

# The Penbrook Borough Authority

MINUTES: WEDNESDAY, September 20, 2023, 6:30 PM

- I. Welcome /Call to Order/Attendance  
Hogarth   X  , Shaw   X  , Smith   X  , Bargo   X  , Stokes   X  , Dry   X  , Kern   X
- II. Pledge of Allegiance & Moment of Silence - **OBSERVED**
- III. Public Comments: **None present**
- IV. Secretary's Report: Prepared by Glynis Smith  
a. Minutes from the August 20, 2023, meeting for approval:  
**Motion to accept the minutes with corrections.**  
**made by:   DRY   2nd by:       SHAW       Vote passed: YES 5/0**
- V. Treasurer's Report: Presented by Nate Shaw  
a. Stormwater Management balance, check detail, & profit and loss reports for August 2023:  
**Motion made by:   SMITH   2nd by:   DRY   Vote passed: YES 5/0**
- VI. Manager's Report: Presented by Joe Hogarth  
a. Authority email activity:  
**None**  
b. Other reports/comments:  
**1- WREP – Joe reported some new information about what may be happening in the coming year within the program. He will continue to update SWA so they can make informed decisions regarding participation moving forward.**  
**2- The Cemetery project is underway, continuing through October and substantial completion into early November.**  
**3- Velter Property subdivision is in for review with Jeremy to send to the Planning Commission and Borough Council.**
- VII. Solicitor's Report/Comments: Presented by Beth Kern  
a. Update on unpaid storm water fees and liens:  
**-The process is moving along – 9 liens – sent 6, started reminder letters only one will be sent.**  
**-Large amount of Payment Plans-most people that are asking are paying and some are paying off early.**  
**-Robin did ask for some clarity on the number of outstanding fees that are due. Beth answered her questions.**  
b. Fee and Collection Article and FAQs:  
\*Review and discuss for approval Fee and Collection Letter:  
**Sent out the updates for clarity, update the dates every year.**  
**NOT NEEDED: Motion made by: \_\_\_\_\_ 2nd by: \_\_\_\_\_ Vote passed: NO/YES**  
\*Review and discuss Frequently Asked Question sheet:  
**Consensus of SWA was to post as FAQ's are written and update annually as dates and information changes.**

The Penbrook Borough Authority  
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NOT NEEDED: Motion made by: \_\_\_\_\_ 2nd by: \_\_\_\_\_ Vote passed: NO/YES

- c. Other reports/comments.  
**The above information will post to the Penbrook website – Robin will ask Council for permission to post to the borough Facebook Page. This information will be added to the MS4 education credits.**

## VIII. Old Business:

- a. Rain Barrel Workshop with Dauphin County Conservation District  
\* Report from 9-16-23:  
**Ben Stokes is checking on how many residents signed up for Barrells (7 signed up) and report back next month. Beck presented rain barrel presentation/information introduction. Two to three picked up on Saturday.**
- b. Third party audit. Estimated cost.  
**-Blain asked if there was any update, no update yet, but there was another person that had done an audit before, but she does not have credentials – still looking into it.**
- c. Storm drains inlets and outfalls maintenance:  
**Joe has been discussing with Public Works what a maintenance program might look like. He said he is concerned what it would look like doing the shoveling in tight spaces with a shovel. Adjusting personnel hours and would need to make needed budget adjustments.**

## IX. New Business:

- a. Education:  
\*Approved minutes from the August 2023 Stormwater Authority meeting to be posted.  
- **Corrected minutes will be sent later this evening for posting.**
- c. Public Work's report:  
**-None at this time.**
- d. Engineer's report:  
\*EDU's estimate  
**-Some questions were asked about costs and Joe broke it down and explained it to everyone for better understanding.**  
**- SWA members were asked to submit questions on the EDU for Kara to address. Please send questions by the second Tuesday of October.**
- e. Open discussion for update on some properties

## X. Public Comments: **No public present**

**Glynis did report not being at the next SWA meeting, Robin will take notes and do the minutes.**

## XI. Next Meeting: Wednesday, October 18, 2023 @ 6:30 pm – Community Building

## XII. Adjourn:

Motion made by: **SHAW** 2nd by: **DRY** Vote passed: **YES 5/0**

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