

The Penbrook Borough Authority

Minutes: WEDNESDAY, August 16, 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: **Rebecca Ramper – present,**
Carmen Gonzales from the Summer Little Valley Park Program.
– Reduce-Reuse-Recycle was the message
-She presented the curriculum she shared and taught to the children from this summer’s Parks and Recreation program. An education information packet for the 32 children that attended was given to Kara for the MS4 education, 20 hours of credits.
-She also discussed future projects with Leo’s and Lions and a composting project in 3 phases. Possibly be used with/ for the KBP 10,000.00 grant for a community garden. Also talked about a children’s garden at 32nd and George St. as 3rd phase.
***Many thanks to Carmen for such a great presentation and for always being supportive of the children and our community.*
- IV. Secretary’s Report:
 - a. Minutes from the June 21, 2023 meeting for approval:
Motion to approve the edited version of the June minutes was.
made by: DRY 2nd by: STOKES Vote passed: YES 4/0
 - b. Minutes from the July 19, 2023 meeting, as corrected at the meeting, for approval:
Motion made by: STOKES 2nd by: DRY Vote passed: YES 5/0
- V. Treasurer’s Report: **Presented by Nate Shaw**
 - a. Stormwater Management balance, check detail, & profit and loss reports for July 2023:
Motion made by: DRY 2nd by: SMITH Vote passed: YES 5/0
- VI. Manager’s Report: **Presented by Joe Hogarth**
 - a. Authority email activity:
Sent out information about the WRAP program.
 - b. Other reports/comments:
 - **view seminar about the lawsuit**
 - **discussed the fee schedule and pervious vs. impervious (GIS approx. cost 3500.00)**
 - **reported the fence being around the basin project until finished**
- VII. Solicitor’s Report/Comments: **Presented by Beth Kern from CGA Law**
 - a. Update on unpaid storm water fees and liens:
 - reports of positive gains from solicitors’ efforts to collect delinquent fees.**
 - Becky was able to provide information requested for the solicitor**

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-solicitor's report addressed the status of current delinquent fees.

-research continues to be updated and corrections or discrepancies still being looked at for clarification before reporting new updates.

b. Updates on recent stormwater case law:

- Joe provided information about the video presentation and the case law discussing the borough of West Chester University and the 1st ruling in the state. Also noted that there are appeals filed. (In our borough, Stormwater is a fee not tax) The solicitor explained in the simplest of terms what to look at and how to implement the future fee structure.
- It is important to ensure we have a reasonably portioned fees structure moving forward.
- Some Authority members asked questions. The solicitor explained some options other municipalities have chosen to do that are different from Penbrook.
- Blain suggested putting this topic on the next agenda so we can start looking at possible changes to our fee structure.
- Joe provided some information about the GIS and pervious vs. Impervious and how it would be determined. Blain asked for more clarity in regard to the square footage and how it would be determined.

c. Other reports/comments. Newsletter information –

Information for the website was suggested to include an invitation to come attend future SWA meetings.

-Robin suggested providing “Where to go to pay the delinquent fees.”

-Becky suggested bolding the Q and A, and regular print for the answers.

-In regard to payments- Becky stated that from the 1st to the 15th of the month there is a two-week period she does not have a dollar amount available to know how much is due to pay off an account. Suggested taking names and numbers and calling back when the amount is available.

***SWA is waiting until the next meeting to approve the fact sheet for posting.

VIII. Old Business:

a. Rain Barrel Workshop with Dauphin County Conservation District

* Set for Sept 16.

- **Matthew Willard will make a presentation about Rain Barrells. (Fall Fest is 3pm to 6pm) - discussed how /when to deliver and install the rain Barrells.**

b. Basin project temporary fence maintenance and weed control:

*Rettew has addressed with contractor. Concern was for safety as the fence was down in many areas and the basin is holding water.

****This was discussed in the managers' report.**

c. Martin Flannery and Associates Agreement:

***Question was raised at the July meeting as to the need or requirement for a third-party audit.**

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-Blain asked if we were being audited. Jackie Balthaser did an audit between borough managers. Nate asked to see if we should do an audit or if we have to do an independent audit.

It is not a requirement of the Authorities Act. Suggested we get price quotes and length of time that should lapse between for an audit.

- IX. New Business:
- a. Education:
 - *Approved minutes from the June and July 2023 Stormwater Authority meeting to be posted.
 - *Rain barrel information and presentation scheduled for Sept 16. Need to try to record number of persons attending.
 - Robin and Glynis will attend the fall fest for SWA as an education event for the MS4.
 - b. Regular maintenance breakdown schedule of storm drains:
 - After the meeting additional questions came up about the scheduled maintenance of the outfalls and inlets, tools and equipment needed to do the job manually, as well as clarification to justify the purchase of additional equipment.
 - c. Public Work's report:
 - Asking Mark if information already exists and what we currently know and what additional data is needed to be collected for the questions I IX. b.
 - d. Engineer's report:
 - *Basin Change Order – Time extension until November 3, 2023
 - *Permit – Received and is good until August 31, 2028
 - *WREP information review – Joe spoke about at the managers' report.
- X. Public Comments: **Becky stated she found the meeting informative.**
- XI. Next Meeting: Wednesday, September 20, 2023 @ 6:30 pm – Community Building
- XII. Adjourn:
Motion made by: **___Shaw___** 2nd by: **___Dry___** Vote passed: **YES 5/0x = lo**

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