

**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  
Nick Yingst, Annville Township  
Betsy Bowman, Redevelopment Authority  
Tom Long, North Cornwall Township

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

**Non-members:**

Dan Cannistraci, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority

Scott Rights, Steckbeck Engineering  
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