

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
July 20, 2010**

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 July 20, 2010, in the Commissioners’ meeting room, 13th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

Ms. Michelle Kircher  
Mr. Tony Sacco  
Ms. Dale-Ann Farina  
John Bradley, Esquire  
Charles Jones, PE

Absent were Mr. Charles Mowbray, Mr. Brian W. Clements, John Pagerly, CPA and Mr. William Evans.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority  
Douglas Paul Rauch, Esquire, Setley, Rauch & Bucolo, LLC.  
Larry Shaub, Reinsel Kuntz Leshner  
Commissioner Kevin Barnhardt  
Ms. Katie Daley, Assistant to Commissioner Barnhardt

The Vice 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. Jones, seconded by Mr. Bradley, the minutes of the regular meetings of May 18, 2010, were approved.

**FINANCE**

**Presentation of 2009 Audit:**

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

Mr. Shaub reported that his firm issued an unqualified opinion with respect to the Report. Mr. Shaub explained the Management Discussion and Analysis section of the Report.

Mr. Shaub reviewed the balance sheet, the income statement and the statement of cash flow sections of the Report.

The Board accepted the reports as presented.

#### 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. Jones, seconded by Mr. Sacco, 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 he has been working with the Executive Director on the review of the Audited Financial Statements, the food waste composting project, employee matters and working with the Bond Trustee regarding the closing of certain accounts and freeing up moneys in existing accounts that could be used for other County projects, in the near future.

#### NEW BUSINESS

##### A. Update on full-time electronic waste site

Ms. Meeks indicated that PADEP has approved the registration of our full-time electronic waste collection site at 1316 Hilltop Rd., Leesport. This registration now allows the Authority to submit for reimbursement of 50% of our operating costs, which includes Will's hours and insurance costs, as well as our disposal costs. Ms. Meeks indicated that since the center began operating in May of this year we have collected 11,468 pounds of electronic waste and had our first pickup by AERC on Friday, July 9<sup>th</sup>.

Ms. Meeks recommended increasing the hours for the operator of the recycling center from the current 35 hours per week to 40 hours per week and to set regular operating hours for the electronic recycling center. She recommended having the site open on Tuesday, Thursday and Saturday from 8:00 AM until noon and to begin advertising the availability of this center.

Mr. Rauch indicated that only the hours for this position will increase and that there will be no increase in any benefits at this time. Mr. Rauch indicated that he will review the possibility of having to offer the Deferred Income Retirement Program, which is currently available to our Executive Director, to this position. If the retirement plan is required and if Will chooses to participate, it will require a contribution of 2% of Wills' annual salary from the Authority. Upon a motion by Mr. Sacco, seconded by Ms. Farina, the Board unanimously

approved increasing Wills' hours and setting a full-time schedule at the electronic waste collection center.

## OLD BUSINESS

### a. Update on baler installation at Conrad Weiser School District

Ms. Meeks indicated that the Conrad Weiser School Board will be voting tomorrow night, July 21, 2010 on approving the Lease Agreement that was approved by this Board at our May 18<sup>th</sup> Board meeting. This will allow the Authority to move forward with the purchase of the PTR 3400HD Vertical Baler through the COSTAR State Contract at a cost of \$ 15,115, of which 90% of this cost will be reimbursed by PADEP through our existing grant.

Ms. Meeks indicated that she will contact EHD, our Insurance Agent to make arrangement for insuring this equipment.

### b. Update on improvements at Recycling Center – Hilltop Road

#### Paving project

Ms. Meeks reported that four Engineering Firms attended our pre-proposal meeting yesterday and that the proposals for the engineering work for repaving the recycling center parking lot are due on August 3, 2010 at 4:00 PM.

