

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
November 20, 2018**

A regular meeting of the Board of the Berks County Solid Waste Authority (the “Authority”) was called to order at 3:00 p.m. on November 20, 2018, in the Commissioners’ meeting room, 13th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

Mr. Charles Mowbray
Ms. Michelle Kircher
Mr. Brian W. Clements
Mr. Tony Rymar
Michael Gombar, Jr., Esquire
Charlie Jones, PE
John Pagerly, CPA

Absent were Ms. Dale-Ann Farina and Mr. Tony Sacco.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Douglas Paul Rauch, Esquire, Georgeadis Setley Attorneys and Advisors

The Chairman declared a quorum was present and called the meeting to order.

PUBLIC COMMENT

No members of the public were present.

MINUTES

Upon a motion by Ms. Kircher, seconded by Mr. Gombar, the minutes of the regular meetings of September 18, 2018, were unanimously approved.

FINANCE

Treasurer’s Report:

Ms. Meeks distributed the Treasurer’s Report and invoices for payment and reviewed them with the Board. Upon a motion by Mr. Clements, seconded by Mr. Jones, the Board approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Treasurer’s Report.

Ms. Meeks updated the Board on the Authority's 2019 allocation from the County and indicated that at the current time the draft Budget that was submitted to the County Commissioner's for approval allocates \$250,000, rather than the \$278,000, that we requested. She indicated that she has spoken to Bob Patrizio who will review this with his staff and will get back to me with his response.

Mr. Pagerly then discussed the engagement letter received from RKL to conduct our 2018 Audit. There was much discussion on the benefits of having a new auditor review the Authority's books, every few years and requested that Mr. Pagerly contact some local accounting firms that are capable of completing governmental audits and see what interest there might be in providing this service. If Mr. Pagerly determines that there is enough interest an RFP will be developed and reviewed at our January 15, 2019 Board meeting. Mr. Pagerly will also check with the County to obtain a list of audit firms that are approved by the County.

SOLICITOR'S REPORT

Mr. Rauch reported that the proclamation was presented to Mr. Spencer owner of United Document Destruction at the Commissioners' Board meeting held on September 20, 2018.

Mr. Rauch distributed copies of the Authority's mission statement that had been discussed at our September Board meeting, which includes recommendations received from the Board members.

Mr. Rauch distributed copies of the Authority's By-Laws that were last updated in 1994. Mr. Rauch indicated that there are a number of inconsistencies that need to be updated. He indicated that he will be revising the By-Laws and will distribute to the Board for their review and comment, prior to our January Board meeting. The Board agreed to continue operating with past precedent until they are reviewed and approved in 2019.

Mr. Rauch then recommended that the Board enter into Executive Session to discuss the current litigation with New Morgan Landfill Company.

The Board entered into Executive Session and reconvened at 3:45 PM.

NEW BUSINESS

a. 2018 Meeting Schedule:

Upon a motion by Mr. Jones, seconded by Ms. Kircher the Board unanimously approved the following dates for our 2019 Board meetings, to be held at 3:00 PM in the Commissioners' meeting room, 13th Floor of the Services Center and authorized their Executive Director to advertise those dates:

January 15, 2019	March 19, 2019
May 21, 2019	July 16, 2019
September 17, 2019	November 19, 2019

b. Appointment of Committees:

Nominating Committee

Mr. Mowbray indicated that a Nominating Committee will need to be created and the slate of officers presented at our January 15, 2019 Board meeting. The Chair recommend and the Board unanimously approved appointing Mr. Jones and Mr. Sacco to the Nominating Committee.

Finance Committee

Mr. Mowbray recommended that a Finance Committee once again be created for 2019 to review and recommend the 2019 Budget, as well as other financial issues that may arise throughout the year. The Chair recommended and the Board unanimously approved appointing the following Board members to the Finance Committee: Mr. Pagerly, Mr. Mowbray and Mr. Jones.

c. Update on fall collection events

Ms. Meeks indicated that we once again had a good turnout for our fall collections and the Contractors did a great job servicing residents and keeping the traffic flowing throughout the day. Ms. Meeks indicated that 1,472 residents participate in our fall hazardous waste collection bringing in 125,276 pounds of waste. She indicated that 1,035 residents participated in our fall shredding event collecting 46,066 pounds of paper. This was an increase of 24,000 pounds and 200 residents from the fall 2017 collection.

d. Reimbursement Requests

Ms. Meeks indicated that the reimbursement request for our fall collection event is completed and will be submitted to the DEP, once the checks clear the bank. Ms. Meeks indicated that the reimbursement request will be in the amount of \$47,931.05, which will leave approximately \$30,000 to be carried over to our 2019 spring collections or can be used to cover some of our electronic recycling center costs.

