

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 17, 2016**

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 May 17, 2016, in the Planning Commission Library, 14th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

Mr. Charles Mowbray
Ms. Michelle Kircher
Mr. Brian Clements
Ms. Dale-Ann Farina
Mr. Tony Sacco
Mr. Tony Rymar
John Pagerly, CPA
Michael Gombar, Jr., Esquire

Mr. Charles Jones, PE was absent.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Matthew Setley, Esquire, Geogeadis 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 Mr. Clements, seconded by Mr. Pagerly, the minutes of the regular meetings of March 15, 2016, were approved.

FINANCE

Presentation of 2015 Audit:

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

Mr. Mowbray indicated that the Finance Committee met with Alan Carman, CPA of Reinsel Kuntz Leshner to review our 2015 Audit and indicated that there were no problems encountered during the Audit and the only control deficiencies reported were the same as prior years, which are related to the size of our staff and the lack of segregation of duties.

Mr. Carman reported that his firm issued an unqualified opinion with respect to the Report. He reviewed the balance sheet, the income statement and the statement of cash flow sections of the Report. Ms. Yuengel explained the Management Discussion and Analysis section of the Report.

Upon a motion by Mr. Clements, seconded by Ms. Farina, the Board unanimously accepted the 2015 Financial Statement.

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. Kircher, seconded by Mr. Gombar, 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. Setley reported that since the Authority's last Board meeting, Attorney Rauch has been working on various matters including issues related to the 2014 Audit, filings required as part of the final Bond Payment, and issuing an opinion regarding the quotes received on the pole building regarding two of the three quotes exceeding the \$19,400 bidding requirement. Attorney Rauch had instructed their Executive Director that three quotes are acceptable to move forward with this award since the lowest quote was below the \$19,400 bidding requirement. Mr. Setley also indicated that Attorney Rauch had been working with the City of Reading regarding an e-mail received from Reading Green regarding some type of issue related to the City of Reading electronic recycling. Mr. Setley indicated that at this time Attorney Rauch does not believe any action is required by the Authority.

NEW BUSINESS

A. Update on collection events:

Ms. Meeks indicated that the location for the spring collection events, held at Governor Mifflin Intermediate Center allowed for a nice flow of traffic, while allowing plenty of room to ensure a smooth and safe collection event. Ms. Meeks indicated that 2,990 residents disposed of 115,805 pounds of hazardous waste and had 64,333 pounds of confidential documents shredded during our spring collections, which was a substantial increase from past spring collections. She reviewed specific information, on the spring collection events, with the Board.

Ms. Meeks indicated that the Department of Ag has paid \$12,514.60 for pesticide disposal from our spring collection, leaving a balance of \$2,485.40 to be used towards our fall collections. Ms. Meeks estimates that the Authority will be responsible for paying the disposal costs of approximately \$10,000, based on our previous fall collections, of which DEP will reimburse 50% of those costs. Ms. Meeks indicated that as discussed in previous meetings the Department of Ag has limited the amount of pesticide funding this year to \$15,000 for Berks County.

In addition, Ms. Meeks reported that over 6,600 residents have used the electronic recycling center this year, recycling more than 570,000 pounds of electronics. She believes that we will recycle nearly 2 million pounds in 2016. Ms. Meeks indicated that there is currently an amendment to the Covered Device Act in the State Senate which would reimburse collection centers \$00.05 per pound for covered devices, which would reduce our operating costs from approximately \$67,000 to \$2,200 if passed. In addition, Cumberland County is currently out for bid for electronic recycling with bids due on June 13th. Ms. Meeks recommended that the Authority hold off until our July Board meeting to decide how to move forward with this project.

Ms. Meeks reported that the disbursement requests for our Household Hazardous Waste and the first quarter for electronic recycling have been submitted to PADEP.

Ms. Meeks reported that we have depleted the \$100,000 maximum, per county per year under the grant program which covers 50% of our operating costs of our Hazardous Waste and Electronic programs for the States 2015/2016 FY, which runs from July 1 – June 30th. The remaining \$53,000 in expenses related to the spring hazardous waste collection will be submitted on July 1st, under the new funding period.

