

MINUTES

January 12, 2021
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 12, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

Members:

Cheri Grumbine, North Lebanon Township
Jamie Yiengst, South Lebanon Township
Bryan Hoffman*, Cleona Borough Authority

Nick Yingst*, Annville Township
Julie Cheyney*, County Planning
Dick Miller, North Lebanon Township

Non-members:

Scott Rights*, Steckbeck Engineering
Dan Lyons*, Redevelopment Authority

Stephen Sherk*, Steckbeck Engineering
Jacob Shaffer*, Steckbeck Engineering

*attended via Zoom

1. *Roll Call.* Vice Chairman Hoffman called the meeting to order at 10:07am and conducted roll call.
2. *Nomination and election of officers.* Mr. Yingst moved to retain the existing slate of officers; Mr. Miller seconded the motion and it carried unanimously. The slate of officers as elected is as follows.

Chairperson:	City of Lebanon
Vice Chairperson:	Cleona Borough Authority
Secretary:	Annville Township
Treasurer:	North Lebanon Township
Assistant Secretary/Treasurer:	North Cornwall Township.
3. *Approve Minutes of the November 17, 2020 Meeting.* Upon a motion by Mr. Yingst, seconded by Mr. Miller, the Governing Body unanimously approved the minutes of the November 17, 2020 regular meeting as presented.
4. *Financial Report.*
 - a. *Approve bills to be paid for the months of November and December, 2020.* Mr. Rights withdrew SESI invoice #20-2349 from consideration in response to a question by Ms. Yiengst. Mr. Rights indicated he would have the invoice redone to move eligible grant expenses off the bill to the Consortium to then be covered by the relevant grant. Mr. Miller moved to pay the other bills as presented; Ms. Yiengst seconded the motion and it carried unanimously.

5. *Business.*

- a. *Introduction of new SESI team member.* Mr. Rights introduced Jacob Shaffer, a new hire at Steckbeck who will take Dan Cannistraci's role as the primary engineering contact for the Consortium.
- b. *Engineer's report.* Mr. Sherk provided an update on the bidding schedule for the first round of basin retrofit projects. He expects the advertising will occur in March with bids to be opened in April. This first slate of projects includes basins on Clover Street, Hickory Boulevard, and at the LVEDC office park.

The group engaged in a lengthy discussion about an upcoming deadline to submit a letter of intent to apply for a NFWF grant and whether the Consortium should submit an application in competition with the County or seek to be included in the County's application. After much discussion led by Mrs. Cheyney, Mr. Sherk, and Mr. Shaffer, a motion was made by Ms. Yienst and seconded by Mr. Miller to partner with the County to be included in their letter of intent and future grant application; the motion carried unanimously.

6. *Any other business not listed to come before the Governing Body.* Mrs. Cheyney reported that Mary Kate Gallagher was hired by the County Conservation District as the official coordinator in charge of overseeing the County Action Plan.
7. *Adjournment.* There being no further business to come before the Governing Body, Vice Chairman Hoffman adjourned the meeting at 11:07am.

Respectfully submitted,
Nick Yienst, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM
GOVERNING BODY MINUTES**

February 16, 2021
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 16, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

Members:

Cheri Grumbine, North Lebanon Township
Jamie Yiengst, South Lebanon Township
Bryan Hoffman*, Cleona Borough Authority
Robin Getz*, City of Lebanon

Nick Yingst*, Annville Township
Julie Cheyney*, County Planning
Dick Miller, North Lebanon Township
Tom Long, North Cornwall Township

Non-members:

Scott Rights*, Steckbeck Engineering
Dan Lyons*, Redevelopment Authority

Stephen Sherk*, Steckbeck Engineering
Jacob Shaffer*, Steckbeck Engineering

*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the January 12, 2021 Meeting.* Upon a motion by Mr. Yingst, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the January 12, 2021 regular meeting as presented.
3. *Financial Report.* Mr. Lyons presented the financial report for January. In response to a question by Ms. Getz, Mr. Lyons reported that the audit would be distributed prior to the March meeting. Ms. Grumbine reported that North Lebanon Township has approved its annual contribution. Mrs. Cheyney opened a discussion about the Consortium's large cash balance and how to get a better return than what we're seeing currently.
 - a. *Approve bills to be paid for the month of January, 2021.* Mr. Lyons presented two bills from SESI totaling \$1,582.75. Mr. Hoffman moved to approve the bills as presented; the motion was seconded by Mr. Yingst and carried unanimously.
4. *Business.*
 - a. *Engineer's report.* Mr. Rights provided an update on the NFWF grant that is being prepared in partnership with the County Action Plan (CAP) team. He reported that our letter of intent was among those shortlisted by NFWF. Mr. Shaffer is working with the CAP coordinator to flesh out the roles of the two partnering entities and the division of labor for the final grant writing.

