

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
January 21, 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 January 21, 2014, by Conference Call.

The following members were present on the conference call:

Mr. Charles Mowbray
Ms. Michelle Kircher
Ms. Dale-Ann Farina
Ms. Karen Feridun
John Pagerly, CPA
John Bradley, Esquire
Charles Jones, PE

Absent were Mr. Brian Clements and Mr. Tony Sacco

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Douglas Paul Rauch, Esquire, Georgeadis Setley.

The Chairman declared a quorum was present and called the meeting to order.

Public Comment

No members of the public chose to speak.

Reorganization:

a. Election of Officers:

The Nominating Committee submitted the following slate of officers, for 2014:

Charles Mowbray – Chairman
Michelle Kircher – Vice Chairman
John Pagerly – Treasurer
Dale-Ann Farina – Secretary
Tony Sacco – Assistant Secretary

Mr. Jones moved and Ms. Feridun seconded the closing of nominations.

Upon a motion by Ms. Feridun, seconded by Mr. Jones, the above slate of officers were unanimously elected and approved.

b. Appointment of Solicitor:

Upon a motion by Mr. Bradley, seconded by Ms. Kircher, the Board unanimously resolved to retain the services of Georgeadis Setley Attorneys and Advisors, for the fiscal year 2014, at an annual retainer of \$25,000. It was also agreed that Georgeadis Setley will invoice the Authority separately for any unknown large projects that will require the assistance of Georgeadis Setley that are not anticipated at this time.

c. Appointment of Auditor:

Upon a motion by Mr. Pagerly, seconded by Mr. Bradley, the Board unanimously resolved to retain the services of Reinsel Kuntz Leshner, to conduct our 2013 Audit, at a rate of \$7,300 and to authorize the Chairman to sign the engagement letters.

Minutes

Upon a motion by Mr. Jones, seconded by Ms. Kircher, the minutes of the regular meetings of November 19, 2013, were approved.

Finance

a. Treasurer's Report:

Ms. Meeks distributed the Treasurer's Report and reviewed it 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 Year End Treasurer's Report, subject to Audit.

b. 2014 Authority Budget

Ms. Meeks indicated that the Finance Committee, which is made up of Mr. Jones, Mr. Mowbray and Mr. Pagerly met to review and develop the 2014 Authority Budget. She then reviewed the revenue and expenses, for both the Capital and Operating Budget with the Board. Ms. Meeks indicated that the Authority has received the \$185,000 allocation from the County, for 2014, which is one of our largest revenue sources.

Upon a motion by Ms. Farina, seconded by Mr. Jones, the Board unanimously approved the 2014 Budgets, as proposed. A copy of the Budgets are attached hereto.

Solicitor's Report

Mr. Rauch reported that since the Authority's last Board meeting, he has been working on various matters including the MXI Contract for the 2014 Pharmaceutical collections and the ECOvanta bid for electronic waste, including the bid review, phone conferences and Contract language with ECOvanta.

New Business

A. Update on Electronic Waste Bids – Contract Award

Mr. Mowbray indicated that only one bid was received in response to our Electronic Waste RFP and that the Bid review committee met to review the proposal and recommended moving forward with awarding the Contract to ECOvanta. Ms. Meeks indicated that she had the opportunity to tour the ECOvanta center in Philadelphia this past Friday and feels confident that they will be able to perform under our Contract terms. Ms. Meeks indicated that this is a three year contract beginning on March 16, 2014 through December 31, 2016.

Upon a motion by Mr. Bradley, seconded by Ms. Kircher the Board unanimously approved awarding the Contract to ECOvanta and authorized their Chairman to execute the Contract upon the approval of their Solicitor.

B. 2013 Annual Report

Mr. Mowbray indicated that a copy of the 2013 Annual Report had previously been distributed electronically to the Board and asked if anyone had any comments at this time. Mr. Mowbray indicated that he thinks the Report is helpful in clarifying the role of the Authority and the projects undertaken by this Board. The Board unanimously agreed to accept the Report and thanked their Executive Director for putting this information together. Mr. Mowbray requested that Ms. Meeks share this Report with the Reading Eagle and the County Commissioners.

Ms. Meeks stated that she will post the Report on our website and will send an electronic copy to the Commissioners for their review.

C. Update on Solid Waste Management Plan Revision

Ms. Meeks reported that the three (3) Disposal Capacity Agreement extensions that were approved by the Authority at our November Board meeting have since been approved by the Commissioners and fully executed by all parties. Ms. Meeks indicated that she has notified PADEP and our Municipalities of our intent to begin our Plan Revision process, which is required to be completed no later than December 2015. Ms. Meeks indicated that she plan to have a draft of the Plan Revision completed for our March Board meeting and plans to schedule a SWAC meeting to review the draft immediately before our Board meeting on March 18, 2014. She indicated that she believes that the Plan revision will be able to be completed in house and will not require us to solicit engineering firms for this project.

Old Business

A. Update on 2014 Collection Events

Ms. Meeks informed the Board that the Pa. Department of Agriculture has approved the Authorities request to participate in the State Contract for our 2014 Household Hazardous Waste

collections. Based on the amount and types of materials received in 2013, MXI has estimated our 2014 costs to be approximately \$100,000. This includes the cost of all pesticides to be paid for by the State.

Ms. Meeks indicated that she has received quotes from MXI to run our 2014 Pharmaceutical collections at a cost of \$3,720 per event, which is similar to our 2013 rate and Bryan Riley to be our onsite Pharmacist for the day at a rate of \$450 per day and requested that the Board approve the execution of these Contracts.

Upon a motion by Ms. Kircher, seconded by Mr. Bradley the Board unanimously approved entering into a Contract with MXI and Bryan Riley to operate our 2014 Pharmaceutical collection events.

Executive Director's Report

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

Ms. Meeks reported that the Authority has currently received \$8,100 in cash sponsorships towards our 2014 collection events. She indicated that we are experiencing the same municipalities and businesses sponsoring our event as in the past and have also had two new sponsors already this year.

Ms. Meeks indicated that our 2014 Operating Budget included funding to hire a part-time employee to assist Will Jarrett at our Electronic Recycling Center and requested authorization to move forward with that hiring process.

Upon a motion by Ms. Farina, seconded by Ms. Kircher the Board unanimously approved filling the part-time position at the Electronic Recycling Center, as outlined in the 2014 Operating Budget.

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, March 18, 2014 at 3:00 PM in the Commissioners' meeting room.

Adjournment

At 3:55p.m., upon a motion by Ms. Kircher, seconded by Ms. Farina, the Board unanimously resolved to adjourn.