

CHESTER COUNTY SOLID WASTE AUTHORITY

Combined Meeting — Lanchester

April 23, 2020

1. **Call to Order:** Bob Schoenberger, Chairman, called the April 23, 2020 Combined *Work Session & Regular Meeting* of the Chester County Solid Waste Authority to order at 5:35 p.m.

Authority Members Present

Sharon L. Krock

Authority Members via Telephone

Bob Schoenberger

Peter Knipe

Peter Marroletti

Skelly Holmbeck

Kim Venzie

Management and Staff Present

Robert A. Watts

Mike Magrann

Wes Wagner

Elizabeth Osborne

Chris Toevs

Solicitor via Telephone

Vince Pompo, Esquire

2. **Chairman's Announcements/Public Comments:**

The Chairman said this was the only meeting for the month.

3. **Meeting Minutes:** Mr. Marroletti moved, and Mr. Knipe seconded approving the minutes from the February 20, 2020 Work Session Meeting, the February 27, 2020 Regular Session Meeting and the March 19, 2020 Combined Session Meeting. The vote was unanimous.

4. **Executive Director's Report. (RAW)**

Mr. Watts said today was Ms. Osborne's 100th day working at CCSWA. Mr. Watts said she has been doing very well, projects are getting completed, moral is good and waste densities are up.

Mr. Watts also complemented that the Engineering Staff has been doing an excellent job taking on small construction projects and working closely with Operations on both daily landfilling and project planning.

A. Monthly Activity Report: Mr. Watts said the only thing he wanted to highlight from his report was AC Power is still working on their due diligence for possibly installing solar panels on the south side of the landfill.

B. Senior Staff Memos: Mr. Watts said the Board can review the memos at their convenience.

C. Solid Waste News: Mr. Watts said there was a plastic bag ban instituted in Washington State and a Styrofoam ban in New York State in the news this month.

D. Correspondence: The first item in this section was CCSWA's Coronavirus Action Plan. The second item was COVID-19 procedures used by EDL. The next item was memo from the ARM Group for the annual landfill capacities report required by PADEP. The calculations indicate about 17 years of remaining capacity. The last item was a spreadsheet prepared by Mr. Magrann indicating the amount of waste disposed of in Areas C, D and E over the last 24 years.

E. Level 2 Charging Grant: Mr. Watts said he applied for a grant to help pay for the installation of a Level 2 Commercial Charging Station. Mr. Watts said the proposed charge point unit and the proposed location in the parking lot of the Administrative Building were included in this section. The total estimated project cost is \$14,161 with the grant covering \$9,000. Ms. Holmbeck moved, and Ms. Krock seconded approving the funds necessary to complete this project. The vote was unanimous.

F. ISO 14001 Audit Response: Mr. Watts said this section contains a summary of our response. Mr. Watts said he has not received the official written response yet but was told our response was accepted.

G. Zero Waste Plan Update: Mr. Watts said he and Ms. Lynn have completed another two sections of the Plan. Mr. Watts said he plans to have more completed in subsequent months.

5. Operations Development Report. (EO)

A. Monthly Activity Report: Ms. Osborne reported the following.

- We are placing waste in Area D
- Began soil removal for the Mt. Top solar panel project
- Ms. Osborne had to resubmit the Average Overtime Hours per Employee report because what was submitted was total overtime hours.

B. Landfill Material Bids: Mr. Marroletti moved, and Ms. Holmbeck accepting the low bids from three vendors for the materials they were the low bidder. The vote was unanimous.

6. Facility Engineer's Report (WEW)

A. Monthly Activity Report: Mr. Wagner made note of the following:

Regarding construction contracts, the status of the Area D capping project was discussed. Because DEP is working from home and also the consultant, CEC, progress has moved slowly. However, documents associated with a minor mod for the extension of Closure Turf demo project would soon be submitted to DEP. Staff has also considered how to stage the project so as to accomplish a good portion (~50%) of the project in 2020 with the recognition that, due to the permit mod delay, the Turf portion will be planned for early 2021. More information on this will be presented at a later Board meeting.

Under General Staff Engineering Mr. Wagner mentioned that staff and Vince Pompo had been negotiating an Agreement with Rochem, the firm that the Board awarded a contract to for LTP equipment. Several iterations of the pending agreement had been gone back and forth with Rochem, and the final form of agreement was quite close. Mr. Wagner also mentioned that a PO for engineering had been issued but, because of the current shutdown, they had not yet been able to discuss the proposed equipment changes with DEP. However, a tentative conference call with DEP was scheduled for May 7th with the Department and Rochem. The conference call will also address the possibility of increasing the treatment capacity of the plant and that staff hoped to provide more info on that particular item at the next or a subsequent Board meeting.

Mr. Waner and Mr. Toevs had performed the annual inspection of the IU site. Mr. Wagner offered to provide the study to anyone interested if they would email him Mr. Watts. Generally, the site is in good condition with one small area requiring repair.

Under Mr. Toevs activities, in addition to the IU inspection, Mr. Wagner noted that Mr. Toevs had been working closely with the Operation division to provide GPS modeling for general site grading, i.e. benches and slopes. Mr. Toevs was also working on grading plan options for the proposed solar panel site both to prepare for the panels and to provide considerable clean fill for use elsewhere on the landfill.

