

CHESTER COUNTY SOLID WASTE AUTHORITY

Combined Work Session & Regular Meeting — Lanchester

December 22, 2011

1. **Call to Order:** Bob Schoenberger, Chairman, called the December 22, 2011 Combined *Work Session & Regular Meeting* of the Chester County Solid Waste Authority to order at 5:30 p.m.

Authority Members Present

Bob Schoenberger
Ramsey G. DiLibero
William H. Shirk
Peter Marroletti

Authority Members Absent

Peter Knipe
Carmen Battavio
Vince Carosella

Management and Staff Present

Robert A. Watts
James M. Gorney
Gary Laird
Owen R. Esterly
Terry Devine
Nancy Fromnick

Solicitor

Vincent M. Pompo, Esquire

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

The Chairman had no announcements.

3. **Meeting Minutes:** Mr. DiLibero moved and Mr. Marroletti seconded that the minutes of the November 17, 2011 *Combined Work Session & Regular Meeting* be approved. The vote was unanimous.

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

A. Monthly Activity Report: Mr. Watts said he would like to highlight a few items in his monthly report in Section 4A. Mr. Watts said he was copied on a PADEP approval of reduced groundwater frequency from quarterly to semi-annual. Mr. Watts said we should evaluate if there are some groundwater monitoring wells that we could justify reducing the monitoring frequency. Mr. Watts said he just received notice that he has been appointed to the Board of the Historic Poole Forge. Mr. Watts said we have been only using the usual methods of discouraging gulls – handheld noise makers until recently. We have added remote controlled battery powered airplanes piloted by a local enthusiast. We have also started working with United States Department of Agriculture to discourage gulls from the property. Mr. Watts said our contractor is finishing up the maintenance work on the dam at the former Zimmerman property. Mr. Watts said we joined PublicSurplus.com recently and started auctioning off some of our surplus equipment and supplies. Our first few auctions we received over \$3,000.

B. Senior Staff Memos: Mr. Watts said the Board members could read the Senior Staff Meeting Minutes contained in Section 4B at their leisure.

C. Solid Waste News: Mr. Watts said this section contains an article about Lancaster County Solid Waste Management Authority buying land for possible future expansion of their transfer station. There was an article in this section giving an update to the financial situation in Harrisburg. There was an article from the *Reading Eagle* concerning the Conestoga Landfill's interest in sending leachate to the Morgantown waste water plant. There was an article on a Detroit area landfill increasing landfill gas production by injecting septage. There was an article concerning a landfill in Dorset, England planning to plant 6,500 trees and shrubs on 15 acres. Albany, NY is considering using an autoclave process to generate electricity.

D. Compactor Depreciation: The Board asked Mr. Watts to research what other organizations do.

E. Personnel Handbook Update: Mr. Shirk moved and Mr. Marroletti seconded approving the suggested updates and approving the revised job descriptions for Lead Operator and Assistant Business Manager. The vote was unanimous.

F. Charter Change: Mr. Marroletti moved and Mr. Shirk seconded adopting the Resolution to modify the Articles of Incorporation (F) to read – The purpose of the Chester County Solid Waste Authority shall be to acquire, hold, construct, improve,

maintain, operate, own and lease, either in the capacity of lessor or lessee, sanitary landfills, transfer stations, solid waste transportation facilities and equipment and other projects, facilities and equipment for the processing, treatment, storage, and disposal of solid waste and the extraction of energy, and for the processing of recyclables, and the entry of contracts and the undertaking of all activities related thereto. The motion also included the approval of the Articles of Amendment to be filed with the Secretary of the Commonwealth. The vote was unanimous

G. Third Quarter Chester County Waste Destinations: Mr. Watts said the first item in this section is a bar graph comparing the tonnage disposed of last year to this year's facilities and tonnage. Mr. Watts said there was over a 4,000 ton increase in 2011, third quarter, with the Lanchester Landfill disposed of a greater portion of Chester County waste in 2011 compared to 2010. The increased share of disposal tonnage was a result of the Chester County Solid Waste Management Plan Update and revised county ordinance in 2010 which updated the flow control ordinance. This section also included a copy of a December 20th Notice of Violation letter from the Authority Solicitor to J.P. Mascaro due to the disposal of 452.9 tons of municipal solid waste that was generated in Chester County during the 3rd quarter of 2011. J.P. Mascaro's Pioneer Crossing Landfill does not have permission to by-pass the Lanchester Landfill and dispose of Chester County generated municipal solid waste.

