

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 20, 2014**

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 20, 2014, 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
Ms. Michelle Kircher
Ms. Dale-Ann Farina
Mr. Tony Sacco
Mr. Tony Rymar
John Pagerly, CPA
Charles Jones, PE

Mr. John Bradley 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 Mr. Clements, seconded by Ms. Kircher, the minutes of the regular meetings of March 18, 2014, 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 Ms. Farina, 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.

Presentation of 2013 Audit:

In the absence of our Auditor, Mr. Pagerly quickly reviewed, for the Board members, the Financial Statements and the Management Letter from Reinsel Kuntz Leshner, which is included in the Report to the Members of the Board in our 2013 Audit.

Mr. Pagerly indicated that the Finance Committee met with Alan Carman, CPA of Reinsel Kuntz Leshner to review our 2013 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 requested that the minor changes previously discussed be made and an electronic copy be transmitted to each Board member and that the Board vote by e-mail to accept or reject the 2013 Audit. This will allow the Audit to be timely filed, prior to our July 15, 2014 Board meeting.

SOLICITOR'S REPORT

Mr. Rauch reported that since the Authority's last Board meeting, he has been working on various matters including a Right-to-Know request that was sent to the Authority in error, Insurance and Audit issues and the electronic waste recycling Agreement between the City of Reading and the Authority to accept properly sorted electronics from the City through a separate drop-off program.

After much discussion the Board agreed to move forward with the Agreement to accept electronic waste from the City of Reading, but recommended that the Agreement be extremely clear in each party's responsibilities. Ms. Kircher questioned if the Authority would allow other municipalities to participate in similar programs, if they wish. Ms. Meeks indicated that she believes that the City program will be a good pilot program and would hope to be able to offer similar programs to other communities throughout the County, much like York County does.

NEW BUSINESS

A. Update on collection events:

Ms. Meeks indicated that the new 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 2,545 residents disposed of 120,594 pounds of materials during our spring collections, which was a slight decrease from last spring. She reviewed specific information, on the three (3) spring collection events, with the Board. A copy of the information on each collection is attached.

Ms. Meeks reported that the disbursement requests for our Household Hazardous Waste and Pharmaceutical collections are complete and will be submitted to PADEP.

In addition, Ms. Meeks reported that over 4,100 residents have used the electronic recycling center this year, recycling more than 400,000 pounds of electronics. She believes that we will recycle well in excess of 1 million pounds in 2014. She indicated that the revenue from the sale of the electronics is up from approximately \$20 per truck load to between \$400 and \$800, due to our new contract.

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, Pharmaceuticals and Electronic program this year. The period of these grant funds runs from July 1st to June 30th each year.

B. Update on 902 Recycling Grant:

Ms. Meeks indicated that \$1.2 million has been awarded to Berks County municipalities under the most recent 902 Recycling Equipment grant program from PADEP. She indicated that the Authority received the full amount of their request from our 2013 application in the amount of \$ 122,054. She indicated that this grant will cover repairs to the Recycling Center, some of which have already been completed and the purchase of new roll-off containers for both our Hill Top Road center and the Rural program. Ms. Meeks indicated that she has requested that a portion of the money that was awarded to replace roll-off containers for the Rural program be reallocated towards some additional repairs at the Recycling Center, including painting and repairing some loose brick and gutter, since the roll-off containers used through the Rural program are currently in fair condition and would not warrant replacement with larger containers at this time. She indicated that PADEP has approved this change and she is currently requesting quotes for this work. She indicated that the Authority will have two years to use this funding. Upon a motion by Mr. Jones, seconded by Mr. Clements the Board unanimously agreed to accept this grant from the State.

Ms. Meeks indicated that DEP has also announced a new round of recycling grants, with applications due on August 15, 2014. She indicated that there are currently eleven municipalities in Berks that will be submitting applications under that round. 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.