#### Baler installation

Ms. Meeks indicated that she has received quotes for the work to be completed for the installation of the horizontal baler to be installed at the recycling center on Hilltop Rd., which will greatly improve the economics of the operation of this center. Ninety percent of the cost of these improvements will be paid for through our existing DEP Grant that was awarded to the Authority this past January. The projects to be completed are as follows:

Electrical work for baler installation – \$ 3,100 – The WARKO Group  
Window removal and door installation - \$ 1,800 – FORINO  
Building Permits – Electrical and door installation - \$ 454.00 – Bern Township  
Removal of concrete wall - \$ 3,714.24 – William Jarrett (Bonus)  
Horizontal Baler and installation – not to exceed \$ 65,000 – COSTAR Contract

Ms. Meeks explained that the original quote we received from pro-duk-tiv who has done work for the County in the past was \$ 9,850 for the concrete removal project. Will Jarrett agreed to undertake this project, which resulted in over a \$6,000 savings to the Authority.

Upon a motion by Michelle Kircher, seconded by Mr. Sacco, the Board unanimously approved the award of these contracts and the improvements to the center.

c. Update on food waste composting project

Ms. Meeks indicated that two additional meetings were held over the past month with representatives of PADEP, Rodale, Cougles Recycling and the Authority, to discuss the options available for moving forward with a food waste composting project in Berks County.

Ms. Meeks stated that the Authority could purchase the roll-off container and collection containers that will be used for the food waste composting collection, utilizing our DEP Grant. However, this would require the Authority to issue an RFP for a vendor that would be interested in providing the following services to the Authority, utilizing our collection containers. The successful vendor would be required to provide the following services:

- Roll-off truck capable of hauling our container
- Solicitation of accounts
- Routing and collection services
- Billing of accounts on Authority letterhead
- Transporting food waste to a permitted disposal site.

The money collected from these accounts would be deposited into an Authority account which will be used to pay the vendor for these services. The roll-off container must be stored on Authority or another non-profits property when not in use. The economics of this project will continue to improve as more accounts are added to the service route.

Ms. Meeks indicated that if the Authority is interested in moving forward with this type of project that the Authority must notify PADEP of our intentions and develop an RFP in order to determine the estimated annual cost of running such a demonstration project. The Board unanimously agreed to move forward with notifying PADEP and the development of the RFP for additional discussion at future meetings.

Ms. Meeks indicated that the estimated cost of equipment purchase is \$85,000, which is \$93,741 less than the original plan. That money could be used for other projects that the Authority would like to undertake over the next year and a half.

d. Update on fall collection events

Ms. Meeks reported that FirstEnergy Stadium will be undergoing a \$10 million renovation this fall and that the Humane Society will be holding their annual dog walk at the Stadium on September 25<sup>th</sup>, which is the weekend that we had originally scheduled to hold our Electronic Waste collection at that location. She recommended canceling the fall collection at the Stadium, since we know have our full-time center on Hilltop Rd. She also recommended hiring a few AERC personnel to staff both the Stadium and Hilltop Rd., during the originally advertising dates and times in case residents bring their materials to either of these sites based on prior advertisements. She indicated that she is hopeful that residents will begin to use the Hilltop Rd. location know, thereby eliminating large groups from having to be serviced on those two days. The Board agreed to retain the services of AERC based on anticipated needs in September.

Ms. Meeks indicated that the other fall collections scheduled for the Stadium will continue as originally scheduled.

e. Update on Rural Recycling program

Ms. Meeks reported that she had sent out letters to the current eleven municipalities that participate in our rural recycling program requesting a donation of \$1 per resident under their 2011 Budget. She indicated that to date she has only heard back from Centre Township indicating that because of a large sewer project that they will be completing in 2011, they will be unable to budget this extra expense. The Board recommended waiting to hear back from others before making any decision on changes to this program. This issue will be discussed again at our September 21<sup>st</sup> Board meeting.

EXECUTIVE DIRECTOR

Ms. Meeks indicated that she has received letters from PADEP approving our reimbursement requests for our spring Pharmaceutical and Household Hazardous Waste Collections and our COALS grant in the amount of \$ 33,621.75, which she expects to receive within the next few weeks.

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

Ms. Kircher indicated that the next Authority meeting will be held on Tuesday, September 21, 2010 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 4:05 p.m., upon a motion by Mr. Sacco, seconded by Ms. Farina the Board unanimously resolved to adjourn.