In addition, Ms. Meeks explained that she will be submitting the reimbursement request for our public education grant in the amount of \$8,488 and \$2,534 of in-kind donations.

e. Contracts for 2019 collection events

Ms. Meeks requested permission to once again participate in the Pa. Department of Agriculture Contract for our 2019 Household Hazardous Waste collections. MXI did a great job during our 2018 collections and will once again be the Contractor for the Pa. Department of Agriculture Chemsweep program. Ms. Meeks indicated that there will once again be a cap on the amount of pesticides that will be paid for by the Department of Ag in 2019. Ms. Meeks indicated that the Authority saved \$10,750 in pesticides costs by participating in the Department of Ag program in 2018. We will be contacted by the Department of Ag by January 15, 2019

with the allocation amount for 2019. Ms. Meeks indicated that both DEP and MXI have been notified of our 2019 collection schedule.

f. Acceptance of 902 Recycling Grant

Ms. Meeks reported that the Authority has been awarded an \$85,545 grant from DEP for improvements at the Recycling Center and requested that the Board accept the grant from DEP. The grant will cover the following categories:

- Collection Equipment - \$ 20,000.00
- Building - \$ 45,629.00
- Land Improvements - \$ 19,916.00

Upon a motion by Ms. Kircher, seconded by Mr. Rymar the Board unanimously approved accepting this grant from DEP to cover 90% of the cost of our improvements.

Ms. Meeks indicated that all of the renovation costs for housing the new baler will be covered through this grant and recommended awarding the following contracts, to begin that work, as soon as possible and to reimburse Upper Tulpehocken Township for the construction of their drop-off site, which was also requested under this grant.

Contractor and description of work	Total Contract	DEP Grant Funding	Authority Match
Forino – Create 4 openings w/ structural support	\$ 9,890	\$ 6,800	\$ 3,000
Overhead Door Company – Two overhead doors	\$ 4,790	\$ 4,790	\$ 0
Forino – Permits and Engineering fees	\$ 1,700	\$ 1,700	\$ 0
Waldman Electric – Wiring of baler	\$ 7, 215	\$ 7,215	\$ 0
Waldman Electric – Wiring for building	\$ 4,250	\$ 4,250	\$ 0
Mid Atlantic – Relocation of baler from Reading	\$8,100	\$ 8,100	\$ 0
Mid Atlantic – Reconfiguration of baler	\$ 6,000	\$ 6,000	\$ 0
Upper Tulpehocken Township – Reimbursement	\$ 23,200	\$ 19,916	\$ 0

Mr. Clements questioned what the bidding limits would be for this type of project. Mr. Rauch indicated that these costs are below the bidding requirements of \$20,100.

Upon a motion by Ms. Kircher, seconded by Mr. Rymar the Board unanimously approved awarding these Contracts and reimbursing Upper Tulpehocken Township for their prior expenses.

g. Form Recovery Grant

Ms. Meeks reported that the Authority has been awarded a \$50,000 grant from the Food Service Packaging Institute, Inc. to develop a new foam recycling collection program. The program must start within six months of acceptance of the grant and must continue for a minimum of three years. Ms. Meeks recommended that we not accept this grant until our January 15, 2019 Board meeting, which will give her additional time to investigate labor needs

and placement details. Mr. Mowbray agreed with this recommendation and indicated that he is concerned how much time this expansion will require and wants to make sure it doesn't negatively affect our other collection programs, including our successful electronic recycling program.

EXECUTIVE DIRECTOR

Ms. Meeks reported that our Electronic Recycling Contract with ECOvanta has been extended for 2019 at our existing rates, which was approved by the Board at our September Board meeting.

Ms. Meeks reported that 116,000 residents have used our electronic recycling center since opening in July of 2010 recycling 5,008 tons of electronics. She indicated that 19,000 residents have used our site already this year, recycling 1.4 million pounds of electronics, which is an increase of 3,000 residents from 2017, with similar weights.

Ms. Meeks indicated that DEP has announced another round of 902 Recycling Grant which are due on March 22, 2019. This grant program will be open to all municipalities meeting the requirements of the program and will award grants up to a maximum of \$350,000 per applicant. Currently there are nine (9) municipalities in Berks County interested in applying for these funds.

Ms. Meeks indicated that most of the other items outlined in her report have been discussed throughout today's meeting and offered to answer any questions that members may have, regarding her report.

Next Meeting Date

Mr. Mowbray indicated that the next Authority meeting will be held on Tuesday, January 15, 2019 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 4:20 p.m., upon a motion by Mr. Gombar, seconded by Mr. Pagerly the Board unanimously resolved to adjourn.