

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
November 16, 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 November 16, 2010, 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
Ms. Dale-Ann Farina
Ms. Karen Feridun
John Pagerly, CPA
Charles Jones, PE.

Absent were Mr. Tony Sacco and John Bradley, Esquire

Also present:

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

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

PUBLIC COMMENT

No members of the public chose to speak.

MINUTES

Mr. Pagerly requested that the minutes of our September 21, 2010 meeting, be amended to include the statement that Mr. Tony Sacco will remain the Asst. Secretary of the Board. Upon a motion by Mr. Pagerly, seconded by Mr. Clements, the minutes of the regular meetings of September 21, 2010, were approved, as amended.

FINANCE

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. Clements, seconded by Mr. Jones, the Board approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Treasurer's Report. Ms. Kircher and Mr. Pagerly abstained from this vote.

Mr. Pagerly commented that although our budget statement shows that we are operating \$114,000 under budget that is because the equipment and repairs that have been purchased and completed at the Recycling Center on Hilltop Rd. were budgeted for 2010, but have since been recorded as a Fixed Asset on our Balance sheet and removed from the Cash Assets, on that statement.

SOLICITOR'S REPORT

Mr. Rauch reported that he has been working with the Executive Director on the food waste composting project, including the pre-bid meeting and bid evaluations. The details of this project will be discussed further during today's meeting. In addition, Mr. Rauch has been working with the Bern Township Solicitor on the Holding Tank Agreement, as well as other legal questions regarding the ongoing renovations at the recycling center.

NEW BUSINESS

A. Electronic Waste – Request for bids

Ms. Meeks reported that the Electronic Recycling Center is performing extremely well. She reported that 1,247 residents have brought in 104,000 pounds of electronics during the first four months of operation. She also indicated that 100 percent of the operating costs have been either recovered through user fees or will be reimbursed by PADEP. The total operating costs for those four months was \$ 19,603, of which \$11,198 was received through user fees and \$ 8,405 through a PADEP grant. Those costs include all expenses related to this center included labor costs, insurance, taxes, supplies, and disposal and transportation costs.

Ms. Meeks also reported that on November 15, 2010, the Pennsylvania General Assembly passed House Bill 708 which will require all Manufacturers of electronic waste to develop collection, transportation and recycling plans, to deal with the materials they are manufacturing. This Bill requires each manufacturer to establish, conduct and manage a plan to collect, transport and recycle a quantity of covered devices equal to the manufacturer's market share. This Bill will shift the financial burden of disposal from the consumer to the manufacturer, thereby improving the economics of running our recycling center, even further. Ms. Meeks recommended that the Authority take this opportunity to solicit bids for our electronic wastes to see what recycling options may be available to us. The Board approved the solicitation of bids for this service.

OLD BUSINESS

a. Update on baler installation at Conrad Weiser School District

Ms. Meeks reported that the baler for the Conrad Weiser recycling program was delivered and installed on Tuesday, November 9th. The maintenance staff at Conrad Weiser High School was trained on the unit and the unit immediately went into operation. This unit was

added to the Authority insurance policy effective, November 9, 2010 and the Authority will bill Conrad Weiser for these costs, upon receipt of our invoice.

b. Update on improvements at Recycling Center – Hilltop Road

Ms. Meeks presented a power point presentation showing the improvements that have been made to date at the recycling center on Hilltop Rd. These projects included the completion of our paving project, stoning and rolling the parking lot area of the electronic recycling center and opening up and stoning the driveway around the barn. Ms. Meeks reported that the water and sewer projects have been completed and the installation of the restroom will be completed before the end of December. The baler is scheduled to be installed on November 22nd at the Recycling Center and the Bob Cat was delivered and training given on October 12th.

Ms. Meeks then presented a sketch of the new recycling center sign for the Boards review. After much discussion, the Board requested that the Executive Director contact Signature Sign and request some changes to the design and distribute a new sketch for board approval. The estimated cost of this sign is \$1,327, including installation and will be reimbursed through our PADEP grant.

