

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
September 18, 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 September 18, 2012, in the Authority Office, 14th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

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

Absent were Mr. Brian W. Clements, Ms. Michelle Kircher, 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, 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 Ms. Farina, seconded by Mr. Bradley, the minutes of the regular meeting of July 17, 2012, were unanimously approved.

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. Jones, seconded by Mr. Bradley, the Board unanimously approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Treasurer's Report.

Acceptance of 2011 Audit

Ms. Meeks indicated that the corrections to the 2011 Financial Statement, that were requested at our July 17, 2012 Board meeting, have been made and distributed to the Board prior to today's meeting. Those corrections included language related to the collateralization of bonds on Page 23 and the significant deficiency in the Internal Control letter.

Upon a motion by Mr. Sacco, seconded by Ms. Farina, the Board unanimously approved accepting the 2011 Audit, as amended.

SOLICITOR'S REPORT

Mr. Rauch reported that he has been working on the amendments to the language in the 2011 Audit, the food waste composting contract and finalizing Bond compliance documents.

NEW BUSINESS

A. Update on fall collection events and 2013 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 not been able to find an alternative site for our 2013 spring collections and recommended staying at the Exeter site one more year, while she continues to explore other options. She indicated that the Authority has received approval from Exeter Township to use their site on April 20, 2013 for our Household Hazardous Waste Collection and April 27, 2013 for our Paper Shredding and Pharmaceutical Collections. In addition, we have received permission to use the parking lot at FirstEnergy Stadium on October 12, 2013 for our Paper Shredding and Pharmaceutical Collections and October 19, 2013 for our Household Hazardous Waste Collections. The Board unanimously agreed to this collection schedule for 2013.

B. Updated job description – Executive Director

Mr. Mowbray indicated at our May 15, 2012 Board meeting it was determined that the current job description of our Executive Director needed to be updated, based on the employee evaluation. Mr. Mowbray reported that he worked with Ms. Meeks in updating the job description, which had previously been distributed to the Board for their review and comment. Mr. Mowbray thanked the Board members for their comments and suggested that the updated description be added to the Employment Contract. Upon a motion by Mr. Bradley, seconded by Mr. Sacco, the Board unanimously approved the new job description.

C. Food Waste Composting – Technical Assistance program

Ms. Meeks reported that there are currently six establishments participating in the Food Waste Composting project in Berks County. She indicated that since the program began in April of 2011, 338,094 pounds of food waste have been recovered for composting through this program at a cost of \$18,000 to the Authority. She indicated that the interest in our program is

far less than what we had expected and far less than what we are seeing in Lehigh County. In addition, she reported that Rodale Farms informed the Authority this morning that they are no longer interested in participating in the program and have terminated the acceptance of the food waste effective immediately. Ms. Meeks reported that there is an adjacent farm, 4 Springs Farm, which has been accepting some of our material for the past few months, that will be able to handle our material until alternative locations can be found. Ms. Meeks has notified PADEP of their withdrawal from our program and requesting guidance from them regarding the 902 grant money that was used within the past few months to make improvements at the Rodale facility.

The Board expressed much concern regarding the grant funding that was recently used to make the improvements at the Rodale Farm and requested that their Executive Director pass those concerns along to PADEP, since it was the Authority's grant money that was used, at the suggestion of PADEP.

Ms. Meeks indicated that she has had discussions with PADEP regarding their Technical Assistance Program and the possibility of the Authority participating in that program to request assistance in reviewing our Food Waste Composting program. Ms. Meeks reported that Gannet Fleming would be retained to work on this project by PADEP at no cost to the Authority. Gannet Fleming was extremely helpful in reviewing the operations of the recycling center on Hilltop Rd. and making suggestions to improve the flow of material, as well as improving the economics of that operation.

The Board unanimously agreed to move forward with the Technical Assistance program which will allow for the Authority to make an educated decision on whether to continue to move forward with this project or terminate the Contract at its expiration date in February of 2013.

EXECUTIVE DIRECTOR

Ms. Meeks indicated that 11,900 residents have participated in our full-time electronic recycling center since opening in July of 2010, recycling 1,086,176 pounds of electronics. Approximately half, 5,400 of those residents used the site during the first eight months of 2012, recycling 542,830 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 the same amount that was baled during the entire 2011 calendar year.

Ms. Meeks reported that the structural repairs to the roof at the recycling center have been completed and Forino is currently working on some remaining leaks.

Ms. Meeks reported that she has assisted twenty-four of our municipalities with their 904 Performance Grant applications and will be assisting Cumru Township with theirs tomorrow. The applications are due to PADEP on October 1, 2012.

Ms. Meeks indicated that House Bill 1934 was recently passed which amends Act 101, for the purpose of determining population of a municipality. The number of people residing in a Federal or State Facility that conducts a facility-wide recycling program is excluded from that population. Therefore, Maxatawny Township is no longer a mandated community once the population from Kutztown University is removed. Ms. Meeks indicated that Maxatawny Township had previously submitted a 902 recycling grant, to help with start-up costs and will make the final determination on whether to implement a recycling program or not, based on the outcome of that grant application.

Ms. Meeks indicated that the baler has been relocated to the Reading High School loading dock from Conrad Weiser High School and is currently in operation.

Ms. Meeks reported that the Berks County District Attorney's Office will be implementing a full-time drop-off program for pharmaceuticals in eleven police stations throughout Berks County. The containers will be serviced periodically by the District Attorney who will ensure that the material is properly destroyed.

Ms. Meeks shared a proposal from Gannet Fleming to assist with our Solid Waste Management Plan update, which should begin early in 2013. She indicated that the proposal is a preliminary projection on the work to be completed and recommended meeting with PADEP and Gannet Fleming to determine exactly what will be required by PADEP for this update. She recommended continuing to work with Gannet Fleming on this project, since they completed our last Plan and return to our November 20, 2012 Board meeting with a full proposal and recommendations. She indicated that although it is projected only to take nine to twelve months to complete this update that we continue to move forward while funding is available through the State to pay for this update.

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

ADJOURNMENT

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