H. Hosted Phone System Proposals: Mr. Watts said we received eight proposals and asked the top three rated firms to demonstrate their systems. Mr. Watts said that Mr. Gorney, Ms. Nichols, Ms. Cunius and Ms. Perry attended the demonstrations and were unanimous in recommending Line Systems based on features and performance. Mr. DiLibero moved and Mr. Marroletti seconded awarding a three year contract for a hosted phone system to Line Systems. The vote was unanimous.

I. Caernarvon Township Host Agreement: Mr. Watts said the Solicitor modified the Area E Host Agreement and the Area E Property Value Guarantee Agreement based on comments from the Caernarvon Township Supervisors. Mr. Watts said he had run the revised Agreements by the Township and they had asked for two minor edits and this final draft is before the Board tonight. Mr. Marroletti moved and Mr. DiLibero seconded approving both Agreements as presented. The vote was unanimous.

J. Suggested Donations for 2011: Mr. DiLibero moved and Mr. Shirk seconded sending Chester County \$200,000.00 as our fourth quarterly payment for 2011. As part of this motion they also approved donating, Honey Brook Township - \$5,000.00, Honey Brook Borough - \$5,000.00, Caernarvon Fire Department - \$10,000.00. Honey Brook Fire Department - \$10,000.00, Honey Brook Ambulance - \$10,000.00, Honey Brook Library - \$25,000.00, White Horse Fire Department - \$10,000.00, Caernarvon Farm Endowment - \$20,000.00, Eastern Lancaster School District - \$12,000.00, Spartan Lacrosse - \$2,500.00, Brandywine Valley Association - \$25,000.00, Twin Valley School District - \$2,000.00, Pequea Valley School District - \$1,000.00, Coatesville Library -

\$5,000, Eastern Lancaster County Library - \$5,000.00, Welsh Mountain Nature Preserve - \$5,000.00, Vagabond Acting Troupe - \$5,000.00, Caernarvon Historical Society - \$2,000.00. The vote was unanimous.

K. Recommended Purchase 655 Reservoir Road: Mr. Watts said he was approached by the owners for the Authority to purchase their property that the Authority owns on three sides of. The Board went into Executive Session to discuss and then returned to Regular Session.

L. Request to By-Pass Municipal Solid Waste: Mr. Watts said this section contains a copy of a website Contact Us Form that was requesting permission to send Chester County generated waste from facilities they manage to a waste to energy facility. The Board directed Mr. Watts to see if he can work out a plan for Chester County generated municipal solid waste to be by-passed to a waste to energy facility.

5. Operations/Site Development Report.

A. Monthly Activity Report: Mr. Watts said there have not been significant changes

to the landfill gas project - the landfill gas flow has risen slightly and is close to 3,100 cfm. He said Granger has asked the Authority to consider adding an additional loop header pipe between the Area B Landfill and the Area D-2 Landfill. They believe that this addition will allow them to increase vacuum in this area and collect more landfill gas. He said Granger Energy continues to operate two the generators most of the time. We recorded 4.83" of rain in November. We had our wood chipping contractor on site recently to chip up and remove this material. The new landfill compactor will be put into service shortly. Mr. Watts said the Authority had a report of someone shooting a deer inside the fence on December 2nd. The Game Warden sited someone with trespassing and other offenses on December 3rd. We hope we can continue to offer hunting outside the fence, but this has been a challenging year we a few complaints about hunters and parking as well. Mr. Watts said the cost to cover waste was increased this month due to the alternate daily cover soil project finishing up. Mr. Watts said we are in the running for another alternate daily soil project for 2012, but nothing confirmed yet. Mr. Watts said the one page PADEP inspection form was included in this section and the entire typed report was just received with no problems noted.

B. Roadway Material Bid: Mr. Shirk moved and Mr. Marroletti seconded awarding to the lowest bidder – Martin Limestone for up to three years. The vote was unanimous.

C. Cover Soil Bid: : Mr. Shirk moved and Mr. DiLibero seconded awarding to the lowest bidder – Silver Hill Quarry for up to three years. The vote was unanimous.

