

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
January 18, 2011**

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 18, 2011, 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  
Ms. Dale-Ann Farina  
John Pagerly, CPA  
Charles Jones, PE  
John Bradley, Esquire

Ms. Karen Feridun was absent.

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.

Reorganization:

a. Election of Officers:

The Nominating Committee submitted the following slate of officers, for 2011:

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

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

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

b. Appointment of Solicitor:

Upon a motion by Mr. Sacco, seconded by Mr. Bradley, the Board unanimously resolved to retain the services of Setley, Rauch & Bucolo, LLC, for the fiscal year 2011, at an annual retainer of \$25,000.

c. Appointment of Auditor:

Mr. Pagerly indicated that the Authority has received a proposal from Reinsel Kuntz Leshner to once again conduct the Authority year end audit. Mr. Pagerly recommended moving forward with the appointment of Reinsel Kuntz Leshner for our 2010 Audit and believes they have done a profession job in the past.

Upon a motion by Mr. Pagerly, seconded by Mr. Clements, the Board unanimously resolved to retain the services of Reinsel Kuntz Leshner, to conduct our 2010 Audit, at a rate of \$6,600 and to authorize the Executive Director to sign the engagement letter.

Minutes

Upon a motion by Mr. Clements, seconded by Mr. Pagerly, the minutes of the regular meetings of November 16, 2010, were approved.

Finance

a. Treasurer's Report:

Ms. Meeks distributed the Treasurer's Report and reviewed it with the Board. Ms. Kircher recommended discussing our payroll services with the Industrial Development Authority to see if we could reduce our costs, if we partner with them on this service. Upon a motion by Mr. Sacco, 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.

b. 2011 Authority Budget

Mr. Pagerly indicated that the Finance Committee, which is made up of Mr. Jones, Mr. Mowbray and himself met to review and develop the 2011 Authority Budget. He 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 2011, which is one of our largest revenue sources.

Mr. Pagerly indicated that the salary line item in the 2011 Budget was increased to allow for the operation of the electronic recycling program on the Hilltop Road, which opened in July

of 2010. Mr. Pagerly also explained that the renovations and new equipment that will be purchased in 2011 is not shown on the operating budget, because they will be listed as fixed assets on our Balance Sheet.

Mr. Rauch indicated that his rate has increased from \$ 15,000 in 2010 to \$25,000 for 2011, which is in line with his billable hourly rate.

Upon a motion by Mr. Clements, seconded by Mr. Bradley, the Board unanimously approved the 2011 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 2011 collection events and the food waste composting contract. In addition, he has been working on the RFP for electronic waste. Bids are due on January 31, 2011, for our electronic waste collection services.

Mr. Rauch then distributed a Resolution for Board approval which will direct the closure of two Bond accounts for the purposes of financing a capital project of the County of Berks. Mr. Rauch indicated that the County will be completing renovations to the County Waste Water Treatment Plant, which is an allowable use of the original Bonds. A copy of the Resolution is attached.

Upon a motion by Mr. Clements, seconded by Mr. Sacco, the Board unanimously approved the resolution.

### New Business

#### A. Award of Contracts

##### 1. 2011 HHW – Renewal of Contract with PSC Environmental

Ms. Meeks recommended that the Authority exercise our rights to renew the existing 2009 Contract for our 2011 collections, at the same contract terms.

##### 2. 2011 Tire Collection

Ms. Meeks indicated that quotes were received from three companies and recommended that the following contracts be awarded for our 2011 events:

**Cadence Environmental Energy** (Lehigh Cement) Tire disposal without rims - \$20.00 per ton  
**Quality Disposal** – Tire disposal with rims - \$90 per ton, transportation- \$225 per roll-off  
**Quality Disposal** –Truck/ Tractor tire disposal - \$180 per ton, transportation - \$225 per roll-off  
**Quality Disposal** – Transportation of tires without rims - \$185 per roll-off

3. 2011 Pharmaceutical Waste Collection

Ms. Meeks indicated that quotes were received from four companies to provide pharmaceutical collection services in 2011. PSC quotes for this service was the lowest and recommended awarding the contract to PSC at the rates stated below:

Staffing	-	\$ 500.00 per site
Transportation	-	\$ 200.00 to Lancaster Incinerator
Disposal of Hazardous Waste	-	\$ 25.00 per 5 gallon pail

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, 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.

4. 2011 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 2011, 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. Jones, seconded by Ms. Farina the Board unanimously approved awarding the 2011 contracts as recommended by their Executive Director.

Ms. Meeks indicated that we are in our final year of our Household Hazardous Waste Contract with PSC. Mr. Mowbray questioned if the Authority could negotiate with PSC for future years of service or are we required to go through the bidding process. Mr. Rauch indicated that he would recommend going through the bidding process for this service.

5. 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 using magnets to educate residents of our 2011 collections, like we had done in 2008. The total cost to purchase 7,000 magnets is approximately \$3,000. She indicated that Metro Bank may be interested in being a partial sponsor of these magnets and that PADEP will reimburse the Authority for 50% of our net cost to purchase the magnets.

## B. 2010 Annual Report

Ms. Meeks distributed a copy of our 2010 Annual Report, to the Board. Mr. Mowbray reviewed the Annual Report as submitted and stated that he worked with their Executive Director in the development of this document. Mr. Mowbray indicated that he thinks this document would be helpful when members are asked questions about the Authority. In addition, Mr. Mowbray indicated that he thinks the 2010 Highlight section as well as the Year Ahead sections is helpful in clarifying the role of the Authority and the projects undertaken by this Board.

Ms. Meeks stated that she has posted the Report on our website and has sent an electronic copy to the Commissioners for their review.

### Old Business

#### 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, they have prepared 32 bales of Corrugated Cardboard "OCC" for market. She indicated that the price of cardboard is up to almost \$200 per ton and that the Authority will see a savings of approximately \$46,000 per year in both reduced operating costs and increased revenue from the sale of our OCC. 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 will pay for itself much quicker, especially with the State paying 90% of the costs of this equipment through a state grant, that the Authority secured. The total cost to the Authority for this baler was approximately \$9,000, after Grants.

Ms. Meeks also 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 the Contract between the Authority and Cogle's Recycling Inc. has been approved and that the program is expected to start up the third week of February. Ms. Meeks explained that a kickoff breakfast will be held at the Berks Career and Technology Center on February 15, 2011 at 7:30 AM to present information about this project to interested companies. She indicated that the toters have been received and are currently in storage at the recycling center waiting to be delivered to our new customers. The truck body is expected to be completed by February 1, 2011 with the truck to be retrofitted later that week.

### 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 \$7,350, in cash sponsorships for our 2011 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 15, 2011 at 3:00 PM in the Commissioners' meeting room.

### Adjournment

At 3:50 p.m., upon a motion by Mr. Sacco, seconded by Mr. Pagerly, the Board unanimously resolved to adjourn.