

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
September 21, 2010**

A regular meeting of the Board of the Berks County Solid Waste Authority (the "Authority") was called to order at 3:05 p.m. on September 21, 2010, in the Commissioners' meeting room, 13th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

Mr. Charles Mowbray  
Mr. Tony Sacco  
Ms. Dale-Ann Farina  
Ms. Karen Feridun  
John Pagerly, CPA  
John Bradley, Esquire

Absent were Ms. Michelle Kircher, Mr. Brian W. Clements and Charles Jones, PE.

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.

Introduction of New Board Member

Mr. Mowbray welcomed our newest Board member, Ms. Karen Feridun, to the Board and introduced her to the other members.

PUBLIC COMMENT

No members of the public chose to speak.

MINUTES

Upon a motion by Mr. Sacco, seconded by Ms. Feridun, the minutes of the regular meetings of July 20, 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 Ms. Farina, seconded by Mr. Sacco, the Board

unanimously approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Treasurer's Report.

Mr. Pagerly suggested that the recycling equipment being purchased be added to our Balance Sheet as an asset, in order to properly track the assets of the Authority.

### SOLICITOR'S REPORT

Mr. Rauch reported that he has been working with the Bond Trustee regarding the possible use of the excess bond money. The Authority will need to pass a Resolution directing the proper use of those funds. He indicated that the County is interested in using those funds towards their Sewage Treatment Plant renovations, which is an allowable use under the Bond Indenture. He indicated that he has also been working with the Executive Director on the food waste composting project.

#### A. Inter-municipal Agreement:

Mr. Rauch reported that he has been working with the Exeter Township Solicitor on the development of the Inter-municipal Agreement which will allow Exeter Township to provide paving services to the Authority through a defined partnership. This Agreement will allow the Authority to complete the paving project this fall while reducing our overall costs by approximately \$40,500. A summary of the Inter-municipal Agreement is attached.

Upon a motion by Mr. Pagerly, seconded by Mr. Sacco, the Board unanimously approved the Agreement contingent upon approval by their Solicitor, Chairman and Executive Director.

In addition, the Board instructed Ms. Meeks to notify Great Valley Consultants that the Authority will be rejecting their proposal dated August 2, 2010 to provide Engineering Services for this paving project.

### NEW BUSINESS

#### A. Landfill Inspections

Ms. Meeks indicated that she has received a request from the Commissioners' to solicit proposal to provide landfill inspections. Mr. Mowbray recommended that the Authority send a letter to the Commissioners' stating that the Authority would be interested in developing a RFP for landfill inspection services, as long as, those services are paid for by the County, that the Authority develop a scope of work and that these services are administered by the Authority. The Board unanimously agreed with this recommendation.

## OLD BUSINESS

### a. Update on baler installation at Conrad Weiser School District

Ms. Meeks indicated that the Conrad Weiser School Board has approved the Lease Agreement that was previously approved by this Board. The baler has since been order through the COSTAR State Contract at a cost of \$ 15,115, of which 90% of this cost will be reimbursed by PADEP through our existing grant. Conrad Weiser School District is currently in the process of installing a concrete pad and ordering the cover to be used for this project. This baler is expected to be delivered by the end of October.

Ms. Meeks indicated that she will contact EHD, our Insurance Agent to make arrangement for insuring this equipment, once a delivery date is set.

### b. Update on improvements at Recycling Center – Hilltop Road

#### Baler Installation

Ms. Meeks reported that the baler has been ordered through the COSTAR State Contract at a cost of \$ 61,330.00, of which 90% of this cost will be reimbursed by PADEP through our existing grant. The baler is expected to be delivered the last week of November, at which point the electrician will be on site to install power to the unit.

