

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 18, 2010**

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 May 18, 2010, in the Commissioners' meeting room, 13th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

Ms. Michelle Kircher
Mr. Tony Sacco
Ms. Dale-Ann Farina
John Pagerly, CPA
John Bradley, Esquire
Charles Jones, PE
Mr. Charles Mowbray – Available by conference call

Absent were Mr. Brian W. Clements and Mr. William Evans.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Douglas Paul Rauch, Esquire, Setley, Rauch & Bucolo, LLC.

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

PUBLIC COMMENT

No members of the public chose to speak.

MINUTES

Upon a motion by Mr. Bradley, seconded by Ms. Dale-Ann Farina, the minutes of the regular meetings of March 16, 2010, were approved, as amended.

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

Ms. Meeks indicated that the 2009 Audit will be presented at our July 20, 2010 Board meeting.

SOLICITOR'S REPORT

Update on outstanding Bonds

Mr. Rauch reviewed a copy of the resolution which was previously distributed to the Board, which authorizes the Trustee to close two accounts and transfer the funds located in three other accounts as outlined in the Resolution, which is attached. Ms. Kircher questioned the purpose of the 2009 P & I Debt Service and 2009 Redemption Fund accounts, which also have zero balances. Mr. Rauch indicated that those accounts are used by the Trustee for the transfer of funds for the repayment of this debt.

Upon a motion by Mr. Bradley, seconded by Mr. Jones the Board unanimously approved the Resolution.

Lease Agreement – Conrad Weiser School District

Mr. Rauch reviewed a copy of the Lease Agreement which was previously distributed to the Board. The Lease Agreement allows for the Authority to lease to the School District a vertical baler for a period of ten years, with a five year extension. The School District is responsible for all maintenance and repairs on the baler and will reimburse the Authority 100% of our annual cost of insuring the baler as their rent payment. Mr. Rauch also indicated that the Lease also allows for an early termination without cause. A copy of the Lease is attached.

Mr. Bradley questioned if the Authority will be purchasing the unit through a bidding procurement or purchasing it off of the State Contract. Ms. Meeks indicated that it is our intent to purchase this equipment from the State Contract, once it is determined which baler will best meet their needs. Upon a motion by Ms. Farina, seconded by Mr. Bradley the Board unanimously approved the Lease Agreement, contingent upon approval by the School District.

Ms. Meeks explained that we are currently looking at two types of vertical balers, the PTR 3400HD and the PTR 2300HD. The PTR 3400 HD may be required to ensure a proper bale when baling their plastic milk jugs. The PTR 2300 HD sells for \$9,515 and the PTR 3400HD sells for \$15,876, of which 90% will be reimbursed through our 902 equipment grant.

Upon a motion by Mr. Sacco, seconded by Ms. Farina the Board unanimously approved the purchase of either of these units, once it has been determined which one will best meet their needs.

NEW BUSINESS

A. Update on food waste composting

Ms. Meeks indicated that PADEP is still interested in discussing alternatives to allow for the implementation of a food waste composting collection system in Berks, utilizing the existing 902 recycling grant. She indicated that we are in the process of scheduling another meeting with all interested parties to discuss any and all options and to arrive at a final conclusion for this project. Rodale, Cougles Recycling, PADEP and the Authority will participate in this meeting. We are hoping to have a date for this meeting in early June and to come back to the July Board meeting with a final determination for the Boards review.

Ms. Meeks indicated that she is also investigating other possible projects for the use of this funding, if the food waste composting project does not move forward.

B. Gannett Fleming

Ms. Meeks reviewed a copy of the Technical Assistance Study that was completed by Gannett Fleming for the Berks County Recycling Center. A copy of the report is attached. Ms. Meeks indicated that she believes Gannett Fleming did a good job developing the report and looking at the overall operational issues at the site. However, she does not agree with the recommendation to have the cardboard dropped off at north side of the barn and all other recyclables delivered to the south side. She does not believe that residents will stop at two locations to unload their materials and that this will result in additional labor at the site. She also indicated that the 902 grant money cannot be used to make any improvements to the north side of the site, since that is the area where the electronics will be collected and they are not an eligible material.

