

# The Penbrook Borough Authority

MINUTES: WEDNESDAY, July 19, 2023, 6:30 PM

I. Welcome /Call to Order/Attendance

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

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

III. Public Comments: **Mark Sostar and Addison Sostar.**

**Ms. Eva – Asked toward the end of the meeting about Where the SWA fee was always going to be here. She thought it might go away to the taxes or on the tax bill. Blain explained the difference and why it is beneficial to have the SWA bill as a fee and not a tax.**

IV. Secretary's Report: **Provided by Glynis Smith, edited version presented by the Solicitor.**

**a. Minutes from the June 21, 2023 meeting for approval:**

**Motion made to postpone the approval of the June meeting minutes for further review and due by July 29, 2023 for approval at the August 16<sup>th</sup> Meeting. ( note there was no response by July 29<sup>th</sup>.)**

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

**\*\*\*Motion made by: \_\_\_\_\_ 2nd by: \_\_\_\_\_ Vote passed: NO/YES**

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

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

**1 – Ms Eva asked about a paper copy of the budget since she does not use the computer- they told her if she comes to the borough office they will (Becky will) provide you with a copy.**

**2 - Blain asked about the Zimmermans pipe statement. Blain and Mark decided they will wait and ask Joe when he returns to confirm what they think the statement is for.**

**Motion made by: \_\_\_\_\_ Bargo\_\_\_\_\_ 2nd by: \_\_\_\_\_ Stokes\_\_\_\_\_ Vote passed: YES 4/0**

VI. Manager's Report: **Not Present**

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

**a. Update on unpaid storm water fees and liens**

**-Solicitor went over her updates and explained that there are now people paying their delinquent SWA fees before the delinquent letter goes out to them.**

**- Looking into multiple problematic accounts and will continue to update as information is found. She was able to present a payoff from one property owner.**

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- b. Other reports/comments. – A letter was drafted for the borough newsletter. There are two different reports, one to explain the SWA fees and when they come out, as well as how and when and what you are paying. The second was to explain the collection fee update. Why and how the fees are arrived at. The Solicitor asked us to review the document by next meeting.

## VIII. Old Business:

- a. 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.

6-21-23 discussion:

**- Company sales Representatives Ross & Kevin available for questions. The Authority asked a lot of questions, the following has been discovered for consideration of the purchase. The SWA will look at the information and decide at a later date.**

Maintenance – some items are yearly replacement cost, and some are per use hours to estimate cost.

- The CURTAIN to be replaced by the company and clean appropriately. (Cost would be based on an 8hr job at 180.00 per/hr. plus parts, Representative stated about 2500.00 total cost if sent out. However, they did offer they could train our public works staff and they could do this replacement for approximately 500.00 plus labor/man hours and a fraction of the cost.)
  - GUTTER BROOMS are another item that would need to be replaced on a regular basis. They are around 200.00 per broom and would likely need replacing more often at first until the streets are in better condition. The “set weight” matters to the wear and tear of the parts and the frequency of replacement. (could be around 200.00 per/mo. X 9 mos.= \$1800.00)
  - This purchase comes with different warranty time lengths. The truck has a 3yr warranty, the motor for the sweeper has a 2yr warranty and overall, non-wearable parts, a 1 yr warranty.
  - In addition to street sweeping, it was discussed what else the sweeper can assist the public works department with. Such as, there is a smaller vacuum hose to attach to the hopper to help with the maintenance of the storm drains and outfalls in the Borough.
  - Other possible uses were discussed and are thoughts going forward for consideration if this sweeper is purchased. All in it looks to cost around 220,000. 00 for everything to start.
  - There is also additional cost associated with fuel, insurance, labor / man hours to operate and training time and time and cost to remove the debris collected.
  - There was discussion on what the savings and benefits of our Borough owning our own equipment vs having to lease or rent from the company. Any further questions and concerns can be brought up at a future SWA meeting.
- **Blain provided the notes from the last meeting to be able to further discuss the possibility of such a purchase. Mark explained the value of having the equipment. He added some additional information about the future of the infrastructure concerns and what some future maintenance cost might be.**
- **Blain did ask questions about all the overall additional costs associated with owning this piece of equipment, some questions came up about; fuels, man-hours/labor, insurance, repair maintenance, liability, preventative maintenance.**
- **SWA asked for a report that provides a comprehensive list of options for use in the borough. This report should address the questions from above and costs associated with each of the**

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areas. They asked for the presentation to include multiple choices of equipment to consider. Such as a side-by-side comparison of renting vs owning. Bigger equipment that dos multiple things vs multiple smaller pieces of equipment that do the same jobs as the sweeper and are compatible with the equipment we currently own.

**Motion not to purchase the street sweeper at this time.**

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

- b. Rain Barrel Workshop with Dauphin County Conservation District  
**-Ben read through the email from June 27<sup>th</sup> from the Conservation District. An email is going to Joe and Blain for date and time for the workshop. (3pm to 6 pm) Ben offered September 16<sup>th</sup> for the Rain Barrel workshop At the Borough event.**
- c. Bagger for Grass Clippings at Basin: **Purchase status is unknown**  
**- already in the budget – no need to vote.**

**Blain and Nate are reaching out to Retew about the safety and upkeep of the Basin Site. Currently the project is still under the Engineer/Contractor care, will CC Mark and Joe**

IX. New Business:

- a. Education: **All SWA members present signed off on a fact sheet from Retew given to us 1 by Mark.**

\*Approved minutes from the June 2023 Stormwater Authority meeting to be posted.

**\*\*\*Minutes will not be posted until after the next meeting**

- b. Public Works report/update. **No report presented.**  
**Mark did get the document signed for the education piece.**
- c. Engineer's report: **None received.**
- d. Martin Flannery and Associates Agreement: **Blain read the document.**

X. Public Comments: **No Public present at the end of the meeting.**

XI. Next Meeting: Wednesday, August 16, 2023 @ 6:30 pm – Community Building

XII. Adjourn:

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

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