call to Order/Attendance

Hogarth ___X___, Shaw___X___, Smith___X___, Bargo_____, Stokes___X___, Dry___X___, Kern___X___

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

III. Public Comments: **Ms.Eva**

IV. Secretary's Report: **Prepared by Glynis Smith**

a. Minutes from the April 19, 2023 meeting for approval: Accept as Amended

Motion made by: ___Dry_____ 2nd by: ___Stokes_____ Vote passed: YES 4/0

V. Treasurer's Report: **Presented by Nate Shaw**

a. Stormwater Management balance, check detail, & profit and loss reports for April 2023:

Motion made by: ___Dry_____ 2nd by: ___Stokes_____ Vote passed: YES 4/0

VI. Manager's Report: **No Report – Joe Hogarth**

a. Authority email activity.

None at this time

b. Other reports/comments.

None

VII. Solicitor's Report/Comments: **Presented by Beth Kern**

a. Update on unpaid storm water fees and liens

- **Ms. Kern presented the statistics for the delinquent collection efforts. Notably, since October of 2022 over 200 delinquent stormwater fees have been paid or marked as paid, to date.**

b. Other reports/comments.

Ms. Kern provided a report on two problematic delinquent accounts.

2737 Herr St. only has one delinquent fee year of 2017 stormwater fee. There were complications around the timing of the filing of lien due to a judicial tax sale of the property on May 2018, (sale deed Sept. 2018) buyer at that sale bought the property free and clear. (2017 stormwater fees were \$60.64)

Motion to withdraw the lien filed against the property for the 2017 stormwater fee for 2737 Herr St and consider the SWA fee of \$60.64, Paid.

Made by : ___Shaw___ 2nd by: ___Stokes___ Vote passed: YES 4/0

(02309893/2) The Penbrook Borough Authority

150 South 28th Street

Penbrook, PA 17103

penbrookauthority@outlook.com

www.penbrook.org

(717)232-3733 ext. 3



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320 S. 29th St - Current owner bought from a prior owner in September of 2016 according to Dauphin County records. The 2017 and 2018 stormwater fees liens were addressed to the prior owner.

Based on the discussion, the Solicitor will proceed with sending a collection letter. It will be for the following: 2017-111.87 (delinquent stormwater fee only), 2018 – 103.88 (delinquent stormwater fee only), and 2019 will be for the delinquent stormwater fee and legal fees for the collection efforts.

VIII. Old Business:

a. Update on timeline for cemetery project and current MS4 permit.

* Construction kick-off meeting held on 3-13-23

* Site work began week of 4-9-23

* Basin cut-in

* Change order for the project to be reviewed in new business

b. Consideration of a Tymco 435 Street Sweeper.

* Estimated purchase cost for consideration is \$215,000.00.

* Consideration of annual maintenance/service cost.

* Consideration of labor cost for use approximately 8 hours /week.

* Consideration of fuel cost.

– **Blain reached out to the manufacturer for life expectancy, fuel and maintenance cost for the street sweeper.**

-Joe had an open discussion on the need to have this piece of equipment. Who and how to manage the possible purchase of a Street Sweeper- budget-maintenance – fuel were all to be added to June meeting for discussion.

Glynis did ask if there was a middle of the road size piece of equipment that could handle the Boroughs' need for the inlets and outfalls that the sweeper would also be used for, but would be smaller and more cost effective for a smaller borough like ours and then just rent/lease the sweeper a few times a year. The response was they did not know but was a good question.

c. 2023/2024 Budget

3-19-23 discussion:

***Draft worksheet sent with packet for discussion.**

- Joe pointed out a few places to make adjustments to next years budget. 35k to 40k for legal fees etc.

-Reviewed the Growing Greener Grant

-Discussed pay increases/ Incomes, taxes and a variety of similar items to follow into the new budget.

-Discussed a new street sweeper/vacuum for streets and Basins.

-35k for line-item court cost

-middle of the road sized equipment for the borough – item and cost unknown

-street sweeper and push camera – (12,000.00 and 8,000.00)

184k – Capitol Fund, 583,540.22 – 569,989.00 = 13,551.22 surplus

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- IX. New Business:
- a. Education:
***Approved minutes from the April 2023 Stormwater Authority meeting to be posted. Corrected/ Approved minutes will be sent this evening for posting.**
- **We need to ask for the curriculum for the summer program that Carmen will do for the children on sediment / landfill information to give to Kara at Rettew for the MS4 posting of education credits.**
- b. Public Works report/update.
- **None at this time**
- c. Engineer's report:
- **A change order form from Iron Eagle for the additional drain for the water at the bottom of the new Basin Project in the amount of \$9,653.00**

Motion to accept the adding of the Permanent Underdrain to the Basin Project.

Made by: ___Shaw___ 2nd by: ___Stokes___ Vote: YES 4/0

- Piping not going to happen this year.

- X. Public Comments:
Ms. Eva attended and said she really didn't have any comments but was glad to learn and hear all the information we discussed about the liens on the houses.

XI. Next Meeting: Wednesday, June 21, 2023 @ 6:30 pm – Community Building

XII. Adjourn:
Motion made by: **_Shaw_** 2nd by: **_Smith_** Vote passed: **YES 4/0**

