

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
November 20, 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 November 20, 2012, 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 was 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, 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. Farina, seconded by Mr. Clements, the minutes of the regular meetings of September 18, 2012, were approved. Ms. Kircher abstained from the vote since she was not in attendance at that meeting.

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 Ms. Kircher, 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.

SOLICITOR'S REPORT

Mr. Rauch reported that our electronic recycler, AERC had recently gone through a stock sale. He has spoken to the new owners' legal counsel and was informed that the new owners have assumed all existing contracts and look forward to working with the Authority in the future. The structure of that organization will not change and they will continue to dismantle electronics as previously done. In addition, he indicated that he has been working with the Executive Director on the Food Waste Composting project, Solid Waste Management Plan revision, as well as any questions related to the fall collection Contracts.

NEW BUSINESS

a. 2013 Meeting Schedule:

Upon a motion by Mr. Jones, seconded by Ms. Farina the Board unanimously approved the following dates for our 2013 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 15, 2013
Tuesday, March 19, 2013
Tuesday, May 21, 2013
Tuesday, July 16, 2013
Tuesday, September 17, 2013
Tuesday, November 19, 2013

b. Appointment of Nominating Committee

Mr. Mowbray indicated that a Nominating Committee will need to be created and the slate of officers presented at our January 15, 2013 Board meeting. Upon a motion by Mr. Clements seconded by Ms. Kircher the Board unanimously appointed Mr. Sacco and Mr. Jones to the Nominating Committee.

c. Appointment of Finance Committee

Mr. Mowbray recommended that a permanent Finance Committee be created for 2013 to review and recommend the 2013 Budget, as well as other financial issues that may arise throughout the year. Upon a motion by Ms. Kircher seconded by Ms. Farina the Board unanimously appointed the following Board members to the Finance Committee: John Pagerly, CPA, Mr. Charles Mowbray and Charles Jones, PE.

d. Update on fall collection events

Ms. Meeks indicated that we once again had great turnout for our fall collections and the Contractors did a great job servicing residents and keeping the traffic flowing throughout the

day. Ms. Meeks reviewed the attached graph comparing the 2007 through 2012 collection events. A copy of the data is attached to the minutes of today's meeting.

e. Contracts for 2013 collection events

Ms. Meeks recommended that the Authority once again use the State Contract for our 2013 Household Hazardous Waste collections. MXI did a great job during our 2012 collections and will once again be the contractors for the Pa. Department of Agriculture Chemsweep program. This will also allow the Authority to have all of our pesticides paid for by the State resulting in an estimated saving of \$30,000, per year. Ms. Meeks also recommended that MXI be retained to operate our Pharmaceutical collection events in 2013 at an estimated cost of \$7,000. Upon a motion by Ms. Feridun seconded by Mr. Pagerly the board unanimously approved the recommendation of their Executive Director and authorized her to execute the necessary Contracts and to submit the necessary registration forms to the State.

f. Technical Assistance Program – Update on Food Waste Composting

Ms. Meeks stated that she had forwarded a copy of the Draft Report completed by Gannett Fleming regarding our Food Waste Composting program and their recommendations to the Board early last week. A copy of the Report is attached. She reviewed the highlights of that report with the Board. The following are Gannett Fleming's recommendations from the Report based on the evaluation of our pilot program:

Section 3.1 of the Report: Recommendations to the Authority

Due to misplaced financial incentives in the contractual arrangement with CRI and due to the contractual increase in administrative fees effective January 2013, it is expected that the Authority's monthly subsidy of the food waste pilot program will increase in 2013 to over \$1,600 per month (equivalent to nearly \$160 per ton of food waste) unless there is an unlikely and dramatic increase in participating establishments. Gannett Fleming recommends that the Authority undertake the following actions:

- Notify CRI in writing 30 days prior to February 1, 2013 of its intent to discontinue the program after February 7th, 2013 in accordance with the Food Waste Agreement.
- Notify all participating and formerly participating food waste establishments in writing regarding the ending of the food waste pilot program, noting program successes and steps for terminating the program (e.g. tote cleaning, tote collection, etc.) The letter could offer information regarding the possibility to continue a similar program in the future by working with CRI or potentially another private company.

- Notify PADEP and EPA regarding the termination of the program and resolve all grant related/grant funded items including grant funded equipment, Rodale Institute (received funds for site improvement), EPA funds allocated to Berks County Technology Center (BCTC) and Reading High School, and other items.
- Continue its role in public education regarding food waste and similar organics management, including educating food waste generators who may wish to participate in future food waste diversion programs.
- Utilize a financial expert to analyze/structure compensation arrangements before executing a similar pilot study or associated contract.
- If the Authority wishes to continue the program with CRI or another food waste collection contractor, the contractor should complete a financial analysis and determine the true operating cost per ton of food waste collection, transportation, and disposal. From this analysis a fee per tote should be established that achieves an acceptable profit margin for CRI (or other contractor) and covers Authority costs. It appears CRI has refined and reassessed its cost structure based on its experience in its contract with the Authority, since it is charging a fee of \$8.00 per tote (no other charges) to customers it is servicing privately, outside of Berks County.
- If the Authority would consider a future pilot program, the contractual arrangement should create effective financial incentives to improve sustainability:
 - Eliminate any fixed administrative/billing fee that increases annually. Billing and administrative costs should be covered within the fee per tote or revenue generated for the food waste contractor.
 - Reduce or eliminate minimum collection fees for generators and replace it with a charge per stop.
 - Calculate an annual budget for the Contractor and Authority for solicitation of new accounts and ongoing education. This cost should be weighted to the contractor, since adding and retaining accounts is primarily the contractor responsibility.

