

# The Penbrook Borough Authority


MINUTES: WEDNESDAY, January 17, 2024 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. Acceptance of re-appointment by Borough Council or a new 5-year term for Robin Dry.  
**Motion made by \_\_\_Stokes\_\_\_ 2<sup>nd</sup> by \_\_\_Shaw\_\_\_ Vote passed YES 5/0**
- IV. Assign Officers for the year 2024:
  - a. Nomination for President: \_\_\_\_\_ **Blain Bargo** \_\_\_\_\_  
Motion made by \_\_\_Shaw\_\_\_ 2<sup>nd</sup> by \_\_\_Dry\_\_\_ Vote passed: **YES 5/0**
  - b. Nomination for Secretary: \_\_\_\_\_ **Glynis Smith** \_\_\_\_\_  
Motion made by \_\_\_Dry\_\_\_ 2<sup>nd</sup> by \_\_\_Shaw\_\_\_ Vote passed: **YES 5/0**
  - c. Nomination for Vice President: \_\_\_\_\_ **Robin Dry** \_\_\_\_\_  
Motion made by \_\_\_Shaw\_\_\_ 2<sup>nd</sup> by \_\_\_Stokes\_\_\_ Vote passed: **YES 5/0**
  - d. Nomination for Treasurer: \_\_\_\_\_ **Nate Shaw** \_\_\_\_\_  
Motion made by \_\_\_Dry\_\_\_ 2<sup>nd</sup> by \_\_\_Stokes\_\_\_ Vote passed: **YES 5/0**
- V. Public Comments: **Monique Miller**  
**Jerry Smith on behalf of Griselda Portorreal**

**Both individual parties had the opportunity to present information on their situation. First there was much discussion then a decision was made for both cases regarding SWA fees. Information is documented in X. OLD BUSINESS a. and b.**

- VI. Secretary's Report: **Presented and corrected**
  - a. Minutes from the November 15, 2023 meeting for approval:  
**Motion made by: \_\_\_Stokes\_\_\_ 2nd by: \_\_\_Shaw\_\_\_ Vote passed: YES 5/0**
  - b. Minutes from the December 20, 2023 meeting for approval:  
**Motion to accept the amended minutes made by: \_\_\_Bargo\_ 2nd by: \_\_\_Shaw\_\_\_ Vote passed: YES 5/0**
- VII. Treasurer's Report: **Presented by Nate Shaw**
  - a. Stormwater Management balance, check detail, & profit and loss reports for December 2023:  
**Motion made by: \_\_\_Stokes\_\_\_ 2nd by: \_\_\_Smith\_\_\_ Vote passed: YES 5/0**
- VIII. Manager's Report: **Presented by Joe Hogarth**
  - a. Authority email activity:  
**none at this time.**
  - b. Stormwater time report: **Mr. Hogarth has asked the Public Works staff for their use of time for daily tasks. Sending out monthly, looking for efficient and accountable use of time.**

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c. WREP report: - **recommended another 500.00 membership (requires a vote)**

**Motion to remain a member of WREP for the year 2024 made by \_Stokes\_ 2<sup>nd</sup> By \_Shaw\_  
Passed: YES 5/0**

d. Other reports/comments: **NONE**

IX. Solicitor's Report/Comments: **Presented in writing and in-person by Solicitor Beth Kern**

a. Update on unpaid storm water fees and liens:

**A simplified report for the Authority to get a better cleaner look at where the SWA fees currently stand.**

b. Authority Fee Resolution 2024-01: **Solicitor explained.**

**Motion to accept the Authority Fee Resolution 2024-01 to include the updated Attorney fee schedule.**

**Made by: \_\_Dry\_\_ 2<sup>nd</sup> by: \_\_Bargo\_\_ Vote Passed : YES 5/0**

c. Other reports/comments: **NONE**

X. Old Business:

a. 2612 Hoffer St., Monique Miller addressed us in October and November requesting that fees be removed. ¼ o 2019 was not paid and has recently resulted in a lien on property. Matter was tabled for further discussion until January's meeting.

**Ms. Miller is in attendance – Solicitor explained the fees and events leading up to today for the SWA to better understand.**

**Motion made by: \_\_Shaw\_\_ 2<sup>nd</sup> by \_\_Dry\_\_, Collection of 2019 Delinquent fees with current legal fees to be paid in full. Vote Passed 4/1 YES**

b. 2728 Banks St. Email received referencing the concern that was brought to the November meeting. Matter was tabled for further discussion until January's meeting.

**Mr. Smith presented the attached notes. He explained he is reading the words written from an email sent out on behalf of Griselda Portorreal for the SWA Board, for consideration. He further explained the amount of fees from the Wendaurs time as a total of \$637.03. He left with information to share with her.**

**Motion made by: \_\_Dry\_\_ 2<sup>nd</sup> by: \_\_Shaw\_\_ to reduce the payment by \$637.03 from the total amount owed. Vote passed: YES 5/0**

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- c. ERU's – (Equivalent Residential Unit) - Rettew explained the process at last meeting using GPS to develop a sampling from properties to determine a base ERU. Noted that all commercial property would need to have impervious documented and tracked.

**Met and reviewed with Jeremy, example of Highspire provided to look over.**

- d. MOU discussion:  
**SWA members and Joe discussed some of the challenges with tracking various aspects of expenses billed. Robin requested we use next meeting to address #3, #4 and #5, in February billing preferences.**

## XI. New Business:

- a. Education:

\*Approved minutes from the November and December 2023 Stormwater Authority meetings to be posted.

**Robin reports both months corrected minutes have been sent.**

\*Compost Workshop: Attachment provided.

**Insert 3-14-2024 for Spring Newsletter.** Submission by 2-10-2024?

**Motion made to pay for the Spring newsletter Insert, for the full amount.**

**Made by: \_ Stokes\_\_ 2<sup>nd</sup> by; \_ Dry\_ Votes passed: YES 5/0**

\*PA Fertilizer Law: Attachment provided.

**Sending Information to Rick for posting on the website.**

- b. Engineer's report:

**ERU's at February Meeting.**

- c. Public Works report:

**Discussed a "log" to be submitted for monthly report- None for this month.**

## XII. Public Comments:

**Comments made at the beginning of the meeting**

## XIII. Next Meeting: Wednesday, February 21, 2024 @ 6:30 pm – Community Building

## XIV. Adjourn:

Motion made by: \_\_**Shaw**\_\_ 2nd by: \_ Dry\_ Vote passed: **YES 5/0**

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