

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

September 18, 2017  
10:00am

Community Room  
1220 Mifflin Street

The first meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Monday, September 18, 2017 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Nick Yingst, Annville Township  
Bryan Hoffman, Cleona Borough Authority  
Kerry Rohland, Cleona Borough Authority  
Jim Loser, South Lebanon Township

Robin Getz, City of Lebanon  
Thomas Long, North Cornwall Township  
Cheri Grumbine, North Lebanon Township  
Betsy Bowman, Redevelopment Authority

**Non-members:**

Roger C. Felty, Sr.  
Dan Cannistraci, Steckbeck Engineering

Scott Rights, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority

1. *Roll Call.* Mr. Lyons called the meeting to order at 10:03am.
2. *Reception of public comment on PRP.* Mr. Lyons announced that in accordance with the ad published in the *Lebanon Daily News*, the Consortium will receive comments from the public on the joint Pollutant Reduction Plan. Mr. Lyons recognized Roger Felty, Sr., a member of the public from South Lebanon Township, and gave him the floor. A summary of his comments and their responses is attached.
3. *Discussion of tie-breaking mechanism.* Mr. Lyons explained the need for a tie-breaking mechanism to ensure the Governing Body can conduct business with an even number of voting members. After discussion, the consensus was that in the event of a tie vote, the Governing Body will break for private conversation before conducting a second roll-call vote with each voting member providing justification for his or her vote. If the vote is still tied, the motion will be tabled until the next Governing Body meeting and the members will go back to their Boards and discuss with them in the meantime. At the next Governing Body meeting, the motion will be brought to a vote and if tied, a coin toss will decide the outcome. Mr. Lyons will draft amendment language to incorporate this tie-breaking mechanism into the ICA.
4. *Nomination and election of Officers.* It being appropriate for the Governing Body to organize its offices, Ms. Bowman entertained nominations for Chairperson. Mr. Yingst nominated Robin Getz for the office of Chairperson. There being no objection from Ms. Getz and no competing nomination, Ms. Bowman called for a vote. The Governing Body

unanimously elected Robin Getz Chairperson. Ms. Bowman turned the meeting over to the newly-elected Chairperson. The remaining offices were filled by unanimous election as follows. Bryan Hoffman was elected Vice-Chairperson on a nomination by Mr. Loser, seconded by Mr. Yingst; Nick Yingst was elected Secretary on a nomination by Mr. Hoffman, seconded by Mr. Loser; Cheri Grumbine was elected Treasurer on a nomination by Ms. Getz, seconded by Mr. Hoffman; and Tom Long was elected Assistant Secretary/Treasurer on a nomination by Mr. Loser, seconded by Mr. Hoffman.

After discussion, it was agreed that the offices of the Governing Body are held by the Participants and not by the individuals previously named. For example, in the absence of a Participant's primary voting representative, the alternate voting representative will perform the duties of the office held by that Participant. Therefore, the officers are as follows: City of Lebanon, Chairperson; Cleona Borough Authority, Vice-Chairperson; Annville Township, Secretary; North Lebanon Township, Treasurer; North Cornwall Township, Assistant Secretary/Treasurer.

5. *Initial Contribution.* Mr. Lyons explained that according to the ICA, the Authority should be billing the Consortium members by the end of the month for the Initial Contribution. In order to prepare the invoice, the Governing Body must decide how the costs covered by the Initial Contribution will be shared by the Participants.

- a. *Approve cost sharing for SESI expenses.* Mr. Rights summarized the discussions to-date regarding how to distribute the engineering costs for preparation of the PRP.

Chairperson Getz entertained motions for the division of Steckbeck's PRP preparation costs. Ms. Grumbine moved that the costs be paid by assigning a base cost of \$7,500 to each Participant, with the balance being assigned according to the percentages agreed upon in the ICA; Ms. Getz seconded the motion. The motion failed by a vote of 2-4 with the City of Lebanon and North Lebanon Township voting in favor and the rest opposed.

Mr. Yingst moved that the costs be paid by assigning a base cost of \$5,000 to each Participant with the balance assigned according to the percentages agreed upon in the ICA; Mr. Loser seconded the motion. The motion carried by a vote of 4-2 with the City of Lebanon and North Lebanon Township opposed.

- b. *Approve cost sharing for RACL expenses.* Mr. Lyons reviewed the Authority's administration expenses for the period ending August 31, 2017. Upon a motion by Mr. Yingst, which was seconded by Ms. Getz, the Governing Body unanimously approved the full use of the ICA percentages to assign the RACL administration costs to the Participants.

6. *Legal Counsel.* Ms. Getz and Mr. Hoffman led a discussion on the need for an independent attorney well-versed in municipal law to provide legal counsel to the Governing Body, as well as for an engineer to provide technical assistance, design services, construction

management, and to attend meetings of the Governing Body. Mr. Loser clarified that while the engineer would be expected to attend all Governing Body meetings, the attorney would only be asked to attend as needed when issues arise.

Chairperson Getz requested a motion to authorize the Administrator to put out a Request for Proposals (RFP) for general legal representation and a Request for Qualifications (RFQ) for engineering services as discussed. Mr. Hoffman made the motion and Ms. Grumbine seconded it; it carried unanimously. It was clarified that the contract term for these services should run through the end of 2023.

7. *Reports.*

- a. *Conservation District grant funds.* Since Julie Cheyney from County Planning was unable to attend the meeting, this report was tabled.
- b. *PennDOT TA Set-aside application.* Mr. Rights informed the Governing Body that the TA Set-aside application that had been previously discussed is no longer being pursued. At a meeting with PennDOT, we learned that the Consortium's proposed activity does not actually meet the TA Set-aside program's eligibility requirements for stormwater projects as we originally thought, he reported. Further, including the Consortium's project with the Rails-to-Trails Set-aside application would weaken their application and hamper their chances of receiving funding. Therefore it was decided not to prepare an application for this funding. Mr. Cannistraci elaborated on why the Consortium's project fails to meet the eligibility requirements.

8. *Amendments to ICA.* Mr. Lyons reviewed the amendments that had been proposed to date with help and clarification from Mr. Rights. Mr. Lyons offered to draft language for the two additional amendments that were proposed today which would be to incorporate the tie-breaking procedures into the ICA and to clarify that the Governing Body offices are held by the Participants and not by the individuals.

9. *Website.* Mr. Lyons presented his research into the costs of establishing a website for the Consortium as opposed to simply adding a page to the Authority's existing website. Mr. Hoffman voiced his opinion that a stand-alone site would be better for marketing and outreach purposes and that we should adopt a mission statement and logo for the website. It was agreed that no action was necessary at this time.

10. *Other Business.* Mr. Yingst asked whether the Authority's administrative agreement and Steckbeck's agreement should be signed by the municipalities or the Governing Body. After discussion, it was agreed that the Governing Body should execute the agreements. Mr. Loser asserted that he was instructed by his solicitor to have his board of supervisors adopt these two agreements.

Mr. Hoffman moved to approve the Redevelopment Authority's administrative agreement with the Consortium. Mr. Yingst seconded the motion and it carried unanimously.

Mr. Yingst asked whether there would be an effort to have all parties to the ICA sign on the same pages as opposed to each municipality signing separate sets of signature pages. Mr. Rights indicated he believes DEP will accept the signatures on separate pages as he has them now. Regardless, Mr. Lyons agreed to courier a set of signature pages around to the municipalities so each Participant can have a complete set of original signatures in one place.

Mr. Rights summarized his dialogue with the solicitor group concerning changes to his agreement with the Consortium. Namely, the solicitors agreed to accept Steckbeck's existing \$1,000,000 limited liability insurance policy.

11. *Adjournment.* Chairperson Getz adjourned the meeting at 12:05pm upon a motion by Mr. Yingst.

Respectfully submitted,  
Nick Yingst, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

October 16, 2017  
10:00am

Community Room  
Stevens Towers

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Monday, October 16, 2017 at 10:00am in the Community Room at Stevens Towers, 10<sup>th</sup> & Willow Streets, Lebanon, Pennsylvania.

There were present:

**Members:**

Nick Yingst, Annville Township  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Jim Loser, South Lebanon Township  
Dick Miller, North Lebanon Township

Robin Getz, City of Lebanon  
Thomas Long, North Cornwall Township  
Cheri Grumbine, North Lebanon Township  
Betsy Bowman, Redevelopment Authority  
Julie Cheyney, Lebanon County Planning

**Non-members:**

Scott Rights, Steckbeck Engineering  
Dan Cannistraci, Steckbeck Engineering

Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:07am and conducted roll call.
2. *Approve Minutes of the September 18, 2017 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the September 18<sup>th</sup> meeting. There being none, she entertained a motion for the approval of these minutes. Upon a motion by Mr. Yingst, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the September 18, 2017 meeting as presented.
3. *Reports.*
  - a. *Lebanon County Clean Water Alliance (LCCWA) National Fish & Wildlife Foundation (NFWF) Grant.* Mrs. Cheyney updated the Governing Body on the status of the Clean Water Alliance's NFWF grant. The Alliance received an extension on the grant to August 31, 2018. The ladies from the University of Maryland will be attending our next meeting via telephone to discuss using some of the funding to explore financial components of long-term operation and maintenance of Best Management Practice (BMP) projects.

Ms. Bowman reported that representatives from Fulton Bank will also be attending our next meeting and are being given a priority position on the agenda.
  - b. *Update on professional services procurement.* Mr. Lyons asked the Governing Body if they would like to advertise the Request for Proposals

(RFP) for legal services and Request for Qualifications (RFQ) for engineering in the newspaper despite not being required to do so. After some discussion, Mr. Miller made a motion, which was seconded by Mr. Hoffman, to advertise the RFP for legal services in the Bar Journal and Lebanon Daily News and to advertise the RFQ in the Lebanon Daily News. The motion carried unanimously.

Mr. Lyons opened a discussion on who should participate in the ranking of proposals received as part of this procurement effort. After consideration, it was agreed that the Administrator will draft the scoring criteria to be reviewed by the Governing Body. When proposals come in, the Administrator will do an initial ranking and then provide the top three proposals to the Governing Body for further review and ultimate selection.

As a point of clarification concerning the RFQ for engineering services, it was discussed and ultimately agreed that the Consortium will procure essentially a consulting engineer to be retained for the entirety of the permit period, and later establish a roster of qualified engineers for design and contract work on a BMP-specific basis.

4. *Approve Steckbeck Engineering & Surveying, Inc. (SESI) agreement for preparation of Pollutant Reduction Plan (PRP).* Mr. Lyons noted that the Governing Body had not officially approved the finalized agreement with SESI for preparation of the PRP at our September meeting and that it was appropriate to do so now.

Upon a motion by Mr. Miller and seconded by Mr. Hoffman, the Governing Body unanimously approved the agreement with SESI for the preparation of the PRP.

5. *Bills to be Paid.* Chairperson Getz requested that a list of bills to be approved at future meetings be included with the agenda when circulated in advance of the meeting.

Mr. Lyons presented a Redevelopment Authority bill for administration of the Consortium through August 31, 2017, which costs were included as an exhibit to the administrative agreement approved at the September meeting. Mr. Miller moved to pay the Redevelopment Authority bill. His motion was seconded by Mr. Loser and carried unanimously.

Mr. Rights reported that the SESI bill would be prepared in advance of the November meeting and included on the Bills to be Paid list for that meeting.

There was discussion regarding the approval process for Consortium bills. It was agreed that the Treasurer will approve bills by e-mail as frequently as weekly to allow for timely payment of vendors, and then recommend ratification of payment to the Governing Body at monthly meetings.

6. *Amendments to Intergovernmental Cooperation Agreement (ICA)*. Mr. Lyons reviewed the amendments proposed to date and opened a discussion on adopting a schedule of graduated payments for Annual Contributions.

After consideration, upon a motion by Mr. Miller which was seconded by Mr. Embich, the Governing Body unanimously agreed to collect 5% of the five-year total contribution in year one, with the rest of the graduated schedule to be set out at a later date.

Mr. Miller requested the Administrator prepare a re-formatting of the ICA amendments that illustrates a side-by-side comparison of the ICA language pre- and post-amendment.

7. *Other Business.*

- a. *Request for billing addresses.* Mr. Lyons asked the Participants to provide their preferred billing address for the collection of future contributions.
- b. *Website.* Mr. Lyons re-opened the topic of establishing a website for the Consortium to make available the minutes and other information for public consumption. At the suggestion of Mr. Hoffman, Mr. Lyons indicated he would work with the Authority's Chief Information Officer to establish a page on the Authority's website specific to the Consortium. Until that webpage is set up, minutes and related documents will be available right on the Authority's website.
- c. *Investment options.* Mr. Embich suggested that the Governing Body explore the investment options available to the Consortium given the large sums of money that will be sitting in the account as contributions are collected and prior to undertaking of costly BMPs. Mr. Lyons suggested raising the topic with the Authority's Chief Financial Officer at our next meeting.

8. *Adjournment.* Chairperson Getz adjourned the meeting at 11:13pm upon a motion by Mr. Miller.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

November 20, 2017  
10:00am

Community Room  
Stevens Towers

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Monday, November 20, 2017 at 10:00am in the Community Room at Stevens Towers, 10<sup>th</sup> & Willow Streets, Lebanon, Pennsylvania.

There were present:

### **Members:**

Nick Yingst, Annville Township  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Jamie Yiengst, South Lebanon Township  
Dick Miller, North Lebanon Township

Robin Getz, City of Lebanon  
Mike Wahmann, North Cornwall Township  
Cheri Grumbine, North Lebanon Township  
Betsy Bowman, Redevelopment Authority  
Julie Cheyney, Lebanon County Planning

### **Non-members:**

Scott Rights, Steckbeck Engineering  
Dan Cannistraci, Steckbeck Engineering  
Kris Troup, North Londonderry Township  
Rebecca Witherite, Fulton Bank  
Naomi Young, Environmental Finance Center

Dan Lyons, Redevelopment Authority  
Karen Raugh, Redevelopment Authority  
Kristen Watts, Fulton Bank  
Jen Cotting, Environmental Finance Center

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:03am and conducted roll call.
2. *Hearing of Visitors.*
  - a. *Fulton Bank.* Ms. Bowman introduced Rebecca Witherite and Kristen Watts of Fulton Bank. Upon request, Mr. Lyons provided an overview of the formation of the Consortium and the group's activity to date. Ms. Witherite and Ms. Watts engaged the Governing Body in conversation about the current and anticipated needs of the Consortium and its members with regard to financing, investing, and fee collection services. Mr. Lyons was instructed to arrange a meeting with Fulton's investment representatives after the Consortium procures and engages its legal counsel.
  - b. *University of Maryland Environmental Finance Center.* Mrs. Cheyney introduced Jen Cotting and Naomi Young with the Environmental Finance Center at the University of Maryland. Ms. Cotting and Ms. Young summarized their involvement to-date with the Lebanon County Clean Water Alliance (LCCWA) and a technical assistance grant from the National Fish & Wildlife Foundation (NFWF). An extensive dialogue with the Governing Body ensued and is summarized as follows. The NFWF funding cannot be used to pay for the operation and maintenance (O&M) of Best Management



Practice (BMP) projects, nor for the design of BMPs. The funding pays for technical assistance provided by the Environmental Finance Center. As economists, Ms. Cotting and Ms. Young can lend their expertise in re-evaluating the Consortium's challenges from a financial sustainability and risk management perspective. They can explore opportunities to leverage the Consortium funds and stretch the dollars to go further, especially with regard to O&M. They can offer an alternate prioritization of BMP projects, based not solely on the "biggest bang for the buck" with installation, but rather on possible scaling of construction contracts and local capacity for O&M.

Ms. Cotting and Ms. Young will review the Consortium's Pollutant Reduction Plan and propose a financial and risk management strategy. They will also engage via one-on-one calls the members who are conducting fee studies in their municipalities.

3. *Approve Minutes of the October 16, 2017 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the October 16<sup>th</sup> meeting. There being none, she entertained a motion for the approval of these minutes. Upon a motion by Mr. Miller, which was seconded by Mr. Wahmann, the Governing Body unanimously approved the minutes of the October 16, 2017 meeting as presented.

4. *Financial Report.*

- a. *Approve Bills to be paid.* Mr. Lyons presented the bills to be paid, comprised of three Steckbeck Engineering & Surveying, Inc. (SESI) invoices for the preparation of the Pollutant Reduction Plan and for exploratory work on a PennDOT TA Set-aside application, totaling \$68,213.99.

Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid as presented.

5. *Business.*

- a. *Update on professional services procurement.* Mr. Lyons reviewed the Request for Proposals (RFP) he drafted for the procurement of legal counsel. Mr. Lyons' decision to omit quantitative scoring criteria drew objection from Mr. Miller. After some discussion, there was consensus that proposals could be effectively evaluated without numeric scoring criteria.

Upon a motion by Mr. Miller, which was seconded by Mr. Embich, the Governing Body unanimously approved the draft RFP for legal counsel as presented.

- b. *Annual Contribution #1 due February 28, 2018.* Mr. Lyons reported that the Authority has invoiced the members for the first Annual Contribution and reminded the members of the February 28, 2018 due date.

- c. *Amendments to Intergovernmental Cooperation Agreement (ICA)*. Mr. Yingst reported that Annville Township approved the amendments to the ICA at its meeting earlier in the month.
- d. *Update on website*. Mr. Lyons reported that the Authority's CIO had been tasked with creating a page on the Authority website for the Consortium. Upon a question by Mr. Embich, Mr. Hoffman said there would be no cost to the Consortium for the hosting of the website. Mr. Lyons added that there would be a cost to the Consortium for the CIO's time spent setting up the page and that the cost would be included in the Administrator's billings.
- e. *Establish 2018 meeting dates and location*. After discussion, it was agreed to move the location of the Governing Body meetings for 2018 to the Housing Authority's 1220 Mifflin Street property and to move the date of the meetings to the third Tuesday of every month at 10am.
- f. *Other Business*. There was none.

6. *Adjournment*. Chairperson Getz adjourned the meeting at 11:50am upon a motion by Mr. Miller.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

December 18, 2017  
10:00am

Community Room  
Stevens Towers

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Monday, December 18, 2017 at 10:00am in the Community Room at Stevens Towers, 10<sup>th</sup> & Willow Streets, Lebanon, Pennsylvania.

There were present:

**Members:**

Nick Yingst, Annville Township  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township

Robin Getz, City of Lebanon  
Sherry Capello, City of Lebanon  
Cheri Grumbine, North Lebanon Township  
Betsy Bowman, Redevelopment Authority

**Non-members:**

Scott Rights, Steckbeck Engineering  
Dan Cannistraci, Steckbeck Engineering  
Ed Brensinger, North Lebanon Township

Dan Lyons, Redevelopment Authority  
Steve Sherk, Steckbeck Engineering

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the November 20, 2017 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the November 20<sup>th</sup> meeting. Mr. Embich clarified that, although not captured in the minutes, the agency he referenced last month as a funder of stormwater management projects, Canaan Valley Institute, may not have ceased to exist entirely but rather has scaled back its operation out of Pennsylvania to West Virginia. Acknowledging Mr. Embich's clarification, Chairperson Getz entertained a motion for the approval of the minutes. Upon a motion by Mr. Embich, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the November 20, 2017 meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement noting that all Initial Contributions were received and the bills approved last month were paid out leaving approximately thirty thousand dollars in the account.
  - a. *Approve Bill to be paid.* Mr. Lyons presented the bill to be paid from the Lebanon County Bar Association for the publication of the RFP for legal counsel in the Association's legal journal at a cost of \$86.70.

Upon a motion by Mr. Hoffman, which was seconded by Ms. Grumbine, the Governing Body unanimously approved the bills to be paid as presented.

4. *Business.*

- a. *Update on professional services procurement.* Mr. Lyons informed the Governing Body that five proposals were received in response to the RFP for legal counsel. As instructed, he and Ms. Bowman reviewed the five proposals and eliminated two from contention, providing the remaining three to the Governing Body for review. The Governing Body will discuss the proposals and aim to take action in January.

Mr. Lyons requested feedback on the draft Request for Qualifications (RFQ) for consulting engineer. Mr. Hoffman noted the importance of requesting an electronic version of the statement of qualifications from all submitters. Ms. Grumbine suggested adding the time of the Governing Body regular meetings to the background information section so submitters can better anticipate their potential obligations. Mr. Lyons agreed to make the change requested by Ms. Grumbine and asked for permission to advertise the RFQ once that change is made.

Upon a motion by Ms. Grumbine, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the publication of the RFQ for consulting engineer with the incorporation of Ms. Grumbine's change.

- b. *Discussion of stormwater fees.* Chairperson Getz presided over a discussion of the Governing Body concerning the following details of the assessment and collection of a fee to cover stormwater management expenses: residential vs. non-residential assessments, fairness with respect to farmers with high impervious areas but low lot-coverage ratios, high assessments on struggling commercial properties, County's classification of stoned parking lots as impervious, frequency of billing, billing in-house or contracting with a collection company, and how to handle crediting and assessment appeals. Members shared their respective municipality's take on the preceding issues to aid each other in making decisions regarding stormwater fees.
- c. *Other Business.* There was none.

5. *Adjournment.* Chairperson Getz adjourned the meeting at 11:07am upon a motion by Mr. Hoffman, seconded by Mr. Long.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

January 16, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, January 16, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Nick Yingst, Annville Township  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Jim Loser, South Lebanon Township  
Tom Long, North Cornwall Township

Robin Getz, City of Lebanon  
Julie Cheyney, County Planning  
Cheri Grumbine, North Lebanon Township

**Non-members:**

Scott Rights, Steckbeck Engineering  
Dan Cannistraci, Steckbeck Engineering

Dan Lyons, Redevelopment Authority  
Ed Brensinger, North Lebanon Township

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Nomination and election of officers.* Chairperson Getz entertained nominations for officers. Mr. Long moved to retain the existing slate of officers, which motion was seconded by Mr. Hoffman and approved by the Governing Body unanimously.
3. *Approve Minutes of the December 18, 2017 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the December 18<sup>th</sup> meeting. There being none, Chairperson Getz entertained a motion for the approval of the minutes. Upon a motion by Ms. Grumbine, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the December 18, 2017 meeting as presented.
4. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement and attempted to explain the discrepancies between the two. Prompted by a question by Mr. Yingst, a discussion ensued in which Mr. Hoffman explained the Authority's accrual accounting system and due-to/due-from reconciliation process.
  - a. *Approve Bill to be paid.* Mr. Lyons produced a bill from the Lebanon Daily News containing the charges for the Pollutant Reduction Plan public hearing notice and the 2017 meeting dates. He explained that the Authority paid these bills when they were due and is now requesting reimbursement since funds are available in the Consortium's account. He also presented two bills from Steckbeck Engineering and allowed Mr. Rights to explain the charges.

Upon a motion by Mr. Hoffman, which was seconded by Mr. Loser, the Governing Body unanimously approved the bills to be paid as presented.

5. *Business.*

- a. *Update on professional services procurement.* Mr. Lyons reported that the Request for Qualifications for consulting engineer has been advertised in the Daily News. He requested input from the Governing Body on evaluation and selection of an engineer. It was decided that the Administrator will score and rank the statements and then turn over all statements and the Administrator ranking to the Governing Body for evaluation. All voting members of the Governing Body will review the statements as opposed to establishing a subcommittee specifically for evaluation of the statements.

There was discussion on the legal counsel proposals, particularly concerning conflict of interest. Some members felt the Buzgon Davis proposal should be disqualified because the firm employs the county solicitor who represents Mrs. Cheyney, a member of the Governing Body. Mr. Hoffman moved that the Governing Body review the additional two proposals not previously reviewed. The motion was seconded by Mr. Embich and approved unanimously by the Governing Body.

- b. *Uniform adoption of amendments to Intergovernmental Cooperation Agreement (ICA).* Mr. Loser reported he was informed by his solicitor that because the ICA was originally entered into via ordinance, the amendments must also be approved via ordinance. In the ensuing discussion, there was disagreement as to whether it is necessary to adopt the amendments by ordinance, but it was ultimately agreed to let the solicitors work it out.
- c. *Other Business.* Mr. Rights reported that Scott Arwood of the Pennsylvania Department of Environmental Protection expects to have comments to the Consortium regarding its Pollutant Reduction Plan (PRP) in March. Mr. Arwood told Mr. Rights that he received 105 PRPs for his region.

Mr. Lyons informed the Governing Body that there is now a page within the Authority's website where the Governing Body's minutes, agendas, and other documents can be made available to the public until a separate dedicated website is established.

Mr. Brensinger asked how member municipalities are responding to public backlash over proposed stormwater fees. He also indicated that North Lebanon Township may change their fee structure to reduce non-residential fees. A discussion on the matter followed. Chairperson Getz noted that Mr. Cannistraci had included a good statement concerning the background impetus for the stormwater fees in one of his presentations, which could be provided to municipal receptionists to be read to inquiring public.

6. *Adjournment.* Chairperson Getz adjourned the meeting at 11:18am upon a motion by Mr. Embich.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

February 20, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, February 20, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Dick Miller, North Lebanon Township  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Jim Loser, South Lebanon Township  
Tom Long, North Cornwall Township

Robin Getz, City of Lebanon  
Julie Cheyney, County Planning  
Cheri Grumbine, North Lebanon Township  
Betsy Bowman, Redevelopment Authority

**Non-members:**

Scott Rights, Steckbeck Engineering (10:57am dismissal)  
Dan Cannistraci, Steckbeck Engineering (10:57am dismissal)  
Dan Lyons, Redevelopment Authority                      Ed Brensinger, North Lebanon Township

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the January 16, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the January 16<sup>th</sup> meeting. Ms. Bowman noted that she was listed as an attendee at the January 16<sup>th</sup> meeting when in fact she had not attended. There being no other corrections, Chairperson Getz entertained a motion for the approval of the minutes, as corrected. Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the January 16, 2018 meeting as corrected.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement. Mr. Miller moved to approve the financial report. The motion was seconded by Mr. Embich and carried unanimously.
4. *Business.*
  - a. *Update on Pollutant Reduction Plan (PRP) and comments from Pennsylvania Department of Environmental Protection (DEP).* Mr. Cannistraci reported on a meeting he, Mr. Rights, and Mr. Brensinger attended with DEP. In the meeting, DEP praised the quality of the PRP prepared by Steckbeck. The main purpose of the meeting, which was called by DEP, was for DEP to explain their difference of opinion regarding the sewershed calculations. They believe all municipal roads should be included in the sewershed and



consequently included in the baseline loading calculation. Steckbeck opposes this de facto inclusion because these additional areas are not point sources and the permit in play here is a point-source permit. DEP acknowledged the depth of thought Mr. Cannistraci put into his sewershed determinations and admitted they didn't think this issue through. Nonetheless, they insisted on their position as it was coming from the higher-ups. They did leave the door open slightly, however, by allowing that if many other consultants prepared their PRPs in the same fashion as Mr. Cannistraci and Steckbeck, DEP might consider changing their stance.

There was discussion among the Governing Body on DEP's position and the consequences of having to include additional area in the baseline loading calculation. Mr. Cannistraci confirmed that if they must adopt DEP's position and include all municipal roads, the cost to implement the PRP will undoubtedly increase, though he could not provide an estimate at the time.

After much discussion, it was decided that instead of conceding immediately to DEP and redoing the maps, we should write them a letter, possibly jointly with other consultants who are in the same position, refuting their position and asking them to reconsider. Mr. Miller moved to direct Steckbeck Engineering to work with Mr. Embich to draft a letter to DEP; Mr. Embich seconded the motion and it carried unanimously.

- b. *Procurement of Legal Counsel.* The Governing Body discussed the proposals to provide legal counsel. Mr. Loser moved to accept the proposal of Mette, Evans & Woodside, which motion was seconded by Mr. Hoffman. Mr. Long commented that five to six years is a long time to commit to a law firm and that his preference would be to redo the procurement to select a primary and alternate solicitor and allow for local firms to submit. There was agreement with regard to the length of the contract, with Mr. Hoffman and Mr. Miller in favor of including a 60-day termination clause in the contract. Mr. Loser amended his motion to require the inclusion of a 60-day termination clause in the contract with Mette, Evans & Woodside. Mr. Hoffman seconded the motion and it carried on a vote of 5-1 with Mr. Long opposing.

Upon a question by Ms. Bowman, the Administrator was directed to work with its solicitor to prepare the contract between the Consortium and Mette, Evans & Woodside.

- c. *Other business.* Chairperson Getz canvassed the Governing Body for business not listed on the agenda. Mr. Embich requested an update on the status of the adoption of amendments to the Intergovernmental Cooperation Agreement. Mr. Lyons reported that he had spoken with Keith Kilgore, who was leading the group of solicitors in the uniform adoption of the amendments, to make sure he would include all solicitors in the process.

d. *Procurement of Consulting Engineer.* At 10:57am, Chairperson Getz asked the gentlemen from Steckbeck Engineering, Messrs. Rights and Cannistraci, to be excused. After they left, Mr. Lyons distributed the Statements of Qualifications (SOQs) from the eight engineering firms who responded to the Request for Qualifications along with the Administrator's ranking. The Governing Body reviewed the Administrator's ranking and agreed to vote at the March meeting after having the chance to review the SOQs themselves.

