

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 19, 2015**

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 19, 2015, 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
Ms. Dale-Ann Farina
Mr. Tony Sacco
Mr. Tony Rymar
John Pagerly, CPA
Charles Jones, PE
Michael Gombar, Jr., Esquire

Mr. Brian Clements was absent.

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 chose to speak.

MINUTES

Upon a motion by Ms. Farina, seconded by Mr. Pagerly, the minutes of the regular meetings of March 17, 2015, were approved.

FINANCE

Presentation of 2014 Audit:

The Chairman introduced Mr. Alan Carman and Ms. Nicole Yuengel of Reinsel Kuntz Leshner (“Reinsel”), the Authority’s independent auditors. The Board received the audit report (the “Report”) for their review. Mr. Carman attended this meeting to review the highlights with the Board of the financial statements presented in the Report.

Mr. Mowbray indicated that the Finance Committee met with Alan Carman, CPA of Reinsel Kuntz Leshner to review our 2014 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. Carman reported that his firm issued an unqualified opinion with respect to the Report. He reviewed the balance sheet, the income statement and the statement of cash flow sections of the Report. Ms. Yuengel explained the Management Discussion and Analysis section of the Report.

Mr. Pagerly requested that an electronic copy be transmitted to each Board member and requested that any comments be submitted to their Executive Director prior to next Wednesday, May 27th, which will allow the Audit to be filed in a timely manner.

Upon a motion by Ms. Kircher, seconded by Mr. Pagerly, the Board unanimously accepted the 2014 Financial Statement, pending any comments received from the Board prior to next Wednesday, May 27th.

Treasurer's Report:

Ms. Meeks distributed the Treasurer's Report and invoices for payment and reviewed them with the Board. Upon a motion by Ms. Kircher, seconded by Mr. Gombar, 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 since the Authority's last Board meeting, he has been working on various matters including issues related to the 2014 Audit, Bond Trustee notices and finalizing issues related to the ECOvanta contract amendment.

NEW BUSINESS

A. Update on collection events:

Ms. Meeks indicated that the location for the spring collection events, held at Governor Mifflin Intermediate Center allowed for a nice flow of traffic, while allowing plenty of room to ensure a smooth and safe collection event. Ms. Meeks indicated that 2,129 residents disposed of 81,802 pounds of hazardous waste and had 42,516 pounds of confidential documents shredded during our spring collections, which was very similar to last spring. She reviewed specific information, on the spring collection events, with the Board.

Ms. Meeks indicated that the Department of Ag has paid \$ 9,203 for pesticide disposal from our spring collection, leaving a balance of \$ 4,797 to be used towards our fall collections. Ms. Meeks estimates that the Authority will be responsible for paying the disposal costs of

approximately \$5,000, based on our previous fall collections, of which DEP will reimburse 50% of those costs. Ms. Meeks indicated that as discussed in previous meetings the Department of Ag has limited the amount of pesticide funding this year to \$14,000 for Berks County.

In addition, Ms. Meeks reported that over 5,000 residents have used the electronic recycling center this year, recycling more than 450,000 pounds of electronics. She believes that we will recycle well in excess of 1 million pounds in 2015.

Ms. Meeks reported that the disbursement requests for our Household Hazardous Waste and the first quarter for electronic recycling are complete and will be submitted to PADEP.

Ms. Meeks reported that we will deplete the \$100,000 maximum, per county per year under the grant program which covers 50% of our operating costs of our Hazardous Waste and Electronic programs this year. The period of these grant funds runs from July 1st to June 30th each year.

B. Ideas for 902 Recycling Grant:

Ms. Meeks indicated that DEP is expecting to announce another round of recycling grants in July of this year. Those grants would be due sometime this fall and would probably be awarded during the summer/fall of 2016. Any grants awarded during that round would have two years from the award date to be used. She indicated that she has notified 19 of our municipalities of this possible grant round, so that they begin thinking of possible equipment needs or projects that could be eligible under this grant program. Ms. Meeks reported that she will meet with each of those municipalities to assist with their applications, in addition to participating in their pre-application meetings with DEP.

Ms. Meeks also asked the Board to begin thinking of possible projects or equipment needs that the Authority might want to submit an application for as well, for further discussion at our July meeting.

Ms. Meeks indicated that a filtration and UV light had to be installed on our potable water at the recycling center due to bacteria, dissolved solids and iron, at a cost of \$ 3,585. DEP has allowed a modification to our existing grant to cover 90% these costs.

C. 2016 County Budget:

Ms. Meeks indicated that the 2016 County Budget, which includes the final Debt Service and Interest payment of \$ 988,406, \$185,000 to the Authority for operating the County recycling programs and \$800 for the alarm system on the recycling center for a total budget of \$1,174,206, will be submitted to the Budget office. The Board unanimously approved this submission.

D. Paving project:

Ms. Meeks indicated that Great Valley Consultants are continuing to complete the engineering work for the paving project of the electronic recycling center, portion of the site.

She indicated that DEP has now agreed to pay 50% of the costs incurred for this project, using Act 190 funds, which has a \$100,000 per year cap. These funds are also used for our hazardous waste and electronic recycling center operations. The period of these grant funds runs from July 1st to June 30th each year and indicated that she will submit for 50% reimbursement for the concrete work that was recently completed and the engineering work and recommended moving forward with the actual paving work in September of 2015, under the next funding year. She indicated that Exeter Township is not able to complete this work, as they have in the past, but she has reached out to Cumru Township, who may be interested. The Authority would reimburse all of their costs and purchase the materials separately. In the event that Cumru Township is not able to provide this service, the Authority would be required to bid this project. Ms. Meeks indicated that we should have the report shortly from Great Valley and will be in a position to take action on this project at our July Board meeting.

EXECUTIVE DIRECTOR – YEARLY REVIEW:

Upon a motion by Ms. Kircher, seconded by Mr. Sacco the Board unanimously agreed to enter into an Executive Session at 3:45 PM to discuss the yearly review of their Executive Director.

Upon a motion by Ms. Kircher, seconded by Mr. Jones, the meeting reconvened, at 4:15 PM.

Upon a motion by Ms. Kircher, seconded by Mr. Sacco, the Board unanimously agreed to increase the salary of their Executive Director, to \$88,000 retroactive to April 2, 2015 and provide a one-time \$5,000 bonus. Mr. Mowbray stated that the Board is very pleased with the performance of their Executive Director and the projects that have been undertaken, specifically the completion of the ten year County Solid Waste Plan, that was entirely done in house.

EXECUTIVE DIRECTOR

Ms. Meeks reported that she had presented the Authority's 2014 Annual Report to the Commissioners at their April 2nd Commissioners' meeting. She indicated that it was very well received by the Commissioners' and the County COO, who elaborated on the possible issue of electronic recycling moving forward.

Ms. Meeks recommended a 4% increase for William Jarrett effective July 20, 2015, which would increase his hourly rate from 18.39 to \$19.13. Upon a motion by Mr. Sacco, seconded by Mr. Pagerly, the Board unanimously approved this increase.

Ms. Meeks indicated that the 2014 Performance Grants are due to the State by September 30th and must be filed by the County. She indicated that the County application is complete and has been given to the County for submittal.

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, July 21, 2015 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

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