Upon a motion by Mr. Clements seconded by Ms. Kircher the board unanimously approved having their Executive Director notify Cogle's Recycling Inc. of the Authority's intention to terminate the current Food Waste Composting Contract effective February 7, 2013.

OLD BUSINESS

a. Authorization to purchase roll-offs for rural program

Ms. Meeks explained that the County is currently out for bid for trash and recycling services, which includes the rural recycling program operated by the County. She requested authorization to purchase three (3) new roll-off containers for modification to the rural recycling program if the bids come in on December 3, 2012 in favor of that change. Upon a motion by Mr. Jones seconded by Ms. Feridun the board unanimously approved the purchase of three (3) new roll-off containers through the State COSTAR program at a cost of \$ 17,500, contingent upon the outcome of the bid review.

EXECUTIVE DIRECTOR

Ms. Meeks indicated that the PADEP has approved reimbursement of 50% of the cost of operating our electronic recycling center for all non-covered devices, which is the majority of the material we accept.

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

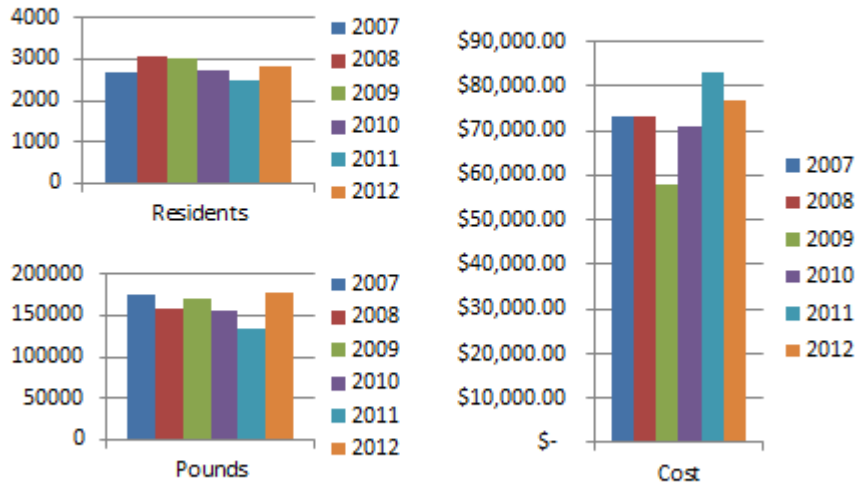
Mr. Mowbray indicated that the next Authority meeting will be held on Tuesday, January 15, 2013 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 3:50 p.m., upon a motion by Ms. Kircher, seconded by Ms. Farina the Board unanimously resolved to adjourn.

Comparison of 2007/2012
Collection Events

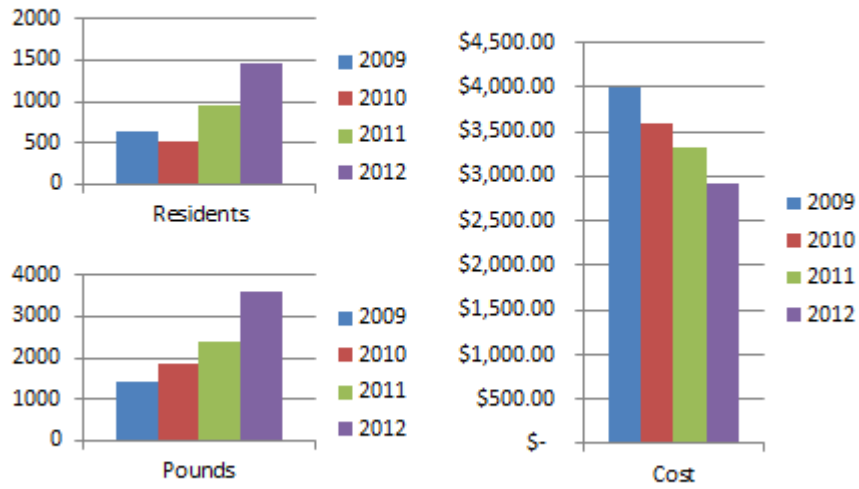
Household Hazardous Waste



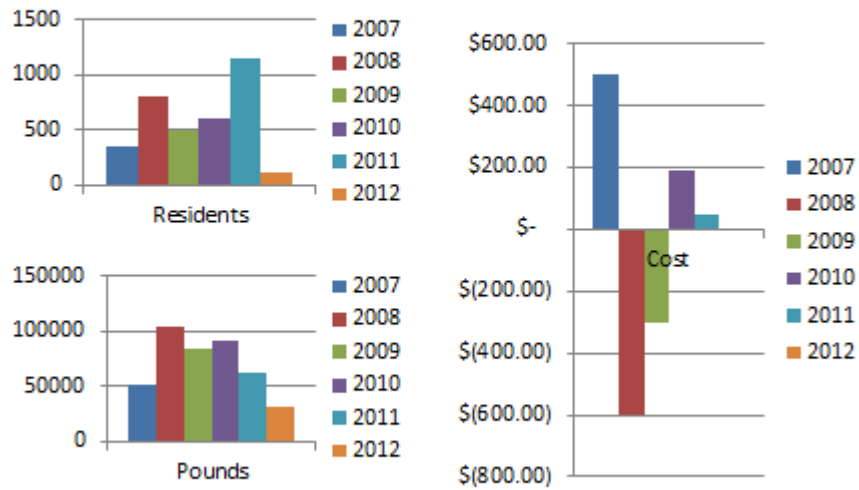
Paper Shredding



Pharmaceutical Waste



Tires



Electronic Waste