5. *Adjournment.* Chairperson Getz adjourned the meeting at 11:07am upon a motion by Mr. Miller.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

March 20, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, March 20, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Dick Miller, North Lebanon Township  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Jim Loser, South Lebanon Township  
Tom Long, North Cornwall Township

Robin Getz, City of Lebanon  
Julie Cheyney, County Planning  
Cheri Grumbine, North Lebanon Township  
Betsy Bowman, Redevelopment Authority

**Non-members:**

Scott Rights, Steckbeck Engineering  
Dan Cannistraci, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority  
Michael Schroeder, Quittapahilla Watershed Association (11:14am dismissal)

Randall Hurst, Mette, Evans & Woodside  
Paul Bruder, Mette, Evans & Woodside

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Welcome and introduction.* Chairperson Getz welcomed Randy Hurst and Paul Bruder of Mette, Evans & Woodside and Michael Schroeder of the Quittapahilla Watershed Association. All those present in the room introduced themselves.
3. *Approve Minutes of the February 20, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the February 20<sup>th</sup> meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Embich, which was seconded by Mr. Loser, the Governing Body unanimously approved the minutes of the February 20, 2018 meeting as presented.
4. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement. He opened a discussion on possible changes to the format of the financial report, noting that Ms. Grumbine had proposed adopting a format similar to the one used by the Tax Collection Committee. There was consensus that adding the date, payee, and a description of all expenditures would make the report more useful.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from the Redevelopment Authority and Steckbeck Engineering. Upon a motion by Mr. Embich, which was seconded by Mr. Miller, the Governing Body unanimously approved the bills to be paid. Mr. Miller then opened a discussion on the level of detail included in the Redevelopment Authority's bill for administration. Mr. Lyons

offered to bill monthly so as to provide more frequent descriptions of the administrative time spent.

5. *Business.*

- a. *Randall Hurst and Paul Bruder of Mette, Evans & Woodside.* Randy Hurst and Paul Bruder of Mette, Evans & Woodside introduced themselves and provided information on their firm and individual backgrounds. In the ensuing dialogue between the Governing Body and the gentlemen from Mette, Evans & Woodside, the group explored the potential role of the law firm and what its initial engagements are likely to be. Mr. Lyons noted that the Redevelopment Authority solicitor is preparing the contract between the Governing Body and Mette, Evans & Woodside and that Mette, Evans & Woodside would be asked subsequently to prepare the contract between the Governing Body and its consulting engineer.
- b. *Update on correspondence with the Department of Environmental Protection (DEP) concerning the Pollutant Reduction Plan (PRP).* Mr. Rights provided an update on communications with DEP concerning the Consortium's PRP. He reported that he voiced his concerns with DEP's interpretation regarding sewersheds to Scott Arwood and Lee Murphy of DEP during a conference call. These concerns were echoed by other consultants. The problem seems to be that DEP's strict interpretation is necessary in order for them to meet the terms of their agreement with the U.S. Environmental Protection Agency. The conversation turned to the draft letter to DEP. Mr. Embich voiced the opinion that a copy of the letter should be sent to all the state representatives and senators serving Lebanon County as well as to the governor's office. Ms. Getz noted that the letter should address the inconsistency of DEP in its waiver approval process. Paul Bruder sketched out some language that might be useful to include in the letter. Upon a motion by Mr. Miller, seconded by Mr. Hoffman and approved unanimously, the Governing Body directed Mr. Bruder to work with Mr. Cannistraci in revising the letter to DEP.
- c. *Mike Schroeder of the Quittapahilla Watershed Association.* Mike Schroeder introduced himself to the Governing Body as the president of the Quittapahilla Watershed Association. He provided background information on his organization and expressed a desire to coordinate with the Consortium, indicating there are a number of synergies between the two groups. He encouraged the Governing Body to have its own website or at least a better web presence and asked to be included in the distribution of meeting materials. He also expressed disappointment that he was not invited to the Consortium's public hearing for its PRP last August, though he understood the public hearing had been duly advertised. Mr. Hoffman apologized for neglecting to extend an invitation to the Quittapahilla Watershed Association for the public hearing and noted that the Consortium only officially had its first meeting in September 2017 and has largely been focused on getting up and running. Upon a question by Ms. Getz, Mr. Schroeder indicated that he

had access to volunteers, including from Fort Indiantown Gap, who could be mobilized for different projects. Mr. Schroeder then excused himself from the meeting.

- d. *Procurement of Consulting Engineer.* At 11:15am, Chairperson Getz asked the gentlemen from Steckbeck Engineering, Messrs. Rights and Cannistraci, to be excused. After they left, the Governing Body discussed the Statements of Qualifications (SOQs) they had reviewed over the past month. After some discussion, Mr. Miller moved to award the contract for consulting engineer to Steckbeck Engineering & Surveying, Inc. The motion was seconded by Mr. Hoffman and carried unanimously. The gentlemen from Steckbeck Engineering returned to the meeting at 11:20am.
- e. *Any other business not listed.* Mr. Lyons provided an update from Attorney Keith Kilgore on the status of the adoption of the amendments to the Intergovernmental Cooperation Agreement, noting that the City of Lebanon would be the last party to adopt on April 23<sup>rd</sup> because of their requirement for two readings of an ordinance. Mrs. Cheyney reported on her Metropolitan Planning Organization (MPO) meeting, primarily highlighting the release by FEMA of new floodplain maps.

6. *Adjournment.* Chairperson Getz adjourned the meeting at 11:43am upon a motion by Mr. Miller.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

April 17, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, April 17, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Dick Miller, North Lebanon Township  
Kerry Rohland, Cleona Borough Authority  
Tom Embich, Annville Township  
Jim Loser, South Lebanon Township  
Tom Long, North Cornwall Township

Robin Getz, City of Lebanon  
Julie Cheyney, County Planning  
Cheri Grumbine, North Lebanon Township  
Betsy Bowman, Redevelopment Authority  
Nick Yingst, Annville Township (10:06am)

**Non-members:**

Scott Rights, Steckbeck Engineering  
Dan Cannistraci, Steckbeck Engineering (10:08am)  
Kent Morey, Spotts, Stevens & McCoy

Russ Collins, Doc Fritchey Trout Unlimited  
Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the March 20, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the March 20<sup>th</sup> meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Miller, which was seconded by Mr. Loser, the Governing Body unanimously approved the minutes of the March 20, 2018 meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement. He drew attention to the cash flow supplement containing dates and details of all account transactions for the month. Mr. Miller moved to approve the financial report; the motion was seconded by Mr. Embich and carried unanimously.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from the Redevelopment Authority, Steckbeck Engineering, and Mette, Evans & Woodside. Upon a motion by Mr. Miller, which was seconded by Mr. Rohland, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Welcome Russ Collins of the Doc Fritchey Chapter of Trout Unlimited.* Chairperson Getz welcomed Russ Collins, the president of the Doc Fritchey chapter of Trout Unlimited, and opened the floor to him. Mr. Collins described his organization and spoke to possible synergies and opportunities

to collaborate between his group and the Consortium. He spoke about past and current projects of his organization and offered to help the Consortium where able, including with volunteer manpower and in the acquisition of grants and other funding.

- b. *Update on correspondence with the Department of Environmental Protection (DEP) concerning the Pollutant Reduction Plan (PRP).* Chairperson Getz reported having reached out to Representative Frank Ryan's office about the Consortium's issue with DEP; he was sympathetic. Mr. Rights commented on the letter from DEP and the draft revisions to the Consortium's letter to DEP. The group discussed and agreed upon some minor changes to the letter, which was then printed for signature. It was agreed that this letter was meant only to address DEP's underestimation of the planning area and that the other issues raised by DEP in their April 6<sup>th</sup> letter would be addressed separately. Kent Morey of Spotts, Stevens & McCoy addressed the Governing Body to express his support of the group's position with DEP and to request permission to use the group's letter as the basis for a letter the Berks County MS4 Steering Committee intends to send to DEP on the same issue. He informed the Governing Body that other engineers across the state made the same interpretation as Steckbeck with regard to the sewershed boundaries issue and reiterated that he believes DEP is wrong in their position.
- c. *Drafting of a mission statement.* Mr. Lyons asked the Governing Body to consider drafting a mission statement to be displayed on the website. Mr. Miller suggested leaving the task in the capable hands of Ms. Getz, Mr. Embich, and the Steckbeck engineers.
- d. *Any other business not listed.* Chairperson Getz reported that she was contacted by Pete Zug of the Chesapeake Bay Initiative Foundation regarding possible bond financing for Best Management Practice projects. She also reported on her attendance at DEP's Phase 3 Watershed Implementation Plan stakeholder meeting. Russ Collins made a fundraising pitch for his group to hire interns this summer to survey streams.

5. *Adjournment.* Chairperson Getz adjourned the meeting at 11:07am upon a motion by Mr. Miller.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

May 15, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, May 15, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Dick Miller, North Lebanon Township  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Jim Loser, South Lebanon Township  
Tom Long, North Cornwall Township

Robin Getz, City of Lebanon  
Julie Cheyney, County Planning  
Cheri Grumbine, North Lebanon Township  
Betsy Bowman, Redevelopment Authority

**Non-members:**

Scott Rights, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority  
Mike Schroeder, Quitapahilla Watershed Association (dismissed after item 5a, 10:43am)  
Dan Cannistraci, Steckbeck Engineering

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the April 17, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the April 17<sup>th</sup> meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the April 17, 2018 meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from the Redevelopment Authority, Steckbeck Engineering, and Mette, Evans & Woodside. Upon a motion by Mr. Miller, which was seconded by Mr. Loser, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Sunoco Penalty/Mariner East 2 Pipeline Corridor Grant.* Mike Schroeder spoke to the group about the Sunoco Penalty Grant being offered by the state Department of Environmental Protection (DEP) and his expectations for funding. Mr. Rights informed the Governing Body that South Lebanon Township is the only eligible municipality within the Consortium to apply for the grant, but that the Consortium as a whole will benefit if South Lebanon



uses the grant funding to do projects identified in the joint Pollutant Reduction Plan (PRP). After discussion, there was consensus that South Lebanon will apply for the grant to do the projects identified in the PRP and located in South Lebanon, and that the Consortium will fund the application costs. Regarding possible perceived competition among Lebanon County municipalities seeking this grant funding, Mr. Rights agreed to submit with the application a cover letter supporting the other Lebanon County-based applications. Mr. Miller moved to authorize the grant application to be prepared by Steckbeck Engineering with the Redevelopment Authority assisting as appropriate. Mr. Embich seconded the motion and it carried unanimously.

- b. *Approve and sign contract with Mette, Evans & Woodside.* After a brief discussion and clarification of a few parts of the draft contract, Mr. Miller moved to approve and sign the contract as drafted; the motion was seconded by Mr. Hoffman and carried unanimously.
- c. *Drafting of a mission statement.* The mission statement drafted by Ms. Getz, Mr. Embich, and the Steckbeck engineers was reviewed by the Governing Body and found favorable. Upon a motion by Mr. Miller, which was seconded by Mr. Loser, the Governing Body unanimously adopted the mission statement as drafted.
- d. *Any other business not listed.* Mr. Lyons asked for clarification from the Governing Body on whether or not Paul Bruder should be reviewing the meeting materials and providing feedback on a regular basis. It was decided that it would be left up to Mr. Bruder as to whether or not he wants to receive the materials, but that the Governing Body is not directing him to review them and consequently he should not bill for any such review.

Mr. Hoffman asked if the Quittapahilla Watershed Association was still seeking funding for its summer intern. Mr. Long reported that Russ Collins had attended North Cornwall Township's most recent meeting and that the Township will provide the needed funding for the intern.

5. *Adjournment.* Chairperson Getz adjourned the meeting at 10:57am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

June 19, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, June 19, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Betsy Bowman, Redevelopment Authority

Tom Long, North Cornwall Township  
Julie Cheyney, County Planning  
Jim Loser, South Lebanon Township

**Non-members:**

Scott Rights, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority

Dan Cannistraci, Steckbeck Engineering  
Ed Brensinger, North Lebanon Township

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:02am and conducted roll call.
2. *Approve Minutes of the May 15, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the May 15<sup>th</sup> meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Hoffman, which was seconded by Mr. Loser, the Governing Body unanimously approved the minutes of the May 15, 2018 meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from the Redevelopment Authority, Steckbeck Engineering, and Mette, Evans & Woodside. Upon a motion by Mr. Loser, which was seconded by Mr. Long, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Sunoco Penalty/Mariner East 2 Pipeline Corridor Grant.* Mr. Cannistraci addressed the Governing Body regarding the submission of the Sunoco Penalty Grant application. He reported that the application covers five of the seven eligible projects in South Lebanon; the two projects not included in the application were omitted due to lack of support from the respective land owners. Mr. Rights reported that the Career & Technology Center was very receptive of the wetland project to be undertaken on their land. They indicated

they might seek to involve students from their landscaping program in the design of the project. Ms. Bowman asked if the grant is awarded and projects are undertaken prior to approval of the Pollutant Reduction Plan (PRP) by the Department of Environmental Protection (DEP), would the group receive credits toward the PRP. Mr. Cannistraci replied affirmatively and noted that all creditworthy projects completed from September, 2017 onward will earn credits under this permit cycle regardless of when the PRP is actually approved.

- b. *Amendments to Intergovernmental Cooperation Agreement (ICA)*. Mr. Lyons announced that the amendments to the ICA that were approved by the Governing Body last fall had officially been adopted by all parties to the ICA.
- c. *DEP's position on excess reductions*. Mr. Lyons announced that Annville Township had received, via a Council of Governments of which they are a member, a letter from DEP in which the Department states its position with respect to excess pollutant reductions achieved during this permit cycle. In the letter, DEP essentially establishes that excess reductions will be carried over into the next permit cycle although the methodologies for calculating load and reduction requirements are not yet known. Mr. Cannistraci elaborated on this position. Ms. Getz described a meeting she attended in Lancaster at which several DEP employees were present, including the secretary.
- d. *Any other business not listed*. Mr. Lyons reported that Paul Bruder has opted to continue receiving the Governing Body meeting materials with the understanding that whether or not he chooses to review them he will not charge the Governing Body for that review. Mr. Lyons asked if the Governing Body, now under contract with Mette, Evans & Woodside, would direct Paul Bruder to draft a contract between the Governing Body and Steckbeck Engineering for the consulting work awarded to Steckbeck as a result of the Request for Qualifications issued in December 2017. Upon a motion by Mr. Loser, which was seconded by Mr. Hoffman, the Governing Body voted unanimously to direct Mette, Evans & Woodside to draft a contract with Steckbeck for that consulting work.

Mr. Rights reviewed with the Governing Body a previously circulated template agreement and addenda for design and construction management work related to Best Management Practice (BMP) projects implementation. He explained that it is not too early to begin planning BMPs given that some of the projects may require extensive lead time for permitting.

Mr. Cannistraci reintroduced the idea of submitting an application for DEP's Growing Greener program in conjunction with the Sunoco Penalty application, noting that the applications are identical with the exception of the Growing Greener program's required 15% match. Mr. Embich noted that because the Growing Greener program is targeted to non-point-source

pollution, applying for the funds may be interpreted by DEP as a tacit acceptance of the Department's position regarding what they view as an underestimation of the planning area. Ms. Getz agreed and suggested waiting until next year to seek Growing Greener funds, if at all, at which point the issue with DEP of possible underestimation will hopefully have been resolved. This was the consensus of the Governing Body.

5. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 11:05am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

July 17, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, July 17, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Kerry Rohland, Cleona Borough Authority  
Tom Embich, Annville Township  
Betsy Bowman, Redevelopment Authority  
Dick Miller, North Lebanon Township

Nick Yingst, Annville Township  
Julie Cheyney, County Planning  
Jim Loser, South Lebanon Township  
Cheri Grumbine, North Lebanon Township

**Non-members:**

Dan Cannistraci, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority  
Jen Cotting, University of Maryland Environmental Finance Center  
Ellen Kohler, University of Maryland Environmental Finance Center

Kris Troup, North Londonderry Township  
Karen Raugh, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the June 19, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the June 19<sup>th</sup> meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Miller, which was seconded by Mr. Loser, the Governing Body unanimously approved the minutes of the June 19, 2018 meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from Long Brightbill, the Redevelopment Authority, Steckbeck Engineering, and Mette, Evans & Woodside. Upon a motion by Mr. Miller, which was seconded by Mr. Embich, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Discussion of annual business for August meeting: Action Plan, budget, annual report, meeting dates.* Mr. Lyons reviewed the list of business to be conducted at the August annual meeting. Mr. Loser requested that drafts of the annual business items be circulated a week or more ahead of the meeting to give the members adequate time to review everything. There was discussion on what amount to collect for the second Annual Contribution. Upon a motion by Mr. Miller, seconded by Mr. Loser, the Governing Body

acted unanimously to set the second Annual Contribution at 20% of the established five-year cost estimate or \$1,000,000.

Also, monthly meeting dates for 2019 will be proposed for consideration at the Annual meeting.

- b. *Jen Cotting, University of Maryland Environmental Finance Center.* Mrs. Cheyney introduced Jen Cotting and Ellen Kohler of the Environmental Finance Center and the University of Maryland and provided background on their involvement with the Consortium. Jen and Ellen delivered a presentation to the Governing Body about planning for the long-term operations and maintenance of Best Management Practice (BMP) projects and prioritization of projects. They fostered a discussion among those present about the costs of ongoing operations and maintenance of BMPs and how to plan with those costs in mind. Jen and Ellen noted that the Lebanon County Stormwater Consortium has made significantly more progress than most other collaborative efforts when it comes to the financing end of the PRP implementation. They offered to attend a future Governing Body meeting in the fall to continue discussions after the group has had more time to think about what they presented.
- c. *Discussion of BMP-specific engineering work.* Mr. Lyons asked the Governing Body to consider how it would like to handle the engineering work specific to the BMPs including design and construction management. He reminded the Governing Body that the engineering work awarded to Steckbeck Engineering via the Request for Qualifications was for general consulting services over the permit cycle and specifically excluded the BMP-specific work. After some discussion, Mr. Miller moved to award all the remaining engineering work to Steckbeck Engineering with the caveat that the Governing Body retains the right to do what it feels is in its best interest even if that includes using other engineering firms for certain tasks. Mr. Miller requested to have Attorney Bruder include such language protecting the Consortium in the contract with Steckbeck. Mr. Embich seconded the motion and it carried unanimously, 5-0.
- d. *Any other business not listed.* Chairperson Getz announced that the Lebanon Valley Chamber of Commerce is having a breakfast session that will feature a discussion of fees associated with stormwater management.

Ms. Grumbine asked Mrs. Cheyney about the status of the County's Hazard Mitigation Plan, which Mrs. Cheyney indicated is still being reviewed by PEMA.

5. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 12:00pm.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

August 21, 2018  
10:00am

Community Room  
1220 Mifflin Street

The annual meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, August 21, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Kerry Rohland, Cleona Borough Authority  
Tom Embich, Annville Township  
Betsy Bowman, Redevelopment Authority  
Dick Miller, North Lebanon Township

Bryan Hoffman, Cleona Borough Authority  
Julie Cheyney, County Planning  
Jim Loser, South Lebanon Township  
Cheri Grumbine, North Lebanon Township  
Tom Long, North Cornwall Township

**Non-members:**

Dan Cannistraci, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority

Scott Rights, Steckbeck Engineering

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the July 17, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the July 17<sup>th</sup> meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the July 17, 2018 meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from the Redevelopment Authority and Mette, Evans & Woodside. Upon a motion by Mr. Miller, which was seconded by Mr. Loser, the Governing Body unanimously approved the bills to be paid.
4. *Annual Business.* Mr. Lyons provided an overview of the items constituting the annual business. A discussion was then had regarding the August 16<sup>th</sup> letter from DEP on the size of the MS4 planning area.
  - a. *Vote on BMP Projects to fund for 2019.* Mr. Lyons explained the reasoning behind the recommendation in the 2019 Action Plan to carry out roughly \$200,000 worth of basin retrofit projects. Upon a motion by Mr. Embich, which was seconded by Mr. Miller, the Governing Body unanimously approved funding up to \$200,000 worth of the BMPs listed in the Action Plan or substitutes.

- b. *Changes/Revisions to Annual Action Plan.* The Annual Action Plan was presented and discussed. On a motion by Mr. Miller and seconded by Mr. Hoffman, the Governing Body unanimously approved the Annual Action Plan.
- c. *Presentation and approval of Financial Report.* Upon a motion by Mr. Miller, which was seconded by Mr. Long, the Governing Body unanimously approved the Financial Report as presented.
- d. *Presentation and approval of Progress Report.* Upon a motion by Mr. Miller, which was seconded by Mr. Long, the Governing Body unanimously approved the Progress Report as presented.
- e. *Presentation and approval of Budget.* Mr. Lyons and Mr. Cannistraci reviewed the budget and explained the basis for some of the underlying assumptions. Ms. Grumbine requested future monthly financial reports to reflect expenditures against the budget. Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the budget with revisions to follow as necessary over the course of the year.
- f. *Presentation and approval of Annual PRP Report by SESI.* Mr. Cannistraci presented and explained the portion of the Annual PRP Report relevant to the Consortium's efforts. Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the Annual PRP Report as presented.
- g. *Establish dates for meetings in 2019.* Mr. Lyons reviewed the proposed meeting dates for 2019, all of which fall on the third Tuesday of the month in keeping with the current practice. Upon a motion by Mr. Miller, which was seconded by Mr. Embich, the Governing Body unanimously approved the 2019 meeting dates as proposed.

#### 5. *Regular Business.*

- a. *Williams Atlantic Sunrise, Chesapeake Bay Steward Fund, and other grants.* Ms. Grumbine expressed her interest in applying for two grants to fund projects in North Lebanon Township that are identified in the Consortium's PRP and which would benefit the group as a whole, specifically BMPs RS1, RS2, and LS1. Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously authorized Steckbeck Engineers to apply for grants for projects on the approved list in general, and specifically to apply for BMPs RS1, RS2, and LS1 as substitutes to listed projects.
- b. *When to design BMP projects in advance?* There was discussion about the advantage of designing projects in advance to be kept on the shelf in order to be able to apply for grants with prohibitively short application timetables. Mr. Cannistraci noted that basin retrofits do not require much in the way of design. The general consensus was that there is no need at this point to begin



advance design of any of the projects so as not to miss out on grants with short application windows.

- c. *Other business.* With regard to DEP's August 16<sup>th</sup> letter, Mr. Rights recommended replying immediately to DEP to acknowledge receipt of their letter and inform them that we will undertake the re-mapping of the planning area within 60 days, after which point we can analyze the results and make a formal response to the department. Upon a motion by Mr. Miller and seconded by Mr. Embich, the Governing Body unanimously authorized Steckbeck Engineering to prepare the immediate response letter to be signed by Ms. Getz and to undertake the re-mapping.

With regard to the e-mail from Mike Schroeder of the Quittapahilla Watershed Association, the group discussed and acknowledged his opposition to the Williams Atlantic Sunrise grant money and cited a difference in philosophy which has led the group to pursue the grant funds.

6. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 11:46pm.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

September 18, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, September 18, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon (10:18am arrival)	Bryan Hoffman, Cleona Borough Authority
Tom Embich, Annville Township	Jim Loser, South Lebanon Township
Betsy Bowman, Redevelopment Authority	Cheri Grumbine, North Lebanon Township
Dick Miller, North Lebanon Township	Tom Long, North Cornwall Township
Julie Cheyney, County Planning (10:18am arrival)	

**Non-members:**

Dan Cannistraci, Steckbeck Engineering	Scott Rights, Steckbeck Engineering
Dan Lyons, Redevelopment Authority	Ellen Kohler, UMD Enviro. Finance Center

1. *Roll Call.* Vice Chairperson Hoffman called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the August 21, 2018 Meeting.* Upon a motion by Mr. Miller, which was seconded by Mr. Embich, the Governing Body unanimously approved the minutes of the August 21, 2018 annual meeting as presented.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from Steckbeck Engineering and Mette, Evans & Woodside. Upon a motion by Mr. Miller, which was seconded by Mr. Loser, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Approve engineering contract with SESI.* Upon a motion by Mr. Miller, which was seconded by Mr. Long, the Governing Body unanimously approved the engineering contracted with Steckbeck Engineering & Surveying, Inc., as presented.
  - b. *Update on grant applications.* Mr. Cannistraci reported that both the Williams Atlantic Sunrise and the Chesapeake Bay Steward Fund grant applications had been finalized and submitted. The Williams Atlantic Sunrise grant application was in the amount of \$10,000 to fund a bio-swale near the North Lebanon Township building. The Chesapeake Bay Steward Fund grant application was in the amount of \$200,000 for shoreline restoration at Lion's Lake, also in North Lebanon Township.

- c. *Update on re-mapping effort.* Mr. Cannistraci reported that the re-mapping effort is underway and that Steckbeck is developing a methodology for the re-mapping in one municipality that should allow it to be applied to the remaining municipalities efficiently. They anticipate completing the re-mapping and sharing the results with the group prior to the next Governing Body meeting.
- d. *Other business.* Mr. Embich reported that Annville Township was approached about accepting so-called “clean fill” from the Williams pipeline project and was asked to approve a resolution authorizing the same. He asked if other municipalities had been approached with similar requests; none had.

Mr. Embich also discussed a recent incident in which a tree had fallen into the Quittapahilla Creek and is threatening the streambank restoration work that was done in that area.

Ms. Bowman reported that Russ Collins of Doc Fritchey – Trout Unlimited appeared on TV discussing flooding issues in Snitz Creek.

Ms. Grumbine encouraged the Governing Body members to apply or reapply for 25 million dollars of flood-related funding still available.

- e. *Presentation by Ellen Kohler of the Environmental Finance Center at the University of Maryland.* Ellen Kohler distributed a written memo regarding the group’s efforts to address the long-term operation and maintenance needs with respect to Best Management Practice projects under the joint Pollutant Reduction Plan. She reviewed the contents of the memo and guided the continuing discussion on this issue. She indicated she would update the memo to incorporate the progress made in this meeting.

5. *Adjournment.* There being no further business and upon a motion by Mr. Miller, Vice Chairperson Hoffman adjourned the meeting at 11:19am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

October 16, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, October 16, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon	Bryan Hoffman, Cleona Borough Authority
Nick Yingst, Annville Township	Jim Loser, South Lebanon Township
Betsy Bowman, Redevelopment Authority	Cheri Grumbine, North Lebanon Township
Tom Long, North Cornwall Township	Julie Cheyney, County Planning

**Non-members:**

Dan Cannistraci, Steckbeck Engineering	Scott Rights, Steckbeck Engineering
Dan Lyons, Redevelopment Authority	Ed Brensinger, North Lebanon Township

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the September 18, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections to the September 18<sup>th</sup> minutes. Mr. Yingst noted that in line 3 of item 4a, “contracted” should be “contract.” Upon a motion by Mr. Yingst, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the September 18, 2018 meeting with this change.
3. *Financial Report.* Mr. Loser asked about the September 26<sup>th</sup> credit on the financial statement tied to the newspaper. Mr. Lyons explained that the newspaper expense was erroneously reported on the August financial report and that the September 26<sup>th</sup> credit was to correct that error.
  - a. *Approve bill to be paid.* Mr. Lyons presented bill from Steckbeck Engineering. Upon a motion by Mr. Yingst, which was seconded by Ms. Grumbine, the Governing Body unanimously approved the bill to be paid.
4. *Business.*
  - a. *Norfolk Southern appeal.* Ms. Grumbine opened a discussion on the Norfolk Southern railroad company’s appeals for exemption from or reduction to assessed stormwater management fees in area municipalities. Mr. Yingst described how the process has unfolded in Annville Township and general discussion among the members ensued.
  - b. *Update on grant applications.* Mr. Cannistraci reported that an announcement is expected on the Sunoco Penalty grant by the end of the month. Awards of the Williams pipeline grant have been announced in October in past years, while the NFWF grant awards are expected to be announced in December.

Mr. Cannistraci reported that he spoke with the local Natural Resources Conservation Service (NRCS) office about the \$25 million in funding they had announced to help flood-stricken townships repair streambanks. He was told that the funding is tied to the July and August flooding specifically and is not meant to address pre-existing problems, so he doesn't believe it's worth pursuing for the Lebanon County Stormwater Consortium. Mr. Yingst reported that Annville also reached out to the local NRCS office to discuss applying for that pot of money and was encouraged to do so. He was told that it was okay that some of the deterioration was pre-existing. He reported that, if funded, the restoration would take the form of riprap installation along 200 feet of Quittapahilla streambank not part of the original restoration and asked if this could benefit the Consortium. Mr. Cannistraci replied that DEP does not like riprap for streambank restoration, but he would forward the drawings to DEP to see if any credits could be generated.

