

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 15, 2012**

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 15, 2012, 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 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. Kircher, seconded by Ms. Farina, the minutes of the regular meetings of March 20, 2012, were 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. 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 2011 Audit will be presented at our July 17, 2012 Board meeting.

SOLICITOR'S REPORT

Mr. Rauch reported that since the Authority's last Board meeting, he has been working on various matters including the proposed solar project, the issues with Conrad Weiser School District, and our spring collection events and will begin working on bond compliance documents within the next few weeks.

NEW BUSINESS

A. Update on collection events:

Ms. Meeks indicated that 3,940 residents disposed of 135,938 pounds of materials during our spring collections, which was the largest spring participation since 2007. Ms. Meeks indicated the amount of material collected at the HHW program increased by 77% since last year, and the participation increased by 26%. She also reviewed specific information, on all four (4) of the spring collection events, with the Board. A copy of the information on the collections is attached.

Ms. Meeks reported that the disbursement requests will be submitted for our Household Hazardous Waste Collections upon receipt of all invoices.

B. Update on 902 recycling grant:

Ms. Meeks reported that the final disbursement request and a copy of the final report, was sent to PADEP for our 902 recycling grant that expired on April 23, 2012. In addition, the Audit of this grant that was approved by the Board in January at a cost of \$3,200 was canceled, at the recommendation of PADEP. PADEP no longer requires their 902 recycling grants to be audited.

Ms. Meeks also reported that there are seven municipalities in Berks that will be submitting applications for the 902 recycling grant programs that are due on June 29, 2012 to PADEP. Our pre-application meetings will be held on May 21st and 22nd with our Regional Coordinator at the Berks County Ag Center. Each applicant will be given two hours to discuss their proposal and receive feedback from PADEP, regarding their application.

C. Update on proposed Solar project:

Ms. Meeks reviewed the proposal that was received by RMK Solar to install a solar system on the roof the recycling center. A copy of the proposal is attached.

Mr. Mowbray recommended that a committee be formed to assist with this evaluation. That Committee could then make a recommendation to the Board at our next meeting on

the feasibility of moving forward with this project. Mr. Mowbray recommended appointing Mr. Charles Jones, Mr. Brian Clements and himself to that Committee. After much discussion, the Board unanimously approved the appointment of this Committee.

Mr. Clements recommended that the Board approve a Budget to have a structural analysis of the roof completed prior to our July Board meeting, so that a factual recommendation could be made on the viability of this project, at that time. The Board requested that their Executive Director obtain some price quotes to have this analysis completed and contact the Board by e-mail for approval.

Ms. Feridun also recommended contacting Bern Township to see if there are any ordinances that prohibit the installation of solar units.

D. Conrad Weiser recycling program:

Ms. Meeks reported that on April 4, 2012 she and John Lundsted, our Regional Coordinator for PADEP met with representative from Conrad Weiser to discuss the use of the baler that was purchased through a 902 Recycling State Grant. During that meeting and reiterated in an email dated April 13, 2012, it was determined that the school district would only be using the baler for cardboard, since they do not have a dedicated person to manage the recycling program, do not have adequate storage space to bale more than one item efficiently and that the baling of the plastic milk bottles proved to be time consuming and extremely messy. On May 15, 2012 a follow-up e-mail was received from Stacy Miller, Comptroller for the Conrad Weiser School District, indicated that once the wages are considered, the district is not making any money from the use of the baler; they are in fact losing money.

Upon a motion by Mr. Bradley, seconded by Ms. Kircher, the Board unanimously approved having their Solicitor and Executive Director notify Conrad Weiser School District of the default of their Contract and our intent to have the baler removed at their sole cost.

E. 2013 County Budget:

Ms. Meeks indicated that the County is requesting each Department reduce their 2013 operating budget by 1.8 percent in order to balance the proposed County budget. She recommended that the Authority remove the \$3,000 in General repairs that was included in prior budgets, as our contribution to that cause. She recommended submitting the request for \$996,300 for Debt Service and interest payment, \$210,000 to the Authority and \$700 for the alarm system on the recycling center for a total budget of \$1,207,000. The Board unanimously approved the submission.

EXECUTIVE DIRECTOR – YEARLY REVIEW:

Upon a motion by Mr. Clements, seconded by Mr. Bradley the Board unanimously agreed to enter into an Executive Session to discuss the yearly review of their Executive

Director.

Mr. Mowbray stated that the Board is very pleased with the performance of their Executive Director. Mr. Mowbray indicated that they are pleased with the economic improvements that have been made to our programs and encouraged their Executive Director to continue looking for possible cost savings, as new programing is developed.

Upon a motion by Mr. Clements, seconded by Ms. Kircher, the meeting reconvened. Mr. Mowbray stating that the Board has recommended an increase to their Executive Directors yearly salary of 4%, retroactive to April 2, 2012. Upon a motion by Mr. Clements, seconded by Ms. Kircher, the Board unanimously agreed to increase the salary of their Executive Director.

OLD BUSINESS

EXECUTIVE DIRECTOR

Ms. Meeks indicated that 85% of the electronics coming into our recycling center fall under the definition of a Covered Device. Therefore, we are only eligible for reimbursement of 15% of the cost of operating the electronic recycling center, by PADEP. The cost of operating the site for the first three months of 2012 is approximately \$11,000. Ms. Meeks indicated that she will be attending a meeting in Harrisburg on June 21, 2012 for the purpose of discussing the economic impact the Covered Device Act is having on County operated programs.

Ms. Meeks reported that we currently have seven municipalities that will be applying for the 902 recycling grants which are due on June 29th. Pre-application meetings will be held with each of the applicants on May 21st and 22nd. In addition, Ms. Meeks requested permission to advertise for the processing equipment, that we will requested by our municipalities, to save the cost of each of them placing their own ads. The board unanimously approved this request.

Ms. Meeks stated that Reinsel Kuntz Lesher has started our 2011 Audit and will be presenting this at our July Board meeting.

Ms. Meeks stated that she will be submitting our reimbursement request to PADEP for our Hazardous Waste collection in the amount of \$26,366.66. She indicated that the Authority saved \$ 7,765 in pesticide disposal costs by participating in the State contract.

Ms. Meeks reported that due to the increase in participation of our spring collection events we have outgrown the existing site at the Exeter Township Municipal Building and recommended looking for a new site that could be used in 2013.

Ms. Meeks reported that she has been working with the District Attorney and COCA on the development of a full-time pharmaceutical drop off program. This program would be operated and paid for entirely by the District Attorney and COCA and the only involvement the Authority would have would be the ultimate disposal of the materials. Additional information will be presented at our July Board meeting.

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 17, 2012 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

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