

## 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 22<sup>nd</sup> 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 16<sup>th</sup> 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 22<sup>nd</sup> 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

## MINUTES

April 13, 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, April 13, 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  
Tom Embich\*, Annville Township  
Dick Miller, North Lebanon Township

### Non-members:

Lori Books, North Lebanon Township  
Bret Holland, Stifel  
Scott Rights, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority  
Ben Ehrhart, Land Studies

Sonia Gross, Stifel  
Mike Battistelli, Stifel  
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. *Stifel Presentation.* Mr. Battistelli introduced himself and his colleagues from Stifel and began a presentation on municipal investments. He recommended a money manager from Chicago who specializes in the type of investments municipalities and public entities typically pursue. Mr. Battistelli and his colleagues Ms. Gross and Mr. Holland also encouraged the Governing Body to adopt an investment policy statement to serve as a guide for investment decisions, something which Stifel can help the Governing Body prepare.
3. *Approve Minutes of the March 16, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the March 16<sup>th</sup> regular meeting. Ms. Grumbine requested clarification on a section of the minutes that addressed project locations in North Lebanon Township. Upon further discussion it became clear that there were inaccuracies in need of revision. Ms. Grumbine and Mr. Sherk provided replacement language. This led to a discussion about what level of detail ought to be included in the minutes and whether there should be detailed, written reports concerning the BMP projects in an effort to better inform the public. The group agreed that the engineers should prepare two types of spreadsheets or written reports monthly to track the status and progress of the various projects. Upon a motion by Mr. Hoffman, seconded by Mr. Embich, the Governing Body unanimously approved the minutes of the March 16, 2021 regular meeting as revised.

4. *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 \$7,371.50. There were no bills from the Redevelopment Authority. Mr. Miller moved to pay the bills as presented. Upon a second by Mr. Hoffman, the Governing Body unanimously approved the bills to be paid.

5. *Business.*

- a. *Land Studies assessment.* Mr. Shaffer introduced Ben Ehrhart of Land Studies and the two of them presented a proposal for starting BMP SQ1 – floodplain restoration from the end of the channelized portion of the Quittapahilla Creek to the 22<sup>nd</sup> Street bridge. The presentation included a slideshow with pictures of a similar project Land Studies undertook in Lancaster County (Brubaker Run). The gentlemen walked through budget estimates and possible construction timelines and requested the Governing Body’s approval to start phase 1. Mr. Sherk reported that Land Studies was sought out specifically due to their expertise with this type of project and the related permitting. Ms. Getz moved to authorize the start of phase 1 of project SQ1 as presented; Mr. Long seconded the motion and it carried unanimously.

Mr. Rights asked the Governing Body to consider having Land Studies begin assessing the phase 2 (Mill to Dairy Road) and phase 3 (Keller Bros to Chestnut Street bridge) sections of the creek now, at an estimated total cost of around \$4,000. Mr. Long made the requested motion; it was seconded by Ms. Yiengst and carried unanimously.

- b. *Engineer’s Report.* Mr. Shaffer requested permission to proceed with the basin retrofits on Melody Lane, Redwood Lane, at ManorCare Health Services, and East of Millbridge Drive. Ms. Getz moved to approve proceeding with these four projects; Mr. Hoffman seconded the motion and it carried unanimously.

Mr. Shaffer reported that he provided brochures and contact letters to all member municipalities to be distributed to targeted property owners for cooperation on future projects. As engineer for North Cornwall Township, they helped distribute the letters there and received a supportive response from TLC Services for a streambank/floodplain project.

Mr. Sherk reported that bids for the Sunoco Penalty Grant work were opened and came in under estimate. He expects the grant money to cover the cost of construction. Custer Excavating of Palmyra, a local contractor with whom SESI has worked in the past, was the low bidder. The contract was to be awarded at South Lebanon’s supervisor meeting on the night of April 13<sup>th</sup> with work beginning in the coming weeks.