- c. *Update on re-mapping effort.* Mr. Cannistraci reported that Steckbeck has completed the majority of the re-mapping and has sent it to Scott Arwood at DEP for a preliminary look before doing a full resubmission. He expected to hear from Scott prior to the November meeting. Upon a question by Mr. Hoffman, Mr. Cannistraci reported that the re-mapping has generated a 60% increase to the original baseline load. In his submission to Scott Arwood, he is asking for DEP's ideas on ways to mitigate the increase and bring it down a bit. He reported that the 60% increase is in line with RETTEW's expectation of an increase between 25% and 75%. Mr. Rights encouraged the Consortium to stay in touch with Lancaster and York, talk about combining efforts, and fight it but continue good faith efforts on the work we already intended to do. Mr. Hoffman suggested that perhaps it's time to pool resources with other affected groups for legal representation to press DEP and request an injunction from a judge. Mr. Rights suggested getting to Representatives Ryan and Diamond and Senator Folmer to sniff around DEP and see what's going on at the department. Mr. Loser requested Steckbeck provide an estimated cost increase percentage in addition to the percentage increase in the baseline load. Mr. Cannistraci indicated he could provide that.
- d. *Other business.* Mr. Lyons reported to the Governing Body that the auditors used by the Authority, Maher-Duessel, can provide auditing services to the Consortium for \$2,950. Mr. Lyons requested the Governing Body's approval to engage Maher-Duessel at this rate and to establish the fiscal year of the Lebanon County Stormwater Consortium as July 1 – June 30. Upon a motion by Mr. Yingst, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the engagement of Maher-Duessel to provide auditing services for \$2,950 and to set the group's fiscal year as July 1 – June 30.

5. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 11:00am.

Respectfully submitted,  
Nick Yingst, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

November 20, 2018  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, November 20, 2018 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Bryan Hoffman, Cleona Borough Authority  
Jim Loser, South Lebanon Township  
Tom Long, North Cornwall Township  
Jamie Yiengst, South Lebanon Township  
Tom Embich, Annville Township

Betsy Bowman, Redevelopment Authority  
Cheri Grumbine, North Lebanon Township  
Julie Cheyney, County Planning  
Dick Miller, North Lebanon Township

**Non-members:**

Dan Cannistraci, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority

Scott Rights, Steckbeck Engineering

1. *Roll Call.* Vice Chairman Hoffman called the meeting to order at 10:06am and conducted roll call.
2. *Approve Minutes of the October 16, 2018 Meeting.* Vice Chairman Hoffman canvassed the Governing Body for corrections to the October 16<sup>th</sup> minutes. There being none, and upon a motion by Mr. Miller, which was seconded by Mr. Loser, the Governing Body unanimously (5-0) approved the minutes of the October 16, 2018 as presented.
3. *Financial Report.* Mr. Lyons presented the financial report for the month of October.
  - a. *Approve bill to be paid.* Mr. Lyons presented a bill from Mette, Evans & Woodside. Upon a motion by Mr. Miller, which was seconded by Mr. Long, the Governing Body unanimously approved the bill to be paid.
4. *Business.*
  - a. *Memo from UMD on operations & maintenance of BMPs.* Mr. Lyons announced that Ellen Kohler of the Environmental Finance Center at the University of Maryland had made herself available by phone to discuss the final draft of her memo regarding operations and maintenance of BMPs if the group had any questions. There were no questions, but Mr. Embich reiterated his suggestion from a previous meeting that the engineers incorporate the nine items on pages five and six of the memo concerning management of operations and maintenance duties into a checklist to be completed for each BMP project the group undertakes. There was no opposition to this suggestion.

- b. *Grant announcements.* Mr. Cannistraci announced that two of the five projects applied for under the Sunoco Penalty Grant program were funded and that DEP is trying to arrange a meeting in December to discuss the projects and grant requirements. The group indicated that Mr. Cannistraci should attend the meeting along with a representative from South Lebanon Township. Mr. Cannistraci also announced that the group was not awarded any funding under the Chesapeake Bay Stewardship Fund program and that no announcement had yet been made on the Williams pipeline grant.
- c. *DEP South Central Roundtable.* The DEP South Central Roundtable was postponed due to the snow and was being rescheduled.
- d. *Update on re-mapping effort.* Mr. Cannistraci reported that Scott Arwood of DEP reviewed the new maps, provided comments, and essentially deemed them acceptable for resubmission. This means it is now time to resubmit the full PRP addressing the other six or seven minor issues DEP raised in the initial review in addition to the major re-mapping. Mr. Hoffman initiated a conversation exploring what the consequences might be if the group chooses not to increase the proposed load reductions. Following discussion, Mr. Rights suggested a compromise position. Instead of outright rejecting the increased load reduction requirements, the group may choose to work as far towards the additional reductions as the original five million dollars (plus any grants that may be received) will permit.

Mr. Miller moved to have Steckbeck Engineering & Surveying, Inc. (SESI) prepare the technical response letter to DEP outlining the aforementioned compromise position; the motion was seconded by Mr. Loser and carried unanimously. SESI is to have a draft of the letter available to the Governing Body for the January meeting.

- e. *Other business.* After a brief discussion concerning the need for the Governing Body to meet in December, Mr. Miller moved to cancel the December meeting. The motion was seconded by Mr. Embich and carried unanimously.

Mr. Lyons then opened a discussion on the 2019 Governing Body meeting dates. Mr. Embich moved to continue meeting on the third Tuesday of every month at 10am at 1220 Mifflin Street with the exception of the April, 2019 meeting which will be postponed by a week to the 23<sup>rd</sup> to avoid a conflict with a Pennsylvania State Association of Township Supervisors (PSATS) meeting. The motion was seconded by Ms. Grumbine and carried unanimously.

Mr. Hoffman opened a discussion on the Norfolk Southern issue related to imposition of a stormwater fee. He reported that Derry Township in neighboring Dauphin County gave Norfolk Southern an outright exemption. Mr. Embich noted that, in Annville, Norfolk Southern still hasn't performed the permeability testing yet. He also reported that replacement of the South

Spruce Street bridge in Annville would begin in January and take a year or more.

Mr. Long raised the issue of possibly getting a better return on the funds in the group's deposit account because of the large balance that will be sitting in the account in the coming months and years. Mr. Hoffman responded that there may be limitations on what investments the group can make but that we will get the highest return legally available to us.

5. *Adjournment.* There being no further business, Vice Chairman Hoffman adjourned the meeting at 11:10am on a motion by Mr. Long.

Respectfully submitted,  
Tom Embich, Secretary



**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

January 15, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, January 15, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon	Jamie Yiengst, South Lebanon Township
Cheri Grumbine, North Lebanon Township	Tom Embich, Annville Township
Tom Long, North Cornwall Township	Bryan Hoffman, Cleona Borough Authority
Julie Cheyney, County Planning	Dick Miller, North Lebanon Township
Betsy Bowman, Redevelopment Authority (10:08am arrival)	

**Non-members:**

Scott Rights, Steckbeck Engineering	Dan Lyons, Redevelopment Authority
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1. *Roll Call.* Chairperson Getz called the meeting to order at 10:02am and conducted roll call.
2. *Nomination and election of officers.* Chairperson Getz entertained nominations for officers. Mr. Miller moved to retain the existing slate of officers, which motion was seconded by Mr. Long and approved by the Governing Body unanimously. The officers are as follows.

Chairperson:	City of Lebanon
Vice Chairperson:	Cleona Borough Authority
Secretary:	Annville Township
Treasurer:	North Lebanon Township
Assistant Secretary/Treasurer:	North Cornwall Township
3. *Approve Minutes of the November 20, 2018 Meeting.* Chairperson Getz canvassed the Governing Body for corrections to the November 20<sup>th</sup> minutes. Mr. Embich noted that the Spruce Street bridge will be closed from January through October as opposed to a year or more as he had said toward the end of the November meeting. Mr. Miller acknowledged Mr. Embich's comment and moved to approve the minutes. Ms. Yiengst seconded the motion and the Governing Body unanimously approved the minutes of the November 20, 2018 as presented.
4. *Financial Report.* Mr. Lyons presented the financial report for the months of November and December.
  - a. *Approve bill to be paid.* Mr. Lyons presented a bill from the Redevelopment Authority for administration of the Consortium from August to December 2018. He explained that the bill contained the Authority's proposed increase and reconfiguration of billable rates. Mr. Hoffman objected to the use of the proposed rates going back to August and moved to approve the proposed rates

effective only January 1, 2019. Mr. Miller seconded the motion and it carried unanimously. Mr. Lyons then presented a series of Steckbeck bills for the period July 29 – October 27, 2018. Mr. Miller moved to approve the Steckbeck bills with a request that Steckbeck bill more currently; the motion was seconded by Mr. Hoffman and carried unanimously.

5. *Business.*

- a. *PRP technical response letter.* Mr. Rights reviewed and explained the draft technical response letter, which was prepared by Mr. Cannistraci who was unable to attend the meeting due to illness, and which addresses DEP's concerns and comments about the group's joint Pollutant Reduction Plan. The group provided feedback to Mr. Rights on the letter, recommending minor formatting changes and the addition of a sentence as a stand-alone paragraph expressing disagreement with DEP's interpretation of the mapping requirement. Mr. Miller moved to approve a revised letter containing the changes recommended by the group. The motion was seconded by Mr. Embich and carried unanimously. Ms. Getz requested that the group be shown the final letter before it is mailed.
- b. *Grant announcements.* Mr. Lyons asked if there had been any news on the Williams Pipeline grant. Ms. Grumbine reported she hadn't heard anything. The group held a conversation on how to proceed with construction of BMPs. The 2019 Action Plan was discussed, as was the LCCTC project for which the group had applied for and failed to receive grant funding. After some discussion, Mr. Miller moved that the Consortium move forward with the \$200,000 of approved activity in the 2019 Action Plan including design and acquisition as necessary. Mr. Hoffman seconded the motion and it carried unanimously. Ms. Grumbine asked that Steckbeck look into the Lions Lake project to see when it might be scheduled.
- c. *DEP South Central Roundtable.* Mr. Embich reported on his attendance at the DEP South Central Roundtable. He noted that DEP essentially tricked people into attending it by how they advertised it when the real purpose of the meeting was for DEP to meet a public participation requirement of their Watershed Implementation Plan. Ms. Grumbine, who also attended, added her take on the meeting.
- d. *Other business.* Mr. Miller asked if the MediaOne bill included in the meeting materials packet needed approval to be paid. Mr. Lyons responded that the Authority paid the bill and included it in its billing to the Consortium as a reimbursable expense, so it did not need to be separately approved and was already paid.

Mrs. Cheyney reported that Lori Yeich of DCNR expressed willingness to meet with the Consortium to talk about cooperating on the streambank restoration project for the section of the Quittapahilla just downstream of the dyke. The group expressed interest and Mr. Hoffman asked Mrs. Cheyney to invite Lori to one of the Governing Body's upcoming meetings.

Mr. Hoffman reported on the possible redevelopment of a parcel opposite the Dairy Queen just outside Cleona, noting that the redevelopment might address some stormwater issues.

Mr. Embich gave out his new e-mail address. He also reported that a bridge on Palmyra Bellegrove Road will be out of service probably for the same length of time as the Spruce Street bridge.

Ms. Grumbine reported that she had a conference call scheduled with Norfolk Southern for the following Monday. Mr. Embich reported that it appears Norfolk Southern will pay the bill they got from Annville Township. Ms. Getz reported they paid the City's bill. Ms. Grumbine asked if Met-Ed had paid their bill from South Lebanon, to which Ms. Yiengst replied they had. Mr. Long reported that 97-98% of the total revenue from North Cornwall's stormwater fee has been collected.

6. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 11:25am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

February 19, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, February 19, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township  
Tom Long, North Cornwall Township  
Julie Cheyney, County Planning  
Betsy Bowman, Redevelopment Authority  
Nick Yingst, Annville Township

Tom Embich, Annville Township  
Bryan Hoffman, Cleona Borough Authority  
Dick Miller, North Lebanon Township  
Jamie Yiengst, South Lebanon Township

**Non-members:**

Scott Rights, Steckbeck Engineering  
Russ Collins, Doc Fritchey Trout Unlimited  
Tracey Rash, Maher Duessel

Dan Lyons, Redevelopment Authority  
Dan Cannistraci, Steckbeck Engineering

1. *Roll Call.* Vice Chairman Hoffman called the meeting to order at 10:02am and conducted roll call.
2. *Approve Minutes of the January 15, 2019 Meeting.* Vice Chairman Hoffman canvassed the Governing Body for corrections to the January 15<sup>th</sup> minutes. There being none, and upon a motion by Mr. Miller, which was seconded by Ms. Yiengst, the Governing Body unanimously approved the minutes of the January 15, 2019 meeting as presented.
3. *Financial Report.* Mr. Lyons presented the financial report for the month of January.
  - a. *Approve bill to be paid.* Mr. Lyons presented the bills to be paid which included the Redevelopment Authority, Steckbeck Engineering, Mette, Evans & Woodside, and Maher Duessel. In response to a question by Mr. Yingst, Mr. Lyons explained that the component of the financial report that shows how our cumulative expenses compare to budgeted amounts only includes expenses that have already been approved and paid and does not reflect the pending bills just presented. Upon a motion by Mr. Miller, which was seconded by Mr. Long, the Governing Body unanimously approved the bills to be paid as presented.
  - b. *Presentation of audit.* Tracey Rash of Maher Duessel introduced herself and walked the Governing Body through the audited financial statement and accompanying letter to management. She noted that her firm issued an unmodified opinion with no proposed adjustments, no difficulties, and no significant disclosures. Mr. Hoffman spoke to his experience with Maher Duessel, who has done the audits for the Housing and Redevelopment

Authorities for several years, noting that they are very thorough. Prompted by Mr. Long, Ms. Rash provided her business cards to Mr. Hoffman for circulation. Mr. Long asked if we would need to provide the audit to the awarding agencies for any grants we receive. Mr. Hoffman noted that we will provide the audit if it is requested.

4. *Business.*

- a. *Russ Collins from Doc Fritchey Trout Unlimited – report on Lower Snitz stream improvement project in North Cornwall Township.* Mr. Hoffman introduced Russ Collins, the president of the Doc Fritchey chapter of Trout Unlimited. Russ reported on a recently completed stream improvement project on a portion of the Lower Snitz Creek in North Cornwall Township. The project involved building up the stream bank and narrowing the stream from 35 feet to about 20-25 feet wide. He circulated photos of the project and answered questions from the Governing Body. Russ also reported on his upcoming projects and on a study done on Beck Creek for North Cornwall Township which is available for review on the website of the Quittapahilla Watershed Association.
- b. *Other business.* Mr. Hoffman reported on a recent Chamber of Commerce breakfast event he attended where he spoke to PA Representative Frank Ryan. Mr. Ryan indicated the state legislature is considering taking action against DEP on MS4 issues. Mr. Hoffman also reported on conversations with Russ Diamond and Bill Ames.

Mr. Yingst shared his feedback with the Governing Body concerning the response letter to DEP. He initiated a discussion among the members about removing the last sentence of the penultimate paragraph. Mr. Cannistraci reviewed the rest of the letter again with the Governing Body and answered questions from Ms. Yiengst.

Upon a motion by Mr. Miller, which was seconded by Ms. Yiengst, the Governing Body unanimously approved the revised letter to DEP with the deletion of the last sentence of the penultimate paragraph as discussed. Mr. Embich asked that all those who were copied on our previous letter to DEP be copied on this one as well.

Mrs. Cheyney provided an update on the potential development of a parcel on 422 and the stormwater implications of that development.

5. *Adjournment.* There being no further business, Vice Chairman Hoffman adjourned the meeting at 11:12am on a motion by Mr. Embich.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

March 19, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, March 19, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township  
Tom Long, North Cornwall Township  
Julie Cheyney, County Planning  
Jamie Yiengst, South Lebanon Township

Tom Embich, Annville Township  
Bryan Hoffman, Cleona Borough Authority  
Betsy Bowman, Redevelopment Authority  
Robin Getz, City of Lebanon

**Non-members**

Dan Lyons, Redevelopment Authority

Dan Cannistraci, Steckbeck Engineering

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the February 19, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections to the February 19<sup>th</sup> minutes. There being none, and upon a motion by Mr. Hoffman, which was seconded by Mr. Long, the Governing Body unanimously approved the minutes of the February 19, 2019 meeting as presented.
3. *Financial Report.* Mr. Lyons presented the financial report for the month of February.
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid which included the Redevelopment Authority and Steckbeck Engineering. He noted that the group has spent more than the budgeted amounts for PRP revisions although not yet more than the contracted amount for that service. The group may have to entertain amending that contract with Steckbeck Engineering to account for the high volume of unforeseen work arising out of the mapping issue with DEP. Upon a motion by Ms. Yiengst, which was seconded by Ms. Grumbine, the Governing Body unanimously approved the bills to be paid as presented.
4. *Business.*
  - a. *Response letter to DEP.* Mr. Cannistraci reported to the group on why the response letter had not yet been sent to DEP. He explained that the south central regional office of DEP has reportedly arrived at a compromise position regarding the expanded planning areas that will slightly reduce the large increase in required load reduction the group is facing, although the central office has not endorsed the compromise. Mr. Cannistraci answered questions about the effect of this compromise on the group, noting that it will reduce the load reduction requirement by about 10-15% for a total increase of roughly 50% over what was included in the original PRP. He explained that

the group needs to decide if it will adjust the response letter to reflect this compromise position. Mr. Hoffman made a motion to update the letter to reflect the south central office's compromise; Mr. Embich seconded the motion and it carried unanimously.

- b. *Other business.* Mr. Cannistraci reported on a new grant opportunity through the PA Department of Community & Economic Development (DCED). It is for watershed improvement projects similar to the Sunoco Pipeline grant. He explained that two of the projects that were submitted for earlier grants but not funded would be eligible for this new grant and requested permission to submit them. The grant program stipulates a \$300,000 maximum request and requires a 15% match. Ms. Getz moved to authorize Mr. Cannistraci to pursue this grant opportunity with the two projects he mentioned; Mr. Embich seconded the motion and it carried unanimously.

Mr. Cannistraci reported on his ongoing efforts to obtain cooperation from property owners for basin retrofit projects. To date, the Lebanon Valley Economic Development Corporation (LVEDC) and Manor Care have expressed interest in cooperating, which would account for 5 of the 10 basin retrofits we want to complete this year. He reported that many of the other property owners are concerned about the burden of maintaining the installations and therefore hesitant to cooperate. He asked if there was something the group could offer to make these projects more appealing to the property owners. A discussion ensued about maintenance responsibilities. The consensus of the Governing Body was to assume no maintenance responsibility and to pursue only those projects with cooperative owners or with single owners for whom the stormwater fee credit is incentive enough to cooperate.

Mr. Embich spoke to the group about a group known as Public Justice and their modus operandi of suing NPDES permit holders for excursions under section 505 of the Clean Water Act. He reported that they have targeted the chicken plants in Fredericksburg and could potentially come after our member municipalities because we are also covered by the Clean Water Act.

Mrs. Cheyney reported that Lori Yeich of the Department of Conservation and Natural Resources will be attending our May meeting. Lori is reviewing our projects for possible standouts for grants and cooperation opportunities.

5. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 11:00am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

April 23, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, April 23, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township	Dick Miller, North Lebanon Township
Tom Long, North Cornwall Township	Bryan Hoffman, Cleona Borough Authority
Betsy Bowman, Redevelopment Authority	Reba Donley, South Lebanon Township
Robin Getz, City of Lebanon	
Tom Embich, Annville Township (10:06am arrival)	

**Non-members**

Dan Lyons, Redevelopment Authority	Dan Cannistraci, Steckbeck Engineering
Scott Rights, Steckbeck Engineering	

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the March 19, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections to the March 19<sup>th</sup> minutes. There being none, and upon a motion by Mr. Miller, which was seconded by Mr. Long, the Governing Body unanimously approved the minutes of the March 19, 2019 meeting as presented.
3. *Financial Report.* Mr. Lyons presented the financial report for the month of March.
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid which included the Redevelopment Authority and Steckbeck Engineering. He reported that the group's contract with Steckbeck for PRP preparation is not written on a "not to exceed" basis but rather on a time and materials basis with an estimated total cost. The group discussed this and determined that it is therefore not necessary to amend the contract in order to continue paying Steckbeck for services in excess of the estimate included in the contract.

Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid as presented.

4. *Business.*
  - a. *Communication with DEP.* Mr. Cannistraci reported to the group on a glitch between SESI's and SSM's work in Annville with regard to the mapping. He said SSM would be resolving the issue that week after which point the PRP could be officially resubmitted. He said the letter the group has drafted would be sent to DEP together with the revised PRP. He reported that the new, final load reduction number is just under 750,000lbs, constituting roughly a 48%



increase over the original reduction requirement. Mr. Embich noted that the group has already begun chipping away at that additional reduction thanks to the project the City recently completed that was not part of the original BMP list.

- b. *Redwood Lane basin retrofit in North Lebanon.* Ms. Grumbine reported on her contacts with a Redwood Lane resident regarding improvements to a stormwater basin. The resident would like the Township to convert his dry pond to a wet pond which would earn credit for the Lebanon County Stormwater Consortium.

Upon a motion by Ms. Getz, which was seconded by Mr. Embich, the Governing Body authorized Steckbeck Engineering to ensure the landowner's cooperation and to prepare an estimate of the costs and associated load reduction numbers.

5. *Other business.* Mr. Cannistraci reported on another North Lebanon resident who reached out about a stormwater improvement activity. In this case, the landowner is willing to pay for the improvements himself but has requested that the Township provide the technical specifications. Mr. Cannistraci will provide them.

Mr. Cannistraci reported that he is working on submitting applications for the two grants he mentioned at last month's meeting, both of which are due May 31<sup>st</sup>.

Mr. Cannistraci reported on a failing stormwater basin on Southgate Drive in South Lebanon Township. The Township wants to correct the failure by putting in a slope to eliminate standing water. It is not a true retrofit project, but the Lebanon County Stormwater Consortium could get credit for doing the vegetation. The project is estimated at \$11,000 and the Township is asking if the Lebanon County Stormwater Consortium will consider purchasing the \$3,000 of grass seed in exchange for receiving reduction credits. Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously agreed to purchase the 320lbs of grass seed for the Southgate Drive project.

Ms. Getz reported that the City has received the delinquent list for stormwater fees and that PennDOT and Norfolk Southern didn't pay nor appeal their fees. Mr. Embich reported that he believes Norfolk Southern is paying their fee in Annville. Mr. Hoffman reported that almost everyone in Cleona has paid their fee, including the large shopping center.

6. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 10:33am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

May 21, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, May 21, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

### **Members:**

Cheri Grumbine, North Lebanon Township  
Mike Wahmann, North Cornwall Township  
Betsy Bowman, Redevelopment Authority  
Robin Getz, City of Lebanon  
Julie Cheyney, Lebanon County Planning

Dick Miller, North Lebanon Township  
Bryan Hoffman, Cleona Borough Authority  
Jamie Yiengst, South Lebanon Township  
Tom Embich, Annville Township

### **Non-members**

Dan Lyons, Redevelopment Authority  
Lori Yeich, PA Dept. of Conservation & Natural Resources (DCNR)

Dan Cannistraci, Steckbeck Engineering

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:06am and conducted roll call.
2. *Lori Yeich, Recreation and Conservation Manager with the Pennsylvania Department of Conservation & Natural Resources (DCNR).* Mrs. Cheyney introduced Lori Yeich to the Governing Body. Mrs. Yeich gave a slideshow presentation about the work she does at DCNR and the various grant programs and activities her office is involved in. She encouraged the group to consider expanding the scope of some of its projects to include recreation components in order to qualify for DCNR funding.
3. *Approve Minutes of the April 23, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections to the April 23<sup>rd</sup> minutes. There being none, and upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the April 23, 2019 meeting as presented.
4. *Financial Report.* Mr. Lyons presented the financial report for the month of April. Mr. Embich asked about the fees being charged by Fulton. Mr. Hoffman said he would look into it.
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid which included the Redevelopment Authority and Steckbeck Engineering. Upon a motion by Mr. Miller, which was seconded by Mr. Wahmann, the Governing Body unanimously approved the bills to be paid as presented.
5. *Business.*
  - a. *Pollutant Reduction Plan (PRP) resubmission.* Mr. Cannistraci reported that the revised PRP and accompanying letter were submitted to DCED on May 20<sup>th</sup>; he distributed copies of the letter. He reported that the final load

reduction number is 710,851 lbs. per year, representing an increase of about 40% over the original requirement. He noted that in municipalities where Steckbeck helped design the stormwater fees, appeals and credits are less than projected, providing a cushion in the budget to those municipalities.

- b. *Redwood Lane basin retrofit in North Lebanon.* Mr. Cannistraci reported on the Redwood Lane basin retrofit. At last meeting he had been asked to provide a cost estimate and load reduction estimate. He reported a cost estimate of \$50-60,000 and an estimated reduction of 8,400 lbs. of TSS per year. This equates to a range of \$6-7/lb. reduction, which he noted is satisfactory. He requested permission to proceed with the project.

Upon a motion by Mr. Miller, which was seconded by Mr. Embich, the Governing Body unanimously authorized Steckbeck Engineering to proceed with the Redwood Lane basin retrofit project.

- c. *E. Lehman Street/11<sup>th</sup> Avenue/Route 422 stream restoration project.* Ms. Grumbine and Mr. Cannistraci described a streambank widening and restoration project in the area of E. Lehman Street, 11<sup>th</sup> Avenue, and Route 422. Mr. Cannistraci noted that this project was included in the PRP but should be given a higher priority in light of the problems residents are experiencing. Mr. Cannistraci quoted a \$6.78/lb. figure and \$186,000 estimated project cost to be paid from the 2020 streambank restoration budget. He requested permission to proceed with additional design work ahead of the original schedule. Upon a motion by Mr. Hoffman, which was seconded by Mr. Miller, the Governing Body unanimously authorized Steckbeck Engineering to proceed with additional design work as requested.
- d. *Coleman Park issues.* Ms. Getz reported that Coleman Park in the City of Lebanon is having stormwater issues on its west side due to an increase in the volume of stormwater discharge from PennDOT. She said she would like to have Steckbeck explore a possible wetlands project to ameliorate the issues and possibly tie into work at Northwest Elementary. Mr. Miller moved to authorize Steckbeck to engage in a preliminary study to see what can be done at Coleman Park to rectify the stormwater issues on the west end. Mr. Hoffman seconded the motion and it carried unanimously.
- e. *Grant updates.* Mr. Cannistraci reported that the grant application for Lions Lake is nearly ready to submit and that he needs letters of support from the Lebanon County Stormwater Consortium and from County Planning. Mr. Miller moved to approve a letter of support from the Lebanon County Stormwater Consortium for the Lions Lake grant application. Mr. Wahmann seconded the motion and it carried unanimously.

Mr. Cannistraci reported that the Vo-Tech project isn't coming together and he hasn't been able to secure a letter of support from the LCCTC. DCED is telling him only to submit our best project, so unfortunately that one will be left out of the application.

6. *Other business.* Mrs. Cheyney reported that representatives from DEP will be at the County Commissioners' workshop on May 22<sup>nd</sup> at 1:30pm to discuss the WIP 3.

Mr. Hoffman said he would like the group to explore possible synergy between Cleona's portion of the large streambank restoration project and Cleona Park and elementary school, in light of Lori Yeich's presentation. Mr. Cannistraci reported that such synergy is already being looked at and that the project will be timed in order to apply for Lori's funding next year.

7. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 11:43am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

June 18, 2019  
10:00am

Community Room  
930 Willow Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, June 18, 2019 at 10:00am in the Community Room at 930 Willow Street, Lebanon, Pennsylvania.

There were present:

### **Members:**

Cheri Grumbine, North Lebanon Township  
Bryan Hoffman, Cleona Borough Authority  
Robin Getz, City of Lebanon  
Julie Cheyney, Lebanon County Planning

Tom Long, North Cornwall Township  
Jamie Yiengst, South Lebanon Township  
Tom Embich, Annville Township  
Nick Yingst, Annville Township

### **Non-members**

Dan Lyons, Redevelopment Authority

Dan Cannistraci, Steckbeck Engineering

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the May 21, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections to the May 21<sup>st</sup> minutes. There being none, and upon a motion by Mr. Hoffman, which was seconded by Ms. Grumbine, the Governing Body unanimously approved the minutes of the May 21, 2019 meeting as presented.
3. *Financial Report.* Mr. Lyons presented the financial report for the month of May. Mr. Embich asked about the fees being charged by Fulton. Mr. Hoffman said he has scheduled a meeting with Fulton to discuss the fees.
  - a. *Approve bills to be paid.* Mr. Lyons presented the bill to be paid which was for the Redevelopment Authority's administration. Upon a motion by Ms. Grumbine, which was seconded by Ms. Yiengst, the Governing Body unanimously approved the bill to be paid as presented.
4. *Business.*
  - a. *Basin retrofit information sheet.* Mr. Cannistraci relayed the origin of the request for a basin retrofit information sheet and provided suggestions for what information such a sheet might contain. A lengthy discussion ensued concerning the content of the sheet, who the target audience would be, and how the information sheet might be used by the Consortium members. A consensus emerged for Mr. Cannistraci to prepare a draft information sheet to be provided to the Consortium members for use and distribution at their discretion and containing the following information: summary of the existing responsibilities of basin owners, instructions for proper maintenance of basins, and instruction to contact municipality for stormwater credit information.

