

**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, 10th & 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 20th 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