Mr. Rights informed the Governing Body that Ed Brensinger, a North Lebanon Township Supervisor, wants to use the Township’s staff to complete

some of the projects in their township following permit approval by the Conservation District.

6. *Any other business not listed to come before the Governing Body.* Ms. Getz opened a discussion about changing the location of meetings with coronavirus-related restrictions expected to be lifted in the coming months. After some discussion the consensus was not to make a change at this point.
7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:53am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

May 11, 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, May 11, 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 (11am depr.)  
Tom Embich\*, Annville Township

### Non-members:

Scott Rights, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority  
Ben Ehrhart, Land Studies  
Mike Schroeder\*, Quitta. Watershed Assoc.

Stephen Sherk, Steckbeck Engineering  
Jacob Shaffer, Steckbeck Engineering  
Russ Collins\*, Quitta. Watershed Assoc.

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01am and conducted roll call.
2. *Russ Collins' Presentation.* Russ Collins of the Quittapahilla Watershed Association gave a presentation on the work the Quittapahilla Watershed Association has done in the Quittapahilla, including some grant-funded analysis of the areas near 22<sup>nd</sup> Street and Chestnut Street, which he hoped the Lebanon County Stormwater Consortium would be able to make use of. Mr. Embich noted that the Consortium looked at what Rocky Powell did for the Quittapahilla Watershed Association and incorporated parts of it into our PRP. He and Mr. Hoffman went on to explain that the two groups' goals are divergent in some ways, but that we are not opposed to achieving the Association's goals where it would be efficient to do so. Mr. Sherk thanked Mr. Collins and indicated he believes we can do something that will be beneficial to both groups and to Trout Unlimited. Regarding Rocky Powell's work from 2006, Ben Ehrhart explained that while some parts of his proposal might not be permissible anymore, the concepts will still transfer. Mr. Hoffman spoke of the importance of educating the public about what a healthy stream ought to look like.
3. *Approve Minutes of the April 13, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the April 13<sup>th</sup> regular meeting. Mr. Hoffman moved to approve the minutes; Mr. Embich seconded the motion and it carried unanimously.

4. *Financial Report.* Mr. Lyons presented the financial report. The only activity in the preceding month was the crediting of interest to the group's checking account.
- a. *Approve bills to be paid.* Ms. Getz directed the Governing Body to the Redevelopment Authority's bill for administration. Mr. Embich moved to pay the bill as presented. Upon a second by Ms. Grumbine, the Governing Body unanimously approved the bill to be paid.
  - b. *Stifel's sample investment policy statement.* Mr. Long offered that the members should read the sample policy from Stifel between meetings and be prepared to discuss it in June. He also suggested perhaps someone from Stifel might attend to answer questions.

5. *Business.*

- a. *Engineer's Report.* Mr. Shaffer spoke to the group about an opportunity to apply for DEP's Growing Greener Plus grant. He requested permission to pursue the grant and explained that it appears to be a good fit for our SQ1 project. Ms. Getz moved to proceed with the grant application at the maximum allowable amount; Mr. Hoffman seconded and the motion carried unanimously.

[Chairperson Getz left the meeting at 11am and Vice Chair Hoffman assumed the Chair's duties.]

Mr. Shaffer also requested permission to proceed with the basin retrofit project SQ17 and confirmed for Mr. Embich that the permitting for the project would be handled through the Conservation District. Mr. Embich moved to approve proceeding as requested. Mr. Long seconded the motion and it carried unanimously.

Mr. Shaffer and Mr. Rights presented and explained the new written engineer's report and project status table the group had requested they prepare monthly.

Mr. Sherk presented the draft BMP license agreement and landowner consent letter.

- b. *Right to Know Law Compliance Officer.* Mr. Hoffman reported that he believes the individual municipalities are responsible for complying with the Right to Know Law even as it pertains to Consortium business, but that the Consortium is expected to provide information to the members for this purpose where necessary. A discussion ensued after which the members agreed to consult their respective solicitors.

6. *Any other business not listed to come before the Governing Body.* None.