- b. *Expansion of NCT streambank restoration BMP to tie into recreation improvements at Wengert's Park for DCNR money.* Mr. Long presented a large-scale project idea in North Cornwall Township involving the relocation of the 22<sup>nd</sup> Street Bridge that could possibly dovetail with efforts of the Lebanon Valley Rail Trail and the Lebanon County Stormwater Consortium. He requested a letter of support for the project from the Lebanon County Stormwater Consortium.

Upon a motion by Mr. Hoffman, which was seconded by Ms. Yiengst, the Governing Body unanimously approved a letter of support for the 22<sup>nd</sup> Street Bridge project.

- c. *Santana Swale Project.* Mr. Cannistraci presented the Santana Swale Project being undertaken by North Lebanon Township. He reported that the Lebanon County Stormwater Consortium can receive credit for the work the Township is doing even accounting for the additional baseline load amount that the project would bring if added to the group's Pollutant Reduction Plan (PRP). He reported it would achieve a net reduction of approximately 732lbs of TSS/year. After discussion, there was a motion by Mr. Long, which was seconded by Mr. Embich, to include this project in the PRP amendment to be submitted to DEP in September; the motion carried unanimously.
- d. *Grant updates.* Mr. Cannistraci reported that he has received questions from DCED on the Lions Lake grant application submitted in May, which he feels bodes well for the application.

Mr. Cannistraci and Ms. Getz reported that there may be an opportunity for inclusion of rain gardens in a multi-modal transportation grant application the City plans to submit to DCED in conjunction with a large street paving project of the City's. They noted that if the rain gardens can be worked into the application, the Lebanon County Stormwater Consortium would be asked to provide the required 30% match for that portion of the application. Mr. Cannistraci indicated he would provide an estimate for the rain garden portion of the work at the July meeting.

- 5. *Other business.* Mr. Long presented another possible project in North Cornwall Township where stormwater overflows might be remedied through streambank restoration. He reported that he is looking into the details and costs and that if there is a benefit to the Lebanon County Stormwater Consortium, he will recommend adding the project to the PRP. Mr. Cannistraci noted that there is a streambank restoration project in the PRP that ends where Mr. Long's proposed project would start, making it an extension of the Lebanon County Stormwater Consortium's planned work.

Mr. Lyons announced that the Lebanon County Stormwater Consortium's annual meeting will be held on August 20, 2019 at 1220 Mifflin Street at 10am. He said the annual meeting materials will be circulated to the Governing Body members at least a week prior to the meeting.

Ms. Getz reported that she was invited by the League of Cities to testify at a joint meeting of the PA House Environmental Resources and Energy Committees regarding navigating stormwater management and MS4 requirements. She reported she would be attending together with Mayor Sherry Capello to share her input and experiences with the Committees on behalf of the League of Cities.

6. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 11:06am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
MINUTES**

July 16, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, July 16, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township  
Bryan Hoffman, Cleona Borough Authority  
Robin Getz, City of Lebanon  
Dick Miller, North Lebanon Township  
Elizabeth Bowman, Redevelopment Authority

Tom Long, North Cornwall Township  
Jamie Yiengst, South Lebanon Township  
Tom Embich, Annville Township  
Nick Yingst, Annville Township

**Non-members**

Dan Lyons, Redevelopment Authority  
Scott Rights, Steckbeck Engineering

Dan Cannistraci, Steckbeck Engineering

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the June 18, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections to the June 18<sup>st</sup> minutes. There being none, and upon a motion by Mr. Miller, which was seconded by Mr. Long, the Governing Body unanimously approved the minutes of the June 18, 2019 meeting as presented.
3. *Financial Report.* Mr. Lyons presented the financial report for the month of June.
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid which included the Redevelopment Authority's bill for administration in June for \$388 and four Steckbeck Engineering bills totaling \$7,564.55. Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid as presented.
4. *Business.*
  - a. *Basin retrofit information sheet.* Mr. Cannistraci distributed a rough draft of the basin retrofit information sheet and reviewed its contents with the Governing Body. Mr. Embich recommended that language be added to encourage the use of bee-friendly vegetation. Ms. Getz requested that the readers be directed to their municipality if technical issues are encountered with regard to maintenance. Mr. Cannistraci agreed to make the suggested edits and to make the information sheet available to the Consortium members as a Word document for easy editing.



- b. *Project MOUs.* Mr. Cannistraci circulated and reviewed a sample Memorandum of Understanding (MOU) designed to serve as a preliminary commitment between property owners and the Consortium or host municipality. The group discussed what entities should be parties to the agreement and whether the MOU contained sufficient disclaimers to protect the Consortium.

Upon a motion by Mr. Miller, which was seconded by Mr. Embich, the Governing Body unanimously authorized the Administrator to contact Mette, Evans & Woodside for legal advice on whether or not the Consortium should become a legal entity for contracting and insurance purposes and for feedback on the draft MOU.

- c. *Grant updates.* Mr. Cannistraci passed out drawings of the City's streetscape project and spoke to the possible inclusion of rain gardens in the project. He reported that if the group is willing to provide the 30% match, the City would include up to four rain gardens in its Multimodal Transportation Fund (MTF) application to the Department of Community & Economic Development. The benefits of the project would be greater in terms of visibility and public/political support than pure load reduction efficiency.

Upon a motion by Mr. Miller, which was seconded by Mr. Hoffman, the Governing Body unanimously approved providing proportional matching funds for the inclusion of up to four rain gardens, estimated at \$15,300 (of match), in the City's MTF grant application to DCED.

5. *Other business.* Ms. Yiengst reported that South Lebanon Township received permission from FEMA to plant 275 trees on a vacant Kiner Avenue lot this fall.

Ms. Getz reported on her testimony at a joint meeting of the PA House Environmental Resources and Energy Committees regarding navigating stormwater management and MS4 requirements. She reported that DEP was criticized for inconsistency by multiple witnesses and will be called to testify before the committees at a later date.

6. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 10:59am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

August 20, 2019  
10:00am

Community Room  
1220 Mifflin Street

The annual meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, August 20, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Betsy Bowman, Redevelopment Authority  
Tom Long, North Cornwall Township

Cheri Grumbine, North Lebanon Township  
Julie Cheyney, County Planning  
Jamie Yiengst, South Lebanon Township  
Dick Miller, North Lebanon Township

**Non-members:**

Dan Cannistraci, Steckbeck Engineering  
Karen Raugh, Redevelopment Authority

Gabbie Barger, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00 am and conducted roll call.
2. *Approve Minutes of the July 16, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the July 16<sup>th</sup> meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Miller, seconded by Mr. Embich, the Governing Body unanimously approved the minutes of the July 16, 2019 meeting as presented.
3. *Financial Report.* Ms. Bowman reviewed the monthly cash flow statement and the bank statement.
  - a. *Approve bills to be paid.* Ms. Bowman presented a bill from Mette, Evans & Woodside for \$2,310 and two bills from Steckbeck Engineering totaling \$2,162 for payment. Upon a motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.
4. *Annual Business.* Mr. Cannistraci provided an overview of the majority of the annual business items.
5.
  - a. *Vote on BMP Projects to fund for 2020.* Mr. Cannistraci reported that the same basin retrofits approved for 2019 will be funded in 2020 with the \$200,000.
  - b. *Changes/Revisions to Annual Action Plan.* The Annual Action Plan with a proposed progress schedule was presented by Mr. Cannistraci who highlighted sections.

- c. *Presentation and approval of Financial Report.* Mrs. Raugh presented the Financial Report and entertained questions.
- d. *Presentation and approval of Progress Report.* Mr. Cannistraci presented the Progress Report that was prepared by Dan Lyons.
- e. *Presentation and approval of Budget.* Ms. Bowman presented the Budget for 2020 with \$396,250 of projected expenditures and asked for questions and comments.
- f. *Presentation and approval of Annual PRP Report.* Mr. Cannistraci presented and explained the portion of the Annual PRP Report relevant to the Consortium's efforts. The municipalities will submit this report to DEP along with their other reporting requirements.
- g. *Establish dates for meetings in 2020.* Ms. Bowman reviewed the proposed meeting dates for 2020, all of which fall on the third Tuesday of the month in keeping with the current practice.

Chairperson Getz suggested that all Annual Business items be voted on together because of the interconnection. Upon motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approved all Annual Business as presented.

6. *Regular Business.*

- a. *Quittapahilla Watershed Association Funding Request.* Mr. Cannistraci presented a request from QWA for \$5,531 to purchase six streamflow monitoring stations for data collection. Following discussion, upon motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approve the QWA request of \$5,531 to purchase the monitoring stations.
- b. *Mette, Evans & Woodside letter.* The Administrator was instructed to contact the law firm for advice on whether or not the Consortium should become a legal entity. The letter was discussed with Atty. Smida's recommendation to form a municipal authority. No action was taken with the possibility of having the attorney attend a future meeting.
- c. *Other business.* None.

7. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 11:16am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

September 17, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, September 17, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Kerry Rohland, Cleona Borough Authority  
Tom Embich, Annville Township  
Betsy Bowman, Redevelopment Authority  
Tom Long, North Cornwall Township

Cheri Grumbine, North Lebanon Township  
Julie Cheyney, County Planning  
Jamie Yiengst, South Lebanon Township  
Dick Miller, North Lebanon Township  
Nick Yingst, Annville Township

**Non-members:**

Dan Cannistraci, Steckbeck Engineering

Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00 am and conducted roll call.
2. *Approve Minutes of the August 20, 2019 Annual Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the August 20<sup>th</sup> annual meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Miller, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the August 20, 2019 annual meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from Mette, Evans & Woodside, Steckbeck Engineering, and the Redevelopment Authority for a total of \$12,449.25. Upon a motion by Mr. Miller, seconded by Mr. Embich, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Set the 2020 Annual Contribution amount.* Mr. Lyons asked the group to establish the 2020 Annual Contribution amount at 25% of the original 5-year, \$5 million estimate, or \$1,250,000. Upon a motion by Mr. Miller, which was seconded by Mr. Long, the Governing Body unanimously established the 2020 Annual Contribution amount as requested at \$1,250,000.
  - b. *Grant updates.* Mr. Cannistraci reported there has been no word on the Lions Lake application. The tree planting in South Lebanon will happen next month at no cost to the group, he reported. He also informed the Governing Body

that the Sunoco penalty grant will be structured on a reimbursement basis, being drawn down after work is completed.

5. *Other business.* Mr. Cannistraci reviewed some final revisions that were made to the annual PRP report and indicated he would circulate the final report to the group by e-mail. Similarly, he presented a finalized version of the BMP information sheet and agreed to circulate it by e-mail to the members for use at the discretion of each municipality.

Mr. Cannistraci informed the group that he drafted a letter to the Quittapahilla Watershed Association requesting that they share with us the data gathered by the stream monitoring equipment we helped fund as well as the analysis of the data they will perform. Mr. Miller moved to accept the letter as drafted; the motion was seconded by Mr. Embich and carried unanimously.

Ms. Grumbine presented a request for a contribution from the Lebanon County Stormwater Consortium toward the cost of the Elias Avenue project in North Lebanon Township for which the Consortium can take credit for roughly 700 pounds of pollutant reduction. She described the project and noted that the Township would pay the legal costs itself. Ms. Getz moved to contribute \$1,421.33 for the end wall and grass portions of the Elias Avenue project; the motion was seconded by Mr. Long and carried unanimously.

Mrs. Cheyney presented a proposal from a firm called RES, a “turnkey” stormwater project provider. A discussion ensued about the firm and the type of work they do. Chairperson Getz vocalized the consensus of the group that there was no need for RES to come to a Governing Body meeting at this time.

Mr. Cannistraci reported that the basin retrofit projects will be going out to bid either late this year or early next year, but that the work would definitely be taking place in 2020. He also noted that the grant-funded retrofits in South Lebanon have to happen next year.

In response to a question by Ms. Yiengst, Mr. Lyons reported that the invoices for the 2020 Annual Contribution would go out in mid-November and be due by February 28, 2020.

6. *Adjournment.* There being no further business, Chairperson Getz adjourned the meeting at 10:42am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

October 15, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, October 15, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Bryan Hoffman, Cleona Borough Authority  
Tom Embich, Annville Township  
Betsy Bowman, Redevelopment Authority

Cheri Grumbine, North Lebanon Township  
Julie Cheyney, County Planning  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township

**Non-members:**

Dan Cannistraci, Steckbeck Engineering  
Liz Feinberg, CalVan Environmental

Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00 am and conducted roll call.
2. *Approve Minutes of the September 17, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the September 17<sup>th</sup> regular meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Mr. Embich, seconded by Ms. Grumbine, the Governing Body unanimously approved the minutes of the September 17, 2019 regular meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from Steckbeck Engineering and the Redevelopment Authority for a total of \$5,424.25. Upon a motion by Mr. Embich, seconded by Ms. Grumbine, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Ratify vote on letter of support for Doc Fritchey.* Mr. Lyons asked the group to ratify the vote taken by e-mail to provide a letter of support for an application by the Doc Fritchey Chapter of Trout Unlimited to the PA Fish and Boat Commission for stream restoration work along Bachman Run. Following a motion by Mr. Embich which was seconded by Mr. Long, the Governing Body unanimously ratified the vote on the letter of support.
  - b. *Grant updates.* Mr. Cannistraci reported that the Lions Lake application was unsuccessful. He recommended tying the shoreline restoration work to a recreational improvement at Lions Lake in order to apply for a DCNR grant

as Lori Yeich had encouraged the group to do. Mr. Hoffman moved to proceed with such a pursuit; the motion was seconded by Mr. Long and carried unanimously.

Mr. Cannistraci next reported that Memoranda of Understanding (MOUs) will be sent to seven owners of existing basins to attempt to secure their cooperation for retrofit work. He is now turning his attention to the North 11<sup>th</sup> Avenue and Coleman Park projects. He asked the Governing Body to consider putting money in the budget for these projects since the current budget only has \$200,000 for basin retrofit projects in it.

- c. *Liz Feinberg, NFWF Field Liaison Contractor.* Liz Feinberg introduced herself and explained her role as a field liaison contractor for the National Fish and Wildlife Foundation (NFWF). She spoke to the group about NFWF's Small Watersheds and Innovative Nutrient Sediment Reduction grant programs. She answered questions about her work and provided advice to the Governing Body in securing grants and in obtaining the cooperation of the Army Corps of Engineers where necessary.

5. *Other business.* Mr. Hoffman asked if there was any reason to believe DEP's approval of the PRP is coming soon to which Mr. Cannistraci replied negatively.

Mr. Lyons asked the Governing Body how they would like to see the budget divided and accounted for with regard to design and engineer costs for BMPs other than streambank restoration and basin retrofits. It was suggested that a line item for "other improvement projects" be added to the budget to include such things as the Elias Avenue project and the purchase of streambank monitoring equipment for the Quittapahilla Watershed Association.

Ms. Grumbine reported that trees were planted at Lions Lake by the Lebanon Valley Conservancy.

6. *Adjournment.* There being no further business, and upon a motion by Mr. Hoffman, Chairperson Getz adjourned the meeting at 11:24am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

November 19, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, November 19, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Tom Embich, Annville Township  
Nick Yingst, Annville Township

Cheri Grumbine, North Lebanon Township  
Reba Donley, S Leb Twp (10:06am arrival)  
Tom Long, North Cornwall Township

**Non-members:**

Dan Cannistraci, Steckbeck Engineering  
Scott Rights, Steckbeck Engineering

Dan Lyons, Redevelopment Authority  
Kensey Principe, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00 am and conducted roll call.
2. *Approve Minutes of the October 15, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the October 15<sup>th</sup> regular meeting. There being none, she entertained a motion for the approval of the minutes. Upon a motion by Ms. Grumbine, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the October 15, 2019 regular meeting as presented.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement. Ms. Getz and Mr. Cannistraci reviewed the budget categories.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from Steckbeck Engineering and the Redevelopment Authority for a total of \$4,035.75. Upon a motion by Mr. Embich, seconded by Mr. Long, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Engineer's update(s).* Mr. Cannistraci provided a progress update on BMP projects noting that he expects the basin retrofits will be bid in February or March. He is working on preliminary plans and conducting site visits for the streambank restoration projects. He reported that trees were planted on Keiner Avenue in South Lebanon at no cost to the Consortium and will provide roughly 200 pounds of reduction credits to the group. A LebTown article was brought up that reported on a tree planting effort at the VA, the Palmyra Sports Club, and Lions Lake. In response to the article, Mr. Cannistraci indicated that he would look into the VA activity to see if the Consortium can obtain credits for the work.



Mr. Yingst reported that streambank repairs were underway at the Quittapahilla Creek Nature Park and would be finished this week.

Mr. Cannistraci spoke about DCNR's annual grants and reported that he, Manager Grumbine, and Assistant Manager Lori Books attended Lori Yeich's grant kickoff presentation and they would be meeting with Lori at Lions Lake on December 10<sup>th</sup> to discuss the shoreline restoration project there. The application would be due April 22<sup>nd</sup>, 2020.

Mr. Cannistraci relayed his interest in possibly pursuing the NFWF INSR grant we learned about from Liz Feinberg at last month's meeting which could be used for easement acquisition and landowner outreach. The grant application would be due in May, 2020 and Mr. Cannistraci would seek Governing Body approval by January.

Lastly, Mr. Cannistraci reported that he contacted Scott Arwood of DEP regarding the group's PRP. All Scott was able to say was that he has our PRP and it is pending.

5. *Other business.* Ms. Getz relayed the contents of an e-mail from Julie Cheyney on floodplain management.

Mr. Yingst asked to set the meeting dates for 2020. In discussion, the group agreed to keep the third Tuesday of every month as the designated meeting date and to continue meeting at 10am and at 1220 Mifflin Street. Upon a motion by Mr. Yingst, which was seconded by Ms. Grumbine, the Governing Body unanimously approved the 2020 meeting dates as presented and the advertisement of the same.

Mr. Yingst moved to cancel the December meeting provided there is no business ("if the way be clear", in his words); the motion was seconded by Mr. Long and carried unanimously.

Mr. Lyons reported that invoices for the 2020 Annual Contributions were mailed out in accordance with the stipulated November 15<sup>th</sup> deadline; contributions are due by February 28, 2020.

Mr. Lyons informed the group he had received a NFWF climate change survey invitation from Liz Feinberg and would forward it to anyone interested.

Mr. Lyons introduced Kensey Principe, the recently hired Modernization Coordinator for the Housing Authority who will spend some of his time working on Redevelopment Authority business, including the work with the Lebanon County Stormwater Consortium.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:31am.

Respectfully submitted,  
Tom Embich, Secretary

## LEBANON COUNTY STORMWATER CONSORTIUM MINUTES

December 17, 2019  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, December 17, 2019 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Tom Embich, Annville Township  
Nick Yingst, Annville Township  
Bryan Hoffman, Cleona Borough Authority  
Dick Miller, North Lebanon Township

Cheri Grumbine, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Julie Cheyney, County Planning

**Non-members:**

Dan Cannistraci, Steckbeck Engineering  
Scott Rights, Steckbeck Engineering

Dan Lyons, Redevelopment Authority  
Kensey Principe, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00 am and conducted roll call.
2. *Approve Minutes of the November 19, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the November 19<sup>th</sup> regular meeting. Mr. Lyons proposed revising section 4(a) of the minutes at the request of Ms. Grumbine to clarify that both she and her assistant manager, Lori Books, were also in attendance at Lori Yeich's kickoff meeting and would be meeting with her at Lions Lake. Upon a motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the November 19, 2019 regular meeting as revised.
3. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement. He explained that the bills approved at the November meeting were paid in December. He also noted the expense for the audit by Maher-Duessel and requested the group's input on whether to accept the charge and use Maher-Duessel for the audit or to procure a different auditor. Upon a motion by Mr. Miller and seconded by Mr. Embich, the Governing Body unanimously approved the Maher-Duessel audit charge.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from Steckbeck Engineering for a total of \$5,083.00. Upon a motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Engineer's update(s).* Mr. Cannistraci read the letter from DEP approving the group's joint PRP. He explained how the permit cycle will play out for this term and subsequent ones. There was discussion concerning whether DEP's approval of the PRP amounted to an acceptance or approval of the group's

approach to meeting the additional reduction requirements born out of the remapping effort.

- b. *Project Oak stormwater improvements.* Mr. Cannistraci distributed a map of proposed stormwater improvements in the area around Project Oak and Valspar and provided context for the possible involvement of the Lebanon County Stormwater Consortium in the project. Mr. Rights provided additional background information on the land development timeline. A significant discussion ensued about the advantages and disadvantages of the two basin options and how each option might address the stormwater issues in the area and benefit the Consortium members. A motion was made by Ms. Getz to authorize Steckbeck Engineering to do preliminary designs for both basin options and seconded by Mr. Miller. More discussion followed after which Ms. Getz amended her motion to authorize Steckbeck to do preliminary design work on option 2 in coordination with the County working on option 1; her amended motion was seconded by Mr. Miller and carried unanimously.
5. *Other business.* Mrs. Cheyney reported that regarding the state's WIP3, DEP has money to have a coordinator for Lebanon County and that the Conservation District is taking the lead on that. They are looking to contract with Land Studies to do a plan and then hire a coordinator at the end of 2020 or beginning of 2021.
6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:56am.

Respectfully submitted,  
Tom Embich, Secretary

# Note: there was no meeting held in January, 2020.

## MINUTES

February 18, 2020  
10:00am

Community Room  
1220 Mifflin Street

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, February 18, 2020 at 10:00am in the Community Room at 1220 Mifflin Street, Lebanon, Pennsylvania.

There were present:

### Members:

Robin Getz, City of Lebanon

Tom Embich, Annville Township

Tom Long, North Cornwall Township

Cheri Grumbine, North Lebanon Township

Jamie Yiengst, South Lebanon Township

Bryan Hoffman, Cleona Borough Authority

### Non-members:

Dan Cannistraci, Steckbeck Engineering

Kensey Principe, Redevelopment Authority

Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00 am and conducted roll call.
2. *Nomination and Election of Officers.* After a brief discussion, the Governing Body agreed to re-elect all officers to their current positions. Upon a motion by Mr. Long, which was seconded by Ms. Grumbine, the Governing Body unanimously approved the re-election of these officers.
3. *Approve Minutes of the December 17, 2019 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the December 17<sup>th</sup> regular meeting. Upon a motion by Mrs. Grumbine, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the December 17, 2019 regular meeting as presented.
4. *Financial Report.* Mr. Lyons reviewed the monthly cash flow statement and the bank statement. He explained that the Consortium was under budget in whole for the 18-month period ending December 31<sup>st</sup>. He informed the Governing Body that he had reviewed the draft audit and reported that the auditors will be issuing an unqualified opinion and that final copies of the audit would be distributed in March. He offered to have the auditors attend the March meeting to present the audit, but the group felt there was no need.
  - a. *Approve bills to be paid.* Mr. Lyons presented bills from Steckbeck Engineering for a total of \$5,708.82 and one from the Redevelopment Authority for the months of November, December and January totaling \$1,709.61. Upon a motion by Mr. Hoffman, seconded by Mr. Embich, the Governing Body unanimously approved the bills to be paid.
5. *Business.*
  - a. *Engineer's update(s).* Mr. Cannistraci informed the Governing Body that the current basin retrofits (four in North Lebanon, two in South Lebanon, and one in North Cornwall townships) are on schedule and almost ready for bid. He

advised the Governing Body that 810 Melody Lane has potential to be another basin retrofit project. He asked the Governing Body for permission to assess the project and develop cost and credit estimates. Upon a motion by Mr. Embich, seconded by Ms. Getz, the Governing body unanimously approved his request.

Mr. Cannistraci also informed the Governing Body that preliminary assessments have been completed in regards to the stream restoration projects. He will start easement negotiations with the affected landowners next.

Mr. Cannistraci reported that he is working towards an April deadline for a DCNR grant to fund improvements at Lions Lake. On advice from Lori Yeich at DCNR, the application will include a recreational component (playground and walking path restorations) in addition to the shoreline restoration component. He also reported that the deadline for the National Fish & Wildlife Foundation's (NFWF) Small Watershed Grant program is April 14<sup>th</sup> for 2021 projects.

Mr. Cannistraci informed the Governing Body that the Pollutant Reduction Plan will need to be updated formally to account for the many additional projects the group has approved since submission of the PRP. Part of the update process will involve publically advertising the revisions and holding a public hearing. He suggested thinking of other projects the group may want to include in the PRP while it's being revised. After some discussion on the timeline for revising the PRP, Ms. Getz moved that a list of projects the members want to see added to the PRP be prepared for the March meeting for advertisement between the March and April meetings; the motion was seconded by Mr. Hoffman and carried unanimously.

- b. *North Cornwall Snitz Creek Restoration Project.* Mr. Long distributed information about a Snitz Creek restoration project in his municipality that could benefit the Consortium. He reported that the project is estimated to cost \$112,000 and that he has requested a \$25,000 grant from the County Commissioners. Mr. Long recommended the group pursue the NFWF grant previously mentioned to help fund this project. Following discussion, Ms. Getz moved to apply for the Small Watershed Grant funding for the Snitz Creek restoration project; the motion was seconded by Ms. Grumbine and carried unanimously.
- c. *Project Oak.* Mr. Hoffman updated the Governing Body on Project Oak and informed the group that an issue concerning peak flows will require additional surveying. After some discussion, it was decided that the additional engineering work is covered under the authorization given at the previous meeting.

6. *Other business.* Ms. Yiengst reported that South Lebanon will be meeting with Pennsy Supply to discuss their stormwater fee.

Mr. Lyons reported on phone calls he received from Renee Reber of PennFuture and Ben Block of Coral Reef of Jonestown inquiring about the Lebanon County Stormwater Consortium.

Mr. Hoffman commented on a lawsuit being brought by Maryland and Virginia against Pennsylvania related to the Chesapeake Bay.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:12am.

Respectfully submitted,  
Tom Embich, Secretary

Note: there were no meetings held in March or April, 2020.

## MINUTES

May 19, 2020  
10:00am

Meeting held via Zoom  
Teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, May 19, 2020 at 10:00am via Zoom teleconference.

There were present:

### **Members:**

Robin Getz, City of Lebanon

Tom Embich, Annville Township

Tom Long, North Cornwall Township

Mike Wahmann, North Cornwall Township

Julie Cheyney, County Planning

Cheri Grumbine, North Lebanon Township

Jamie Yiengst, South Lebanon Township

Bryan Hoffman, Cleona Borough Authority

Dick Miller, North Lebanon Township

### **Non-members:**

Dan Cannistraci, Steckbeck Engineering

Scott Rights, Steckbeck Engineering

Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01 am and conducted roll call.
2. *Approve Minutes of the February 18, 2020 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the February 18<sup>th</sup> regular meeting. Upon a motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the February 18, 2020 regular meeting as presented.
3. *Financial Report.*
  - a. *Ratify bills previously approved by e-mail for the months of February and March.* Chairperson Getz noted that the Governing Body approved the payment of bills via e-mail in between meetings and requested ratification of those bills. Mr. Embich moved to ratify the bills previously approved by e-mail for the months of February and March; Mr. Miller seconded the motion and it carried unanimously.
  - b. *Approve bills to be paid.* Chairperson Getz directed the Governing Body to the bills from Steckbeck Engineering and the Redevelopment Authority included in the meeting materials packet. Mr. Embich moved to pay the bills as presented for a combined total of \$4,932.75. Upon a second by Mr. Miller, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Engineer's update(s).* Mr. Cannistraci referred the Governing Body to his written report, which had been circulated in April, and provided updates on its contents. He reported that the matching contributions required of the Consortium for the Ebenezer Lake and Snitz Creek projects will be \$87,500 and \$37,749.94 respectively, noting that the latter amount may be reduced if

North Cornwall Township receives Marcellus Shale grant funds from the County for the project. Ms. Grumbine reported that Lori Yeich of DCNR contacted her to relay high praise for Mr. Cannistraci's work in preparing the Ebenezer Lake grant application.

Mr. Cannistraci reported that due to a change in the way NPDES permits are being reviewed (now being done by DEP instead of the County Conservation District), the basin retrofits may not happen until fall.

Mr. Cannistraci reported on a meeting he had with Resource Environmental Solutions (RES) to discuss their business model. RES offers to provide maintenance services for BMP projects they construct and will also agree to be on the hook for damages to the BMPs under certain circumstances. The group discussed RES's business model and came to the conclusion that it entails significant complexity. More research would be needed and great care would need to be taken in order to entertain a bid from RES such that an apples-to-apples comparison could be made with other bids.

Mr. Cannistraci informed the group that due to the COVID-19 interruptions to our meeting schedule this year, it is not possible to update the project list in the PRP during this permit year (ending June 30). It can still be updated for the next quarter, but will require two public hearings and at least one advertisement. After some discussion, the group agreed to hold the required public hearings electronically (e.g. via Zoom), if necessary, so as not to delay the update any further. Mr. Cannistraci agreed to circulate an up-to-date project list prior to the first public hearing.

5. *Other business.* Mr. Hoffman relayed Patriot News reporting that the lawsuit being brought by Maryland, Virginia, and Washington, D.C. against the EPA, Pennsylvania and New York related to Chesapeake Bay pollution is proceeding.
6. *Adjournment.* There being no further business to come before the Governing Body and upon a motion by Mr. Miller, Chairperson Getz adjourned the meeting at 10:35am.

