

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
July 16, 2013**

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 July 16, 2013, 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 Clements  
Ms. Karen Feridun  
Ms. Dale-ann Farina  
John Pagerly, CPA  
John Bradley, Esquire  
Charles Jones, PE

Mr. Tony Sacco was absent.

Also present:

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

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

**PUBLIC COMMENT**

No members of the public chose to speak.

**MINUTES**

Mr. Clements stated that on page 4 of the May 21, 2013 meeting minutes, under the Executive Director report, the third paragraph should be changed to 50% of her salary, rather than 50% of my salary.

Upon a motion by Ms. Kircher, seconded by Mr. Clements, the minutes of the regular meetings of May 21, 2013, were approved, as amended.

## FINANCE

### Presentation of 2012 Audit:

In the absence of our Auditor, Mr. Pagerly quickly reviewed, for the Board members, the Management Letter from Reinsel Kuntz Leshner, which is included in the Report to the Members of the Board in our 2012 Audit.

Mr. Pagerly indicated that the Finance Committee met with Alan Carman, CPA of Reinsel Kuntz Leshner to review our 2012 Audit and indicated that there were no problems encountered during the Audit and the only control deficiencies reported were the same as prior years, which are related to the size of our staff and the lack of segregation of duties.

Mr. Pagerly recommended on behalf of the Finance Committee, to approve the 2012 Audit as prepared by Reinsel Kuntz Leshner and ask Reinsel Kuntz Leshner to attend our September Board meeting to review it with the Board.

Upon a motion by Mr. Clements, seconded by Ms. Kircher the Board unanimously approved the 2012 Audit, as submitted.

### 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. Bradley, seconded by Mr. Clements, the Board unanimously approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Treasurer's Report.

## SOLICITOR'S REPORT

Mr. Rauch reported that the existing Disposal Capacity Agreements that were executed as part of our original 2005 Solid Waste Management Plan revision will expire this fall. They were ten year Contracts, which term was intended to match the term of our approved Plan. Approval of the County's Plan by DEP did not occur until 2005. Consequently, the term of the Agreements expire before the Plan term does. To remedy the misaligned term, the Authority requested, and the Landfill operators agreed to extend the existing Agreements until December 31, 2015, or the date of adoption of a new revision to the Plan and final approval and acceptance by DEP, whichever is later. All other terms and conditions of the Agreement remain in full force and effect.

Mr. Rauch also indicated that a meeting was held with Commissioner Scott, Michelle Kircher, Jane Meeks and himself to gain additional historical information regarding the payment of Host Fees to the County and the Agreements that are currently in place with those facilities.

Mr. Rauch stated that he will be in contact with the Solid Waste Plan Committee members that were appointed at the last Board meeting, to set a meeting date to discuss moving forward with revising our 2005 Plan, which will expire in December of 2015.

Mr. Rauch reported that the Authority is in receipt of a copy of a letter from Pioneer Crossing Landfill to PADEP regarding questions we had on the issuance of their permit renewal. Mr. Rauch indicated that he is continuing to review that document and this will also be discussed at the Solid Waste Plan Committee meeting.

## NEW BUSINESS

### A. Extension of Disposal Capacity Agreements:

Mr. Mowbray requested that a motion be made to approve the extension of the Disposal Capacity Agreements which were previously discussed under the Solicitor's Report. Ms. Kircher recommended listing the Disposal Facilities that will be extended, since not all Agreements will be expiring; only those signed in 2003.

Upon a motion by Mr. Bradley, seconded by Mr. Pagerly the Board unanimously approved extending the Disposal Capacity Agreements with the following Disposal Facilities:

Rolling Hills Landfill  
Lanchester Landfill  
Grand Central Sanitary Landfill  
Phoenix Resources, Inc.  
Alliance Sanitary Landfill  
Dietrick  
Waste Management Allentown  
Keystone Sanitary Landfill  
Commonwealth Environmental Systems

### B. Update on 902 Grant Applications

Ms. Meeks reported that eleven municipalities in Berks County and the Authority have submitted applications for the 902 recycling grant programs that were due on May 30, 2013 to PADEP. She indicated that those grants totaled \$ 1.5 million dollars and that there is \$ 17 million available state wide. She stated that DEP has indicated that there were fewer applications this round than expected and they anticipate awarding most grant applications.

### C. William Jarrett – Annual review

Ms. Meeks stated that William Jarrett is continuing to do an excellent job and goes above and beyond his responsibilities to ensure the recycling center is clean and operating efficiently. She indicated that his three (3) year anniversary will be July 19<sup>th</sup> and recommended a \$1 per hour raise, which would increase his hourly rate from \$16.64 to \$ 17.64 per hour. She indicated that last year the Board allocated \$ 2,400 in our 2013 Budget towards health care insurance, which would have covered seventy-five percent of the annual cost of that insurance. She indicated that he was not in a financial position to pay the additional twenty-five percent of that cost, therefore that money has not been spent. Mr. Bradley stated that he believes that \$ 17.64 per hour is a fair

rate, since he is not covered with health care insurance and does not get paid Holiday's and believes that the \$2,400 that was allocated in 2013, towards his health care, should be given to him in the form of a Bonus this year.