7. *Adjournment.* There being no further business to come before the Governing Body, Vice Chair Hoffman adjourned the meeting at 11:53am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

June 15, 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, June 15, 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  
Will Pass\*, Redevelopment Authority

Jamie Yiengst\*, South Lebanon Township  
Robin Getz\*, City of Lebanon  
Tom Embich\*, Annville Township  
Dick Miller, North Lebanon Township

### Non-members:

Stephen Sherk, Steckbeck Engineering  
Dan Lyons\*, Redevelopment Authority

Jacob Shaffer, Steckbeck Engineering

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:01am and conducted roll call.
2. *Approve Minutes of the May 11, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the May 11<sup>th</sup> regular meeting. Mr. Miller moved to approve the minutes; Mr. Hoffman seconded the motion and it carried unanimously.
3. *Financial Report.* Mr. Lyons presented the financial report and seven SESI bills to be paid, totaling \$9,995.52.
  - a. *Approve bills to be paid.* Mr. Miller moved to pay the bills as presented. Upon a second by Mr. Long, the Governing Body unanimously approved the bills to be paid.
4. *Business.*
  - a. *Engineer's Report.* Mr. Shaffer reviewed the engineer's reports. He reported that the Growing Greener program won't cover construction costs for project SQ1, but may be able to cover some design and permitting costs. He recommended we approach the County WIP for hard cost funding and noted that those awards are determined by the Conservation District and not the county commissioners. He provided updates on various projects, highlighting the fact that Land Studies has completed its assessment of SQ2 and believes we may achieve the full required reduction goals for that watershed with SQ1 and SQ2 alone.

b. *Sample investment policy statement from Stifel.* Mr. Long reported that he met with Mike Battistelli from Stifel again to review their offerings. They are still offering rates of 0.2% and 0.36%, and assured Mr. Long that access/availability of the funds would not be an issue. Mr. Long recommended we put at least \$1M into one of their investment products. Mr. Miller suggested bringing Mike back to a meeting to review the options once more and made a motion to this effect. Mr. Hoffman offered that it might be worth waiting to see how inflation shakes out and what impact there is on interest rates. Mr. Long seconded Mr. Miller's motion to bring Mike Battistelli to the next Governing Body meeting and the motion carried unanimously.

5. *Any other business not listed to come before the Governing Body.* Mr. Embich reported on a conversation he had with Annville's solicitor about the applicability of the Right to Know Law to the Consortium. The solicitor felt that the municipal members would be subject to the law but not necessarily the Consortium itself. Ms. Grumbine reported that her solicitor felt the Consortium would be subject to the Law as a public body spending public money. After some discussion, a consensus emerged that we should continue to have our minutes, agendas, and PRP public, with financial and engineering reports available upon request.

Mr. Hoffman reported to the Governing Body on changes to the Sunshine Act that were approved by the PA Senate and expected to become law shortly. Notably, the Consortium will be required to publicly post its agendas 48 hours in advance of meetings and then not deviate from that agenda at the meeting, meaning no action can be taken on items not included in the posted agenda, with some limited exceptions.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:45am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

July 20, 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, July 20, 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  
Tom Embich, Annville Township  
Bryan Hoffman\*, Cleona Borough Authority

Jamie Yiengst, South Lebanon Township  
Robin Getz\*, City of Lebanon  
Dick Miller, North Lebanon Township

### Non-members:

Stephen Sherk, Steckbeck Engineering  
Dan Lyons, Redevelopment Authority  
Brett Holland, Stifel

