

# The Penbrook Borough Authority

Minutes: WEDNESDAY, September 21, 2022 6:30 PM

I. Welcome /Call to Order/Attendance

Hogarth \_\_X\_\_, Shaw\_\_X\_\_, Smith\_\_X\_\_, Bargo\_\_X\_\_, Stokes\_\_\_\_, Dry\_\_X\_\_, Kern\_X\_

X

II. Pledge of Allegiance & Moment of Silence - Observed

III. Public Comments:

**NONE present at the beginning; Miss Eva presented a concern about a pot hole on the road around her property and then told us about the citation she got for grass being too high and shrubs grown over to the road. We redirected the conversation to the council members present and the borough manager. Joe made some connections to find out what was going on and help us move forward helping her. He told her the pothole would be filled the next day. He sent us a picture to help guide her to the problem and what she needs to do to move forward.**

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

a. Minutes from the August 17, 2022, meeting for approval:

Motion made by: **Dry\_\_2<sup>nd</sup>** by: **Shaw\_\_** Vote passed: **Yes 4/0**

V. Treasurer's Report: **Nate Shaw presented the report**

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

Motion made by: **Smith\_\_\_\_\_2<sup>nd</sup>** by **Dry\_\_** Vote passed: **Yes 4/0**

VI. Manager's Report: **Presented by Joe Hogarth**

a. Authority email activity.

**A letter from DEP was forwarded to Kara from Retew to get more information on the requirements. Current MS4 permit expires on 8-31-2023. Next permit to be prepared 3-4-23.**

b. Other reports/comments.

**Preparations are being made to complete the paving at the Forney Project. The cost of the paving will be split between Sewer and SWA.**

VII. Solicitor's Report/Comments: Prepared and presented by Ms. Beth Kern, Attorney

a. Update on unpaid storm water fees and liens – **There has not been a lot of activity. There were fourteen new letters for fees. She explained about the liens and letters and then about the percent of interest applied to the liens. Discussed multiple leans merger 6% added to g and h.**

**-Collection letters being sent (reminders)**

**-one property owner asked for the lien amount.**

b. Draft Resolution 2022-03

**Standard Policy and Procedures for the collection of delinquent fees for Penbrook.**

**Motion to adopt resolution 2022-03 with the word changed from To, to may, under paragraph section 8-l**

**made by: Dry\_\_ 2<sup>nd</sup> by: Shaw\_\_ Vote passed 4/0**

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c. Other reports/comments - **none**

## VIII. Old Business:

- a. Update on timeline for cemetery project and current MS4 permit.  
**Defer discussion until New Business**
- 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  
\*Possible Community Presentation by Dauphin County Conservation  
\*Fire Company - or ask for their input on how to get the public involved  
\*Movie night possibilities on 9-10 and 10-1.  
**\*Leaf Collection/ Fall Education complete/ Winter needed**
- c. Minimum Control Measure Plan update (Original draft 5-23-2016)  
●Status of up-dating (See MS4 Tsk List)  
**- Joe said Kara was in last week for training with new staff.**  
**-MS4 tsk list will be prepared by September 1, 2023**
- d. MOU with borough revisions. **On hold.**
- e. Emergency sewer and storm line repairs update:  
**Joe already addressed this paving should be happening soon.**
- f. Continue discussion on future SWA parcel rate fee schedules. – **ON HOLD**  
**-looking into different approaches for restructuring the formula or process of creating the SWA fees while still meeting the budget to fulfill the MS4 requirements. At this time we do not know what the new MS4requirements will include or how much it will cost the borough residents.**
- g. SWA meeting frequency and requirements.  
**Ms. Kern Atty stated the words “regular meetings” are the only words indicating frequency. The SWA has decided to keep the monthly meetings and if the meeting should need cancel then we will cancel the meeting.**

## IX. New Business:

- a. Education:
- Approved minutes from the August Stormwater Authority meeting to be posted.
  - **Robin sent them to both Rick and Becky for posting.**
- b. Public Works August report/update. – A few points from this months report.  
**-8hrs cleaning out inlets**  
**-motor work**  
**-training with Kara**  
**-water testing at outfalls**

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c. Engineers Report

**-Replace the pipe from Herr St to the New SWA Basin site in the cemetery. We will need to obtain a utility permit from the DOT. We also need to find out if the permit can be shared for both the sewer and the SWA**

**Motion to allow Retew to proceed with preparing and submitting the highway occupancy permit to PennDot.**

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

X. Public Comments: **nothing further from Miss Eva**

XI. Next Meeting: Wednesday, October 19, 2022 @ 6:30 pm – Community Building

XII. Adjourn:

**Motion made by \_\_Shaw\_\_ 2<sup>nd</sup>: \_\_Dry\_\_ vote passed YES 4/0**

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