

# The Penbrook Borough Authority

Minutes: WEDNESDAY, October 16, 2024 6:30 PM

I. Welcome /Call to Order/Attendance

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

II. Pledge of Allegiance & Moment of Silence

III. Secretary's Report:

a. Minutes from the September 18, 2024 meeting for approval:

**Motion made by: \_\_\_\_\_ Bargo \_\_\_\_\_ 2nd by: \_\_\_\_\_ Dry \_\_\_\_\_ Vote passed: YES**

IV. Treasurer's Report:

a. Stormwater Management balance, check detail, & profit and loss reports for September 2024:

**Motion made by: \_\_\_ Dry \_\_\_\_\_ 2nd by: \_\_\_ Stokes \_\_\_\_\_ Vote passed: YES**

V. Manager's Report:

**None available**

VI. Solicitor's Report/Comments:

a. Update on unpaid storm water fees and liens:  
\*2424 Boas St

2017-2024:

665 unpaid  
147 existing liens

b. Other reports/comments:

**None available**

VII. Engineer's Report:

**None available**

VIII. Old Business:

a. MOU Draft

Items for discussion submitted by N. Shaw for September meeting:

I would like the MOU to have a defined schedule for communication for certain items between the Borough and SWA.

The Penbrook Borough Authority  
150 South 28<sup>th</sup> Street  
Penbrook, PA 17103  
[penbrookauthority@outlook.com](mailto:penbrookauthority@outlook.com)  
[www.penbrook.org](http://www.penbrook.org)  
(717)232-3733 ext. 3



# The Penbrook Borough Authority

1. On an annual basis. (Most likely January of each year)
  1. The Borough provides a report to the SWA of the staff hourly rate per employee and manager salary.
    1. The manager's salary percentage of 3% on the MOU should have more detail. Percentage of what? I am concerned with this method because if the Borough makes a major change to the manager salary and the SWA is unaware of the change. SWA will have to pay the 3% of the major change per the MOU. Maybe the MOU needs to have a method to inform SWA before the change goes into effect with a 60 or 90 notice.
  2. Schedule a time to discuss and review other agreements the SWA may have with the Borough. An example would be vehicle service and maintenance costs.
  3. Should the MOU state the ownership of the storm water infrastructure?

## **Tabled for further discussion**

- b. ERU Calculations

## **Tabled for further discussion**

- c. 25<sup>th</sup> and Ludwig Streets Storm Pipe

## **Televising completed and report received. Sent to engineer for comment and review.**

### IX. New Business:

- a. Education:
  - \*Approved minutes from the September 2024 Stormwater Authority meetings to be posted.
  - \*DCCD Environmental Educational Grant

- b. Flood Plain Ordinance:

## **Not discussed**

- b. Public Works Report:

## **None available**

The Penbrook Borough Authority  
150 South 28<sup>th</sup> Street  
Penbrook, PA 17103  
[penbrookauthority@outlook.com](mailto:penbrookauthority@outlook.com)  
[www.penbrook.org](http://www.penbrook.org)  
(717)232-3733 ext. 3



# The Penbrook Borough Authority

X. Public Comments:

**None**

XI. Next Meeting: Wednesday, November 20, 2024 @ 6:30 pm – Community Building

XII. Adjourn:

Motion made by: \_\_\_\_ **Bargo** \_\_\_\_ 2nd by: \_\_\_\_ **Dry** \_\_\_\_ Vote passed: **YES**

The Penbrook Borough Authority  
150 South 28<sup>th</sup> Street  
Penbrook, PA 17103  
[penbrookauthority@outlook.com](mailto:penbrookauthority@outlook.com)  
[www.penbrook.org](http://www.penbrook.org)  
(717)232-3733 ext. 3