Jacob Shaffer, Steckbeck Engineering  
Mike Battistelli, Stifel

\*attended via Zoom

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Visitors.*
  - a. *Mike Battistelli, Stifel.* Mr. Battistelli and Mr. Holland of Stifel reviewed their proposal for investing Consortium money with a Chicago firm by the name of Ziegler Capital Management that specializes in fixed-income investments. The gentlemen reviewed what Mr. Long had circulated by e-mail to the Consortium members regarding interest rates and fees. Mr. Long moved to invest \$2 million with Ziegler through Stifel in accordance with the proposed figures from Stifel and to have Stifel prepare an investment policy statement for the Governing Body to adopt. Mr. Hoffman objected to moving so quickly and reported that he had not seen anything in writing from Stifel describing the proposed investments. Ms. Grumbine seconded Mr. Long's motion, noting that she agreed with Mr. Long's intentions and justification for investing and would expect the details to be finalized later in writing after a policy statement is adopted and fund prospectuses are provided. The motion carried by a vote of 5-1 with Cleona opposed.
3. *Approve Minutes of the June 15, 2021 Meeting.* Ms. Getz canvassed the Governing Body for corrections or revisions to the minutes of the June 15<sup>th</sup> regular meeting. Mr. Hoffman moved to approve the minutes; Mr. Long seconded the motion and it carried unanimously.

4. *Financial Report.* Mr. Lyons presented the financial report and the bills to be paid, totaling \$17,158.42.
  - a. *Approve bills to be paid.* Mr. Long moved to pay the bills as presented. Upon a second by Ms. Grumbine, the Governing Body unanimously approved the bills to be paid.
5. *Business.*
  - a. *Engineer's Report.* Mr. Shaffer reviewed his written reports.
6. *Any other business not listed to come before the Governing Body.* None.
7. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:08am.

The next meeting will be the annual meeting on August 17, 2021.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

August 17, 2021  
10:00am

North Lebanon Township Building  
725 Kimmerlings Road  
And via Zoom teleconference

The annual meeting of the Governing Body of the Lebanon County Stormwater Consortium was held on Tuesday, August 17, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Robin Getz, City of Lebanon  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township

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

### Non-members:

Jacob Shaffer, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering  
Brett Holland, Stifel Advisors

Michelle Lawlor, Redevelopment Authority  
Mike Battistelli, Stifel Advisors

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Stifel Advisors and Ziegler Capital Management.* A representative from Zeigler Capital Management introduced his company and discussed the Consortium's investment options. Following discussion, Ms. Grumbine moved to adopt the investment policy statement which had been circulated to members in advance of the meeting; Mr. Long seconded the motion and it passed by a vote of 4-2 with City of Lebanon and Cleona opposed.
3. *Approve Minutes of the July 20, 2021 Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the July 20<sup>th</sup> regular meeting. Upon a motion by Ms. Yiengst, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the July 20, 2021 regular meeting.
4. *Financial Report.*
  - a. *Approve bills to be paid.* Ms. Grumbine presented a bill from North Lebanon Township's solicitor for \$505.50 and requested Consortium reimbursement. Ms. Getz moved to pay the \$505.50 to North Lebanon; the motion was seconded by Mr. Hoffman and carried unanimously.
5. *Annual Business.*
  - a. *Presentation of Annual Business.* Mr. Shaffer and Mr. Sherk presented and discussed all annual business items including the Progress Report, Action Plan, and Budget.

- b. *Establish Dates for Meetings in 2021.* There was consensus to continue meeting on the third Tuesday of every month with the exception of April and May which meetings will be held on the second Tuesday.
- c. *Approval of all Annual Business.* Upon a motion by Ms. Yiengst, seconded by Mr. Long, the Governing Body voted unanimously to approve all Annual Business items.

6. *Regular Business.*

- a. *Engineer's report(s).* Mr. Shaffer and Mr. Sherk provided updates on the Hickory Boulevard project and the LVEDC Business Park project. They also discussed the shoreline stabilization work at Lions Lake.

7. *Other business.* None.

8. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:47am.

