

# The Penbrook Borough Authority

Minutes: WEDNESDAY, October 18, 2023 6:30 PM

I. Welcome /Call to Order/Attendance

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

II. Pledge of Allegiance & Moment of Silence

Observed

III. Public Comments:

Monique Miller: Ms. Miller had comments concerning a 2019-2020 bill for stormwater. ¼ o total bill had not been paid and now a lien has been placed on her property causing the fees to be much higher then the bill for a full year. Ms. Miller is requesting relief from the added fees for the filing of the lien and solicitor fees. Mater is tabled with no accruing cost until next meeting.

IV. Secretary's Report:

a. Minutes from the September 20, 2023 meeting for approval:

**Motion made by: Shaw 2nd by: Bargo Vote passed: NO-0/YES-3**

V. Treasurer's Report:

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

**Motion made by: Bargo 2nd by: Stokes Vote passed: NO-0/YES-3**

VI. Engineer's Report:

a. Update on basin project:

Contractor re-mobilized week of 10-16-23

b. EDU's:

Correction on term is to be ERU's. Discussed that most municipalities base their fees on Impervious area. Typically, there are 70%-80% residential lots. A flat fee or single family can be calculated based on an average on impervious using a 5% sample by GPS. Base unit is based of the average unit. Commercial properties must have the impervious area tract and kept record of. Penbrook has roughly 880 single parcels and 289 that are not single estimated by initial information.

The Penbrook Borough Authority  
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VII. Manager's Report:

a. Authority email activity: None.

b. WREP: Recommend tabling our discussion to join in the program for a year and just maintain our membership fee or an additional year.

c. Other reports/comments: June 2024 meeting will be set for Tuesday June 18<sup>th</sup> to avoid the holiday on the 19<sup>th</sup>.

VIII. Solicitor's Report/Comments:

a. Update on unpaid storm water fees and liens:

Two collection letters sent in past month.

Fourteen separate delinquents have been sent.

Fifteen liens have been filed.

Reviewed four problematic accounts.

b. Other reports/comments: None

IX. Old Business:

a. Third party audit. Estimated cost:

Motion to not pursue auditing from a third party at this time.

**Motion made by: Bargo 2nd by: Stokes Vote passed: NO-0/YES-3**

b. Storm drains inlets and outfalls maintenance:

No new information except that this will be hard to pull together as some inlets require much more attention than others. Will try to have public works track some.

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- X. New Business:
- a. Education:  
\*Approved minutes from the September 2023 Stormwater Authority meeting to be posted.
- b. Public Work's report:
1. A complete check of all storm water inlets was conducted in September and found that 19 had issues that should be addressed at some point in time.
  2. I am going to start a grading system for inlets so problems will be easily identified without having to go back out and inspect the inlet.
  3. The possible erosion issue on Swartz St is being taken care of I spoke with the resident today and we have a plan in place.
  4. Leaf pick begun this week as of today the whole borough has been gone through and will continue everyday as weather and work allows.
  5. November we will do the final outfall inspections of the year. Last time there were no issues found.
  6. Good news the tarp system that was put on the front of the salt building has done a great job at keeping the salt dry and clean of debris.
  7. Public works installed a 2<sup>nd</sup> camera on the red dump so the person working the leaf vac can be visually always seen. SAFETY 1<sup>st</sup>
  8. Codes received complaint of an illicit discharge at Costa Oil. Nothing was found, but staff will keep an eye on the area in question and monitor.
- c. Dauphin County Conservation District Letter:  
Letter reviewed and consideration to be involved in addition rain barrel workshops to be determined based on barrels we currently have.
- XI. Public Comments: **Comments made at start of meeting above.**
- XII. Next Meeting: Wednesday, November 15, 2023 @ 6:30 pm – Community Building
- XIII. Adjourn:  
Motion made by: Shaw 2nd by: Bargo Vote passed: **NO-0/YES-3**

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