Mr. Rights provided an update on the Clover Drive, Hickory Boulevard, and LVEDC business park projects. He, Mr. Sherk, and Mr. Shaffer then went through other projects in the Action Plan and provided updates on where they stood concerning permitting and landowner cooperation. Mr. Sherk spoke about securing landowner cooperation for larger streambank projects. He encouraged the Governing Body to keep an open mind and be willing to entertain forms of cooperation other than the conservation easement model.

He then provided an update on the streambank restoration project from City limits to the 22nd Street bridge and requested permission to engage Land Studies to do a preliminary stream assessment of that portion. Land Studies would provide a report with recommendations on what the restoration would look like. Mr. Miller moved to approve Mr. Sherk's request to engage Land Studies for the described work; Mr. Hoffman seconded the motion and it carried unanimously.

5. *Any other business not listed to come before the Governing Body.* Ms. Getz informed the Governing Body that PennDOT had challenged the City's stormwater fee. There was discussion about how to proceed and whether to engage Mette, Evans & Woodside to respond to PennDOT, but no action was taken.

Circling back to an earlier discussion, Mr. Miller offered to invite Mike Battistelli of Stifel to the March meeting to discuss the group's options for investing some of our cash to seek a better return.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:23am.

Respectfully submitted,
Nick Yingst, Secretary

MINUTES

March 16, 2021
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 16, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

Members:

Cheri Grumbine, North Lebanon Township
Tom Long, North Cornwall Township
Julie Cheyney*, County Planning
Bryan Hoffman*, Cleona Borough Authority

Jamie Yiengst, South Lebanon Township
Robin Getz*, City of Lebanon
Nick Yingst*, Annville Township

Non-members:

Scott Rights*, Steckbeck Engineering
Dan Lyons*, Redevelopment Authority
Jacob Shaffer*, Steckbeck Engineering
Sonia Gross, Stifel

Stephen Sherk*, Steckbeck Engineering
Kensey Principe*, Redevelopment Authority
Mike Battistelli, Stifel

*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01 am and conducted roll call.
2. *Approve Minutes of the February 16, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the February 16th regular meeting. Upon a motion by Mr. Yingst, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the February 16, 2021 regular meeting.
3. *Financial Report.*
 - a. *Approve bills to be paid.* Ms. Getz directed the Governing Body to the bills included in the meeting materials packet. There were four bills this month from Steckbeck for a total of \$5,774.50. There were no bills from the Redevelopment Authority. Mr. Yingst moved to pay the bills as presented for a total of \$5,774.50. Upon a second by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.
 - b. *Audit.* The auditors issued an unqualified opinion with no findings and were therefore not asked to attend the meeting. Their report noted a problem with outdated signature cards for the bank account from which checks are written for the Consortium. The Authority is working to correct the problem.
 - c. *Stifel presentation.* Mike Battistelli and Sonia Gross of Stifel presented the Governing Body with different options for managing our funds. They indicated they would be better able to advise us if we had a firm timeline for

when we will need to access our money to finance various projects going forward. Mr. Long offered to work with Stifel between meetings to accomplish this, with help from Mr. Rights and in consultation with Ms. Grumbine as Treasurer.

4. *Business.*

- a. *Engineer's Report.* Mr. Rights informed the Governing Body of some basin retrofit projects that are being bid in the next few months. He also added that he will get estimated payment schedules for the projects coming from now to 2023.

Mr. Sherk reviewed preliminary results from Land Studies' assessment of the Quittapahilla streambank restoration project in the area of the 22nd Street bridge, noting they feel it may be possible to double the pollutant reduction potential over what was estimated in our PRP.

Mr. Shaffer reviewed the CAP grant letter with the Governing Body and anticipates the award coming in April. He also reviewed the facts sheets that were distributed to the Governing Body previously. Mr. Yingst suggested some editorial changes and reviewed with Mr. Sherk the differences between a license and an easement agreement.

After some discussion a motion was made by Mr. Hoffman and seconded by Mr. Long to approve the fact sheets subject to further revisions and edits that may be presented by the Governing Body via email at a later date. The motion was approved unanimously.

Mr. Rights reported on conversations his office had with a property owner on Millbridge Drive related to the formation of sinkholes on an existing basin. The owner sought reassurance that the Consortium would take some responsibility for any existing or future sinkholes in the location of the basin were the owner to cooperate on a retrofit. Mr. Rights indicated he would work on language to address this concern that could be included in future agreements for maintenance and operations of BMPs. Mr. Rights also reported that the Redwood Lane project has begun to be surveyed.

5. *Any other business not listed to come before the Governing Body.* Ms. Getz briefly reviewed with the Governing Body who is or is not paying the stormwater assessments on their municipal-owned properties.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:09am.

Respectfully submitted,
Nick Yingst, Secretary