Ms. Meeks recommended moving forward with the following recommendations at this time:

1. Work with the County Facilities Department regarding bidding the blacktop work, on the south side of the center, to be completed under the 2010 County Budget.
2. Keep the existing concrete pad under the roll-offs at a savings of \$30,000
3. Install additional signage to better direct traffic and alert participants of the rules at the Center.
4. Hire an engineering firm to review the electrical needs and barn structure for the possible installation of a horizontal baler in the basement of the barn.
5. Receive prices for the installation and purchase of a horizontal baler, for additional discussion at the July Board meeting.

Executive Director – Yearly Review:

Mr. Kircher requested an Executive Session to discuss the Yearly Review of their Executive Director.

The meeting reconvened with Ms. Kircher stating that the Board has recommended an

increase to their Executive Directors yearly salary to \$73,000, retroactive to April 2, 2010. Upon a motion by Mr. Pagerly, seconded by Ms. Farina, the Board unanimously agreed to increase the salary of their Executive Director.

OLD BUSINESS

A. Update on collection events

Ms. Meeks indicated that 4,526 residents disposed of 318,476 pounds of materials during our spring collections, which represents a 30% increase in participation and 15% increase in materials over our 2009 spring collection. She also reviewed specific information on all five (5) of the spring collection events, with the Board. A copy of the information on the collections, are attached.

Ms. Meeks reported that the disbursement requests have been completed for both our Pharmaceutical and Household Hazardous Waste Collections in the amount of \$ 1,629.64 and \$ 26,816.51 respectively and can be submitted to PADEP, following today's meeting. Upon a motion by Mr. Jones, seconded by Mr. Pagerly the Board unanimously authorized the submittal of these disbursement requests.

B. Update on COALS

Ms. Meeks reported that seven cleanups have been conducted under our DEP grant which was awarded last April. These cleanups consisted of 750 tires, three tons of scrap metal and 12 tons of trash being collected and properly disposed of. The total cost of this project was \$4,000 and included over 400 volunteer hours with a value of \$9,100. The Authority is eligible for reimbursement of the full \$4,000 and will use the volunteer hours as our match. Ms. Meeks indicated that she will submit the final report along with the disbursement request to DEP prior to the June 21st expiration date.

EXECUTIVE DIRECTOR

Ms. Meeks indicated that the 2011 Berks County Budget must be submitted to the County budget office by June 4, 2010 and recommended submitting for the same amount as 2010.

Ms. Meeks indicated that she has received permission from the Union for the Authority employee to mow the grass at the recycling center on Hilltop Rd. to improve the appearance of the site and indicated the Authority will need to purchase a mower and string trimmer to perform this service. Upon a motion by Mr. Jones, seconded by Mr. Sacco the Board unanimously approved the expenditure of \$700 to purchase said equipment.

Ms. Meeks indicated that she was notified by Topton Borough of their interest in terminating the rural recycling program, run by the Authority, in their Borough effective June 1, 2010. Ms. Meeks indicated that this will result in a \$13,000 annual savings to the Authority. Ms. Kircher indicated that she believes that the participating municipalities should play a more active role in that program, including filing their annual reporting forms, active volunteer groups

to oversee site and paying for a portion of the collection program. The Board instructed Ms. Meeks to contact the existing ten municipalities and request that money be placed in their 2011 budget in the amount of \$ 1.00 per resident to help offset some of these costs and to show their support for this program.

Ms. Meeks indicated that she has met with PADEP regarding possible funding for our full-time electronic waste collection center. Ms. Meeks reported that PADEP will reimburse the Authority for 50% of the disposal costs for the materials and any employee hours and benefits that are spent operating this site. She also indicated that no 902 grant money can be used to make any improvements to the electronic recycling site and that it is important that the two recycling sites be kept separate for funding purposes.

Ms. Meeks indicated that she will be meeting with the Berks Agricultural Resource Network, on May 27, 2010 to discuss alternatives for the proper disposal of Ag Plastic.

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

Ms. Kircher indicated that the next Authority meeting will be held on Tuesday, July 20, 2010 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 4:10 p.m., upon a motion by Mr. Sacco, seconded by Mr. Jones the Board unanimously resolved to adjourn.