

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
July 17, 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 July 17, 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. Tony Sacco
Mr. Brian Clements
Ms. Karen Feridun
Ms. Dale-ann Farina
John Pagerly, CPA
John Bradley, Esquire
Charles Jones, PE

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Douglas Paul Rauch, Esquire, Georgeadis/Setley
Mr. Larry Shaub, Reinsel Kuntz Leshner

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. Kircher, seconded by Ms. Farina, the minutes of the regular meetings of May 15, 2012, were approved.

FINANCE

Presentation of 2011 Audit:

The Chairman introduced Mr. Larry Shaub of Reinsel Kuntz Leshner (“Reinsel”), the Authority’s independent auditors. The Board received the audit report (the “Report”) for their review. Mr. Shaub attended this meeting to review the highlights with the Board of the financial statements presented in the Report.

Mr. Shaub reported that his firm issued an unqualified opinion with respect to the Report. Mr. Shaub explained the Management Discussion and Analysis section of the Report.

Mr. Shaub reviewed the balance sheet, the income statement and the statement of cash flow sections of the Report.

Mr. Rauch requested clarification to the statement made on page 23 of the Notes to Financial Statement, which states that the bonds are collateralized by substantially all Authority assets. Mr. Rauch indicated that he will review the Bond Documents and get back to Mr. Shaub with clarification on this statement.

Mr. Bradley stated that he is concerned with the language in the internal control letter prepared by Reinsel Kuntz Leshner, regarding a significant deficiency because one individual controls the cash receipts and cash disbursements and requested Mr. Shaub to further explain the circumstances that has caused this deficiency to be noted. He suggested adding language explaining that this deficiency is due to the size of the organization and that the Authority has only one office staff person and therefore, this deficiency cannot be corrected without adding additional staff.

Mr. Shaub stated that he would revise the language and get a draft out to the Board for their review.

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. Bradley, seconded by Ms. Kircher, the Board unanimously 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 he has been working on bond compliance issues that are required on an annual basis. In addition, he has been working on the termination of the Conrad Weiser Baler Lease and drafting the new Lease between Reading High School and the Authority. He has also been assisting with issues related to the possible installation of the solar project at the Recycling Center and obtaining information from our insurance carrier regarding health insurance rules and regulations. Mr. Rauch indicated that if health insurance is offered to a single employee, the cost of that insurance paid by the employer would be considered taxable income to the employee. In order to have a qualified tax free program, there must be at least two employees obtain health insurance.

NEW BUSINESS

A. Update on relocation of baler – Reading High School

Ms. Meeks indicated that she has received confirmation from Cogle's Recycling that Conrad Weiser School District has retained their services for the removal of the baler. Ms. Meeks indicated that Cogle's Recycling will deliver the baler directly to Reading High School rather than our Recycling Center on Hill Top Road, saving us approximately \$1,000 in relocation fees. The Authority's cost of relocation will be approximately \$225. This extra cost covers the additional work involved in the removal of the ram from the baler to fit through the opening in the roof and then being reinstalled on the baler. This location adds a few dollars to the overall installation costs, but is the best location at that site, for maximum efficiency and use.

B. Site selection for spring collections

Ms. Meeks reviewed the participation maps from our spring and fall 2011 and spring 2012 collection events. These maps were developed in an attempt to find alternative sites for our spring collections, since we have outgrown the current location at the Exeter Township Municipal Building. Ms. Meeks indicated that as expected the largest participation per municipality comes from those larger communities and indicated that the spring and fall events could easily be held at the FirstEnergy Stadium and have little or no effect on participation. Ms. Meeks indicated that she would need to check with the Reading Phillies on the availability of their site in the spring, due to the start of baseball season. She indicated that if this site is not available another possibility could be the Berks County Ag Center, which had been used a number of years ago. Ms. Kircher requested a copy of the mapping for review.

Ms. Meeks indicated she will continue to work on this and come back to the Board at our September 18, 2012 Board meeting with a final recommendation.

OLD BUSINESS

A. Update on Solar project and repairs to recycling center:

Mr. Mowbray reported that, with the Board's approval, Multani and Associates was hired to perform a structural analysis of the current Recycling Center to ensure the structural integrity of the facility was able to withstand the additional weight of the proposed solar system and any additional snow load that the units may cause. The Committee also requested an additional economic analysis from the solar contractor showing the REC's trading at \$30, \$50 and \$100, in order to better evaluate the economics of this project.

Ms. Meeks reported that the structural analysis determined that a 3½" x 14" laminated ridge beam would need to be installed throughout the entire roof ridge, in order to ensure that the roof can hold the additional load. The cost of that improvement is estimated at \$10,665. Assuming that the solar unit would cost \$65,000 and we complete an additional \$ 10,000 in needed upgrades to the facility, it is estimated that it would take approximately 18 years to pay for this project, assuming the RECs are trading at \$30.00

Mr. Mowbray indicated that after reviewing this information and evaluating the economics of this project, the Committee is recommending that the Board not move forward with this project at this time. He suggested that we continue to monitor the economics of this project, for possible installation at a later time.

Ms. Meeks indicated that while Multani and Associates was completing their structural analysis it was determined that approximately 18' of the southern site of the barn roof was not secured to the building. She reported that she has received a proposal from Forino to reattach that section of the roof. This would be completed by cutting the existing pegs to allow the rafters to sit on the plate and install 54 steel brackets with 4 bolts on each rafter to securely fasten the roof to the structure, at a cost of \$ 4,470. She indicated that she has spoken to the County Budget Director who has approved \$ 3,000 of this cost to be reimbursed by the County. Upon a motion by Mr. Jones, seconded by Ms. Farina the Board unanimously approved having this work completed, as soon as possible.

EXECUTIVE DIRECTOR

Ms. Meeks reported that 195 tons of paper have been baled and sold since January, which is a 62% increase from last year.

Ms. Meeks reported that Steve Clark and Val Valenti, who have conducted our pharmaceutical collections the past two years, are no longer with PSC. She indicated that Chris Gowin from PSC, who assisted during our 2010 spring collection, will be on site for PSC and that new Registration forms have been submitted to PADEP.

Ms. Meeks also reported that she and Lt. Leon Domsic, Berks County Detectives-Narcotics have been asked to speak at the PROP Conference on July 26, 2012 in Lancaster to discuss our pharmaceutical collection program in Berks County.

Ms. Meeks indicated that the Weis Markets may be terminating their food waste composting program, which will have a huge effect on our program. She indicated that our current contract with Cogle's recycling to operate our food waste program will expire in February of 2013 and recommended discussing this contract in more detail at our September Board meeting.

Ms. Meeks reported that seven of our municipalities applied for the 902 equipment grants through PADEP.

Ms. Meeks indicated that she will be working with our municipalities to complete their 904 Performance Grant applications, which must be submitted to PADEP by October 1, 2012.

Ms. Meeks reported that a new electronic recycling company, Responsible Recyclers located in Maxatawny Township is currently in the process of obtaining their permit to dismantle electronics, from PADEP.

Ms. Meeks explained to the Board that there has been a change in the parking regulations for the garage located under the County Services Center and that the new regulations will allow for temporary parking by Board members, while attending meetings. She indicated that she will be in touch with each member once the garage is open to explain the process of using those spaces.

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, September 18, 2012 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

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