

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
September 17, 2013**

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 September 17, 2013, 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  
Mr. Tony Sacco  
Ms. Dale-Ann Farina  
John Bradley, Esquire  
Charles Jones, PE

Absent were Ms. Karen Feridun and John Pagerly, CPA.

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. Clements, the minutes of the regular meeting of July 16, 2013, were unanimously approved.

FINANCE

Presentation of 2012 Audit:

The Chairman introduced Mr. Larry Shaub of Reinsel Kuntz Leshner (“Reinsel”), the Authority’s independent auditors. The Board had previously received an electronic copy of 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 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.

SOLICITOR'S REPORT

Mr. Rauch reported that he has been working on the Bond Resolution, the Electronic Waste RFP and the York County Disposal Capacity Agreement.

Mr. Rauch indicated that he is still waiting for the Authority files from Leisawitz Heller that he had previously requested. The files should be received later this week, at which time he will be in contact with the Plan Committee to schedule a meeting to discuss the issues related to the revision of the 2005 Solid Waste Plan, which will expire on December 15, 2015.

Mr. Rauch distributed a copy of the Resolution directing the disbursement of the funds in two accounts, now held by U.S. Bank National Association, to the County of Berks for use in the upgrade of their Waste Water Treatment Plant, which was previously approved in 2011, by the Authority. Upon a motion by Mr. Bradley, seconded by Ms. Kircher, the Board unanimously approved the Resolution.

NEW BUSINESS

A. Update on fall collection events and 2014 Dates

Ms. Meeks reported that the Pharmaceutical collection, Paper Shredding and Household Hazardous Waste collections are all on schedule with all arrangements completed. She indicated that she has been working with the Opportunity House on some other recycling initiatives and recommended partnering with them during our fall paper shredding event to collect used books for their new initiative. The Board agreed to this partnership and thought it was a good idea. She indicated that she has secured a new site for our 2014 spring collections, which will be held at the Governor Mifflin Intermediate School. She indicated that the Authority has received approval from the Governor Mifflin School District to use their site on April 19, 2014 for our Household Hazardous Waste Collection and April 26, 2014 for our Paper Shredding and Pharmaceutical Collections. In addition, we have received permission to use the parking lot at FirstEnergy Stadium on October 11, 2014 for our Paper Shredding and Pharmaceutical

Collections and October 18, 2014 for our Household Hazardous Waste Collections. The Board unanimously agreed to this collection schedule for 2014.

B. Electronic Recycling – Request for proposals

Ms. Meeks indicated that both Mr. Rauch and Mr. Mowbray have reviewed the draft Request for Proposals for the processing of the electronics that are collected at our Electronic Recycling Center on Hilltop Rd., Leesport. An electronic copy of this document was also sent to the Board earlier today. Ms. Meeks briefly reviewed the requirements of the bid document with the Board. Mr. Clements recommended removing the language on Page 5, section B, related to the Authority agreeing to keep the names and addresses of the vendors confidential.

The Board unanimously approved having their Executive Director advertise the availability of this document with bids being due on December 13, 2013.

C. Repairs at Recycling Center

Ms. Meeks explained that four (4) sheets of the flooring in the Electronic Recycling Center have delaminated. She explained that Green Hills Lumber has agreed to replace the wood and Forino has agreed to remove and install the new lumber free of charge. She indicated that the entire floor is in need of a new coat of paint and recommended that we hire Forino to complete the painting project. In addition, Ms. Meeks explained that she would like to move forward with the removal of the bricks area under the roll-off containers and replace that area with concrete as previously submitted to DEP in our last 902 recycling grant. She indicated that DEP has indicated that our grant should be awarded early next year and she indicated that because of the condition of the brick area she would prefer to have this work completed this fall rather than going through another winter with this issue.

The Board unanimously agreed to move forward with both of these projects at this time.

EXECUTIVE DIRECTOR

Ms. Meeks indicated that 23,000 residents have participated in our full-time electronic recycling center since opening in July of 2010, recycling over 2 million pounds of electronics. 8,500 of those residents used the site during the first eight months of 2013, recycling 875,000 pounds of electronic waste.

Ms. Meeks indicated that the prisoners are continuing to bale both our cardboard and mixed paper on Monday, Wednesday and Fridays at our Recycling Center on Hilltop Road. 260 tons of paper has been baled during the first eight months of this year, which is slightly higher than the amount baled during the first eight months of 2012.

Ms. Meeks reported that she has assisted eighteen of our municipalities with their 904 Performance Grant application. The applications are due to PADEP on September 30, 2013.

Ms. Meeks reported that the Berks County District Attorney's Office full-time drop-off program for pharmaceuticals in sixteen police stations throughout Berks County, is being very well received with over 1,300 pounds of medications collected since our spring collection event on April 27, 2013. Ms. Meeks indicated that depending on the success of this program the Authority may wish to consider canceling our spring and fall collections in 2015 and replacing them with some other type of waste collection event.

Ms. Meeks reported that Douglass Township has requested to join our Rural Recycling program in 2014. Ms. Meeks indicated that the Authority would need to purchase an additional roll-off at a cost of \$ 6,000 and that this site would add an additional \$ 10,000 per year to our operating costs. Ms. Meeks indicated that we are currently experiencing problems at the Hereford drop-off location and would recommend trying to get those issues under control before deciding on adding additional locations.

Ms. Meeks reported that all of the landfill extensions that were approved at our July Board meeting have been executed by all parties.

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, November 19, 2013 at 3:00 PM in the Commissioners' meeting room.

#### ADJOURNMENT

At 4:10 p.m., upon a motion by Ms. Kircher, seconded by Mr. Clements the Board unanimously resolved to adjourn.