

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
March 15, 2011**

A regular meeting of the Board of the Berks County Solid Waste Authority (the "Authority") was called to order at 3:05 p.m. on March 15, 2011, 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 W. Clements  
Ms. Karen Feridun  
John Pagerly, CPA  
Charles Jones, PE

Absent were Mr. Tony Sacco, Ms. Dale-Ann Farina and John Bradley, Esquire.

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 Mr. Jones, the minutes of the regular meetings of January 18, 2011, were unanimously 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. Feridun, seconded by Ms. Kircher, 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 our 2010 Audit will begin in April.

## SOLICITOR'S REPORT

Mr. Rauch requested that Ms. Meeks provide an update on the food waste composting project to the Board. Ms. Meeks explained that Cogle's Recycling will be billing customers on behalf of the Authority for the food waste composting collection. Those funds will be deposited directly into the Authority's bank account. Once these funds are received they will be transferred into the Authority checking account at Metro Bank, for payment of invoices.

Mr. Rauch indicated that he has distributed to the Board a copy of the letter that he drafted to Fulton Bank which allows Cogle's Recycling to make remote deposits into the Authority's bank account, at Fulton Bank. Cogle's Recycling will not have the ability to make any withdrawals from this account. He has requested a copy of the deposit agreement from Fulton Bank, for his review. He recommended that the Authority approve this letter, contingent upon his approval of the deposit agreement. Upon a motion by Ms. Kircher, seconded by Mr. Pagerly, the Board unanimously approved sending this letter, contingent upon the approval from our solicitor.

Mr. Clements questioned how the Authority will track the number of accounts serviced and the outstanding invoices that are being serviced through Cogle's Recycling. Mr. Clements also questioned if the Authority will continue to pay Cogle's Recycling for collections, in the event that the customer account becomes delinquent. Ms. Meeks indicated that Cogle's Recycling are required to notify the Authority on a monthly basis of the number of accounts serviced and the number of containers collected from each account. In addition, the Authority will receive monthly reports from Fulton Bank and Cogle's Recycling showing the amount of invoices submitted and number of paid accounts. Mr. Pagerly indicated that this should be discussed with our Auditor during our 2010 Audit, which will begin next month.

Mr. Rauch also reported that since the Authority's last Board meeting, he has been working on various matters including the Contract for electronic recycling between the Authority and AERC Recycling Solutions, who was the low bidder for this project.

In addition, Mr. Rauch indicated that he has also been working with the Chairman to allow the County to have access to the existing Authority bond funds for their upcoming sewer project, which is an allowable use.

## NEW BUSINESS

### A. Award electronic waste contract

Ms. Meeks distributed and reviewed with the Board a spreadsheet showing the bid results from our January 31, 2011 bid opening. She indicated that the two bids received were within \$200 of each other over the three year life of the Contract. Ms. Meeks indicated that AERC Recycling Solutions was low bidder and recommended awarding the Contract to them. She indicated that our collection costs will be greatly reduced as a result of this bidding process and recommended reducing our rates to \$1.00 per item and \$5.00 for 20" and small televisions and \$10.00 for televisions larger than 20". Upon a motion by Ms. Kircher, seconded by Mr.

Clements, the Board unanimously approved the Contract with AERC Recycling Solutions and agreed to lower our rates, as recommended by our Executive Director.

B. Update on PADEP grant award

1. Food waste composting

Ms. Meeks reported that Cogle's Recycling will begin collecting food waste for composting on April 1, 2011. At this time, they have a commitment from Conrad Weiser School District, Weis Market, the County Prison and the County Youth Detention Center. In addition, they have had interest from other businesses and schools and will continue to build this route, as was contemplated in the Agreement.

2. Hilltop Road Recycling Center

a. Baler

Ms. Meeks indicated that the baler is working extremely well at the recycling center on Hilltop Rd. and we are scheduled for our second paper collection early next week. The first collection had 40 bales with a total weight of 50,000 pounds, which was collected in the first ten weeks. Ms. Meeks reported that in 2008, the Authority spent \$42,000 running the recycling center on Hilltop Rd. With the installation of the baler, we anticipate eliminating all of our costs in 2011 and in fact expect to end the year with a \$31,000 profit from the center.

b. Community Service

Ms. Meeks reported that on March 5, 2011, the Authority began using the Community Service program to expand our baling program, to include mixed paper. We will typically have between six and ten people each Saturday to assist with this project. In addition, the County will provide a supervisor to oversee their work at the site. Ms. Meeks explained that there is no commitment on the part of the Authority to continue this program, if any problems develop. The Board agreed to move forward with this project.

3. Will Jarrett performance

Ms. Meeks explained that the responsibilities at the Recycling Center have changed drastically, since Will began working at the site in 2008. Since that time, we have increased his hours but his hourly rate has remained unchanged at \$13.00 per hour. Ms. Meeks explained that in addition to keeping the site neat and clean, which was his main responsibility in 2008, he is now baling cardboard, running the electronic waste recycling center and now working with the Community Service program, which has drastically reduced our

operating costs at our Center. Ms. Meeks recommended updating his Job Description and increasing his hourly rate to \$16.00 per hour. Upon a motion by Mr. Clements, seconded by Ms. Kircher, the Board unanimously approved updating the Job Description and increasing the hourly rate to \$16.00, effective March 20, 2011.

## OLD BUSINESS

### Update on upcoming collection events

Ms. Meeks indicated that she has submitted all of the necessary permits for our spring collections. She indicated that the advertisements will begin running in the Reading Eagle on April 9th and the four billboards will go up on March 22<sup>nd</sup>. The billboard and ads will change each week to reflect the upcoming collections. Ms. Meeks indicated that the magnets have been printed for distribution at our collections and distributed one to each of the members.

## EXECUTIVE DIRECTOR

Ms. Meeks indicated that she is interested in purchasing a trailer to be used for transporting our supplies to our spring and fall events. She indicated that the trailer would also be used to transport batteries to Deka Battery for recycling from our electronic recycling center. Ms. Meeks reported that the cost of this trailer will be entirely reimbursed through our existing PADEP 902 recycling grant. Upon a motion by Mr. Jones, seconded by Ms. Kircher the Board unanimously approved the purchase of a trailer at a cost not to exceed \$2,500.

Ms. Meeks reviewed the letter that was previously shared with the Board regarding the Authority's receipt of the Governor's Award. Ms. Meeks reported that Mr. Mowbray, Ms. Kircher, Ms. Feridun and Mr. Sacco are all interested in attending the luncheon in Harrisburg, on April 15, 2011.

Ms. Meeks indicated that the Authority will be receiving our reimbursement in the amount of \$183,600, under our 902 equipment grant by the end of the month. In addition, we will also be receiving our 903 grant, which will reimburse 50% of my salary and expenses for 2010. This grant will be in the amount of approximately \$45,000 and will be received from the State in early April. Ms. Meeks reported that she will be submitting additional disbursement requests to PADEP for additional equipment purchases in the amount of \$83,319 and our electronic recycling program in the amount of \$11,432, which will cover our costs from October 18, 2010 through March 6, 2011.

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 which is attached.

Next Meeting Date

Ms. Kircher indicated that the next Authority meeting will be held on Tuesday, May 17, 2011 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 4:00 p.m., upon a motion by Ms. Kircher, seconded by Mr. Pagerly the Board unanimously resolved to adjourn.