

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
March 16, 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 March 16, 2010, in the Commissioners’ meeting room, 13th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

Mr. Charles Mowbray
Mr. Brian Clements
Mr. Tony Sacco
Ms. Michelle Kircher
Ms. Dale-Ann Farina
John Pagerly, CPA
Charles Jones, PE

Absent were Mr. John Bradley 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. Clements, seconded by Ms. Kircher, the minutes of the regular meetings of January 19, 2010, were approved.

Solicitor’s Report

Mr. Rauch reported that since the Authority’s last Board meeting, he has been working on the Authority Personnel Code, which was previously distributed to the Board for their review. Mr. Clements requested that the hours classifying a full and part-time employee be updated as follows:

Full-time Employees – Those employees who work a minimum of 35 hours weekly
Part-time Employees – Those employees who work a maximum of 34 hours weekly

The Board unanimously approved the Authority Personnel Code as amended.

Mr. Rauch reported on the status of the existing Authority bond accounts that currently are open at US Bank. These accounts were created in 1992, 1999, 2004, and were not closed as part of the 2009 refinancing. One of these accounts has a zero balance, but is required to remain open until the Trustee is instructed by the Authority to close it. Three of the accounts are Debt Service Reserve Funds and contain a total of \$60,739.15, which must be used to pay off existing debt. In addition, there is the Project Fund that contains \$74,643.89 and the 1992 Bond Redemption and Improvement Fund that contains \$1,195,447.39, both of which can be used for an acceptable project or used for repayment of existing debt. Mr. Rauch indicated that the funds in the 1992 Bond Redemption and Improvement Fund would have accumulated as part of the money that was received from host fees over the years and was not part of the original bond issue. He indicated that the bond indenture requires that the revenues coming in towards a project go to pay for the debt service payments and that after the debts are paid the remaining balance would go into this fund. Mr. Rauch indicated that he will work with the Trustee to further investigate the best use of these funds and issue a final report at our May 18, 2010 Board meeting.

In addition, Mr. Rauch indicated that he has been working on personnel and contract issues with the Executive Director.

Finance

A. Treasurer's Report:

Ms. Meeks distributed the Treasurer's Report and reviewed it with the Board. Upon a motion by Ms. Kircher, 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, as presented.

Ms. Meeks reported that Sovereign Bank has begun charging Analysis fees in the amount of \$117 per month for the use of some of their on-line services. Ms. Meeks recommended closing the accounts with Sovereign Bank and opening one with a local bank that does not charge monthly fees. There was no objection from the members present.

New Business

A. Expansion of the electronic waste collection

Ms. Meeks reported that the barn at the County recycling center on Hilltop Road has been completely cleaned out and the facility is ready to begin accepting electronic waste from residents. She reported that 4.35 tons of scrap, 4.8 tons of electronic waste and 2,000 florescent bulbs were removed for recycling.

Ms. Meeks requested that we increase the hours for Will Jarrett from 21 hours per week to 34 hours to allow for the expansion of our recycling programs, as was included in our 2010

budget. In addition, she requested that the Authority purchase a cell phone for his use at a cost of \$ 24.00 per month, which was also in the 2010 budget.

Ms. Meeks suggested charging residents using the electronic waste drop-off on Hilltop Road, \$2.00 per electronic item and \$20.00 for each television. This will more than cover our operating costs, while offering an economical alternative for the proper disposal of these materials, which should encourage residents to use the program.

The Board unanimously approved the increase in Wills hours and the fee schedule for the electronic waste.

B. Update on PADEP grant award

Ms. Meeks reported that thirteen municipalities in Berks were awarded \$1,390,374.00 in recycling grants, which will be used to implement new and expand existing recycling programs throughout the County. She indicated that of the \$1,390,374 that was awarded, \$297,507, was awarded to the Authority to be used to implement a food waste composting program and make improvements to the County drop-off facility on Hilltop Road.

1. Food waste composting:

Ms. Meeks reported that \$163,205 of the \$297,507 grant awarded to the Authority must be used towards the implementation of a food waste composting program, including a collection vehicle. Ms. Meeks reported that since the grant was submitted in 2008, the regulations for the use of these funds has changed and the vehicle must now be purchased by the Authority and leased to a non-profit, in order to be an eligible expense. Ms. Meeks indicated that Rodale Incorporated is interested in receiving a proposal from the Authority to be the lessee of the vehicle since they will be the recipient of the food waste for composting from Coughles Recycling. Rodale Inc. would then enter into an operating agreement with Coughles to oversee the operation of the collection program. The board authorized their Executive Director and Solicitor to work on a draft agreement for review and comment by Rodale Inc. In addition, \$59,923 of the \$297,507 is to be used toward the purchase of balers to improve the economics of our recycling programs. She indicated that one of the balers has already been purchased by the County and is currently being used for baling all paper from both the Courthouse and Services Center, the second baler will be purchased for the recycling center on Hilltop Road and the third was is to be used at the Conrad Weiser School District. The baler for Conrad Weiser School District must remain owned by the Authority and can be leased to Conrad Weiser free of charge for their use. Mr. Clements recommended informing our Insurance Agent of our intentions before moving forward on any of these projects.

2. Hilltop Road recycling center:

Ms. Meeks indicated that \$74,379 of the \$297,507 grant awarded is to be used towards improvements at the recycling center on Hilltop Road. Ms. Meeks indicated that PADEP along with SWANA has a Technical Assistance program available to municipalities and counties to assist in the development or expansion of recycling programs. Ms. Meeks recommended submitting an application to SWANA to take part in this program to investigate the possibility of redesigning the existing facility before any improvements are made with the grant money. The Board approved the submittal of this application.

Old Business:

A. Update on upcoming collection events

Ms. Meeks indicated that she has received all necessary permits for our spring collections. She indicated that the advertisements will begin running in the Reading Eagle on April 4th and the four billboards will go up on March 22nd. The billboard and ads will change each week to reflect the upcoming collections. Ms. Meeks indicated that the bags have been printed for distribution at our collections and the paint hardener has been received, which will be distributed during our household hazardous waste collection on April 10, 2010.

B. Landfill Inspection

Mr. Mowbray indicated that the Committee did not have a chance to meet to discuss the scope of work and indicated that if the Commissioners are still interested in pursuing this, it will most likely have to wait until after our spring collections.

Executive Director's Report

Ms. Meeks briefly reviewed her Executive Director's report, which is attached.

Ms. Meeks indicated that most of the 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.

Other Business:

Mr. Clements questioned the status of reviewing the 2009 accomplishments that was previously distributed to the Board by Mr. Mowbray. Mr. Mowbray indicated that he will be in touch with the review committee to schedule a conference call, to discuss this further, within the new few weeks.

Next Meeting Date

Mr. Mowbray indicated that the next Authority meeting will be held on Tuesday, May 18, 2010 at 3:00 PM in the Commissioners' meeting room.

Adjournment

At 4:05 p.m., upon a motion by Ms. Kircher, seconded by Mr. Jones, the Board unanimously resolved to adjourn.