After much discussion, Mr. Bradley moved to approve a \$ 1.00 per hour raise, for William Jarrett, effective July 19, 2013 and to give him a \$ 2,400 Bonus, seconded by Mr. Clements, the Board unanimously approved this motion.

Ms. Kircher requested to be put on record that although she voted in favor of this increase this year, she may not vote in favor of this size increase in future years.

OLD BUSINESS

A. Update on Solid Waste Management Plan revision:

Ms. Meeks reported that York County Solid Waste Authority has been interested in being added to our Solid Waste Management Plan, as a designated facility in the Plan, since 2011 and was willing to wait until we did another non-substantial Plan revision. At that time we contemplated conducting a Plan revision in 2012. However, that has been pushed back to a later date. Therefore, on Thursday, July 18, 2013, York County Solid Waste Authority submitted their Petition Form to Add a Facility, as required under section 6.5 of our Solid Waste Management Plan. The Petition requested that the York County Resource Recovery Center located at 2651 Blackbridge Rd., York, Pa. 17406, be added to our Plan.

Ms. Meeks reported that this will require the formation of a Solid Waste Advisory Committee and that those members must be appointed by the County Commissioners. The Solid Waste Advisory Committee must be made up of the following classifications and Ms. Meeks recommended the following for each:

City	Charlie Jones, City of Reading
Borough	Mike Mountz, Shillington Borough
1 <sup>st</sup> Class Township	Tony Sacco, Cumru Township
2 <sup>nd</sup> Class Township	Michelle Kircher, Exeter Township
Citizen	Brian Clements
Citizen	Charles Mowbray
Industry	Dale-ann Farina, Metro Bank
Private Solid Waste	Josh Clements, A J Blosenski
Private Recycling	Tom Showman, Elk Environmental
Recycling Coordinator	Jane Meeks, Recycling Coordinator

Upon a motion by Ms. Kircher, seconded by Mr. Clements the Board unanimously approved moving forward with the non-substantial Plan revision and requesting the Commissioners to appoint the aforementioned representative to the Solid Waste Advisory Committee.

The Board recommended that the Solid Waste Advisory Meeting tentatively be scheduled for September 17, 2013 at 2:30 PM in the Commissioners' Board room and authorized their Executive Director to advertise this meeting.

#### EXECUTIVE DIRECTOR

Ms. Meeks reported that the repairs have been completed to the roll-off containers for both the rural recycling program and Hilltop Road location.

Ms. Meeks indicated that as directed at our last Board meeting, she had been in contact with Sheila Miller, Office of Agricultural Coordinator, regarding the \$3,000 that the Authority was interested in dedicating towards a pilot agricultural plastic recycling program. Ms. Meeks explained to Ms. Miller that the Authority would need to take some type of active role in the management of the pilot project, to determine how this project would work and if this is feasible to be expanded to a full-time program in the future. Ms. Miller indicated that she was looking for funding that would be given to the farm community towards the implementation of this pilot program and was not looking to oversee the daily operations of the program through her office. She will check with them and see if this is something they would still be interested in pursuing and get back in touch with me, after the busy farming season is over.

Ms. Meeks reported that our existing electronic recycling contract will expire in March of 2014 and recommended the following schedule:

Approval of RFP for advertising	September 17, 2013 Board meeting
Receive Bids	December 13, 2013
Award Contract	January 21, 2013 Board meeting
Contract Begins	March 16, 2014

The Board agreed to proceed with this schedule.

Ms. Meeks reported that since our electronic recycling center opened in July of 2010, over two million pounds of electronics have been recycled through the Center from over 20,000 residents. She indicated that we have a good mix of material coming into the Center with only 44 percent of our material being televisions and monitors and that some sites are receiving 75 percent of that type of material, which is very difficult and expensive to recycle.

Ms. Meeks reported that she will be sending in our final disbursement request for our electronic recycling center later this week and reported that we have maxed out the \$100,000 available for our hazardous waste, pharmaceutical and electronic collections for the States fiscal year ending June 30, 2013. She also reported that we received over \$34,000 from DEP today for our spring Hazardous Waste, Pharmaceutical and Electronic events.

Ms. Meeks also reported that she has currently assisted eleven municipalities in Berks with their 904 Performance grants and has filed the County performance grant with the State. These grants are due September 30, 2013 and she expects to receive a few more requests for assistance before the September 30<sup>th</sup> due date.

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, September 17, 2013 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 3:55 p.m., upon a motion by Ms. Kircher, seconded by Mr. Jones the Board unanimously resolved to adjourn.