

The Penbrook Borough Authority

MINUTES: WEDNESDAY, November 20, 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. Secretary's Report: **Presented by Robin Dry**
a. Minutes from the October 16, 2024 meeting for approval as amended:
Motion made by: __Stokes__ 2nd by: __Shaw__ Vote passed: YES 5/0
- IV. Treasurer's Report: **Presented by Nate Shaw**
a. Stormwater Management balance, check detail, & profit and loss reports for October 2024:
Motion made by: __Smith__ 2nd by: __Dry__ Vote passed: YES 5/0
- V. Manager's Report: **Presented by Joe Hogarth:**
a. posters from Conservation District
b. leaf collection to start by December
c. 29th and Union inlet repair in process of completion.
- VI. Solicitor's Report/Comments: **Presented by Beth Kern**
a. Update on unpaid storm water fees and liens:
-New collection letter
-Still getting payments more regularly
-liens continuing to be filed
-almost under 600 unpaid accounts
-update on Boas Street property to contact Keystone
b. Other reports/comments: **none**
- VII. Engineer's Report:
a. See attached recommendations and report for 2501 Herr St. (25th and Ludwig)
- **Open discussion on how to move forward before any future projects are requested/approved/completed**
- **Cleaned out the pipe and debris was removed – Looking into how to move forward**
Motion made to evaluate and recommend what action to take with/on the pipe under the structure at 2501 Herr Street with budget estimates. Made by: __Bargo__ 2nd by: __Dry__ Vote Passed: YES 5/0

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VIII. Old Business:

- a. MOU Draft – **everyone shared additional thoughts for MOU changes and updates.**
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.

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 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.

Motion to accept the September draft of the MOU by and between the Borough of Penbrook and the Penbrook Boroughs Authority, Motion made by: _Stokes_ 2nd by: _Dry_ Voted passed: YES 5/0

SWA would like to thank Beth for her assistance completing this project.

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. N/A
3. Should the MOU state the ownership of the storm water infrastructure? N/

- b. ERU Calculations

Tabled until after 2025

- c. 25th and Ludwig Streets Storm Pipe
See **engineer's report item VII-a.**

IX. New Business:

- a. Education:
*Approved minutes from the October 2024 Stormwater Authority meetings to be posted.
Blain will send out minutes after corrections are made

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- b. Asphalt Hot Box:
-Joe Hogarth discussed the purchase of an Asphalt Hot Box and work with neighboring smaller Boroughs.

Motion made to contribute 10% toward the purchase of the \$60,000.00 Asphalt Hot Box.

Made by: __Stokes__ 2nd by: __Dry__ Vote Passed YES 5/0

- c. Public Works Report:
see managers report b. and c.

X. Public Comments: **NONE PRESENT**

XI. Next Meeting: Wednesday, December 18, 2024 @ 6:30 pm – Community Building

XII. Adjourn:
Motion made by: **_Shaw__** 2nd by: **_Stokes__** Vote passed: **YES 5/0**

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