Respectfully submitted,  
Tom Embich, Secretary

## MINUTES

September 21, 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, September 21, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

### Members:

Robin Getz, City of Lebanon  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township  
Nick Yingst, Annville Township

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

### Non-members:

Jacob Shaffer, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

Ben Ehrhart, Land Studies  
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 August 17, 2021 Annual Meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the August 17<sup>th</sup> annual meeting. It was suggested that section 2 of the minutes concerning Stifel/Ziegler be expanded to include a sentence to the effect of “There was consensus for a subcommittee comprised of representatives from North Cornwall, North Lebanon, and Annville to meet with Stifel to work out the details of the investment.” Upon a motion by Mr. Hoffman, seconded by Ms. Yiengst, the Governing Body unanimously approved the minutes of the August 17, 2021 annual meeting as amended.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid including \$105 for North Lebanon’s solicitor’s costs (related to Consortium activity) and \$34,327.72 in bills from Steckbeck Engineering. Mr. Yingst asked if we could expect to see invoices from Land Studies coming down the line. Mr. Sherk noted that some Land Studies costs are included in the bills under consideration and that this would likely continue to be the case going forward. Ms. Yiengst commented that the four-month lag in invoicing with Steckbeck makes it hard to know how accurate our year-to-date budget is. Mr. Sherk acknowledged the concern and reported that they recently changed the way they do their billing which should result in more timely billing going forward. Ms. Yiengst moved to pay the \$34,432.72 of bills under consideration; the motion was seconded by Mr. Long and carried unanimously.
4. *Business.*

- a. *Discussion regarding Stifel account associated persons requirement/RACL management/Consortium's legal status.* Mr. Long reported on a meeting the investment subcommittee had with Stifel Advisors and the questions that came out of that meeting regarding the Consortium's legal status and whether the Redevelopment Authority should control the investment account. The group discussed numerous ideas including incorporating as a stormwater authority or a nonprofit, shopping around for better rates at local banks, and allowing member municipalities to retain their contributions until the costs are incurred. Mr. Hoffman volunteered to consult a knowledgeable attorney about the group's options and to do so at Cleona's expense. Mr. Sherk offered to take a look at the stormwater consortium in York County and see how they have handled things. Mr. Embich offered to ask their engineer the same questions about the stormwater coalition in Berks County.

Mr. Long moved to rescind the investment policy statement that was adopted at the August meeting and to step back from the Stifel/Ziegler investment. The motion was seconded by Mr. Embich and carried unanimously.

- b. *Engineer's report.* Mr. Shaffer presented his written reports and then turned things over to Ben Ehrhart from Land Studies who presented a slideshow on the Quittapahilla floodplain restoration project. Mr. Ehrhart noted that they now believe a load reduction of up to 700,000 lbs./year may be achievable, where the original estimate was only 150,000, and only approximately 500,000 lbs./year reduction is required for this watershed. It is unknown at this time whether the group will be permitted to roll over excess reductions to the next permit cycle or simply see a reduced basis for next cycle. Mr. Ehrhart reported the project could be underway next summer at the earliest. When asked about the lifespan of the improvements, he answered that he would expect up to a couple inches of sediment to accumulate every year but not harm the function, and that the improvements would probably still be functioning as intended 30 years from now.

Mr. Sherk reported that he would prioritize getting the agreements finalized with the county and the new owner of the mini golf course property just in case the project could begin next year.

Ms. Grumbine reported that the agreement with the property owner of 810 Melody Lane has been executed and that the structures to be installed have been ordered.

5. *Public Comment.* None.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:57am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

October 19, 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, October 19, 2021 at 10:00am at the North Lebanon Township Building and via Zoom teleconference.

There were present:

**Members:**

Robin Getz, City of Lebanon  
Tom Embich, Annville Township  
Tom Long, North Cornwall Township  
Dick Miller, North Lebanon Township

