

**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, 10th & 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 18th 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