Respectfully submitted,  
Tom Embich, Secretary



## MINUTES

June 16, 2020  
10:00am

Meeting held via Zoom  
Teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, June 16, 2020 at 10:00am via Zoom teleconference.

There were present:

### **Members:**

Robin Getz, City of Lebanon

Tom Embich, Annville Township

Tom Long, North Cornwall Township

Mike Wahmann, North Cornwall Township

Julie Cheyney, County Planning

Cheri Grumbine, North Lebanon Township

Jamie Yiengst, South Lebanon Township

Bryan Hoffman, Cleona Borough Authority

Dick Miller, North Lebanon Township

### **Non-members:**

Dan Cannistraci, Steckbeck Engineering

Scott Rights, Steckbeck Engineering

Dan Lyons, Redevelopment Authority

Kensey Principe, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01 am and conducted roll call.
2. *Approve Minutes of the May 19, 2020 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the May 19<sup>th</sup> regular meeting. Mr. Cannistraci informed the group that under item **4a** two public hearings needed to be changed to one public hearing. Upon a motion by Mr. Hoffman, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the May 19, 2020 regular meeting with Mr. Cannistraci's one recommended change.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Chairperson Getz directed the Governing Body to the bills from the Redevelopment Authority included in the meeting materials packet. There were no bills this month from Steckbeck. Mr. Wahmann moved to pay the bills as presented for a combined total of \$379.50. Upon a second by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Engineer's report(s).* Mr. Cannistraci informed the Governing Body that the basin retrofits in South Lebanon Township are being focused on due to the timeline for the grant. Mr. Cannistraci referred the Governing Body to his updated Lebanon County Stormwater Consortium projects list. He informed them that this is an up-to-date comprehensive list of everything the Consortium has included in the last two years. He also stated that this update will require being entered into the PRP for approval and needs public participation.

Mr. Long inquired about the land in projects SQ1 to SQ3. After discussion, Mr. Cannistraci informed Mr. Long if the land in question was not a part of the projects from SQ1 to SQ3 that they will add them going forward.

Mr. Lyons asked Mr. Cannistraci if the updated list needed advertised. Mr. Cannistraci responded that it does. He also stated that a public hearing should be set for the July meeting to provide a thirty day comment period.

After discussion from the Governing Body and upon a motion from Mr. Hoffman, seconded by Mr. Embich, the Governing Body unanimously approved meeting via Zoom teleconference for next month's meeting.

5. *Other business.* Ms. Cheyney updated the Governing Body about Pennsylvania Phase 3 WIP and the County's action plan, management team and steering committee that kicked off last week.
6. *Adjournment.* There being no further business to come before the Governing Body Chairperson Getz adjourned the meeting at 10:53am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

July 21, 2020  
10:00am

Meeting held via Zoom  
Teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, July 21, 2020 at 10:00am via Zoom teleconference.

There were present:

### **Members:**

Robin Getz, City of Lebanon	Cheri Grumbine, North Lebanon Township
Tom Embich, Annville Township (10:04am)	Jamie Yiengst, South Lebanon Township
Tom Long, North Cornwall Township	Bryan Hoffman, Cleona Borough Authority
Mike Wahmann, North Cornwall Township	Julie Cheyney, County Planning
Dick Miller, North Lebanon Township (10:04am)	

### **Non-members:**

Dan Cannistraci, Steckbeck Engineering	Dan Lyons, Redevelopment Authority
Kensey Principe, Redevelopment Authority	

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call. Annville Township was not present for roll call but joined in shortly thereafter.
2. *Public Hearing.* There was no one from the public present for the public hearing, so Chairperson Getz pushed discussion of the PRP addendum back to item 5a.
3. *Approve Minutes of the June 16, 2020 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the June 16<sup>th</sup> regular meeting. Upon a motion by Mr. Wahmann, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the June 16, 2020 regular meeting.
4. *Financial Report.*
  - a. *Approve bills to be paid.* Chairperson Getz directed the Governing Body to the bills from Steckbeck included in the meeting materials packet. There were five bills this month from Steckbeck for a total of \$7,416.15. There were no bills from the Redevelopment Authority. Mr. Embich moved to pay the bills as presented for a combined total of \$7,416.15. Upon a second by Mr. Long, the Governing Body unanimously approved the bills to be paid.
5. *Business.*
  - a. *Engineer's report(s).* Mr. Cannistraci informed the board that the project list distributed at the last board meeting has been updated to extend SQ1 by 800 feet, and add SQ65, SQ66, SQ67, and T6. Mr. Cannistraci also stated that the PRP addendum document is on the Redevelopment Authority website during the 30 day comment period which ends August 5<sup>th</sup>.  
  
Bryan Hoffman informed the board that Rocky Powell has suggested additional areas for load reduction projects though some or all of them may be

in South Annville Township. Mr. Embich noted that the Quitty is bordered by Annville Township on both sides at certain parts though the areas in question are believed to be South Annville Township.

Mr. Cannistraci informed the board that he would examine the project. He also stated that the next board meeting will be the annual meeting and will contain more information. Mr. Hoffman moved to approve the PRP addendum. Upon a second by Mr. Miller, the board unanimously approved the PRP addendum.

6. *Other business.* After some discussion, the Governing Body decided to hold the annual meeting at the North Lebanon Township building in addition to using Zoom. They instructed Mr. Lyons to advertise the change in meeting location as required.
7. *Adjournment.* There being no further business to come before the Governing Body Mr. Miller moved to adjourn the meeting. Upon a second from Mr. Wahmann, Chairperson Getz adjourned the meeting at 10:29am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

August 18, 2020  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference\*

The annual meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, August 18, 2020 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Robin Getz, City of Lebanon

Tom Embich, Annville Township

Tom Long, North Cornwall Township

Dick Miller, North Lebanon Township

Lori Books, North Lebanon Township

Cheri Grumbine, North Lebanon Township

Reba Donley, South Lebanon Township

Bryan Hoffman, Cleona Borough Authority

Julie Cheyney, County Planning

### Non-members:

Dan Cannistraci, Steckbeck Engineering

Kensey Principe, Redevelopment Authority

Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01 am and conducted roll call.
2. *Approve Minutes of the July 21, 2020 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the July 21<sup>st</sup> regular meeting. Upon a motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the July 21, 2020 regular meeting.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Chairperson Getz directed the Governing Body to the bills from Steckbeck included in the meeting materials packet. There were four bills this month from Steckbeck for a total of \$3,813. There was one bill from the Redevelopment Authority for a total of \$879.75. Mr. Hoffman moved to pay the bills as presented for a combined total of \$4,692.75. Upon a second by Mr. Miller, the Governing Body unanimously approved the bills to be paid.
4. *Annual Business.*
  - a. *Presentation/Approval of Progress Report.* Mr. Lyons presented the Progress Report and noted that the BMPs approved last year have been delayed due to changes in the permitting process.
  - b. *Presentation/Approval of Action Plan.* Mr. Lyons reviewed the Action Plan with the Governing Body. Mr. Cannistraci also spoke to the contents of the Action Plan and provided technical explanations for some of the specific recommendations including the inclusion of smaller basin retrofit projects that will not require permit review by the DEP regional office.

- c. *Vote on BMP Projects to fund for 2021.* Mr. Lyons reviewed the proposed set of BMPs to be funded in the coming year that was included in the Action Plan.
- d. *Presentation/Approval of Financial Report.* Mr. Lyons detailed the financial report with the Governing Body and reviewed some expenditures. Mr. Lyons will present the annual audit at the next month's Governing Body meeting.
- e. *Presentation/Approval of Budget.* Mr. Lyons informed the Governing Body that a second two hundred thousand dollar line item for basin retrofits on land less than an acre's size will be incorporated into the budget. He also stated that there is a seven hundred fifty thousand dollar (\$750,000) line item for streambank restoration BMPs. Mr. Cannistraci added that there are two to three large streambank projects that could be completed with this money. Mr. Lyons informed the Governing Body that the legal services budget item will be reduced from thirteen thousand dollars to five thousand dollars due to a lack of need for legal services. He also stated that 2.1 million dollars is being rolled forward into the new budget year. Lastly, he recommended the Governing Body vote on setting Annual Contribution #4 at twenty-five percent (25%) of the original estimated 5-year total. Upon a motion from Mr. Hoffman, seconded by Mr. Embich, the Governing Body unanimously approved establishing Annual Contribution #4 at 25% or \$1,250,000.
- f. *Establish Dates for Meetings in 2021.* Mr. Lyons stated his intention to keep the meetings set for the third Tuesday of every month. Mr. Miller stated that the scheduled date for the month of April would be problematic for him; to which the Governing Body agreed to delay the meeting to April 27<sup>th</sup>.
- g. *Presentation/Approval of PRP Report by SESI.* Mr. Cannistraci presented and detailed the PRP Report to the Governing Body.
- h. *Approval of all Annual Business.* Upon a motion by Mr. Miller, seconded by Mr. Embich, the Governing Body voted unanimously to approve all items under *Annual Business*.

5. *Regular Business.*

- a. *Engineer's report(s).* Mr. Cannistraci updated the Governing Body on the PRP revision discussed in July. He stated that there were no comments received from the public. Mr. Cannistraci added that there are four new projects being added to the list – three pollinator gardens and one streambank restoration project in North Cornwall Township proposed by Rocky Powell.

6. *Other business.* None.

7. *Adjournment.* There being no further business to come before the Governing Body Mr. Miler moved to adjourn the meeting. Chairperson Getz adjourned the meeting at 10:53am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

September 15, 2020  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference\*

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, September 15, 2020 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Robin Getz, City of Lebanon  
Nick Yingst, Annville Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority

Cheri Grumbine, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Julie Cheyney, County Planning

### Non-members:

Dan Cannistraci, Steckbeck Engineering

Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:04am and conducted roll call.
2. *Approve Minutes of the August 18, 2020 Annual Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the August 18<sup>th</sup> annual meeting. Upon a motion by Mr. Hoffman, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the August 18, 2020 annual meeting.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons directed the Governing Body to the two bills from Steckbeck included in the meeting materials packet totaling \$4,743. Ms. Grumbine moved to pay the bills as presented. Upon a second by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.
  - b. *Review of last year's audit.* Mr. Lyons reported that copies of the audits for fiscal years ending June 30, 2018 and 2019 had been included in the meeting materials packet and bound versions were given to those in physical attendance. The auditors rendered an unqualified opinion with no findings nor administrative concerns.
4. *Business.*
  - a. *Engineer's report.* Mr. Cannistraci reminded the Governing Body that the annual MS4 reports for each individual municipality, partly comprised of the joint annual PRP report presented and approved at last month's meeting, are due to DEP on September 30<sup>th</sup>. He reported having begun work on the group of smaller basin retrofits approved last month including ones at 810 Melody Lane, Saint Stephen's Church, and at the North Cornwall municipal building. The timeline for these projects entails design and permitting work over the winter for construction in the spring of 2021.

Mr. Cannistraci reported that the group's NFWF grant application for the Snitz Creek streambank restoration project was not successful. He suggested the group may want to proceed with the design and permitting of the project anyway with the idea that such progress could make a future grant application for the project to NFWF or another source more competitive. He reminded the Governing Body that there is \$750,000 in the 2021 budget for streambank restoration projects and the project in question is estimated to cost \$112,000. In response to a question by Mr. Long, Mrs. Cheyney reported that the \$25,000 grant application to the County's Marcellus Shale fund for the project was fully funded. Mr. Hoffman suggested, with no disrespect to Steckbeck intended, that the Governing Body entertain procuring other engineers for design and management of larger streambank restoration projects. He reminded the group that they had long had Rocky Powell in mind as a possible service provider for the streambank work given his history of involvement in such work along the Quittapahilla. Mr. Long informed the group that North Cornwall Township has already contracted with Steckbeck for this specific Snitz Creek project and that the Township, having invested in the project, expects Steckbeck will be used for design and related services. After some discussion, Mr. Hoffman moved to authorize Steckbeck to proceed with the design and permitting of the Snitz Creek restoration project; the motion was seconded by Ms. Grumbine and carried unanimously. The consensus was that before proceeding with design work for the larger streambank projects, the Governing Body will discuss procuring other engineers.

5. *Other business.* Mr. Hoffman reported on a Patriot News article about a second lawsuit being brought by the Chesapeake Bay Foundation against the EPA, New York, and Pennsylvania that alleges the EPA has not done enough to ensure that New York and Pennsylvania meet their sediment reduction obligations.

Mrs. Cheyney discussed the Bennett Toyota work and offered to arrange a meeting with Mr. Hoffman, Ms. Grumbine, Mr. Cannistraci, and Mr. Long, among other involved parties, to discuss the next steps related to stormwater control at the site.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:31 am.

Respectfully submitted,  
Nick Yingst, Alternate Secretary



## MINUTES

October 20, 2020  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, October 20, 2020 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Nick Yingst, Annville Township  
Tom Long, North Cornwall Township  
Julie Cheyney, County Planning

Jamie Yiengst, South Lebanon Township  
Bryan Hoffman, Cleona Borough Authority

### Non-members:

Dan Cannistraci, Steckbeck Engineering  
Kensey Principe, Redevelopment Authority  
Lori Books, North Lebanon Township

Dan Lyons, Redevelopment Authority  
Scott Rights, Steckbeck Engineering

1. *Roll Call.* Vice Chairman Bryan Hoffman called the meeting to order at 10:01am and conducted roll call in Chairman Getz's absence.
2. *Approve Minutes of the September 15, 2020 Meeting.* Mr. Hoffman canvassed the Governing Body for corrections or revisions to the minutes of the September 15<sup>th</sup> regular meeting. Upon a motion by Mr. Yingst, seconded by Ms. Yiengst, the Governing Body unanimously approved the minutes of the September 15, 2020 regular meeting.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons directed the Governing Body to the bills included in the meeting materials packet. There were four bills this month from Steckbeck for a total of \$2,418. There was one bill from the Redevelopment Authority for \$1,819.58 and one from the auditor Maher-Duessel for \$3,060. Mr. Yingst moved to pay the bills as presented for a combined total of \$7,297.58. Upon a second by Mr. Long, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Letter of support for Doc Fritchey's Bachman Run Project.* Mr. Lyons informed the Governing Body that the Doc Fritchey chapter of Trout Unlimited was seeking another letter of support from the Lebanon County Stormwater Consortium, nearly identical to the one we provided last year for their grant application to PA Fish & Boat. That application was not funded and they are now applying to DCED for a grant for the same project. Upon a motion by Mr. Yingst and seconded by Ms. Yiengst, the Governing Body unanimously approved renewing the letter of support for Doc Fritchey's Bachman Run project.

- b. *Engineer's report.* Mr. Cannistraci informed the Governing Body that the basin retrofits for the three smaller projects are all moving forward. He also explained that the larger basin retrofit projects' scopes of work can in many cases be reduced to fall below the one acre threshold for DEP. This won't be possible for the Hickory Lane basin, however.

Mr. Cannistraci also presented to the Governing Body the two options for the location of the basin at the North Lebanon Business Park project. Mr. Cannistraci added that the Quittie Creek Project is entirely in North Cornwall Township and will be added to the Pollutant Reduction Plan. Mr. Hoffman asked that Mr. Cannistraci explore potential support groups that may be willing to contribute additional funding to the project.

5. *Any other business not listed to come before the Governing Body.* None.
6. *Adjournment.* There being no further business to come before the Governing Body, Mr. Yingst moved to adjourn the meeting. Bryan Hoffman adjourned the meeting at 10:41am.

Respectfully submitted,  
Nick Yingst, Secretary

## MINUTES

November 17, 2020  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, November 17, 2020 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Cheri Grumbine, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Bryan Hoffman\*, Cleona Borough Authority  
Robin Getz\*, City of Lebanon

Nick Yingst\*, Annville Township  
Tom Long, North Cornwall Township  
Julie Cheyney\*, County Planning

### Non-members:

Scott Rights\*, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority  
Lori Books, North Lebanon Township

Stephen Sherk\*, Steckbeck Engineering  
Kensey Principe, Redevelopment Authority

\*attended via Zoom

1. *Roll Call.* Robin Getz called the meeting to order at 10:07am and conducted roll call.
2. *Approve Minutes of the October 20, 2020 Meeting.* Robin Getz canvassed the Governing Body for corrections or revisions to the minutes of the October 20<sup>th</sup> regular meeting; there were none. Upon a motion by Mr. Hoffman, seconded by Mr. Yingst, the Governing Body unanimously approved the minutes of the October 20, 2020 regular meeting as presented.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Chairperson Getz directed the Governing Body to the bills from Steckbeck included in the meeting materials packet. There were two bills this month from Steckbeck for a total of \$5,301. There was no bill from the Redevelopment Authority. There were three bills from newspaper ads this month for a total of \$347.88. Ms. Grumbine moved to pay the bills as presented for a combined total of \$5,648.88. Upon a second by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Set meeting dates and locations for 2021, authorize advertisement.* The board engaged in some discussion over the proposed meeting dates and location. After discussion, Mr. Yingst moved to change the April meeting date to the 13<sup>th</sup>, the May meeting date to the 11<sup>th</sup>, and accept all other dates as presented. Upon a second by Mr. Hoffman, the Governing Body unanimously approved the motion.

- b. *Annual Contributions for 2021.* Mr. Lyons informed the board that he invoiced the members for the annual contribution on November 5<sup>th</sup>. He stated that it is due on February 28, 2021.
- c. *Engineer's report.* Scott Rights informed the board that he and Steve Sherk along with the team they have will be taking over for Dan Cannistraci. Mr. Rights then continued with a review of the various projects of the Consortium.

Mr. Rights informed the board that the Hickory, Clover and LVEDC projects were submitted to the Conservation District at a size of one acre and are being reviewed. They will be going out for bid after review. He also stated that the North Lebanon and North Cornwall basin plans are being developed.

Mr. Rights explained that the Lions Lake project is still pending grant approval and that the Snitz Creek stream restoration will be updated with Mr. Long when they meet. He added that some additional base mapping was done for Project Oak after the last meeting. The plans have been submitted and the model will be updated to be finished.

5. *Any other business not listed to come before the Governing Body.* The board discussed whether it would be necessary to meet in December. Following discussion, Mr. Hoffman moved to cancel the December meeting and to allow e-mail approval of any bills to be paid in December subject to ratification at the January meeting; the motion was seconded by Mr. Yingst and carried unanimously.
6. *Adjournment.* There being no further business to come before the Governing Body Mr. Yingst moved to adjourn the meeting. Chairperson Getz adjourned the meeting at 10:33am.

Respectfully submitted,  
Nick Yingst, Secretary

**Note: there was no meeting held in December, 2020.**

## MINUTES

January 12, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, January 12, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Cheri Grumbine, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Bryan Hoffman\*, Cleona Borough Authority

Nick Yingst\*, Annville Township  
Julie Cheyney\*, County Planning  
Dick Miller, North Lebanon Township

### Non-members:

Scott Rights\*, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority

Stephen Sherk\*, Steckbeck Engineering  
Jacob Shaffer\*, Steckbeck Engineering

\*attended via Zoom

1. *Roll Call.* Vice Chairman Hoffman called the meeting to order at 10:07am and conducted roll call.
2. *Nomination and election of officers.* Mr. Yingst moved to retain the existing slate of officers; Mr. Miller seconded the motion and it carried unanimously. The slate of officers as elected is as follows.

Chairperson:	City of Lebanon
Vice Chairperson:	Cleona Borough Authority
Secretary:	Annville Township
Treasurer:	North Lebanon Township
Assistant Secretary/Treasurer:	North Cornwall Township.
3. *Approve Minutes of the November 17, 2020 Meeting.* Upon a motion by Mr. Yingst, seconded by Mr. Miller, the Governing Body unanimously approved the minutes of the November 17, 2020 regular meeting as presented.
4. *Financial Report.*
  - a. *Approve bills to be paid for the months of November and December, 2020.* Mr. Rights withdrew SESI invoice #20-2349 from consideration in response to a question by Ms. Yiengst. Mr. Rights indicated he would have the invoice redone to move eligible grant expenses off the bill to the Consortium to then be covered by the relevant grant. Mr. Miller moved to pay the other bills as presented; Ms. Yiengst seconded the motion and it carried unanimously.

5. *Business.*

- a. *Introduction of new SESI team member.* Mr. Rights introduced Jacob Shaffer, a new hire at Steckbeck who will take Dan Cannistraci's role as the primary engineering contact for the Consortium.
- b. *Engineer's report.* Mr. Sherk provided an update on the bidding schedule for the first round of basin retrofit projects. He expects the advertising will occur in March with bids to be opened in April. This first slate of projects includes basins on Clover Street, Hickory Boulevard, and at the LVEDC office park.

The group engaged in a lengthy discussion about an upcoming deadline to submit a letter of intent to apply for a NFWF grant and whether the Consortium should submit an application in competition with the County or seek to be included in the County's application. After much discussion led by Mrs. Cheyney, Mr. Sherk, and Mr. Shaffer, a motion was made by Ms. Yiengst and seconded by Mr. Miller to partner with the County to be included in their letter of intent and future grant application; the motion carried unanimously.

6. *Any other business not listed to come before the Governing Body.* Mrs. Cheyney reported that Mary Kate Gallagher was hired by the County Conservation District as the official coordinator in charge of overseeing the County Action Plan.
7. *Adjournment.* There being no further business to come before the Governing Body, Vice Chairman Hoffman adjourned the meeting at 11:07am.

Respectfully submitted,  
Nick Yingst, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MINUTES**

February 16, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, February 16, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Bryan Hoffman\*, Cleona Borough Authority  
Robin Getz\*, City of Lebanon

Nick Yingst\*, Annville Township  
Julie Cheyney\*, County Planning  
Dick Miller, North Lebanon Township  
Tom Long, North Cornwall Township

**Non-members:**

Scott Rights\*, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority

Stephen Sherk\*, Steckbeck Engineering  
Jacob Shaffer\*, Steckbeck Engineering

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the January 12, 2021 Meeting.* Upon a motion by Mr. Yingst, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the January 12, 2021 regular meeting as presented.
3. *Financial Report.* Mr. Lyons presented the financial report for January. In response to a question by Ms. Getz, Mr. Lyons reported that the audit would be distributed prior to the March meeting. Ms. Grumbine reported that North Lebanon Township has approved its annual contribution. Mrs. Cheyney opened a discussion about the Consortium's large cash balance and how to get a better return than what we're seeing currently.
  - a. *Approve bills to be paid for the month of January, 2021.* Mr. Lyons presented two bills from SESI totaling \$1,582.75. Mr. Hoffman moved to approve the bills as presented; the motion was seconded by Mr. Yingst and carried unanimously.
4. *Business.*
  - a. *Engineer's report.* Mr. Rights provided an update on the NFWF grant that is being prepared in partnership with the County Action Plan (CAP) team. He reported that our letter of intent was among those shortlisted by NFWF. Mr. Shaffer is working with the CAP coordinator to flesh out the roles of the two partnering entities and the division of labor for the final grant writing.

Mr. Rights provided an update on the Clover Drive, Hickory Boulevard, and LVEDC business park projects. He, Mr. Sherk, and Mr. Shaffer then went through other projects in the Action Plan and provided updates on where they stood concerning permitting and landowner cooperation. Mr. Sherk spoke about securing landowner cooperation for larger streambank projects. He encouraged the Governing Body to keep an open mind and be willing to entertain forms of cooperation other than the conservation easement model.

He then provided an update on the streambank restoration project from City limits to the 22<sup>nd</sup> Street bridge and requested permission to engage Land Studies to do a preliminary stream assessment of that portion. Land Studies would provide a report with recommendations on what the restoration would look like. Mr. Miller moved to approve Mr. Sherk's request to engage Land Studies for the described work; Mr. Hoffman seconded the motion and it carried unanimously.

5. *Any other business not listed to come before the Governing Body.* Ms. Getz informed the Governing Body that PennDOT had challenged the City's stormwater fee. There was discussion about how to proceed and whether to engage Mette, Evans & Woodside to respond to PennDOT, but no action was taken.

Circling back to an earlier discussion, Mr. Miller offered to invite Mike Battistelli of Stifel to the March meeting to discuss the group's options for investing some of our cash to seek a better return.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:23am.

Respectfully submitted,  
Nick Yingst, Secretary



## MINUTES

March 16, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, March 16, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Cheri Grumbine, North Lebanon Township  
Tom Long, North Cornwall Township  
Julie Cheyney\*, County Planning  
Bryan Hoffman\*, Cleona Borough Authority

Jamie Yiengst, South Lebanon Township  
Robin Getz\*, City of Lebanon  
Nick Yingst\*, Annville Township

### Non-members:

Scott Rights\*, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority  
Jacob Shaffer\*, Steckbeck Engineering  
Sonia Gross, Stifel

Stephen Sherk\*, Steckbeck Engineering  
Kensey Principe\*, Redevelopment Authority  
Mike Battistelli, Stifel

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01 am and conducted roll call.
2. *Approve Minutes of the February 16, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the February 16<sup>th</sup> regular meeting. Upon a motion by Mr. Yingst, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the February 16, 2021 regular meeting.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Ms. Getz directed the Governing Body to the bills included in the meeting materials packet. There were four bills this month from Steckbeck for a total of \$5,774.50. There were no bills from the Redevelopment Authority. Mr. Yingst moved to pay the bills as presented for a total of \$5,774.50. Upon a second by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.
  - b. *Audit.* The auditors issued an unqualified opinion with no findings and were therefore not asked to attend the meeting. Their report noted a problem with outdated signature cards for the bank account from which checks are written for the Consortium. The Authority is working to correct the problem.
  - c. *Stifel presentation.* Mike Battistelli and Sonia Gross of Stifel presented the Governing Body with different options for managing our funds. They indicated they would be better able to advise us if we had a firm timeline for

when we will need to access our money to finance various projects going forward. Mr. Long offered to work with Stifel between meetings to accomplish this, with help from Mr. Rights and in consultation with Ms. Grumbine as Treasurer.

4. *Business.*

- a. *Engineer's Report.* Mr. Rights informed the Governing Body of some basin retrofit projects that are being bid in the next few months. He also added that he will get estimated payment schedules for the projects coming from now to 2023.

Mr. Sherk reviewed preliminary results from Land Studies' assessment of the Quittapahilla streambank restoration project in the area of the 22<sup>nd</sup> Street bridge, noting they feel it may be possible to double the pollutant reduction potential over what was estimated in our PRP.

Mr. Shaffer reviewed the CAP grant letter with the Governing Body and anticipates the award coming in April. He also reviewed the facts sheets that were distributed to the Governing Body previously. Mr. Yingst suggested some editorial changes and reviewed with Mr. Sherk the differences between a license and an easement agreement.

After some discussion a motion was made by Mr. Hoffman and seconded by Mr. Long to approve the fact sheets subject to further revisions and edits that may be presented by the Governing Body via email at a later date. The motion was approved unanimously.

Mr. Rights reported on conversations his office had with a property owner on Millbridge Drive related to the formation of sinkholes on an existing basin. The owner sought reassurance that the Consortium would take some responsibility for any existing or future sinkholes in the location of the basin were the owner to cooperate on a retrofit. Mr. Rights indicated he would work on language to address this concern that could be included in future agreements for maintenance and operations of BMPs. Mr. Rights also reported that the Redwood Lane project has begun to be surveyed.

5. *Any other business not listed to come before the Governing Body.* Ms. Getz briefly reviewed with the Governing Body who is or is not paying the stormwater assessments on their municipal-owned properties.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:09am.

Respectfully submitted,  
Nick Yingst, Secretary

## MINUTES

April 13, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, April 13, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Cheri Grumbine\*, North Lebanon Township  
Tom Long, North Cornwall Township  
Julie Cheyney\*, County Planning  
Bryan Hoffman\*, Cleona Borough Authority

Jamie Yiengst, South Lebanon Township  
Robin Getz\*, City of Lebanon  
Tom Embich\*, Annville Township  
Dick Miller, North Lebanon Township

### Non-members:

Lori Books, North Lebanon Township  
Bret Holland, Stifel  
Scott Rights, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority  
Ben Ehrhart, Land Studies

Sonia Gross, Stifel  
Mike Battistelli, Stifel  
Stephen Sherk, Steckbeck Engineering  
Jacob Shaffer, Steckbeck Engineering

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Stifel Presentation.* Mr. Battistelli introduced himself and his colleagues from Stifel and began a presentation on municipal investments. He recommended a money manager from Chicago who specializes in the type of investments municipalities and public entities typically pursue. Mr. Battistelli and his colleagues Ms. Gross and Mr. Holland also encouraged the Governing Body to adopt an investment policy statement to serve as a guide for investment decisions, something which Stifel can help the Governing Body prepare.
3. *Approve Minutes of the March 16, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the March 16<sup>th</sup> regular meeting. Ms. Grumbine requested clarification on a section of the minutes that addressed project locations in North Lebanon Township. Upon further discussion it became clear that there were inaccuracies in need of revision. Ms. Grumbine and Mr. Sherk provided replacement language. This led to a discussion about what level of detail ought to be included in the minutes and whether there should be detailed, written reports concerning the BMP projects in an effort to better inform the public. The group agreed that the engineers should prepare two types of spreadsheets or written reports monthly to track the status and progress of the various projects. Upon a motion by Mr. Hoffman, seconded by Mr. Embich, the Governing Body unanimously approved the minutes of the March 16, 2021 regular meeting as revised.

