

**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