C. Update on repairs to recycling center

Ms. Meeks distributed pictures of the work that has been completed at the Center over the past two months by William Jarrett. Ms. Meeks also recommended purchased four (4) new 40 yard roll-off containers to replace our existing containers at Hill Top Road in the amount of \$31,500, to be purchased through the State COSTAR contract from Mid Atlantic Waste Systems. Upon a motion by Mr. Clements, seconded by Ms. Farina the Board unanimously approved the purchase of four (4) new roll-off containers at a cost not to exceed \$31,500.

D. 2015 County Budget:

Ms. Meeks reported that during the 2015 Budget process it was determined that the Host Fee calculation used by Western Berks Landfill, currently owned by Advanced Disposal was incorrect for the entire year of 2013 and the first quarter of 2014. It was determined that the landfill incorrectly paid host fees on In-County waste during that period rather than Out-of-County waste, resulting in a deficit payment of \$ 184,369.65, which they have since approved for payment to the County. Mr. Clements recommended that a standardized quarterly reporting form be developed for use by all three (3) landfills currently paying quarterly Host Fees to the County.

Ms. Meeks indicated that the 2015 County Budget, which includes the Debt Service and Interest payment of \$ 1,030,112, \$185,000 to the Authority for operating the County recycling programs and \$700 for the alarm system on the recycling center for a total budget of \$1,215,812, has been submitted to the Budget office. The Board unanimously approved this submission.

E. Update on Solid Waste Plan

Ms. Meeks reported that the Solid Waste Plan is coming along nicely and that our Intern will be starting next Tuesday, May 27, 2014. The Intern has been doing some work on the Plan from home over the past few weeks and will begin gather the remainder of the missing information for the Plan next week and have a Draft available for review by the Solid Waste Advisory Committee, by the second week of June. She recommended scheduling a separate meeting of the Solid Waste Advisory Committee during the week of June 16th, with that meeting expected to take approximately two hours. At that point the Draft Solid Waste Plan will be available for distribution to the Municipalities and their thirty-day comment period, will begin.

EXECUTIVE DIRECTOR – YEARLY REVIEW:

Upon a motion by Mr. Clements, seconded by Mr. Jones the Board unanimously agreed to enter into an Executive Session at 4:00 PM to discuss the yearly review of their Executive Director.

Upon a motion by Mr. Pagerly, seconded by Mr. Clements, the meeting reconvened, at 4:15 PM.

Upon a motion by Ms. Kircher, seconded by Mr. Clements, the Board unanimously agreed to increase the salary of their Executive Director, to \$85,000 retroactive to April 2, 2014. Mr. Mowbray stated that the Board is very pleased with the performance of their Executive Director and the projects that have been undertaken.

EXECUTIVE DIRECTOR

Ms. Meeks recommended a 4% increase for William Jarrett effective July 20, 2014, which would increase his hourly rate from 17.64 to \$18.39. Upon a motion by Mr. Sacco, seconded by Mr. Jones, the Board unanimously approved this increase.

Ms. Meeks indicated that Ms. Kircher, Mr. Pagerly and Mr. Sacco's terms all expire at the end of 2014 and requested that they continue to serve on the Authority Board. These are all Commissioner Scott's appointments and have each agreed to serve another term. Ms. Kircher will have these reappointments placed on the Commissioners' Agenda.

Ms. Meeks recommended that the Authority discontinue the spring and fall Pharmaceutical collections in 2015, due to the expansion of the District Attorney Drop-Box program and the decrease in participation at our events. She recommended looking at either a Wood Recycling program or the expansion of our electronic recycling programs for 2015. The board agreed to discuss this further 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.

Mr. Clements recommended that the Board present Ms. Karen Feridun with a proclamation for serving on our Board and asked Mr. Rauch to develop this, which the Board unanimously approved.

Next Meeting Date

Mr. Mowbray indicated that the next Authority meeting will be held on Tuesday, July 15, 2014 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 4:30 p.m., upon a motion by Ms. Kircher, seconded by Mr. Jones the Board unanimously resolved to adjourn.