

The Penbrook Borough Authority

MINUTES: WEDNESDAY, April 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. Public Comments: **NONE PRESENT**
- IV. Secretary's Report: **written by Glynis Smith**
a. Minutes from the March 20, 2024 meeting for approval:
Motion made by: _____ Shaw_____ 2nd by: _____ Dry_____ Vote passed: YES5/0
- V. Treasurer's Report: Presented by Nate Shaw
a. Stormwater Management balance, check detail, & profit and loss reports for March 2024:
Motion made by: _____ Dry_____ 2nd by: _____ Stokes_____ Vote passed: YES 5/0
- VI. Manager's Report: Presented by Joe Hogarth
a. Authority email activity:
- **none this month**
b. Stormwater time report:
-**Mark and Amber – Timeline report sent 62 pages.**
c. Other reports/comments:
-**Sent Kara Report**
-**USG spreadsheet**
-**Stewart Amos said yes, they were interested in the free service to complete test hours for street sweeping**
- VII. Solicitor's Report/Comments: Presented by Beth Kern
a. Update on unpaid storm water fees and liens:
-**Problematic delinquent bill provided a simplified report showing positive progress on collections**
-**Problematic Banks Street has been paid – still have 2022 SWA fees due.**
-**29th Street delinquent bill/requesting Joe to write up a bill letter for the new owner. Joe will talk to them to formulate a payoff delinquent fee and current 2023 bills.**
b. Other reports/comments:
- **none at this time**
- VIII. Engineer's Report:
a. ERU Calculations:
-**SWA discussed the tiered sheet with options & are now asking for Kara to provide a spreadsheet that we can change & manipulate the cost.**

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- b. Storm Basin Completion Schedule:
 - possibly later in April
 - Change order coming because the Basin is not draining properly.
 - Access Stone road to service the Basin.
- c. USG Televising Project Recommendations:
 - still looking into options of what to do with the information
 - Line for Ludwig and Forney Diagonal (Inlet # 6-21) 42" pipe clogged with debris- Jeremy from Rettew - go over and prioritize projects in order of eminent need.

***Motion to authorize Rettew to make project recommendations on pipe 6-21 (6-10)
Made by ___Bargo___ 2nd by ___Shaw___ votes passed: YES 5/0***

- IX. Old Business:
 - a. MOU discussion:
 - February Meeting - Blain opened conversation on paragraphs 3,4 and 5 on pages 2 and 3.**
 - Joe opened with how things are currently being done and offered conversation on new ideas.
 - The SWA, Solicitor and Borough Manager held an open discussion to gain a better understanding of the MOU and the need for this document as well as the need for the re-write of this document.
 - To more accurately represent what is happening between SWA and the Borough.
 - For the purpose of the Borough Council and SWA to have a clear understanding of the MOU and the current process.
 - Robin will update borough council at caucus meeting on 4-15-24.
 - All members talked that the MOU should be rewritten, and that Beth and Joe will work on the project targeting July for this project for review.

Motion to authorize the Solicitor to act as Scribner to update the sections of the MOU with the Borough Manager made by ___Stokes___ 2nd by ___Dry___ vote passed: yes 5/0

- X. New Business:
 - a. Education:
 - *Approved minutes from the March 2024 Stormwater Authority meetings to be posted.
 - Robin will send minutes at the end of the meeting 4-17-24.
 - b. Budget Discussion – Discussed reducing the SWF – ask about certain line items working on money for next meeting.
 - c. Public Works report: **Accepted the report.**
 - d. Summer – Glynis and Robin coordinate with Sabrina Herb, the Summer Park Program contact. Will work on ideas as we get closer to the event.

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- XI. Public Comments: **None present**
- XII. Next Meeting: Wednesday, May 15, 2024 @ 6:30 pm – Community Building
- XIII. Adjourn:
Motion made by: ___**Shaw**___ 2nd by: ___**Dry**___ Vote passed: **YES 4/0**

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