B. HHW/Electronic Recycling Concept Plan: Mr. Wagner walked the Board through the eight Plates (slides) of the presentation going over existing and proposed conditions, specifics on the site and building and several other features and answered several questions along the way. Staff had conducted a conference call with DEP just a few days before this meeting and got some idea of the Department's (which incidentally was enthused about the project) potential requirements. The conceptual cost, per Plate 8, would be in the \$500,000 to \$575,000 range. The Board was quite supportive of the project and directed staff to move ahead with initial work including geotechnical investigations and preliminary engineering.

Engineering Service Contracts. It was pointed out that because all the engineering firms were working from home, we didn't request reports for the month. The consultant's efforts were listed in the general report.

Surveying. Mr. Wagner's report noted that SSM had surveyed recently relocated LFG pipes and appurtenances.

7. Water Management's Report. (GAL)

A. Monthly Activity Report: Mr. Watts said our efforts to reduce leachate generation continue to be successful. During March 2020 we had more rain than March 2019, but less leachate was generated. The only discharge to the Conestoga River in March was groundwater from the Holding Pond. At the end of his report was the quarterly invoice for \$1,245.82 from Susquehanna River Basin Commission.

8. Compliance Officer's Report. (TAD)

A. Monthly Activity Report: Mr. Watts said the first quarter groundwater results have been submitted to PADEP. Ms. Devine collected stormwater samples March 19th. There were two radiation alarms in March – both short lived medical isotopes. Both loads were landfilled in accordance with our permit. There were two odor complaints from the same person during March. One complaint we verified and occurred for a short time when EDL shut off vacuum to some wells due to a small leak. The leak was found and repaired the next day. Attached to her report was the first quarter on-site groundwater exceedance report. All parameters were within historical ranges. The last item in this section was the perimeter gas probe report – there was no landfill gas detected in any probe.

9. Recycling Coordinator's Report (PL)

A. Monthly Activity Report: Mr. Watts said HHW events have been cancelled in the five-county area into early May so far. We hope to have a bicycle and hard cover book collection later in the year.

10. Business Manager's Report. (MPM)

A. March 2020 Financial Statement: Mr. Magrann presented the Financials for March 2020. Net Income after Market Value Adjustment was \$155,665, which was 49.9% (\$155,136) below the Budgeted amount for the month, and 15.4% (\$116,279) above Budget Year to Date. Retained Earnings at the end of March 2020 were at \$85,256,085. The funds invested totaled \$59,317,092 at month end. Mr. Marroletti made a motion to accept the March 2020 Financials as presented; Mr. Knipe seconded the motion. The motion was carried by a unanimous vote.

B. Investments Summation (thru 3/31/2020): Mr. Magrann presented the Investment Summary Report thru March 31, 2020, with a face value of \$4,250,000 for

the Operating Fund, \$12,450,000 for the Capital Fund, and \$25,090,000 and a weighted life of the portfolio of 3.531 years for the Closure / Post Closure Fund.

C. March 2020 Accounts Receivable: Mr. Magrann stated that receivable days outstanding decreased from 37.46 days in February 2020 to 30.20 days in March 2020. The Reserve for Bad Debt remained at \$45,843. In addition, Rental Property Collections were higher than Expected Net Rentals Due by \$4,796 in March 2020.

D. March 2020 Tonnage/Customer Information: Mr. Magrann presented the Tonnage Report for March 2020 of 23,407 tons, which was 2.80% below budget for the month, and was 0.74% lower than the March 2019 tonnage received. The March 2020 Y-T-D tonnage received was 0.77% higher than the March 2020 Y-T-D budgeted tonnage and 2.34% higher than the March 2019 Y-T-D actual tonnage.

E. March 2020 Check Register Report: The Vendor Check Register for March 2020 was presented to the Board by Mr. Magrann. The checks totaled \$588,157.26 for March 2020. Mr. Marroletti made a motion to accept the Check Register as presented; Mr. Knipe seconded the motion. The motion was carried by a unanimous vote.

F. Large Dollar Check Approvals (3/20/20 to 3/23/2020): Mr. Magrann presented the Large Dollar Checks (from March 20, 2020 to April 23, 2020) totaling \$1,492,469.05. Mr. Knipe made a motion to accept the Large Dollar Checks as presented; Mr. Marroletti seconded the motion. The motion was carried by a unanimous vote

G. Request for Approval of PADEP Collateral Transfer: Mr. Magrann presented a request to approve a DEP Collateral Bond Replacement with Alternative Investments (as detailed in the Investment Summation) in the amount of \$540,000. Mr. Knipe made a motion to accept the DEP Collateral Bond Replacements as presented; Mr. Marroletti seconded the motion. The motion was carried by a unanimous vote.

H. Auditor's Report: CCSWA's 2019 outside auditors, BDO, presented the 2019 Audited Financial Statements, along with the 2019 Audit Wrap-up. The representatives from BDO were Keith Hammond, Andrew Quynn, and Benjamin Chen. Ms. Krock made a motion to accept the Audit as presented by BDO, and to direct the Staff to distribute the Audit as required by statute; Ms. Holmbeck seconded the motion. The motion was carried by a unanimous vote.

The meeting was adjourned at 7:11 PM for the evening.

Prepared by,
Peggy A. Cunius