4. *Financial Report.*

- a. *Approve bills to be paid.* Ms. Getz directed the Governing Body to the bills included in the meeting materials packet. There were four bills this month from Steckbeck for a total of \$7,371.50. There were no bills from the Redevelopment Authority. Mr. Miller moved to pay the bills as presented. Upon a second by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.

5. *Business.*

- a. *Land Studies assessment.* Mr. Shaffer introduced Ben Ehrhart of Land Studies and the two of them presented a proposal for starting BMP SQ1 – floodplain restoration from the end of the channelized portion of the Quittapahilla Creek to the 22<sup>nd</sup> Street bridge. The presentation included a slideshow with pictures of a similar project Land Studies undertook in Lancaster County (Brubaker Run). The gentlemen walked through budget estimates and possible construction timelines and requested the Governing Body’s approval to start phase 1. Mr. Sherk reported that Land Studies was sought out specifically due to their expertise with this type of project and the related permitting. Ms. Getz moved to authorize the start of phase 1 of project SQ1 as presented; Mr. Long seconded the motion and it carried unanimously.

Mr. Rights asked the Governing Body to consider having Land Studies begin assessing the phase 2 (Mill to Dairy Road) and phase 3 (Keller Bros to Chestnut Street bridge) sections of the creek now, at an estimated total cost of around \$4,000. Mr. Long made the requested motion; it was seconded by Ms. Yiengst and carried unanimously.

- b. *Engineer’s Report.* Mr. Shaffer requested permission to proceed with the basin retrofits on Melody Lane, Redwood Lane, at ManorCare Health Services, and East of Millbridge Drive. Ms. Getz moved to approve proceeding with these four projects; Mr. Hoffman seconded the motion and it carried unanimously.

Mr. Shaffer reported that he provided brochures and contact letters to all member municipalities to be distributed to targeted property owners for cooperation on future projects. As engineer for North Cornwall Township, they helped distribute the letters there and received a supportive response from TLC Services for a streambank/floodplain project.

Mr. Sherk reported that bids for the Sunoco Penalty Grant work were opened and came in under estimate. He expects the grant money to cover the cost of construction. Custer Excavating of Palmyra, a local contractor with whom SESI has worked in the past, was the low bidder. The contract was to be awarded at South Lebanon’s supervisor meeting on the night of April 13<sup>th</sup> with work beginning in the coming weeks.

Mr. Rights informed the Governing Body that Ed Brensinger, a North Lebanon Township Supervisor, wants to use the Township’s staff to complete

some of the projects in their township following permit approval by the Conservation District.

6. *Any other business not listed to come before the Governing Body.* Ms. Getz opened a discussion about changing the location of meetings with coronavirus-related restrictions expected to be lifted in the coming months. After some discussion the consensus was not to make a change at this point.
7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:53am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

May 11, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, May 11, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Cheri Grumbine, North Lebanon Township  
Tom Long, North Cornwall Township  
Julie Cheyney\*, County Planning  
Bryan Hoffman\*, Cleona Borough Authority

Jamie Yiengst, South Lebanon Township  
Robin Getz\*, City of Lebanon (11am depr.)  
Tom Embich\*, Annville Township

### Non-members:

Scott Rights, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority  
Ben Ehrhart, Land Studies  
Mike Schroeder\*, Quitta. Watershed Assoc.

Stephen Sherk, Steckbeck Engineering  
Jacob Shaffer, Steckbeck Engineering  
Russ Collins\*, Quitta. Watershed Assoc.

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01am and conducted roll call.
2. *Russ Collins' Presentation.* Russ Collins of the Quittapahilla Watershed Association gave a presentation on the work the Quittapahilla Watershed Association has done in the Quittapahilla, including some grant-funded analysis of the areas near 22<sup>nd</sup> Street and Chestnut Street, which he hoped the Lebanon County Stormwater Consortium would be able to make use of. Mr. Embich noted that the Consortium looked at what Rocky Powell did for the Quittapahilla Watershed Association and incorporated parts of it into our PRP. He and Mr. Hoffman went on to explain that the two groups' goals are divergent in some ways, but that we are not opposed to achieving the Association's goals where it would be efficient to do so. Mr. Sherk thanked Mr. Collins and indicated he believes we can do something that will be beneficial to both groups and to Trout Unlimited. Regarding Rocky Powell's work from 2006, Ben Ehrhart explained that while some parts of his proposal might not be permissible anymore, the concepts will still transfer. Mr. Hoffman spoke of the importance of educating the public about what a healthy stream ought to look like.
3. *Approve Minutes of the April 13, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the April 13<sup>th</sup> regular meeting. Mr. Hoffman moved to approve the minutes; Mr. Embich seconded the motion and it carried unanimously.

4. *Financial Report.* Mr. Lyons presented the financial report. The only activity in the preceding month was the crediting of interest to the group's checking account.
  - a. *Approve bills to be paid.* Ms. Getz directed the Governing Body to the Redevelopment Authority's bill for administration. Mr. Embich moved to pay the bill as presented. Upon a second by Ms. Grumbine, the Governing Body unanimously approved the bill to be paid.
  - b. *Stifel's sample investment policy statement.* Mr. Long offered that the members should read the sample policy from Stifel between meetings and be prepared to discuss it in June. He also suggested perhaps someone from Stifel might attend to answer questions.

5. *Business.*

- a. *Engineer's Report.* Mr. Shaffer spoke to the group about an opportunity to apply for DEP's Growing Greener Plus grant. He requested permission to pursue the grant and explained that it appears to be a good fit for our SQ1 project. Ms. Getz moved to proceed with the grant application at the maximum allowable amount; Mr. Hoffman seconded and the motion carried unanimously.

[Chairperson Getz left the meeting at 11am and Vice Chair Hoffman assumed the Chair's duties.]

Mr. Shaffer also requested permission to proceed with the basin retrofit project SQ17 and confirmed for Mr. Embich that the permitting for the project would be handled through the Conservation District. Mr. Embich moved to approve proceeding as requested. Mr. Long seconded the motion and it carried unanimously.

Mr. Shaffer and Mr. Rights presented and explained the new written engineer's report and project status table the group had requested they prepare monthly.

Mr. Sherk presented the draft BMP license agreement and landowner consent letter.

- b. *Right to Know Law Compliance Officer.* Mr. Hoffman reported that he believes the individual municipalities are responsible for complying with the Right to Know Law even as it pertains to Consortium business, but that the Consortium is expected to provide information to the members for this purpose where necessary. A discussion ensued after which the members agreed to consult their respective solicitors.

6. *Any other business not listed to come before the Governing Body.* None.

7. *Adjournment.* There being no further business to come before the Governing Body, Vice Chair Hoffman adjourned the meeting at 11:53am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

June 15, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, June 15, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Cheri Grumbine, North Lebanon Township  
Tom Long, North Cornwall Township  
Julie Cheyney\*, County Planning  
Bryan Hoffman\*, Cleona Borough Authority  
Will Pass\*, Redevelopment Authority

Jamie Yiengst\*, South Lebanon Township  
Robin Getz\*, City of Lebanon  
Tom Embich\*, Annville Township  
Dick Miller, North Lebanon Township

### Non-members:

Stephen Sherk, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority

Jacob Shaffer, Steckbeck Engineering

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01am and conducted roll call.
2. *Approve Minutes of the May 11, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the May 11<sup>th</sup> regular meeting. Mr. Miller moved to approve the minutes; Mr. Hoffman seconded the motion and it carried unanimously.
3. *Financial Report.* Mr. Lyons presented the financial report and seven SESI bills to be paid, totaling \$9,995.52.
  - a. *Approve bills to be paid.* Mr. Miller moved to pay the bills as presented. Upon a second by Mr. Long, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Engineer's Report.* Mr. Shaffer reviewed the engineer's reports. He reported that the Growing Greener program won't cover construction costs for project SQ1, but may be able to cover some design and permitting costs. He recommended we approach the County WIP for hard cost funding and noted that those awards are determined by the Conservation District and not the county commissioners. He provided updates on various projects, highlighting the fact that Land Studies has completed its assessment of SQ2 and believes we may achieve the full required reduction goals for that watershed with SQ1 and SQ2 alone.



b. *Sample investment policy statement from Stifel.* Mr. Long reported that he met with Mike Battistelli from Stifel again to review their offerings. They are still offering rates of 0.2% and 0.36%, and assured Mr. Long that access/availability of the funds would not be an issue. Mr. Long recommended we put at least \$1M into one of their investment products. Mr. Miller suggested bringing Mike back to a meeting to review the options once more and made a motion to this effect. Mr. Hoffman offered that it might be worth waiting to see how inflation shakes out and what impact there is on interest rates. Mr. Long seconded Mr. Miller's motion to bring Mike Battistelli to the next Governing Body meeting and the motion carried unanimously.

5. *Any other business not listed to come before the Governing Body.* Mr. Embich reported on a conversation he had with Annville's solicitor about the applicability of the Right to Know Law to the Consortium. The solicitor felt that the municipal members would be subject to the law but not necessarily the Consortium itself. Ms. Grumbine reported that her solicitor felt the Consortium would be subject to the Law as a public body spending public money. After some discussion, a consensus emerged that we should continue to have our minutes, agendas, and PRP public, with financial and engineering reports available upon request.

Mr. Hoffman reported to the Governing Body on changes to the Sunshine Act that were approved by the PA Senate and expected to become law shortly. Notably, the Consortium will be required to publicly post its agendas 48 hours in advance of meetings and then not deviate from that agenda at the meeting, meaning no action can be taken on items not included in the posted agenda, with some limited exceptions.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:45am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

July 20, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, July 20, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Cheri Grumbine, North Lebanon Township  
Tom Long, North Cornwall Township  
Tom Embich, Annville Township  
Bryan Hoffman\*, Cleona Borough Authority

Jamie Yiengst, South Lebanon Township  
Robin Getz\*, City of Lebanon  
Dick Miller, North Lebanon Township

### Non-members:

Stephen Sherk, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority  
Brett Holland, Stifel

Jacob Shaffer, Steckbeck Engineering  
Mike Battistelli, Stifel

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Visitors.*
  - a. *Mike Battistelli, Stifel.* Mr. Battistelli and Mr. Holland of Stifel reviewed their proposal for investing Consortium money with a Chicago firm by the name of Ziegler Capital Management that specializes in fixed-income investments. The gentlemen reviewed what Mr. Long had circulated by e-mail to the Consortium members regarding interest rates and fees. Mr. Long moved to invest \$2 million with Ziegler through Stifel in accordance with the proposed figures from Stifel and to have Stifel prepare an investment policy statement for the Governing Body to adopt. Mr. Hoffman objected to moving so quickly and reported that he had not seen anything in writing from Stifel describing the proposed investments. Ms. Grumbine seconded Mr. Long's motion, noting that she agreed with Mr. Long's intentions and justification for investing and would expect the details to be finalized later in writing after a policy statement is adopted and fund prospectuses are provided. The motion carried by a vote of 5-1 with Cleona opposed.
3. *Approve Minutes of the June 15, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the June 15<sup>th</sup> regular meeting. Mr. Hoffman moved to approve the minutes; Mr. Long seconded the motion and it carried unanimously.

4. *Financial Report.* Mr. Lyons presented the financial report and the bills to be paid, totaling \$17,158.42.
  - a. *Approve bills to be paid.* Mr. Long moved to pay the bills as presented. Upon a second by Ms. Grumbine, the Governing Body unanimously approved the bills to be paid.
5. *Business.*
  - a. *Engineer's Report.* Mr. Shaffer reviewed his written reports.
6. *Any other business not listed to come before the Governing Body.* None.
7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:08am.

The next meeting will be the annual meeting on August 17, 2021.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

August 17, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

The annual meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, August 17, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Robin Getz, City of Lebanon  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township

Cheri Grumbine, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Bryan Hoffman, Cleona Borough Authority

### Non-members:

Jacob Shaffer, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering  
Brett Holland, Stifel Advisors

Michelle Lawlor, Redevelopment Authority  
Mike Battistelli, Stifel Advisors

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Stifel Advisors and Ziegler Capital Management.* A representative from Zeigler Capital Management introduced his company and discussed the Consortium's investment options. Following discussion, Ms. Grumbine moved to adopt the investment policy statement which had been circulated to members in advance of the meeting; Mr. Long seconded the motion and it passed by a vote of 4-2 with City of Lebanon and Cleona opposed.
3. *Approve Minutes of the July 20, 2021 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the July 20<sup>th</sup> regular meeting. Upon a motion by Ms. Yiengst, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the July 20, 2021 regular meeting.
4. *Financial Report.*
  - a. *Approve bills to be paid.* Ms. Grumbine presented a bill from North Lebanon Township's solicitor for \$505.50 and requested Consortium reimbursement. Ms. Getz moved to pay the \$505.50 to North Lebanon; the motion was seconded by Mr. Hoffman and carried unanimously.
5. *Annual Business.*
  - a. *Presentation of Annual Business.* Mr. Shaffer and Mr. Sherk presented and discussed all annual business items including the Progress Report, Action Plan, and Budget.

- b. *Establish Dates for Meetings in 2021.* There was consensus to continue meeting on the third Tuesday of every month with the exception of April and May which meetings will be held on the second Tuesday.
- c. *Approval of all Annual Business.* Upon a motion by Ms. Yiengst, seconded by Mr. Long, the Governing Body voted unanimously to approve all Annual Business items.

6. *Regular Business.*

- a. *Engineer's report(s).* Mr. Shaffer and Mr. Sherk provided updates on the Hickory Boulevard project and the LVEDC Business Park project. They also discussed the shoreline stabilization work at Lions Lake.

7. *Other business.* None.

8. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:47am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

September 21, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, September 21, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Robin Getz, City of Lebanon  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township  
Nick Yingst, Annville Township

Cheri Grumbine, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Bryan Hoffman, Cleona Borough Authority

### Non-members:

Jacob Shaffer, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

Ben Ehrhart, Land Studies  
Dan Lyons, Redevelopment Authority

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the August 17, 2021 Annual Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the August 17<sup>th</sup> annual meeting. It was suggested that section 2 of the minutes concerning Stifel/Ziegler be expanded to include a sentence to the effect of “There was consensus for a subcommittee comprised of representatives from North Cornwall, North Lebanon, and Annville to meet with Stifel to work out the details of the investment.” Upon a motion by Mr. Hoffman, seconded by Ms. Yiengst, the Governing Body unanimously approved the minutes of the August 17, 2021 annual meeting as amended.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid including \$105 for North Lebanon’s solicitor’s costs (related to Consortium activity) and \$34,327.72 in bills from Steckbeck Engineering. Mr. Yingst asked if we could expect to see invoices from Land Studies coming down the line. Mr. Sherk noted that some Land Studies costs are included in the bills under consideration and that this would likely continue to be the case going forward. Ms. Yiengst commented that the four-month lag in invoicing with Steckbeck makes it hard to know how accurate our year-to-date budget is. Mr. Sherk acknowledged the concern and reported that they recently changed the way they do their billing which should result in more timely billing going forward. Ms. Yiengst moved to pay the \$34,432.72 of bills under consideration; the motion was seconded by Mr. Long and carried unanimously.
4. *Business.*

- a. *Discussion regarding Stifel account associated persons requirement/RACL management/Consortium's legal status.* Mr. Long reported on a meeting the investment subcommittee had with Stifel Advisors and the questions that came out of that meeting regarding the Consortium's legal status and whether the Redevelopment Authority should control the investment account. The group discussed numerous ideas including incorporating as a stormwater authority or a nonprofit, shopping around for better rates at local banks, and allowing member municipalities to retain their contributions until the costs are incurred. Mr. Hoffman volunteered to consult a knowledgeable attorney about the group's options and to do so at Cleona's expense. Mr. Sherk offered to take a look at the stormwater consortium in York County and see how they have handled things. Mr. Embich offered to ask their engineer the same questions about the stormwater coalition in Berks County.

Mr. Long moved to rescind the investment policy statement that was adopted at the August meeting and to step back from the Stifel/Ziegler investment. The motion was seconded by Mr. Embich and carried unanimously.

- b. *Engineer's report.* Mr. Shaffer presented his written reports and then turned things over to Ben Ehrhart from Land Studies who presented a slideshow on the Quittapahilla floodplain restoration project. Mr. Ehrhart noted that they now believe a load reduction of up to 700,000 lbs./year may be achievable, where the original estimate was only 150,000, and only approximately 500,000 lbs./year reduction is required for this watershed. It is unknown at this time whether the group will be permitted to roll over excess reductions to the next permit cycle or simply see a reduced basis for next cycle. Mr. Ehrhart reported the project could be underway next summer at the earliest. When asked about the lifespan of the improvements, he answered that he would expect up to a couple inches of sediment to accumulate every year but not harm the function, and that the improvements would probably still be functioning as intended 30 years from now.

Mr. Sherk reported that he would prioritize getting the agreements finalized with the county and the new owner of the mini golf course property just in case the project could begin next year.

Ms. Grumbine reported that the agreement with the property owner of 810 Melody Lane has been executed and that the structures to be installed have been ordered.

5. *Public Comment.* None.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:57am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

October 19, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, October 19, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township  
Dick Miller, North Lebanon Township

Cheri Grumbine, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Bryan Hoffman, Cleona Borough Authority  
Julie Cheyney, County Planning

**Non-members:**

Jacob Shaffer, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

Dan Lyons, Redevelopment Authority  
Leah Staley, PA DEP

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the September 21, 2021 Regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the September 21<sup>th</sup> regular meeting. Upon a motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the September 21, 2021 regular meeting as presented.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid from Steckbeck Engineering, including Land Studies sub-consultant costs, totaling \$40,887.15, roughly two-thirds of which was for the engineering of BMP SQ1. Mr. Sherk reported that SESI continues to make changes to their internal invoicing system and that by January or February there should be only about a one-month lag in billing. Mr. Miller moved to pay the bills under consideration; the motion was seconded by Mr. Embich and carried unanimously.
4. *Business.*
  - a. *Engineer's report.* Mr. Shaffer presented his written reports and gave status updates on several BMP projects. He reported an updated reduction estimate of 613,504lbs for SQ1, which was less than the most recent estimate but still far greater than the original PRP estimate and more than enough to satisfy the full permit requirement for this watershed.



Ms. Grumbine requested that the Consortium's webpage be updated with more recent minutes and agendas.

5. *Public Comment.* None.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:32am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

November 16, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, November 16, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Robin Getz, City of Lebanon	Cheri Grumbine, North Lebanon Township
Tom Embich, Annville Township	Jamie Yiengst, South Lebanon Township
Tom Long, North Cornwall Township	Julie Cheyney, County Planning

**Non-members:**

Dan Lyons, Redevelopment Authority	Scott Rights, Steckbeck Engineering
Russ Collins, Doc Fritchey Trout Unlimited	

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Chairperson Getz asked if there needed to be any additions to the agenda. Hearing none, she asked that the agenda be approved as presented. Mr. Embich made such a motion, which was seconded by Mr. Long and carried unanimously.
3. *Russ Collins of Doc Fritchey Trout Unlimited.* Russ Collins presented a streambank restoration project in Annville along 744 feet of the Quittapahilla to see if it would be a good fit for the Consortium's involvement. After some discussion, Mr. Rights offered that the Consortium may be able to provide partial funding depending on the details of the scope of work.
4. *Approve Minutes of the October 19, 2021 Regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the October 19<sup>th</sup> regular meeting. Upon a motion by Mr. Embich, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the October 19, 2021 regular meeting as presented.
5. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons presented the eight bills to be paid from Steckbeck Engineering, totaling \$12,721.18. Ms. Yiengst moved to pay the bills under consideration; the motion was seconded by Ms. Grumbine and carried unanimously.
  - b. *Annual Contribution #5.* Mr. Lyons raised the issue of postponing the collection of annual contribution #5 in light of recent discussions that the money is not likely to be expended for years yet. Following consideration,

Mr. Long moved to keep the collection timeline for annual contribution #5 unchanged; Ms. Grumbine seconded the motion and it passed by a vote of 4-1, with South Lebanon Township opposed. Ms. Yiengst commented that she was in favor of allowing the members to retain their money longer before contributing it to the Consortium's pot. Mr. Long suggested that future collections take place later in the year.

6. *Business.*

- a. *Engineer's report.* Mr. Rights reported on the status of various BMP projects including that the permit for SQ1 is under review at DEP. He also shared the opinion of an attorney in Lancaster who has found that Land Studies could be selected to serve as General Contractor for the SQ1 work without going through a public bidding process. He indicated he would circulate a memo containing the attorney's opinion for consideration by the Governing Body.

7. *Public Comment.* None.

8. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:20am.

Respectfully submitted,  
Tom Embich, Secretary

There was no meeting held in December, 2021.

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

January 18, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, January 18, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township	Ed Brensinger, North Lebanon Township
Tom Embich, Annville Township	Jamie Yiengst, South Lebanon Township
Tom Long, North Cornwall Township	Julie Cheyney, County Planning
Bryan Hoffman, Cleona Borough Authority	Karen Raugh, Redevelopment Authority

**Non-members:**

Dan Lyons, Redevelopment Authority	Scott Rights, Steckbeck Engineering
Jacob Shaffer, Steckbeck Engineering	

1. *Roll call.* Vice Chairman Hoffman called the meeting to order at 10:19am following some technical difficulties with the Zoom stream and conducted roll call. Chairman Getz was unable to connect.
2. *Approve agenda.* Mr. Embich informed the Governing Body that he had something to discuss relevant to the Trout Unlimited presentation at the November meeting; the consensus was to add Mr. Embich's discussion item to the public comment portion of the agenda.
3. *Nomination and election of officers.* Ms. Yiengst nominated the existing slate of officers to retain their current positions. Vice Chairman Hoffman sought other nominations; there being none, he called for a vote on Ms. Yiengst's nominations. Upon a motion by Mr. Embich and seconded by Mr. Long, the Governing Body unanimously re-elected the existing slate of officers for another year.

Current officers of the Lebanon County Stormwater Consortium Governing Body:

Chairperson:	City of Lebanon
Vice Chairperson:	Cleona Borough Authority
Secretary:	Annville Township
Treasurer:	North Lebanon Township
Assistant Secretary/Treasurer:	North Cornwall Township.

4. *Approve Minutes of the November 16, 2021 Regular meeting.* Vice Chairman Hoffman canvassed the Governing Body for corrections or revisions to the minutes of the

November 16<sup>th</sup> regular meeting. Upon a motion by Ms. Yiengst, seconded by Mr. Embich, the Governing Body unanimously approved the minutes of the November 16, 2021 regular meeting as presented.

5. *Financial Report.*

- a. *Approve bills to be paid.* Mr. Lyons presented the financial report along with the bills to be paid from Steckbeck Engineering and North Cornwall Township, which had been neatly compiled into a spreadsheet by Ms. Grumbine, totaling \$98,790.14. Mr. Embich moved to pay the bills under consideration and to accept the financial report as presented; the motion was seconded by Ms. Yiengst and carried unanimously.

Mr. Embich asked if there would be an audit of the Consortium's finances taking place this year. Mr. Lyons replied affirmatively and noted that the Authority's auditors, Maher Duessel of Harrisburg, had already begun gathering preliminary information for the audit.

6. *Business.*

- a. *Engineer's report.* Mr. Rights and Mr. Shaffer presented their written engineering reports including updates on status of various BMP projects. Mr. Shaffer informed the Governing Body that there will be grant submission deadlines falling between meetings and asked how he should handle the approvals for those grants.

The consensus was that he should seek approval outside of meetings via e-mail votes and then have the votes ratified at the next meeting. Mr. Rights asked for input on the attorney's memo he circulated after last meeting regarding the possibility of engaging Land Studies as general contractor without formal, public bidding. Mr. Hoffman stated that he would prefer we sought competitive prices via advertised bidding given the amount of money involved. His opinion was echoed by Ms. Grumbine and Mr. Long, who added that the specifications must be sufficiently tight so that only well-qualified contractors can do the work. Mr. Rights then led a discussion about the necessary qualifications for contractors to bid the SQ1 floodplain restoration work.

7. *Public Comment.* Mr. Embich shared with the Governing Body that he developed a draft set of guidelines for outside entities to follow when seeking the Consortium's funding or cooperation on a project not already planned for in our PRP. He indicated he would circulate his draft guidelines by e-mail after the meeting.

8. *Adjournment.* There being no further business to come before the Governing Body, Vice Chairman Hoffman adjourned the meeting at 10:52am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

February 15, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, February 15, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority  
Robin Getz, City of Lebanon

Nick Yingst, Annville Township  
Jamie Yiengst, South Lebanon Township  
Julie Cheyney, County Planning  
Karen Raugh, Redevelopment Authority

**Non-members:**

Dan Lyons, Redevelopment Authority  
Jacob Shaffer, Steckbeck Engineering

Scott Rights, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

1. *Roll call.* Chairperson Getz called the meeting to order at 10:05am and conducted roll call.
2. *Approve agenda.* Mr. Embich requested that his project hurdles document be added to the agenda as an action item under Business. Mr. Embich moved the agenda be approved with his addition; Ms. Yiengst seconded the motion and it carried unanimously.
3. *Approve minutes of the January 18, 2022 regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the January 18th regular meeting. Upon a motion by Ms. Grumbine, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the January 18, 2022 regular meeting as presented.
4. *Financial Report.* Mr. Lyons presented the financial report and fielded a question from Mr. Embich concerning a discrepancy between the report and the primary bank account statement.
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid from Steckbeck Engineering for a total of \$11,522.75 including two that were added to the packet that morning. Mr. Hoffman moved to pay the bills under consideration and to accept the financial report as presented; the motion was seconded by Ms. Grumbine and carried unanimously.
5. *Business.*
  - a. *Engineer's report.* Mr. Rights and Mr. Shaffer presented their written engineering reports including updates on the status of various BMP projects.

A discussion was held regarding the logistics and likelihood of acquiring easements through eminent domain for unresponsive properties to be able to accept a grant opportunity to fund SQ6. It was agreed that the municipalities involved would provide a letter to the Grantor stating that they are willing to acquire the necessary easements, with the understanding that easements would be obtained before reimbursable work for the grant begins.

Mr. Rights led a discussion about the pre-qualification of contractors for bidding on the SQ1 floodplain restoration project. Ms. Getz moved to require pre-qualification of contractors for bidding on this and other large floodplain restoration projects. Mr. Hoffman seconded the motion and it carried unanimously.

- b. *Project hurdles document.* Mr. Embich reported that he had received no feedback on the draft project hurdles document he had circulated after last month's meeting. He asked the Governing Body to adopt the document for use as a guideline in screening project funding requests from outside entities. Mr. Embich moved the document be adopted; Ms. Grumbine seconded the motion and it carried unanimously.

6. *Public Comment.* Ms. Raugh reported that the Consortium's 2021 audit will soon be finalized. She also informed the Governing Body that she had responded to a Right-to-Know Law request from a resident of North Lebanon Township regarding that township's 2021 financial contribution to the Consortium and the group's bank account balances.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:31am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

March 15, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, March 15, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority  
Robin Getz, City of Lebanon

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Julie Cheyney, County Planning  
Karen Raugh, Redevelopment Authority

**Non-members:**

Dan Lyons, Redevelopment Authority  
Jacob Shaffer, Steckbeck Engineering  
Gabi Burke, Maher Duessel

Steve Sherk, Steckbeck Engineering  
Brian McCall, Maher Duessel

1. *Roll call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Hoffman, seconded by Mr. Embich, the agenda was unanimously approved without amendment.
3. *Approve minutes of the February 15, 2022 regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the February 15th regular meeting. Upon a motion by Mr. Brensinger, seconded by Ms. Yiengst, the Governing Body unanimously approved the minutes of the February 15, 2022 regular meeting as presented.
4. *Financial Report.* Mr. Lyons presented the financial report and the bills to be paid totaling \$14,461.06.
  - a. *Approve bills to be paid.* Ms. Getz moved to pay the bills under consideration and to accept the financial report as presented; the motion was seconded by Mr. Long and carried unanimously.
  - b. *Overview of financial statement.* Brian McCall of Maher Duessel presented the audited financial statement and reported that there were no findings nor concerns this year. There were no questions for the representatives from Maher Duessel. They left the meeting after the conclusion of this business item.



5. *Business.*

- a. *Engineer's report.* Mr. Sherk and Mr. Shaffer presented their written engineering reports including updates on the status of various BMP projects. Ms. Getz asked for an update on the basin retrofit projects that were finished at the end of last year. Mr. Sherk reported that there was a slight issue with water pooling at the Clover Drive basin. The contractor would be asked to return for final grading under the warranty period.