6. Facility Engineer's Report. (ORE)

A. Monthly Activity Report: The Monthly Engineer's Report for December 2011 was presented to the Board. The following items were discussed:

- Work completed on the Flare Station Relocation during this report period included:

start-up of the equipment, lighting the flare stack, fencing, and seeding. The work was determined to be substantially complete as of Friday, November 18, 2011. The project was completed 30 days prior to the contractual completion date. This early completion satisfies the "Incentive for Early Completion" provisions in the Contract Agreement. Accordingly the Contractor is eligible for the maximum incentive payment of \$30,000 (\$1,000 per day to a limit of 30- days). The new flare was used by Granger Energy during the Thanksgiving Day Holiday due to scheduled customer shutdowns. The current contract price for this project (excluding the incentive payment) is \$501,190. A partial Payment Application in the amount of \$113,651 was received and found acceptable. Final payment and contract close-out is expected next month. The Authority is still retaining five percent of the contract amount pending a final inspection and completion of punch list items.

- Work continued on the Area E, Stage 1A Construction Project during this period. Work progress included: surveying; erosion and sedimentation control, stabilized construction entrances, pond excavations, and soil stockpiling. The total contract price for this project is \$3,986,861. The monthly application for progress payment in the amount of \$257,317 was received and found acceptable. The current balance to finish including retainage is \$3,610,593.
- As of December 20, 2011, Drillmore Construction reports that all work on the initial project has been completed. The total proposed cost of work is \$252,066. Since that time Granger Energy has suggested the addition of a header pipe between Areas B and D in order to help improve vacuum and control odors at Cell D3.
- Ludgate Engineering reported that the following activities were completed during the period: topographic survey needed for the design of Area E Stage 1B; boundary survey of the Trent property located on Reservoir Road; and as-built surveying of Cell D2 LFG system expansion. On or about December 2, 2011 LEC delivered the pre-final Preliminary Design Report for the public water and sewer extensions. The Design Report remains under review.

B. ARM Group – Monthly Status Report: A copy of the Monthly Status Report from the ARM Group dated December 16, 2011 was presented to the Board for review.

C. SCS Engineers – Monthly Status Report: A copy of Monthly Progress Report No. 18 from SCS dated December 19, 2011 was presented to the Board for review.

D. Barton & Loguidice – Monthly Status Report: A copy of the Monthly Status Report form Barton & Loguidice dated December 20, 2011 was presented to the Board for review.

E. 2012 Surveying Services: The proposal from Ludgate Engineering for 2012 Surveying Services was presented to the Board. The proposal included three quotations for the aerial photography task. The cost proposal was in the total amount of \$23,690. It was recommended that the Board accept the proposal. A motion to accept the proposal was made by Peter Marroletti with a second by Ramsey DiLibero. The motion passed.

F. Flare Station Relocation – Change Order No. 3: Change Order No. 3 for the Flare Station Relocation was presented to and reviewed with the Board. The Change Order provides for the replacement of approximately 20 square feet of refractory and the deletion of the painting task. Change Order No. 3 will result in a net increase of the contract price in the amount of \$9,285. It was recommended that the Board authorize the Change Order. A motion to authorize the change order was made by Peter Marroletti with a second by Bill Shirk. The motion passed.

G. Flare Station Relocation – Incentive For Early Completion: Change Order No. 4 for the Flare Relocation Project was presented to the Board. The change order provides for a \$30,000 early completion bonus to be paid to the Harnden Group. It was recommended that the Board approve the early completion bonus in the amount of \$30,000. A motion to approve the early completion bonus in the amount of \$30,000 was made by Bill Shirk with a second by Peter Marroletti. The motion passed.

7. Water Management’s Report. (GAL)

A. Monthly Activity Report: The following is the report for Water Management.

NOVENBER HIGHLIGHTS:

- November 2011 landfill leachate 712,347 gallons (includes gas condensate)
 Leachate by area breakdown:

Area C	67,098 gallons
Area B	158,335 gallons
Area D	469,977 gallons
Granger gas condensate	16,937 gallons
- November 2010 landfill leachate 715,368 gallons
- November 2011 Rainfall 4.84”

LEACHATE INVENTORY UPDATE: (As of December 21, 2011)

T-101 Leachate Storage Tank	- 480,000 gallons	capacity – 850,000 gallons
T-115 Leachate Storage Tank	- 457,500 gallons	capacity – 850,000 gallons
<u>T-100 Equalization Tank</u>	<u>- 98,000 gallons</u>	<u>capacity – 110,000 gallons</u>
Total Leachate Inventory	- 1,035,500 gallons	capacity –1,810,000 gallons

Total percent of storage utilized - 47 %

LEACHATE COLLECTION SYSTEMS

Currently the Leachate collection system is 100% operational.

RECIRCULATION SYSTEM

- 334,300 gallons was recirculated during the month of November 2011. Recirculation for the month was into the leachate blankets and trenches.

