

**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