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

**Non-members:**

Jacob Shaffer, Steckbeck Engineering  
Steve Sherk, Steckbeck Engineering

Dan Lyons, Redevelopment Authority  
Leah Staley, PA DEP

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve Minutes of the September 21, 2021 Regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the September 21<sup>th</sup> regular meeting. Upon a motion by Mr. Miller, seconded by Mr. Hoffman, the Governing Body unanimously approved the minutes of the September 21, 2021 regular meeting as presented.
3. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons presented the bills to be paid from Steckbeck Engineering, including Land Studies sub-consultant costs, totaling \$40,887.15, roughly two-thirds of which was for the engineering of BMP SQ1. Mr. Sherk reported that SESI continues to make changes to their internal invoicing system and that by January or February there should be only about a one-month lag in billing. Mr. Miller moved to pay the bills under consideration; the motion was seconded by Mr. Embich and carried unanimously.
4. *Business.*
  - a. *Engineer's report.* Mr. Shaffer presented his written reports and gave status updates on several BMP projects. He reported an updated reduction estimate of 613,504lbs for SQ1, which was less than the most recent estimate but still far greater than the original PRP estimate and more than enough to satisfy the full permit requirement for this watershed.

Ms. Grumbine requested that the Consortium's webpage be updated with more recent minutes and agendas.

5. *Public Comment.* None.

6. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 10:32am.

Respectfully submitted,  
Tom Embich, Secretary

**LEBANON COUNTY STORMWATER CONSORTIUM  
GOVERNING BODY MEETING  
MINUTES**

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

There were present:

**Members:**

Robin Getz, City of Lebanon

Tom Embich, Annville Township

Tom Long, North Cornwall Township

Cheri Grumbine, North Lebanon Township

Jamie Yiengst, South Lebanon Township

Julie Cheyney, County Planning

**Non-members:**

Dan Lyons, Redevelopment Authority

Russ Collins, Doc Fritchey Trout Unlimited

Scott Rights, Steckbeck Engineering

1. *Roll Call.* Chairperson Getz called the meeting to order at 10:00am and conducted roll call.
2. *Approve agenda.* Chairperson Getz asked if there needed to be any additions to the agenda. Hearing none, she asked that the agenda be approved as presented. Mr. Embich made such a motion, which was seconded by Mr. Long and carried unanimously.
3. *Russ Collins of Doc Fritchey Trout Unlimited.* Russ Collins presented a streambank restoration project in Annville along 744 feet of the Quittapahilla to see if it would be a good fit for the Consortium's involvement. After some discussion, Mr. Rights offered that the Consortium may be able to provide partial funding depending on the details of the scope of work.
4. *Approve Minutes of the October 19, 2021 Regular meeting.* Chairperson Getz canvassed the Governing Body for corrections or revisions to the minutes of the October 19<sup>th</sup> regular meeting. Upon a motion by Mr. Embich, seconded by Mr. Long, the Governing Body unanimously approved the minutes of the October 19, 2021 regular meeting as presented.
5. *Financial Report.*
  - a. *Approve bills to be paid.* Mr. Lyons presented the eight bills to be paid from Steckbeck Engineering, totaling \$12,721.18. Ms. Yiengst moved to pay the bills under consideration; the motion was seconded by Ms. Grumbine and carried unanimously.
  - b. *Annual Contribution #5.* Mr. Lyons raised the issue of postponing the collection of annual contribution #5 in light of recent discussions that the money is not likely to be expended for years yet. Following consideration,

Mr. Long moved to keep the collection timeline for annual contribution #5 unchanged; Ms. Grumbine seconded the motion and it passed by a vote of 4-1, with South Lebanon Township opposed. Ms. Yiengst commented that she was in favor of allowing the members to retain their money longer before contributing it to the Consortium's pot. Mr. Long suggested that future collections take place later in the year.

6. *Business.*

- a. *Engineer's report.* Mr. Rights reported on the status of various BMP projects including that the permit for SQ1 is under review at DEP. He also shared the opinion of an attorney in Lancaster who has found that Land Studies could be selected to serve as General Contractor for the SQ1 work without going through a public bidding process. He indicated he would circulate a memo containing the attorney's opinion for consideration by the Governing Body.

7. *Public Comment.* None.

8. *Adjournment.* There being no further business to come before the Governing Body, Chairperson Getz adjourned the meeting at 11:20am.

Respectfully submitted,  
Tom Embich, Secretary

There was no meeting held in December, 2021.