#### Water and Sewer Project/Bob Cat purchase

Ms. Meeks reviewed the attached spreadsheet outlining the costs for the installation of water, sewer and a restroom facility at the recycling center. In addition, she recommended the purchase of a Bob Cat skid loader, through the State Contract, to be used for the moving of cardboard bales and general maintenance at the site. Upon a motion by Mr. Sacco, seconded by Mr. Pagerly, the board unanimously approved moving forward with this project and authorized hiring the recommended contractors as stated on the attached spreadsheet, subject to PADEP reimbursement. Ms. Meeks indicated that Mr. Tony Rathfon, PADEP has approved the changes to the grant agreement allowing for these expenses.

### c. Update on food waste composting project

Ms. Meeks indicated she has worked with our Solicitor in the development of an RFP for food waste composting in Berks. A summary of the RFP is attached to the minutes. Upon a motion by Mr. Bradley, seconded by Ms. Farina, the Board unanimously approved the advertising of the RFP for food waste composting proposals. Those proposals will be discussed at our November 16, 2010 Board meeting for further discussion and action by the Board.

### d. Update on fall collection events

Ms. Meeks reported that she will be onsite with AERC personnel at FirstEnergy Stadium on September 24<sup>th</sup> and 25<sup>th</sup>, which was the originally scheduled collection date for electronics, to

handle any residents that were not aware of the cancellation of this event. Ms. Meeks also reported that the Pharmaceutical collection, Tire and Paper Shredding and Household Hazardous Waste collections are all on schedule with all arrangements completed. She indicated that additional attention has been focused on traffic control to overcome the limited space due to the stadium renovations that will be taking place during our collections.

e. Update on full-time electronic waste site

Ms. Meeks reported that 475 residents have brought 1,330 electronic items for recycling since the center opened on July 1, 2010. She indicated that the third collection by AERC is scheduled for next Wednesday, September 29, 2010. She also indicated that after PADEP reimbursement and the revenues received from fees paid by residents the total costs of operating the electronic waste site should be approximately \$1,000 per quarter. The Board indicated that they were happy with the success of the program and indicated that the program is certainly worth the small cost of running such an event.

EXECUTIVE DIRECTOR

Ms. Meeks stated that since Karen Feridun has replaced Bill Evans on our Board, we will need to appoint a new Secretary, to replace Bill Evans, who was our previous Secretary. Upon a motion by Mr. Pagerly, seconded by Ms. Feridun, the Board unanimously approved appointing Ms. Farina to the position of Secretary. Mr. Sacco will remain in the position of Assistant Secretary.

Ms. Meeks requested that the spring collection dates for 2011 be established at today's meeting so that information can be shared with our participants during our fall events.

The following collection schedule was sent for the spring of 2011 at the Exeter Township Municipal Building:

Household Hazardous Waste – April 16, 2011  
Tires & Paper Shredding - April 30, 2011  
Pharmaceuticals - May 7, 2011

Ms. Meeks also reported that she has had discussions with the County Budget Director regarding their interest in reducing our annual payment of \$220,000 to \$210,000 in 2011. Ms. Meeks indicated that the Budget office was originally looking at a \$30,000 reduction. This amount was scaled back after discussions on the projects that the Authority is currently undertaking on behalf of the County and the Authorities interest in continuing to develop new programs.

Ms. Meeks indicated that she has assisted Wyomissing and West Reading Boroughs with their trash and recycling bid documents and both have received numerous bids with pricing that will allow them to increase services while keeping their rates at their existing levels. In addition, she has assisted Spring Township with their bid document with bids being due on October 22, 2010.

Ms. Meeks reported that she has also assisted Birdsboro Borough with the siting and permitting of their yard waste site, which has now brought them into compliance with PADEP regulations.

Ms. Meeks indicated that she has been contacted by Planet Aid, who will provide collection services of textiles, free of charge, from the recycling center on Hilltop Road in Bern Township. Ms. Meeks indicated that she is interested in adding this service once the renovations are completed at the Center.

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 16, 2010 at 3:00 PM in the Commissioners' meeting room.

#### ADJOURNMENT

At 4:05 p.m., upon a motion by Mr. Sacco, seconded by Ms. Farina the Board unanimously resolved to adjourn.