Ms. Meeks then reviewed the enclosed spreadsheet listing the projects that are being paid for through our current PADEP grant.

c. Food waste composting project:

Collection Contract

Ms. Meeks reported that the Authority received two bids on this project. Those bids were received from Cougles Recycling and JP Mascaro. The bid results are listed below:

<u>Proposal</u>	<u>Cougles</u>	<u>JP Mascaro</u>
Per Mile – 2011	\$ 3.00	\$ 15.00
Per Mile – 2012	\$ 3.00	\$ 15.45
Per Mile – 2013	\$ 3.00	\$ 15.91
Per Toter – 2011	\$ 3.00	\$ 25.00
Per Mile – 2012	\$ 3.00	\$ 25.75
Per Mile – 2013	\$ 3.00	\$ 26.52
Annual billing & Marketing 2011	\$ 6,000.00	\$ 25,000.00
Annual billing & Marketing 2012	\$ 9,000.00	\$ 25,750.00
Annual billing & Marketing 2013	\$ 12,000.00	\$ 26,523.00

Ms. Meeks recommended awarded this contract to Cougles recycling and also allocating \$10,000 under our 2011 budget toward the operating costs of this program. This should help to encourage participation, which will also make the program more economical. In addition, Ms. Meeks reported that she has been notified by the office of Materials Management, EPA, Region III, that we have been awarded \$11,000 to be used towards the collection and transportation of

food waste at the Conrad Weiser School District. Upon a motion by Ms. Kircher, seconded by Mr. Jones the Board unanimously approved the award of this contract and the contribution of \$10,000 towards the operation of this program in 2011.

Roll-off container purchase

Ms. Meeks requested permission to develop a bid specification for the purchase of a roll-off container for our food waste composting program. Ms. Meeks stated that the estimated cost of this equipment would be \$ 52,000 and will need to be bid, since Summit Trailer Sales, Inc. is not currently listed as a vendor through the COSTAR Contract. Upon a motion by Ms. Kircher, Seconded by Mr. Jones the Board unanimously approved the purchase of this equipment at an estimated cost of \$52,000.00

Toter & collection containers

Ms. Meeks stated that during our pre-bid meeting for our food waste collection program, Waste Management recommended using the Otto storage containers. Waste Management indicated that they had tried other storage containers and had problems with the containers leaking and that the Otto container has been working very well on the food waste programs in other parts of the Country. Ms. Meeks stated that the Otto containers can be purchased through the COSTAR contract. Upon a motion by Mr. Clements, seconded by Mr. Pagerly the Board unanimously approved the purchase \$25,000 worth of Otto 64 gallon toters.

d. Update on fall collection events

Ms. Meeks indicated that 3,848 residents participated in our fall collection events disposing of 259,961 pounds of materials. She stated that she would attach a spreadsheet to the minutes of today's meeting listing the number of residents and materials collected from each of our events, since 2007.

e. Update on response from municipalities – Rural recycling program

Ms. Meeks reported that on May 24, 2010, at the request of the Board, she notified the existing ten municipalities that currently participate in our rural recycling program, that the Authority was requesting a \$1.00 per resident donation towards the costs of running the rural recycling program. She stated that she has only received official notification from Hereford Township regarding that request, which was rejected. In addition, she has spoke to Centre Township who also was not able to include those cost in their 2011 budget and has not received any response from the other eight. The Board agreed to continue to offer the program through 2011, at no cost to these municipalities, and requested that their Executive Director notify the municipalities of our intent.

OTHER BUSINESS

a. 2011 Meeting Schedule:

Upon a motion by Ms. Farina, seconded by Mr. Jones the Board unanimously approved the following dates for our 2011 Board meeting, to be held at 3:00 PM in the Commissioners' meeting room, 13th Floor of the Services Center and authorized the Executive Director to advertise those dates:

Tuesday, January 18, 2011
Tuesday, March 15, 2011
Tuesday, May 17, 2011
Tuesday, July 19, 2011
Tuesday, September 20, 2011
Tuesday, November 15, 2011

b. Nominated Committee:

Ms. Meeks indicated that a Nominated Committee will need to be created and the slate of officers presented at our January 18, 2011 Board meeting. Upon a motion by Ms. Kircher seconded by Ms. Feridun the Board unanimously appointed Mr. Sacco and Mr. Jones to the Nominated Committee.

EXECUTIVE DIRECTOR

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, January 18, 2011 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 4:25 p.m., upon a motion by Ms. Kircher, seconded by Mr. Pagerly the Board unanimously resolved to adjourn.