B. Update on 902 recycling grants:

Existing Grant Funds

Ms. Meeks indicated that approximately \$18,000 remains in the existing 902 recycling grant, which will expire on July 16th of this year. She recommended that the masonry at the two gable ends of our facility be repaired at a cost of \$9,729 and that the remaining concrete area under the cardboard and mixed paper containers be replaced, which will complete all concrete repairs at the site for a cost of \$7,959, which will use up much of the existing grant. Upon a motion by Mr. Pagerly, seconded by Ms. Farina the Board unanimously approved to hire Forino to complete these projects, as soon as possible.

New Grant Funds

1. Status of Land Development permits

Ms. Meeks indicated that the planning process is moving along quite well for our paving and storage shed project. She indicated that at the May 10th Bern Township Planning Commission meeting, the Board recommended sending the pre-approval to the Bern Township Supervisors for review and discussion at their June 7th Board meeting with final approval at their

July 5th Board meeting, upon approval of the following outstanding issues by the Planning Commission:

- Confirm a special exception is not required to construct a larger storage building
- Confirm the impervious coverage in the license agreement
- Provide Schematic architectural drawings of the storage shed
- Plan review by the Fire marshal
- Complete the soil and infiltration testing

2. Pioneer Pole Building, Inc. & Security System

Ms. Meeks indicated that as part of the permitting process a contract will need to be awarded for the pole building, so that architectural drawings can be submitted to the Planning Commission for approval. Ms. Meeks recommended awarding the contract to Pioneer Pole Building for the construction of a 40' x 60' x 12'4" pole barn at a cost of \$18,702, which was the lowest of the three quotes received. Ms. Meeks also recommended awarding a contract to eLock Security Specialists for a security system at the recycling center to help eliminate the increase problem with illegal dumping, at a cost of \$7,765.84 to be purchased on the COSTAR contract.

Upon a motion a motion by Mr. Sacco seconded by Ms. Kircher the board unanimously approved awarding both of these contracts.

C. 2017 County Budget:

Mr. Mowbray indicated that he and Ms. Meeks met with Commissioner Leinbach, Commissioner Barnhardt, Budget Director Bob Patrizio and County Treasurer Dennis Adams regarding our 2017 allocation. Mr. Mowbray reviewed the Financial Summary that was presented at the meeting regarding our reduction in fund balance over the past few years related to capital improvements and the reduction in revenues and added expenses which are related to the marketing of recyclable materials and electronic waste. He indicated that the main discussion at the meeting centered on the rural recycling program and the need to make significant changes to the operation of the program over the next few months. Mr. Mowbray indicated that Commissioners were very supportive of the Authority and our request for an additional \$109,200 in funding for 2017, for a total allocation of \$294,200.

Ms. Meeks indicated that the 2017 County Budget, which includes the \$294,200 allocation to the Authority for operating the County recycling programs and \$800 for the alarm system on the recycling center, has been submitted. All electric and indirect costs will be entered into the budget by the budget office. The Board unanimously approved this submission.

EXECUTIVE DIRECTOR – YEARLY REVIEW:

Upon a motion by Ms. Kircher, seconded by Ms. Farina the Board unanimously agreed to enter into an Executive Session at 4:00 PM to discuss the yearly review of their Executive Director.

Upon a motion by Ms. Kircher, seconded by Mr. Pagerly, the meeting reconvened, at 4:20 PM.

Upon a motion by Mr. Pagerly, seconded by Ms. Farina, the Board unanimously agreed to increase the salary of their Executive Director, by \$3,500 per year to \$91,500 retroactive to April 2, 2016. Mr. Mowbray stated that the Board is very pleased with the performance of their Executive Director and the projects that have been undertaken.

EXECUTIVE DIRECTOR

Ms. Meeks recommended a 4% increase for William Jarrett effective July 20, 2016, which would increase his hourly rate to \$20.00 per hour. Upon a motion by Ms. Farina, seconded by Mr. Clements, the Board unanimously approved this increase.

Mr. Rymar recommended that we look into some type of official safety training for Will, which may also help our Workers' Compensation costs.

Ms. Meeks indicated that the 2015 Performance Grants are due to the State by September 30th and must be filed by the County. She indicated that the County application is complete and has been given to the County for submittal.

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, July 19, 2016 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 4:30 p.m., upon a motion by Ms. Kircher, seconded by Mr. Pagerly the Board unanimously resolved to adjourn.