

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
January 17, 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 January 17, 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. Tony Sacco
Mr. Brian W. Clements
John Pagerly, CPA
Charles Jones, PE
John Bradley, Esquire

Absent were Ms. Dale-Ann Farina and Ms. Karen Feridun.

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 2012:

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

Mr. Sacco moved and Mr. Jones seconded the closing of nominations.

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

b. Appointment of Solicitor:

Upon a motion by Mr. Sacco, seconded by Ms. Kircher, the Board unanimously resolved to retain the services of Geogeadis Setley Attorneys and Advisors, for the fiscal year 2012, at an annual retainer of \$25,000.

c. Appointment of Auditor:

Upon a motion by Mr. Sacco, seconded by Ms. Kircher, the Board unanimously resolved to retain the services of Reinsel Kuntz Leshner, to conduct our 2011 Audit, at a rate of \$6,800 and the 902 recycling grant Audit, at a rate of \$3,200 and to authorize the Executive Director to sign the engagement letters.

Minutes

Upon a motion by Mr. Clements, seconded by Ms. Kircher, the minutes of the regular meetings of November 15, 2011, 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. Kircher, seconded by Mr. Clements, 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. 2012 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 2012 Authority Budget. She then reviewed the revenue and expenses, with the Board. Ms. Meeks indicated that the Authority has received the \$210,000 allocation from the County, for 2012, which is one of our largest revenue sources.

Upon a motion by Mr. Clements, seconded by Mr. Bradley, the Board unanimously approved the 2012 Budget, as proposed. A copy of the budget is 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 Contracts for the Authority's 2012 collection events.

New Business

A. Award of Contracts

1. 2012 Tire Contract

Ms. Meeks indicated that quotes were received from two companies and recommended awarding the contract to Quality Disposal for 2012, at the following rates.

All tires with or without rims	\$ 95.00 per ton
Transportation (round trip)	\$ 225.00 per collection

2. 2012 Pharmaceutical Waste Collection

Ms. Meeks indicated that quotes were received from two companies to provide pharmaceutical collection services in 2012. She indicated that PSC submitted the lowest price for this service and recommended awarding the contract to PSC at the rates stated below:

Staffing	-	\$ 500.00 per site
Transportation	-	\$ 100.00 to Lancaster Incinerator
Disposal of Hazardous Waste -		
LP Aerosols Flamables	-	\$ 1.00 per pound
LP Medicines Toxic Solid	-	\$ 1.00 per pound
LP Flammable Liquid	-	\$ 1.00 per pound
LP Infectious	-	\$ 3.00 per pound
LP Mercury Bearing	-	\$ 2.00 per pound
LP Sharps	-	\$.50 per pound

Ms. Meeks explained that the controlled substances will be collected by the District Attorney's office and transported directly to the Lancaster County Solid Waste Authority incinerator for destruction at a rate of \$200.00 per ton. The non-controlled, non-hazardous waste that is collected by PSC will also be taken to the Lancaster County Solid Waste Authority incinerator for destruction.

3. 2012 Paper Shredding

Ms. Meeks indicated that United Document Destruction & Storage has once again offered to provide our shredding services for both our spring and fall collections in 2012, free of charge. Ms. Meeks indicated that Mr. Spencer has offered to provide three (3) trained employees, one onsite shredding truck, one tractor trailer and one box truck for each of our events. Ms. Meeks indicated that this will allow residents to either have their materials shredded on site or have the materials taken to United Document Destruction in Muhlenberg Township, where the materials will be shredded under professional security.

Upon a motion by Mr. Sacco, seconded by Ms. Kircher the Board unanimously approved awarding the 2012 contracts as recommended by their Executive Director.

4. Public Education

Ms. Meeks reported that the public education plan is completed for the spring collections, with the Reading Eagle providing discounts for our advertisements and Lamar Advertising providing four billboards for each of our collection events. Ms. Meeks also indicated that she is interested in continuing to use the magnets to educate residents in 2012. The total cost to purchase 5,000 magnets is \$2,270. PADEP will reimburse the Authority for 50% of our costs.

5. Purchase of roll-off container

Ms. Meeks stated that she is interested in purchasing a 40 yard roll-off container to replace our current paper roll-off that was originally purchased by the County. The roll-off is available under the State Contract at a cost of \$ 6,240, with 100% of the cost being reimbursed by PADEP through our existing grant. The existing paper roll-off will be reused for our tire collection program. Upon a motion by Ms. Kircher, seconded by Mr. Pagerly, the Board unanimously approved the roll-off purchase.

B. 2011 Annual Report

Ms. Meeks distributed and reviewed the 2011 Annual Report with the Board. 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.

Old Business

Ms. Kircher requested that Ms. Meeks obtain information on purchasing some type of bag that could be used by residents to store their pharmaceutical waste until our collections. In addition, Ms. Kircher recommended setting up a data base of residents wishing to be contacted regarding our events. The Authority could also use this data base to send reminders of our collections to those residents. The Board thought that was a great idea and Ms. Meeks will set up this system.

a. Update on Recycling Center

Ms. Meeks reported that the Recycling Center is operating very well under Will's supervision. She indicated that since the baler was installed on November 28, 2010, we have marketed 100 tons of baled Corrugated Cardboard "OCC" and 187 tons of Mixed Paper. She indicated that the Authority realized a savings of approximately \$46,000 in 2011 through both reduced operating costs and increased revenue from the sale of our paper. She indicated that it was anticipated that the baler would pay for itself in a four or five year period when originally discussed, but in fact the baler has more than paid for itself during 2011, especially with the State

paying 90% of the costs of this equipment. The total cost to the Authority for this baler was approximately \$9,000. However, even if the Authority would have paid 100% of the cost of this equipment it is anticipated that it would have been paid for over two years.

Ms. Meeks stated that the center is kept very clean and neat and that she receives many compliments regarding the overall appearance of the center, since the Authority took over the operation.

Ms. Meeks also reported that the electronic recycling center is still very busy, with a steady flow of residents and businesses visiting the site.

b. Food Waste Composting

Ms. Meeks reported that there are currently two schools, seven grocery stores and the County Prison participating in our food waste composting program. She indicated that additional grocery stores and school districts are expected to come on board later this month. Ms. Meeks then requested permission to hold another Breakfast meeting to update possible customers on the successes of the program and to allow for an opportunity for new customers to hear the successes of the program from some of our existing customers. The Board agreed to hold such a meeting and thought it was a good idea.

Executive Director's Report

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

Ms. Meeks reported that the Authority has already received \$6,800 in cash sponsorships for our 2012 events.

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 20, 2012 at 3:00 PM in the Commissioners' meeting room.

Adjournment

At 3:45 p.m., upon a motion by Ms. Kircher, seconded by Mr. Jones, the Board unanimously resolved to adjourn.