6. *Public Comment.* Ms. Getz asked that the e-mail distribution list for this body's meeting be updated to reflect the replacement of Dick Miller with Ed Brensinger as the primary delegate for North Lebanon Township. Mr. Embich reported that Nick Yingst will be leaving Annville Township and will be replaced with Karen Gerhart. He asked that she be added to the list in Mr. Yingst's place.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:28am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

April 12, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, April 12, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority  
Robin Getz, City of Lebanon

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Julie Cheyney, County Planning  
Karen Raugh, Redevelopment Authority  
Karen Gerhart, Annville Township

**Non-members:**

Dan Lyons, Redevelopment Authority  
Jacob Shaffer, Steckbeck Engineering

Steve Sherk, Steckbeck Engineering  
Ben Ehrhart, Land Studies

1. *Roll call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Embich, seconded by Mr. Brensinger, the agenda was unanimously approved without amendment.
3. *Approve minutes of the March 15, 2022 regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the March 15th regular meeting. Upon a motion by Mr. Brensinger, seconded by Ms. Yiengst, the Governing Body unanimously approved the minutes of the March 15, 2022 regular meeting as presented.
4. *Financial Report.* Mr. Lyons presented the financial report and the bills to be paid totaling \$8,033.25.
  - a. *Approve bills to be paid.* Mr. Embich moved to pay the bills under consideration and to accept the financial report as presented; the motion was seconded by Ms. Getz and carried unanimously. Mr. Lyons distributed print copies of the audit that was reviewed at last month's meeting to those in physical attendance. Mr. Embich asked if the auditor was paid, to which Mr. Lyons replied affirmatively.
5. *Business.*
  - a. *Engineer's report.* Mr. Sherk and Mr. Shaffer presented their written engineering reports including updates on the status of various BMP projects. Mr. Embich commented that the proposed minimum insurance coverage

amounts in the Request for Qualifications for SQ1 exceed what Annville Township requires of its contractors and asked whether the amounts were so high as to discourage or disqualify otherwise competent contractors. Mr. Sherk explained his reasoning for setting the coverage limits but indicated he would consult North Cornwall Township's insurance provider for their opinion. Ms. Getz and Mr. Hoffman commented that they would prefer to keep the higher limits given the high cost of the project and potential for liability.

Ms. Grumbine asked about Sherwin Williams' lack of cooperation with the LVEDC project. Following discussion, Ms. Getz moved to have SESI send one final letter to Sherwin Williams with a deadline to respond if they desire to cooperate in the project; otherwise we will drop them from the project. Mr. Long seconded the motion and it carried unanimously.

Mr. Embich asked if there was any update on the project Trout Unlimited had proposed. Mr. Sherk replied that there has been no movement on that project and that it is currently lower priority than several others.

Mr. Sherk provided an update on the City's streetscape beautification project and informed the group that a new tree filter system is being considered in place of the originally-proposed rain gardens. The tree filter system will provide ten times the load reduction of the rain gardens, but will cost more money to install. He indicated he would request additional money for this project at the next meeting when he has firmer numbers.

Mr. Embich expressed concerns about tree plantings on or near streambanks. Mr. Sherk assured him that tree plantings related to our floodplain restoration projects would be at sufficient distance from the streambank to avoid the concerns Mr. Embich raised. Further, the operation and maintenance agreements that property owners will sign as part of the project should help prevent the project from exacerbating streambank erosion in the future.

- b. *Land Studies discussion on SQ1 load reduction calculations.* Ben Ehrhart of Land Studies reported that DEP would like to see the revised load reduction calculations for SQ1. Mr. Ehrhart noted that we are not required to share the calculations with DEP at this time. After some discussion, Ms. Yiengst moved to submit the calculations to DEP for review without further delay. Mr. Long seconded the motion and it carried unanimously.

6. *Public Comment.* None.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:40am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

May 10, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, May 10, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Cheri Grumbine, North Lebanon Township  
Karen Gerhart, Annville Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Robin Getz, City of Lebanon  
Karen Raugh, Redevelopment Authority

**Non-members:**

Dan Lyons, Redevelopment Authority  
Jacob Shaffer, Steckbeck Engineering

Scott Rights, Steckbeck Engineering

1. *Roll call.* Chairperson Getz called the meeting to order at 10:03am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Hoffman, seconded by Mr. Long, the agenda was unanimously approved without amendment.
3. *Approve minutes of the April 12, 2022 regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the April 12th regular meeting. Upon a motion by Mr. Brensinger, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the April 12, 2022 regular meeting as presented.
4. *Financial Report.* Mr. Lyons presented and reviewed the financial report. There were no bills to be paid this month. Ms. Yiengst moved to approve the financial report as presented; Ms. Getz seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Engineer's report.* Mr. Rights and Mr. Shaffer presented their written engineering reports including updates on the status of various BMP projects.
  - b. *Recommend award for Hauck Manufacturing basin retrofit project.* Mr. Rights reviewed the bid results for the Hauck Manufacturing project and presented his recommendation for award. He explained that Cleona Borough Authority will be the contracting entity, but that the Governing Body is expected to recommend for or against the award first. In response to a question by Ms. Getz, Mr. Rights explained that the allowances that were included on the bid sheet are for sinkholes. Ms. Yiengst moved to recommend

award of the project to the low bidder in accordance with the engineer's recommendation. The motion was seconded by Mr. Brensinger and carried unanimously.

- c. *Review Clover Drive proposal option #1 from South Lebanon.* Ms. Yiengst presented proposal option #1 for resolving the issue with the Clover Drive basin retrofit. Mr. Rights explained that there was a misunderstanding with the property owner that coincided with the transition of duties from Dan Cannistraci to Jake Shaffer. The proposal Ms. Yiengst presented entails the Consortium covering half the cost, South Lebanon Township the other half, and SESI providing their related services free of charge. Mr. Hoffman moved to accept proposal option #1 as presented; Mr. Brensinger seconded the motion and it carried unanimously. Mr. Brensinger cautioned the group to be careful when selecting basin retrofit projects to fund because some folks will want to dictate the design details at extra cost to the Consortium. Mr. Rights added that because we will be earning more than the required load reduction credits through the floodplain restoration projects alone, we really don't need to undertake any more basin retrofits.

6. *Public Comment.* None.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:31 am.

Respectfully submitted,  
Karen Gerhart, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

June 21, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, June 21, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Reba Donley, South Lebanon Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority

Karen Gerhart, Annville Township  
Karen Raugh, Redevelopment Authority  
Robin Getz, City of Lebanon

**Non-members:**

Dan Lyons, Redevelopment Authority  
Jacob Shaffer, Steckbeck Engineering

Steve Sherk, Steckbeck Engineering  
Lori Books, North Lebanon Township

1. *Roll call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Hoffman, seconded by Mr. Long, the agenda was unanimously approved without amendment.
3. *Approve minutes of the May 10, 2022 regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the May 10<sup>th</sup> regular meeting. Upon a motion by Ms. Getz, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the May 10, 2022 regular meeting as presented.
4. *Financial Report.* Mr. Lyons presented and reviewed the financial report. He also presented bills to be paid from Steckbeck Engineering totaling \$26,964.01. Mr. Long moved to approve the financial report and payment of the bills as presented; Mr. Brensinger seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Attendance at Berks County stormwater workshop.* Ms. Getz reported that she was asked by a representative from American Rivers to have someone from the Consortium attend a workshop event in Berks County to describe the Consortium's organization and ongoing work. After some discussion, the group decided to have Bryan Hoffman and Scott Rights represent the Consortium at the event.
  - b. *Engineer's report.* Mr. Sherk and Mr. Shaffer presented their written engineering reports including updates on the status of various BMP projects.

Mr. Sherk informed the Governing Body about a subcontract he intended to execute with Land Studies for pre-construction services related to SQ1 in the amount of \$14,790.

- c. *Approve funding for Millbridge Drive basin retrofit project.* Mr. Sherk requested \$89,880 of funding from the Consortium to pay for the Millbridge Drive basin retrofit project. He explained that North Cornwall Township was prepared to make the award in that amount to Construction Masters Services, LLC after having received and evaluated multiple bids. He noted that the requested funding amount includes \$24,880 in allowances for sinkhole repairs, if needed. Mr. Brensinger moved to approve the funding as requested; Mr. Hoffman seconded the motion and it carried unanimously.

6. *Public Comment.* Mr. Hoffman reported that a 2.7 acre parcel of land north of Chestnut Street and west of 22<sup>nd</sup> Street was for sale. This property borders a section of the Quittapahilla where SQ3 is to take place. The group discussed whether it would be appropriate to seek an easement from the current property owner before a sale takes place, but there was no consensus nor commitment.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:28am.

Respectfully submitted,  
Karen Gerhart, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

July 19, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, July 19, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township	Tom Embich, Annville Township
Jamie Yiengst, South Lebanon Township	Karen Raugh, Redevelopment Authority
Tom Long, North Cornwall Township	Robin Getz, City of Lebanon
Melody Vanderveer, Cleona Borough Authority	Cheri Grumbine, North Lebanon Township

**Non-members:**

Dan Lyons, Redevelopment Authority	Scott Rights, Steckbeck Engineering
Jacob Shaffer, Steckbeck Engineering	

1. *Roll call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Ms. Yiengst, seconded by Mr. Long, the agenda was unanimously approved without amendment.
3. *Approve minutes of the June 21, 2022 regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the June 21<sup>th</sup> regular meeting. Upon a motion by Mr. Brensinger, seconded by Mr. Embich, the Governing Body unanimously approved the minutes of the June 21, 2022 regular meeting as presented.
4. *Financial Report.* Mr. Lyons presented and reviewed the financial report. He also presented bills to be paid from Steckbeck Engineering, the Redevelopment Authority, and North Lebanon Township totaling \$17,869.10. Ms. Yiengst moved to approve the financial report and payment of the bills as presented; Mr. Brensinger seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Engineer's report.* Mr. Rights and Mr. Shaffer presented their written engineering reports including updates on the status of various BMP projects. Mr. Rights reported that they are now working on the contracting documents for SQ1 to have the project bid this fall for a spring start. Mr. Shaffer reported on his meeting with the LVEDC about retrofitting their two basins. LVEDC was not interested in retrofitting the larger of the two. Mr. Shaffer requested direction from the Governing Body on whether to table the work at LVEDC



or proceed with doing only the small basin retrofit. Ms. Getz moved to eliminate the LVEDC project from our list until they are willing to have both basins retrofitted. Ms. Yiengst seconded the motion and it carried unanimously.

b. *Next PRP cycle.* The group discussed the future of the Consortium and possible membership changes for the next PRP cycle. They also discussed the terms of the current intergovernmental cooperation agreement and the Consortium's ability to meet future pollutant reduction requirements. More information is needed from DEP before planning of the next PRP cycle can begin in earnest. Mr. Shaffer noted that he expects DEP to release this information in the coming year. Ms. Getz requested that discussion of the next intergovernmental cooperation agreement be added as an agenda item for future meetings.

6. *Public Comment.* Mr. Lyons reminded the Governing Body that next month's meeting will be the annual meeting. The annual business will include approval of a new budget, a progress report, and an action plan for 2023. Discussion of Consortium membership will also be on the agenda.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:50am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY ANNUAL MEETING  
MINUTES**

August 16, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

The annual meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, August 16, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority

Tom Embich, Annville Township  
Cheri Grumbine, North Lebanon Township  
Robin Getz, City of Lebanon

**Non-members:**

Dan Lyons, Redevelopment Authority  
Jacob Shaffer, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

Scott Rights, Steckbeck Engineering  
Brad Barninger, Redevelopment Authority

1. *Roll call.* Chairperson Getz called the meeting to order at 10:03am and conducted roll call.
2. *Approve agenda.* Mr. Lyons asked that discussion of the Intergovernmental Cooperation Agreement (ICA) be added to the agenda. Upon a motion by Mr. Hoffman, seconded by Mr. Long, the agenda was unanimously approved as requested.
3. *Approve minutes of the July 19, 2022 regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the July 19<sup>th</sup> regular meeting. Upon a motion by Mr. Hoffman, seconded by Ms. Grumbine, the Governing Body unanimously approved the minutes of the July 19, 2022 regular meeting as presented.
4. *Financial Report.* Mr. Lyons presented and reviewed the financial report. He also presented bills to be paid from Steckbeck Engineering and South Lebanon Township totaling \$8,398.50. Mr. Long moved to approve the financial report and payment of the bills as presented; Ms. Getz seconded the motion and it carried unanimously.
5. *Annual Business.*
  - a. *Progress Report.* Mr. Shaffer presented his written progress report which had been distributed in advance of the meeting. Upon a motion by Mr. Brensinger and seconded by Mr. Hoffman, the Governing Body unanimously approved the Progress Report as presented.

- b. *Action Plan.* Mr. Shaffer presented the Action Plan for 2023 including the proposed BMP projects for next year. There was a discussion regarding rollover credits and the incorporation of new members into the Consortium. Mr. Hoffman moved to approve the Action Plan; the motion was seconded by Mr. Long and carried unanimously.
- c. *Budget.* Mr. Lyons presented the draft budget. Ms. Grumbine noted that certain administrative costs were incorrectly presented as covering an 18-month period. Ms. Yiengst moved to approve the budget with the 18-month language stricken; Mr. Long seconded the motion and it carried unanimously.
- d. *Dates and locations for 2023 meetings.* The Governing Body reviewed a list of the third Tuesdays in 2023 and checked for conflicts. There was consensus to move the proposed May meeting date from the 16<sup>th</sup> to the 9<sup>th</sup> to avoid conflicting with elections. There was consensus to continue meeting at the North Lebanon Township building and via Zoom. Mr. Brensinger moved to accept the proposed 2023 meeting dates including the change for May; Mr. Embich seconded the motion and it carried unanimously.
- e. *PRP Report.* Mr. Shaffer reviewed the PRP report. Ms. Yiengst moved to approve it; Ms. Getz seconded and the motion carried.
- f. *Discussion regarding the Intergovernmental Cooperation Agreement (ICA).* Mr. Rights reviewed with the Governing Body the provisions of the ICA related to termination, payout of unused funds, and changes in membership. There was discussion about how to amend the agreement to align it with the PRP implementation timeframe which differs from the MS4 permit timeframe. It was suggested that an amendment be drafted to delay the refund trigger date to the end of 2024. The currently established contribution schedule would remain unchanged, meaning no more required member contributions under this agreement. After some discussion, Mr. Hoffman moved to table further discussion of an amendment to the ICA until next month's meeting. Mr. Long seconded the motion to table and it carried unanimously.

6. *Regular Business.*

- a. *Engineer's report.* Mr. Sherk reported that SQ1 would be bid the week of August 22<sup>nd</sup> if possible with an award happening at the September or October meeting. The bid will be structured as a lump sum cost with allowances for excavation and landscaping. Mr. Shaffer reviewed his written reports.
- b. *Liz Feinberg materials.* Mr. Lyons reported that Liz Feinberg with the National Fish and Wildlife Foundation had reached out to remind us of their INSR and SWG grant programs, as well as to pitch the Chesapeake Bay Landscape Professionals (CBLP) credential. Mr. Lyons shared information regarding upcoming CBLP training opportunities with the Governing Body.

7. *Public Comment.* Mr. Hoffman introduced Brad Barninger, the newly hired Chief Operating Officer of the Housing and Redevelopment Authorities, to the Governing Body.

8. *Adjournment.* There being no further business to come before the Governing Body,  
Chairperson Getz adjourned the meeting at 11:00am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

September 20, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, September 20, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority

Tom Embich, Annville Township  
Cheri Grumbine, North Lebanon Township  
Robin Getz, City of Lebanon  
Karen Raugh, Redevelopment Authority

**Non-members:**

Dan Lyons, Redevelopment Authority  
Jacob Shaffer, Steckbeck Engineering

Scott Rights, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

1. *Roll call.* Chairperson Getz called the meeting to order at 10:04am and conducted roll call. Due to technical difficulties, Ms. Getz was temporarily unable to communicate with the group and so Vice Chairman Hoffman led the meeting instead.
2. *Approve agenda.* Mr. Embich requested that discussion of future payments and a possible addendum to the Intergovernmental Cooperation Agreement be added to the agenda. Upon a motion by Mr. Embich, seconded by Mr. Hoffman, the agenda was unanimously approved with the requested addition.
3. *Approve minutes of the August 16, 2022 annual meeting.* Mr. Hoffman canvassed the Governing Body for corrections or revisions to the minutes of the August 16<sup>th</sup> annual meeting. Upon a motion by Mr. Brensinger, seconded by Mr. Embich, the Governing Body unanimously approved the minutes of the August 16, 2022 annual meeting as presented.
4. *Financial Report.* Mr. Lyons presented and reviewed the financial report. He also presented bills to be paid from Steckbeck Engineering and North Cornwall Township totaling \$73,925.33. Mr. Long moved to approve the financial report and payment of the bills as presented; Mr. Brensinger seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Review of bids for SQ1.* Mr. Sherk reviewed the bids that were received for SQ1 along with his recommendation for award to the low bidder. He explained that bids included certain allowances for quantities of work that are subject to variation so that unit prices may be agreed upon although final

quantities will likely differ from the bid allowances. He reported that work should start in March or April with substantial completion in August and landscaping of shrubs and trees coming a month or two later. Mr. Brensinger noted his satisfaction that three of the bids received were in relative proximity pricewise to one another. He also commented on the importance of getting the project underway in order to get good press and visibility for the Consortium's efforts. Mr. Brensinger moved to approve the award of the contract for SQ1 to Flyway Excavating of Mount Joy in the amount of \$796,400. Ms. Getz seconded the motion and it carried unanimously.

Mr. Sherk also reported working with county's bridge engineer, Wilson Consulting, to get phase two of SQ1 incorporated into their 22<sup>nd</sup> Street bridge relocation project. He noted there is a lot of activity set to happen in that area, beginning with our project.

- b. *PA Fish & Boat Commission grant opportunity.* Mr. Shaffer reported on a potential grant opportunity through the Pennsylvania Fish & Boat Commission. He reported that he spoke with the Commission's grant coordinator about whether SQ1 would be eligible for the grant and is waiting for a final determination. The Commission wants to award grants mid-December and is looking for requests under \$100,000. Ms. Yiengst asked about the history of the grant program in question and its relation to the power plant in South Lebanon Township. Mr. Rights offered that he would look into it.
- c. *Engineer's report.* Mr. Shaffer reviewed his written reports and touched on the annual reports, noting they would be ready for signatures by the end of the week.
- d. *Amendment to Intergovernmental Cooperation Agreement.* Mr. Embich and Mr. Rights refreshed the Governing Body on the conversation at the previous meeting related to amending the ICA to delay the refund trigger date and align it with the end of the PRP implementation period as opposed to the permit cycle. Mr. Hoffman moved an amendment be drafted to extend the ICA through 12/31/2024 with all other terms remaining the same and to have Amy Leonard prepare and circulate the amendment. Ms. Yiengst seconded the motion and it carried unanimously.

6. *Public Comment.* None.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:43am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

October 18, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, October 18, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Julie Cheyney, County Planning

Tom Embich, Annville Township  
Cheri Grumbine, North Lebanon Township  
Robin Getz, City of Lebanon

**Non-members:**

Dan Lyons, Redevelopment Authority  
Jacob Shaffer, Steckbeck Engineering  
Brad Barninger, Redevelopment Authority

Scott Rights, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

1. *Roll call.* The start of the meeting was delayed due to technical difficulties. Chairperson Getz called the meeting to order at 10:17am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Embich, seconded by Mr. Brensinger, the agenda was unanimously approved without amendment.
3. *Approve minutes of the September 20, 2022 meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the September 20<sup>th</sup> meeting. Upon a motion by Ms. Yiengst, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the September 20, 2022 meeting as presented.
4. *Financial Report.* Mr. Lyons presented and reviewed the financial report. He presented bills to be paid from Steckbeck Engineering, the Redevelopment Authority, and the newspaper totaling \$5,911.34. Mr. Embich suggested the Consortium seek a greater return on its deposits than it is currently receiving from the sweep account at Fulton. Members discussed the returns they are receiving on their municipal funds. Mr. Embich moved to invest not less than \$2,000,000 from the Consortium's account into higher interest accounts to include the Pennsylvania Local Government Investment Trust (PLGIT), if available to the Authority. Mr. Brensinger seconded the motion and it carried unanimously.

Mr. Embich moved to approve the financial report and payment of the bills as presented; Ms. Yiengst seconded the motion and it carried unanimously.

5. *Business.*

- a. *Engineer's report.* Mr. Shaffer reviewed his written reports and noted that the annual reports had been submitted. He also reported that several members had forwarded him notice from DEP of a 24-month extension to the permit cycle.
- b. *Amendment to Intergovernmental Cooperation Agreement.* There was discussion about whether the permit extension announced by DEP would obviate the need for an amendment, but it was determined that the amendment is still warranted, as it deals with the PRP implementation period and not the permit cycle. It was proposed that the amendment language be changed to reflect that the amendment needn't be approved via ordinance.

6. *Public Comment.* None.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:47am on a motion by Mr. Embich.

Respectfully submitted,  
Tom Embich, Secretary



**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

November 15, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, November 15, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Karen Raugh, Redevelopment Authority

Tom Embich, Annville Township  
Cheri Grumbine, North Lebanon Township  
Robin Getz, City of Lebanon  
Bryan Hoffman, Cleona Borough Authority

**Non-members:**

Dan Lyons, Redevelopment Authority  
Steve Sherk, Steckbeck Engineering

Scott Rights, Steckbeck Engineering  
Ethan Gehenio, Steckbeck Engineering

1. *Roll call.* Chairperson Getz called the meeting to order at 10:02am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Embich, seconded by Mr. Brensinger, the agenda was unanimously approved without amendment.
3. *Approve minutes of the October 18, 2022 meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the October 18<sup>th</sup> meeting. Upon a motion by Mr. Embich, seconded by Mr. Brensinger, the Governing Body unanimously approved the minutes of the October 18, 2022 meeting as presented.
4. *Financial Report.*
  - a. *Bills to be paid.* Mr. Lyons presented and reviewed the financial report. He presented bills to be paid from Steckbeck Engineering and North Cornwall Township totaling \$18,512.98. Ms. Yiengst moved to approve the financial report and payment of the bills as presented; Mr. Brensinger seconded the motion and it carried unanimously.
  - b. *Investment decisions.* Ms. Raugh reviewed the different yield rates by term that are being offered by Fulton Bank and PLGIT. There was a discussion regarding the legality of the Redevelopment Authority investing the Consortium funds with PLGIT absent explicit direction from the individual member municipalities. A consensus was reached that language would be added to the second amendment to the ICA to expressly authorize the investment of Consortium funds resulting from member contributions as directed by the Governing Body.

Mr. Embich moved to invest two million dollars in a six-month certificate of deposit at Fulton Bank; Mr. Hoffman seconded. Following discussion, it was determined that the ICA amendment should be adopted quickly enough to make an interim investment at Fulton unnecessary. Mr. Embich withdrew his motion and Mr. Hoffman his second.

5. *Business.*

- a. *Engineer's report.* Mr. Sherk introduced Ethan Gehenio who will be replacing Jacob Shaffer as primary engineering contact for the Lebanon County Stormwater Consortium. Mr. Gehenio reviewed his written report and highlighted the receipt of a \$250,000 grant from the National Park Service for the work at Lion's Lake. In a discussion about SQ1, Mr. Embich noted that we will need permission from the Fish & Boat Commission as to the scheduling of the construction work. Mr. Sherk reported that permission has been secured.

6. *Public Comment.* Ms. Yiengst reported that the Lebanon County Clean Water Alliance is planning an Arbor Day event at South Hills Park on April 28<sup>th</sup> from 3 to 5pm. She would like the Consortium to have a table at the event to publicize SQ1. The Lebanon Valley Conservancy will have a speaker at the event and the Conservation District will have a table.

Mr. Brensinger discussed the possibility of having Walmart plant trees in the wetland area at their North Lebanon distribution site.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:48am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

December 20, 2022  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, December 20, 2022 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Karen Raugh, Redevelopment Authority  
Julie Cheyney, County Planning

Tom Embich, Annville Township  
Cheri Grumbine, North Lebanon Township  
Robin Getz, City of Lebanon  
Bryan Hoffman, Cleona Borough Authority

**Non-members:**

Dan Lyons, Redevelopment Authority  
Ethan Gehenio, Steckbeck Engineering

Scott Rights, Steckbeck Engineering  
Matt Conlin, PLGIT representative

1. *Roll call.* Vice Chairman Hoffman called the meeting to order at 10:06am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Brensinger, seconded by Mr. Long, the agenda was unanimously approved without amendment.
3. *Approve minutes of the November 15, 2022 meeting.* Vice Chairman Hoffman canvassed the Governing Body for corrections or revisions to the minutes of the November 15<sup>th</sup> meeting. Upon a motion by Mr. Embich, seconded by Ms. Yiengst, the Governing Body unanimously approved the minutes of the November 15, 2022 meeting as presented.
4. *Financial Report.*
  - a. *Discussion with PLGIT representative on TERM investments.* Vice Chairman Hoffman introduced Matt Conlin from the Pennsylvania Local Government Investment Trust (PLGIT). Mr. Conlin provided background information about PLGIT and reviewed the current rates for different lengths of their TERM and CD investment products. He fielded questions on withdrawal penalties, collateralization, check writing, and account opening. It was noted that the Redevelopment Authority will adopt the PLGIT resolution to open the account at its January 11<sup>th</sup> meeting. The City will be the final member to approve the ICA amendment language, which will happen at its January 3<sup>rd</sup> or 23<sup>rd</sup> meeting. Given this timeline, the Governing Body agreed to make final investment selections at the January 17<sup>th</sup> meeting since yield rates may change substantially between now and then.

- b. *Bills to be paid.* Mr. Lyons presented and reviewed the bills to be paid from Steckbeck Engineering, Maher Duessel, Henry & Beaver, and North Cornwall Township totaling \$22,879.33. Ms. Yiengst moved to approve the payment of the bills as presented; Mr. Hoffman seconded the motion and it carried unanimously.
- c. *Proposed administrator rate increase.* Mr. Lyons explained that the Redevelopment Authority is requesting an increase of approximately 5% to its billable rates, effective January 1<sup>st</sup>. Although entitled to a reasonable increase annually, the Authority has not requested an increase since 2018. Ms. Getz moved to approve the proposed rate increase; Mr. Brensinger seconded the motion and it carried by a vote of 5-0-1, with Mr. Hoffman abstaining.

5. *Business.*

- a. *Engineer's report.* Mr. Gehenio reviewed his written report, noting that the Millbridge Drive project is complete and the Hauck Manufacturing project nearly so. He also reported that a permit waiver request to DEP for the Lion's Lake project was denied, meaning some form of DEP permit will be required for the project.

6. *Public Comment.* Mr. Hoffman reported that a member of the Cleona Borough Authority has suggested the group make an effort to publicize the work happening next year with SQ1 to demonstrate to the public how the stormwater fees and assessments are being used. Mr. Long noted that North Cornwall will have the drone footage from SESI on its website and encouraged others to do the same. Mr. Brensinger recalled the plans from last meeting to have a presence at the Arbor Day event at South Hills Park in April. Mr. Rights suggested asking Doug Stump, a local municipal news writer, to write a piece about the project. Mr. Hoffman suggested a ground-breaking event be held to kick off the construction work. Ms. Getz suggested that a video showing before footage and final design renders could be a powerful marketing tool.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:49am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

January 17, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, January 17, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority

Tom Embich, Annville Township  
Julie Cheyney, County Planning  
Robin Getz, City of Lebanon  
Lori Books, North Lebanon Township

**Non-members:**

Dan Lyons, Redevelopment Authority  
Ethan Gehenio, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

Scott Rights, Steckbeck Engineering  
Cheri Grumbine, North Lebanon Township

1. *Roll call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Brensinger, seconded by Mr. Hoffman, the agenda was unanimously approved without amendment.
3. *Nomination and election of officers.* Chairperson Getz opened the floor for nomination of officers. Ms. Yiengst moved that the existing slate of officers be retained for another year. Mr. Brensinger seconded the motion and it carried unanimously.
4. *Approve minutes of the December 20, 2022 meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the December 20<sup>th</sup> meeting. Upon a motion by Ms. Getz, seconded by Ms. Yiengst, the Governing Body unanimously approved the minutes of the December 20, 2022 meeting as presented.
5. *Financial Report.*
  - a. *Bills to be paid.* Mr. Lyons presented and reviewed the bills to be paid from Steckbeck Engineering, Maher Duessel, and North Cornwall Township totaling \$10,286.80. Mr. Hoffman moved to approve the payment of the bills as presented; Mr. Long seconded the motion and it carried unanimously.
  - b. *PLGIT investment.* The group discussed the PLGIT investment and reviewed the current rates. The City will adopt the second amendment to the ICA at their meeting on the 23<sup>rd</sup> and the Redevelopment Authority will adopt the required investment resolution on February 8<sup>th</sup>. At that point, the group can

review the rates again and decide how to structure the two million dollar investment.

6. *Business.*

- a. *Engineer's report.* Mr. Gehenio reviewed his written report and led a group discussion on how to handle the operations and maintenance burdens of BMP projects. The group discussed how much of the burden to place on property owners, if any, and how to fund the ongoing costs.

7. *Public Comment.* None.

8. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:44am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

February 21, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, February 21, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority

Tom Embich, Annville Township  
Lori Books, North Lebanon Township  
Robin Getz, City of Lebanon  
Karen Raugh, Redevelopment Authority

**Non-members:**

Dan Lyons, Redevelopment Authority  
Ethan Gehenio, Steckbeck Engineering  
Kent Crawford, Quittapahilla Watershed Assn.

Scott Rights, Steckbeck Engineering  
Cheri Grumbine, North Lebanon Township

1. *Roll call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Hoffman, seconded by Mr. Embich, the agenda was unanimously approved without amendment.
3. *Presentation from Kent Crawford of the Quittapahilla Watershed Association.* Kent Crawford shared a slideshow presentation about the benefits of regional stormwater treatment facilities and possible funding opportunities with PennVEST. He and Mr. Embich discussed the drawbacks of water impoundment and how DEP views such facilities negatively due to the attraction of black flies and mosquitos. Mr. Rights spoke about past dialogue between the Lebanon County Stormwater Consortium and the Quittapahilla Watershed Association, the inclusion of QWA research in our Pollutant Reduction Plan, and our ongoing work with Land Studies, but noted that ultimately the Consortium has encountered permitting issues related to the implementation of some QWA ideas.
4. *Approve minutes of the January 17, 2023 meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the January 17<sup>th</sup> meeting. Mr. Embich noted that his recollection of the discussion under item 5(b) differed from Mr. Lyons' recollection and that the language in the draft minutes represented a compromise. He moved to approve the minutes as presented. Following a second by Mr. Brensinger, the Governing Body unanimously approved the minutes of the January 17, 2023 meeting as presented.
5. *Financial Report.*

- a. *Bills to be paid.* Mr. Lyons presented and reviewed the bills to be paid from Steckbeck Engineering, Cleona Borough Authority, and the Redevelopment Authority totaling \$33,313.05. Mr. Brensinger moved to approve the payment of the bills as presented; Mr. Long seconded the motion and it carried unanimously.
- b. *Review of financial statement.* Ms. Raugh reviewed the financial statement prepared by Maher Duessel for the period ending June 30, 2022. She noted it was a clean audit with no findings. Mr. Hoffman moved to accept the financial statement as presented; Ms. Getz seconded the motion and it carried unanimously.
- c. *PLGIT investment.* The group reviewed the most current rates for PLGIT investments and discussed how to invest. Following some discussion, Mr. Hoffman moved to invest \$2.5M in the 180-day TERM investment with an annual percentage yield of 5.05%. Mr. Embich seconded the motion and it carried unanimously. This investment will be revisited at the July meeting.

6. *Business.*

- a. *Engineer's report.* Mr. Gehenio reviewed his written reports and provided status updates for a few projects.

7. *Public Comment.* None.

8. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:49am.

Respectfully submitted,  
Tom Embich, Secretary



**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

March 21, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, March 21, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Ed Brensinger, North Lebanon Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority  
Julie Cheyney, County Planning

Tom Embich, Annville Township  
Lori Books, North Lebanon Township  
Robin Getz, City of Lebanon  
Karen Raugh, Redevelopment Authority

**Non-members:**

Dan Lyons, Redevelopment Authority  
Ethan Gehenio, Steckbeck Engineering

Scott Rights, Steckbeck Engineering  
Cheri Grumbine, North Lebanon Township

1. *Roll call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Embich, seconded by Mr. Hoffman, the agenda was unanimously approved without amendment.
3. *Approve minutes of the February 21, 2023 meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the February 21<sup>st</sup> meeting. There being none, Mr. Brensinger moved to approve the minutes as presented. Following a second by Mr. Long, the Governing Body unanimously approved the minutes of the February 21, 2023 meeting as presented.
4. *Financial Report.* Mr. Lyons reviewed the financial activity including the settlement of the PLGIT investment and the payment of the bills presented at last month's meeting.
  - a. *Bills to be paid.* Mr. Lyons presented and reviewed the bills to be paid from Steckbeck Engineering totaling \$795.45. Ms. Yiengst moved to approve the payment of the bills as presented; Mr. Hoffman seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Engineer's report.* Mr. Gehenio reviewed his written reports and provided status updates for a few projects. He noted that Woodland Contractors would soon be returning to do final seeding at the Hauck Manufacturing site. He reported that he secured cooperation from one of the final SQ6 property owners to conduct the aerial survey of the stream. Once that survey is completed, Land Studies will begin design work and the group will have to

work out the details of the landowner agreements including long-term operations and maintenance responsibilities.

Mr. Embich asked if we will be meeting our permit requirements within the prescribed term. Mr. Gehenio replied that project SQ1 will satisfy the full reduction requirements.

In response to a comment by Mr. Embich, Ms. Getz reported that the City is funding storm sewer upgrades using the stormwater fees they collected since no contribution to the Consortium was required this year. Ms. Yiengst indicated that South Lebanon Township has done the same.

Mr. Embich asked whether the next phase of Consortium projects might include work on the Brandywine Creek and in which municipalities it's located. Mr. Brensinger noted that the Brandywine begins in North Lebanon but much of it is in the City. The lake at Stoever's Dam actually belongs to the City but is located in North Lebanon Township.

Mr. Gehenio reminded the Governing Body of the Arbor Day event to be held at South Hills Park on April 28<sup>th</sup> from 3-5pm. Ms. Getz encouraged members to invite their elected officials to the event.

6. *Public Comment.* None.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:13am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

April 18, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, April 18, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Tom Embich, Annville Township  
Reba Donley, South Lebanon Township  
Tom Long, North Cornwall Township  
Bryan Hoffman, Cleona Borough Authority

Karen Raugh, Redevelopment Authority  
Lori Books, North Lebanon Township  
Robin Getz, City of Lebanon

**Non-members:**

Dan Lyons, Redevelopment Authority  
Chad Yeagley, City of Lebanon

Ethan Gehenio, Steckbeck Engineering

1. *Roll call.* Chairperson Getz called the meeting to order at 10:01am and conducted roll call. She introduced Chad Yeagley who has taken her place as Public Works Director for the City in anticipation of her retirement later this year.
2. *Approve agenda.* Upon a motion by Mr. Hoffman, seconded by Mr. Long, the agenda was unanimously approved without amendment.
3. *Approve minutes of the March 21, 2023 meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the March 21<sup>st</sup> meeting. There being none, Mr. Embich moved to approve the minutes as presented. Following a second by Mr. Hoffman, the Governing Body unanimously approved the minutes of the March 21, 2023 meeting as presented.
4. *Financial Report.* Mr. Lyons reviewed the financial reports. There were no bills to be paid this month.
5. *Business.*
  - a. *Engineer's report.* Mr. Gehenio reviewed his written reports. Mr. Hoffman asked if excess reductions achieved in this permit cycle will be rolled over to the next one, to which Mr. Gehenio replied affirmatively.
6. *Public Comment.* Ms. Getz reminded the Governing Body about the Arbor Day event to be held from 3-5pm on April 28<sup>th</sup> at South Hills Park. Mr. Embich asked if anyone had a contact at the Arbor Day Foundation. Ms. Getz suggested reaching out to the Ten Million Trees organization.

7. *Adjournment.* There being no further business to come before the Governing Body,  
Chairperson Getz adjourned the meeting at 10:13am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

May 9, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, May 9, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Tom Embich, Annville Township  
Jamie Yiengst, South Lebanon Township  
Tom Long, North Cornwall Township  
Ed Brensinger, North Lebanon Township  
Candie Johnson, Annville Township

Karen Raugh, Redevelopment Authority  
Lori Books, North Lebanon Township  
Robin Getz, City of Lebanon  
Julie Cheyney, County Planning

**Non-members:**

Dan Lyons, Redevelopment Authority  
Chad Yeagley, City of Lebanon

Ethan Gehenio, Steckbeck Engineering  
Scott Rights, Steckbeck Engineering

1. *Roll call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Embich, seconded by Mr. Brensinger, the agenda was unanimously approved without amendment.
3. *Approve minutes of the April 18, 2023 meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the April 18<sup>st</sup> meeting. There being none, Mr. Embich moved to approve the minutes as presented. Following a second by Mr. Long, the Governing Body unanimously approved the minutes of the April 18, 2023 meeting as presented.
4. *Financial Report.* Mr. Lyons reviewed the financial reports and presented bills from the Redevelopment Authority and Steckbeck Engineering totaling \$9,518.47. Upon review, Mr. Brensinger moved to approve the bills to be paid as presented; Ms. Yiengst seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Coordination of SQ1 with rail trail extension project.* Ms. Getz noted that work was underway on the rail trail extension project in the area of Chestnut Street and 22<sup>nd</sup> Street. She asked this work would be coordinated with the Consortium's SQ1 project. Mr. Gehenio reported that the two projects abut one another but do not overlap. If a need arises for careful coordination, he said, Mr. Sherk will address it. Mr. Brensinger noted the 22<sup>nd</sup> Street bridge relocation project also appears to be getting underway, though construction won't take place until 2024.

- b. *Engineer's report.* Mr. Gehenio reviewed his written reports. He noted that Woodland returned and did final re-seeding at the Hauck Manufacturing basin site.

6. *Public Comment.* Mr. Embich discussed a flow survey that the Quittapahilla Watershed Association is conducting in a section of the Quittapahilla to get a before and after picture ahead of their upcoming \$100,000 project. He asked what kind of reduction the Consortium might reap from the QWA's project. Mr. Rights discussed how the work of the QWA and Trout Unlimited doesn't always neatly align with the goals or work of the Consortium and so we might not see any reduction as a result of their work.

Ms. Yiengst reported that approximately 15 members of the public stopped at the Consortium's table at the Arbor Day event at South Hills Park, which seemed like good attendance considering the poor weather. Mr. Embich reported that following the Arbor Day event, four white oaks were obtained and planted on the hazard mitigation property at the Quittapahilla Creek and South White Oak Street in Annville. Additional trees were proposed to be planted at a property along the Quittapahilla near South Spruce Street, but arrangements could not be made in timely manner.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:24am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

June 20, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, June 20, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Tom Embich, Annville Township  
Lori Books, North Lebanon Township  
Tom Long, North Cornwall Township  
Ed Brensinger, North Lebanon Township

Karen Raugh, Redevelopment Authority  
Reba Donley, South Lebanon Township  
Chad Yeagley, City of Lebanon

**Non-members:**

Ethan Gehenio, Steckbeck Engineering  
Robin Getz, City of Lebanon

Steve Sherk, Steckbeck Engineering  
Darren Heisey, Steckbeck Engineering

1. *Roll call.* Chairman Yeagley called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Brensinger, seconded by Mr. Embich, the agenda was unanimously approved without amendment.
3. *Approve minutes of the May 9, 2023 meeting.* Chairman Yeagley canvassed the Governing Body for corrections or revisions to the minutes of the May 9<sup>th</sup> meeting. There being none, Mr. Embich moved to approve the minutes as presented. Following a second by Mr. Brensinger, the Governing Body unanimously approved the minutes of the May 9, 2023 meeting as presented.
4. *Financial Report.* Ms. Raugh reviewed the financial reports and presented bills from Steckbeck Engineering totaling \$4,207.19. Upon review, Mr. Brensinger moved to approve the bills to be paid as presented; Mr. Long seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Engineer's report.* Mr. Gehenio reviewed his written reports. He noted that work has begun on SQ1 with a tentative completion date of end of July for the majority of the work with final landscaping taking place in the fall. He also noted that Land Studies is handling most of the day-to-day construction monitoring and inspecting work. Mr. Long, Mr. Brensinger, and Mr. Sherk discussed the changes to the tree line that will result from the SQ1 and Rail Trail projects.

Mr. Gehenio reported that Land Studies quoted \$9,500 for preliminary grading and related design work on SQ6. He noted that we have a grant for about \$110,000 to pay for survey and design work, but those grant funds cannot be used until we have agreements with the property owners. We need this preliminary work done by Land Studies in order to approach the property owners with a detailed plan to secure their cooperation. He requested approval to have Land Studies proceed with the \$9,500 of preliminary work, noting that the expense would be reimbursable by the grant once those property owner agreements are secured. Mr. Embich moved to approve the Land Studies preliminary work at a cost of \$9,500; Mr. Brensinger seconded the motion and it carried unanimously.

Mr. Sherk introduced Darren Heisey from Steckbeck Engineering, who will be replacing Mr. Gehenio as the MS4 coordinator for the Consortium. Mr. Gehenio will continue to attend meetings for the next month or two while the role is transitioned, and Mr. Sherk and Mr. Rights will remain involved from project to project.

6. *Public Comment.* None.

7. *Adjournment.* There being no further business to come before the Governing Body, Chairman Yeagley adjourned the meeting at 10:19am.

Respectfully submitted,  
Tom Embich, Secretary



**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

July 18, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, July 18, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Tom Embich, Annville Township  
Lori Books, North Lebanon Township  
Tom Long, North Cornwall Township  
Ed Brensinger, North Lebanon Township

Karen Raugh, Redevelopment Authority  
Jamie Yiengst, South Lebanon Township  
Chad Yeagley, City of Lebanon  
Bryan Hoffman, Cleona Borough Authority

**Non-members:**

Ethan Gehenio, Steckbeck Engineering  
Darren Heisey, Steckbeck Engineering

Dan Lyons, Redevelopment Authority

1. *Roll call.* Chairman Yeagley called the meeting to order at 10:10am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Hoffman, seconded by Ms. Yiengst, the agenda was unanimously approved without amendment. Mr. Embich requested that all non-members in attendance be required to register their presence verbally at the start of the meeting and that all members state their name and affiliation when making motions.
3. *Approve minutes of the June 20, 2023 meeting.* Chairman Yeagley canvassed the Governing Body for corrections or revisions to the minutes of the June 20<sup>th</sup> meeting. There being none, Mr. Brensinger moved to approve the minutes as presented. Following a second by Mr. Embich, the Governing Body unanimously approved the minutes of the June 20, 2023 meeting as presented.
4. *Financial Report.* Mr. Lyons reviewed the financial reports and presented the bills to be paid totaling \$117,180.15, including payment #1 to Flyway Excavating for the work on SQ1. Mr. Hoffman moved to approve reimbursement to North Cornwall Township for Flyway's first payment conditioned on North Cornwall approving the payment themselves at their evening meeting. Mr. Embich seconded this motion and it carried unanimously. Following that, Mr. Embich moved to approve the other bills to be paid for Steckbeck Engineering and the Redevelopment Authority. Ms. Yiengst seconded the motion and it carried unanimously.

The group discussed the current PLGIT investment rates, but decided to table any action concerning their investment until the August meeting.

5. *Business.*

- a. *Engineer's report.* Mr. Heisey reviewed his written reports. He noted that Land Studies observed a large amount of garbage in the Quittie in the area of the SQ1 project. Ben of Land Studies has recommended organizing a community clean-up event and Mr. Sherk suggested cooperating with the Quittapahilla Watershed Association on the initiative. Mr. Hoffman and others commented on the ongoing battle against pollution in the creek. After some discussion, it was suggested that it might make sense to do a community clean-up at the conclusion of the project. Mr. Heisey provided an update on the Lions Lake project.

The group discussed the remainder of the current permit cycle, the SQ2 and SQ6 projects, and a second joint Pollutant Reduction Plan.

6. *Public Comment.* Mr. Long thanked Steckbeck for compiling the field reports from Land Studies and the photographs of the project's progress, which he has shared with residents and LebTown.
7. *Adjournment.* There being no further business to come before the Governing Body, Chairman Yeagley adjourned the meeting at 10:54am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY  
ANNUAL MEETING MINUTES**

August 15, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

The annual meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, August 15, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Tom Embich, Annville Township  
Lori Books, North Lebanon Township  
Tom Long, North Cornwall Township  
Ed Brensinger, North Lebanon Township  
Robin Getz, City of Lebanon  
Justin Thompson, North Cornwall Township

Karen Raugh, Redevelopment Authority  
Jamie Yiengst, South Lebanon Township  
Chad Yeagley, City of Lebanon  
Bryan Hoffman, Cleona Borough Authority  
Julie Cheyney, County Planning

**Non-members:**

Steve Sherk, Steckbeck Engineering  
Darren Heisey, Steckbeck Engineering

Dan Lyons, Redevelopment Authority  
Shawna Urban, North Cornwall Township

1. *Roll call.* Chairman Yeagley called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Ms. Yiengst, seconded by Mr. Brensinger, the agenda was unanimously approved without amendment.
3. *Approve minutes of the July 18, 2023 meeting.* Chairman Yeagley canvassed the Governing Body for corrections or revisions to the minutes of the July 18<sup>th</sup> meeting. There being none, Mr. Hoffman moved to approve the minutes as presented. Following a second by Ms. Yiengst, the Governing Body unanimously approved the minutes of the July 18, 2023 meeting as presented.
4. *Financial Report.*
  - a. Mr. Lyons reviewed the financial reports and presented the bills to be paid to Steckbeck Engineering totaling \$27,854.88. Mr. Hoffman moved to approve the bills as presented; Mr. Brensinger seconded the motion and it carried unanimously.
    - i. Mr. Sherk presented a change order from Flyway Excavating for a net increase of \$18,200 related to the stakes used with the erosion control matting. Following some discussion, Mr. Embich moved to approve the change order; Mr. Brensinger seconded and the motion carried unanimously.
    - ii. Mr. Sherk presented pay application #2 for \$412,039.84 to Flyway Excavating and requested conditional approval to reimburse North

Cornwall for the payment, subject to the Township's approval later that evening. Mr. Embich moved to approve reimbursement to North Cornwall Township for Flyway's second payment conditioned as described. Mr. Brensinger seconded this motion and it carried unanimously. Mr. Sherk noted that there would be a reconciliation change order at the end of the project to account for actual quantities versus allowances.

- b. *Review/renew PLGIT investment.* The group discussed the PLGIT investment that would be maturing in a matter of days and reviewed the current rates being offered by PLGIT. Mr. Hoffman moved to roll the investment at maturity into a new 365-day TERM investment at 5.87% yield. Ms. Yiengst seconded the motion and it carried unanimously.

#### 5. *Annual Business.*

- a. *Presentation and approval of Progress Report.* Mr. Heisey presented the annual Progress Report and read through the highlights. While reading through the report, Mr. Heisey discovered a few minor typos. Ms. Yiengst moved to approve and accept the Progress Report with the typos corrected; Mr. Embich seconded the motion and it carried unanimously.
- b. *Presentation and approval of Action Plan including BMP Projects for 2024.* Mr. Heisey presented the 2024 Action Plan. Mr. Long moved to approve and accept the Action Plan; the motion was seconded by Mr. Hoffman and carried unanimously.
- c. *Presentation and approval of Budget.* Mr. Lyons reviewed the budget for 2024 and explained the variations from 2023's budget. Following some discussion, it was determined that a budget line item should be added for Phase 2 of SQ1 in the amount of \$150,000. Mr. Hoffman moved to approve the budget with the noted addition; Mr. Long seconded the motion and it carried unanimously.
- d. *Presentation and approval of PRP Report by SESI.* Mr. Heisey presented the PRP Report, the contents of which overlapped in part with the Progress Report. He noted that the City would be asked to sign the report as Chair of the Consortium. Mr. Long moved to approve the PRP Report as presented; Mr. Hoffman seconded the motion and it carried unanimously.
- e. *Establish dates and locations for 2024 meetings.* Mr. Lyons reviewed the dates of all third Tuesdays in 2024 and asked for known or foreseeable conflicts. Ms. Yiengst noted that the April meeting date would conflict with the PSATS conference. For this reason, it was agreed to hold the April meeting on the 9<sup>th</sup> instead of the 16<sup>th</sup>. Mr. Embich moved to approve the list of meeting dates for 2024 with the April change as discussed; Ms. Yiengst seconded the motion and it carried unanimously. Following additional discussion, it was agreed to continue holding the meetings both in person at the North Lebanon Township building and via Zoom teleconference.

#### 6. *Regular Business.*

- a. *Engineer's Report.* Mr. Sherk reviewed the written engineer's report and shared a video of before and after drone footage of the SQ1 improvements. He provided an update on the project, noting that excavation work would be finished in August with planting to follow in October. Mr. Embich moved to

approve and accept the engineer's report; Ms. Yiengst seconded the motion and it carried unanimously.

7. *Public Comment.* Mr. Long reported that this would be his last meeting. He introduced Justin Thompson and Shawna Urban who would be taking his place at future meetings. He noted that Mr. Thompson has been designated the primary representative for North Cornwall Township.
8. *Adjournment.* There being no further business to come before the Governing Body and upon a motion by Mr. Brensinger, Chairman Yeagley adjourned the meeting at 11:24am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

September 19, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, September 19, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Tom Embich, Annville Township  
Lori Books, North Lebanon Township  
Justin Thompson, North Cornwall Township  
Ed Brensinger, North Lebanon Township

Karen Raugh, Redevelopment Authority  
Jamie Yiengst, South Lebanon Township  
Chad Yeagley, City of Lebanon  
Julie Cheyney, County Planning

**Non-members:**

Darren Heisey, Steckbeck Engineering  
Shawna Urban, North Cornwall Township

Dan Lyons, Redevelopment Authority

1. *Roll call.* Chairman Yeagley called the meeting to order at 10:01am and conducted roll call.
2. *Approve agenda.* Upon a motion by Ms. Yiengst, seconded by Mr. Brensinger, the agenda was unanimously approved without amendment.
3. *Approve minutes of the August 15, 2023 annual meeting.* Chairman Yeagley canvassed the Governing Body for corrections or revisions to the minutes of the August 15<sup>th</sup> meeting. There being none, Mr. Thompson moved to approve the minutes as presented. Following a second by Mr. Embich, the Governing Body unanimously approved the minutes of the August 15, 2023 annual meeting as presented.
4. *Financial Report.*
  - a. *Bills to be paid.* Mr. Lyons reviewed the financial reports and presented the bills to be paid to Steckbeck Engineering and North Cornwall Township totaling \$196,780.61. Mr. Lyons noted that the request from North Cornwall Township for reimbursement would only become payable after the Township approves payment to Flyway at its meeting later that day. Mr. Embich moved to approve payment of the bills and to approve the reimbursement to North Cornwall Township conditionally as described; Ms. Yiengst seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Engineer's Report.* Mr. Heisey reviewed the written engineer's reports and noted that Flyway Excavating has achieved substantial completion of SQ1. He provided an update on the status of the geese and noted that Land Studies

has recommended not to install goose fencing at this point and that the situation be re-evaluated in the spring.

- b. *Approve vegetation management contract with Land Studies.* Mr. Heisey reviewed the Land Studies proposal to provide vegetation management services through the end of this year and during 2024. The group discussed the proposal and Chairman Yeagley expressed dissatisfaction that this work was not anticipated and included in Land Studies original contract or covered by Flyway's contract and warranty. Mr. Heisey explained that to a certain extent, this scope of work was not knowable at the outset of the project. Following additional discussion, Ms. Yiengst moved to accept Land Studies proposal for vegetation management in 2023 and 2024 with the goose fencing portion eliminated. Mr. Embich seconded the motion and it carried unanimously.
- c. *Conservation District Super Gauge Event.* Mr. Lyons reported that Johanna Willieme of the Conservation District reached out with information about a water quality monitoring system known as a Super Gauge and expressed interest in speaking to the Consortium about the system. She was unable to attend our September meeting but invited us to an educational event about the Super Gauge being held in Hershey next month, which happens to conflict with our October meeting. Mr. Embich and others discussed the limitations of the Super Gauge and the science behind it. Ms. Yiengst suggested we invite Ms. Willieme to our November meeting. Mrs. Cheyney reported that she would be attending the Super Gauge event in Hershey and could report back on it to this group.

6. *Public Comment.* None.

7. *Adjournment.* There being no further business to come before the Governing Body and upon a motion by Mr. Brensinger, Chairman Yeagley adjourned the meeting at 11:09am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

October 17, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, October 17, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Tom Embich, Annville Township  
Lori Books, North Lebanon Township  
Justin Thompson, North Cornwall Township  
Ed Brensinger, North Lebanon Township

Bryan Hoffman, Cleona Borough Authority  
Jamie Yiengst, South Lebanon Township  
Chad Yeagley, City of Lebanon

**Non-members:**

Darren Heisey, Steckbeck Engineering  
Shawna Urban, North Cornwall Township  
Steve Sherk, Steckbeck Engineering

Dan Lyons, Redevelopment Authority  
Les Powell, Annville Township

1. *Roll call.* Chairman Yeagley called the meeting to order at 10:02am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Brensinger, seconded by Mr. Hoffman, the agenda was unanimously approved without amendment.
3. *Approve minutes of the September 19, 2023 meeting.* Chairman Yeagley canvassed the Governing Body for corrections or revisions to the minutes of the September 19<sup>th</sup> meeting. There being none, Ms. Yiengst moved to approve the minutes as presented. Following a second by Mr. Brensinger, the Governing Body unanimously approved the minutes of the September 19, 2023 meeting as presented.
4. *Financial Report.*
  - a. *Bills to be paid.* Mr. Lyons reviewed the financial reports and presented the bills to be paid from Steckbeck Engineering, the Redevelopment Authority, and North Cornwall Township totaling \$41,527.63. Mr. Lyons noted that the request from North Cornwall Township for reimbursement would only become payable after the Township approves payment to Flyway at its meeting later that day. Mr. Embich moved to approve payment of the bills including the reimbursement to North Cornwall Township conditionally as described; Mr. Hoffman seconded the motion and it carried unanimously.
5. *Business.*
  - a. *Engineer's Report.* Mr. Heisey reviewed the written engineer's reports. Mr. Brensinger suggested that before and after photos of the SQ1 project be shown to the SQ6 property owners at the two upcoming informational



sessions. Mr. Sherk noted that such photos probably would be shown but that before and after photos of other Land Studies projects that are further along would also be shown, to give the property owners a more complete picture. Mr. Embich requested that a map be displayed on the Authority website showing the work of the Consortium including completed and proposed BMP projects, similar to one included in the original Pollutant Reduction Plan. Mr. Sherk said he and Mr. Heisey would prepare an up-to-date map for the Authority to host online.

6. *Public Comment.* None.

7. *Adjournment.* There being no further business to come before the Governing Body and upon a motion by Ms. Yiengst, Chairman Yeagley adjourned the meeting at 10:29am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING MINUTES**

November 21, 2023  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
and via Zoom teleconference

A regular meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, November 21, 2023 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Tom Embich, Annville Township  
Lori Books, North Lebanon Township  
Justin Thompson, North Cornwall Township  
Ed Brensinger, North Lebanon Township

Bryan Hoffman, Cleona Borough Authority  
Jamie Yiengst, South Lebanon Township  
Chad Yeagley, City of Lebanon  
Julie Cheyney, County Planning

**Non-members:**

Darren Heisey, Steckbeck Engineering  
Shawna Urban, North Cornwall Township

Dan Lyons, Redevelopment Authority

1. *Roll call.* Chairman Yeagley called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Upon a motion by Mr. Brensinger, seconded by Mr. Embich, the agenda was unanimously approved without amendment.
3. *Approve minutes of the October 17, 2023 meeting.* Chairman Yeagley canvassed the Governing Body for corrections or revisions to the minutes of the October 17<sup>th</sup> meeting. There being none, Mr. Hoffman moved to approve the minutes as presented. Following a second by Ms. Yiengst, the Governing Body unanimously approved the minutes of the October 17, 2023 meeting as presented.
4. *Financial Report.*
  - a. *Bills to be paid.* Mr. Lyons reviewed the financial reports and presented bills to be paid from Steckbeck Engineering and the Cleona Borough Authority totaling \$11,727.30. Mr. Embich moved to approve payment of the bills as presented; Ms. Yiengst seconded the motion and it carried unanimously. Mr. Embich led a discussion about the long-term outlook for the PLGIT investment. The consensus was to let the current investment run its course.
  - b. *2023 audit.* Mr. Hoffman reviewed the audit, noting that it was a clean audit with no findings. Mr. Brensinger moved to accept the audit; Mr. Thompson seconded and the motion carried unanimously.
5. *Business.*
  - a. *Engineer's Report.* Mr. Heisey reviewed the written engineer's reports. He noted that Land Studies had finished their 2023 vegetation management work. He reported on conversations Steckbeck has had with LebTown about SQ1.

Mr. Heisey also updated the group on the follow-up from property owner meetings for the SQ6 project. The group discussed how farmers should be compensated for loss of tillable land.

Ms. Yiengst led a discussion about educating the public on the Consortium's efforts and the impact of projects like SQ1. The group discussed different arguments to be made for the importance of the Consortium's work and strategies for public education, such as including informational pamphlets with stormwater bills. The group also discussed whether any members were opting to reduce or not to collect their stormwater fees this year.

6. *Public Comment.* Mr. Hoffman moved to cancel the December meeting and allow for approval of bills to be paid by e-mail. Ms. Yiengst seconded the motion and it carried unanimously.

7. *Adjournment.* There being no further business to come before the Governing Body and upon a motion by Mr. Hoffman, Chairman Yeagley adjourned the meeting at 11:25am.

Respectfully submitted,  
Tom Embich, Secretary

### **2024 Meeting Dates**

January 16

February 20

March 19

April 9

May 21

June 18

July 16

**August 20 (annual)**

September 17

October 15

November 19

December 17

No meeting in December, 2023