Recirculation to date: 12/1/2011

<u>Trench #</u>	<u>Recirculated (gal)</u>	<u>Maximum (gal)</u>	
A	-----	-----	This Trench is closed
B	-----	-----	This Trench is closed
C	1,825,985	1,888,720	
D	1,754,229	1,783,398	
E	1,760,450	2,631,930	
F	3,008,765	3,682,875	
G	3,141,402	5,066,750	
H	1,273,133	5,687,500	
Total	13,856,715 (gal)	21,681,836 (gal)	

Remaining Trench Capacity – 8,088,546 gallons

<u>Blanket #</u>	<u>Recirculated (gal)</u>	<u>Maximum gallons/year</u>
1	684,661	1,250,000
2	641,255	1,250,000
3	717,779	1,250,000
4	695,508	1,250,000
Total	2,667,743 (gal)	5,000,000 (gal)

LEACHATE TREATMENT PLANT (UFRO SYSTEM)

The UFRO Treatment System is currently operational. The UF system is operating at an average of 7.6 gpm and the RO system is operating at an average flow rate of 7.8 gpm during the month of November. The plants 31 day average is approximately **3,077 gpd**.

The RO unit produced – **92,320** gallons of permeate during November 2011

MONTHLY COST ESTIMATE	\$4,067.78
Monthly Electric	\$2,287.66
TOTAL	\$6,355.44
Cost Per Gallon	\$0.068

- Ultra Filtration Upgrade Project – A pre-construction meeting was held 12/12/2011. Eastern has requested a 30 day contract extension due to the membrane manufacturer lead time for the product. The project is expected to be complete by February 28th.

GROUND WATER INVENTORY UPDATE: 12/1/2011

- Ground Water Storage Pond – 710,000gallons 89 % of capacity

- The Ground Water Storage Pond maintained a manageable level during November 2011 with a constant discharge to Outfall 001.
- Total Ground Water received for November 2011 – 1,011,778 gallons.

NPDES PERMIT COMPLIANCE –

NPDES PERMIT DMR PA 0082791 for Outfall 001,100, and 101 CONESTOGA RIVER dated May 27, 2009 – The NPDES DMR Outfall 001, 100 and Outfall 101 for November 2011 will report full compliance with the 2009 NPDES Permit. All Monitored Parameters were below required discharge limits. 0 gallons from the effluent equalization tank (Outfall 100) of treated permeate and 536,500 gallons of groundwater (Outfall 101) Ground Water Storage Pond, was discharged to (Outfall 001). A total of 536,500 gallons was discharged to the Conestoga River (Outfall 001) during November 2011.

8. Compliance Officer’s Report. (TAD)

A. Monthly Activity Report: Ms. Devine mentioned that the first two items were related to the ongoing ground water monitoring project, and that it seems to be going well. Ms. Devine reported there was one radiation alarm since the last meeting. The load was household waste from Parkesburg Borough and the isotope was identified as I-131. The load was landfilled.

Ms. Devine reported that she collected storm water samples on October 19th and that the results have been submitted to the DEP via the electronic DMR reporting system. That was the second semi-annual sample for 2011.

Ms. Devine also reported she had the IU sumps pumped and the leachate disposed of at DuPont in New Jersey on December 6th.

Ms. Devine also reported that she conducted perimeter gas monitoring on December 16th and there were problems noted in any of the monitoring wells.

9. Recycling Coordinator’s Report (NJF)

A. Monthly Activity Report: Ms. Fromnick provided a list of meetings and events attended during the past month. Ms. Fromnick has been meeting with newly mandated municipalities, those out of compliance and municipalities interested in developing programs although not required. Ms. Fromnick has also been reviewing and commenting on draft ordinances. Ms. Fromnick has provided technical assistance to those municipalities preparing their 904 Performance Grant applications due December 30, 2011.

B. Correspondence: Among the items listed the following were noted: Atglen Township paid the HHW fee and a few HHW site agreements have been received. Chamber narratives and commissioner’s citation preparation, the CCSWA 904 application and Act 101 Annual Report packets have been prepared and mailed. Ms. Fromnick requested and the Board approved \$26,995.72 (a 25% reimbursement) to the Lanchester Region municipalities who participated in the 2009 HHW Program. The Board approved Ms. Fromnick’s request.

C. **Projects:** Ms. Fromnick provided a list of projects.

10. Business Manager's Report. (JMG)

A. **November 2011 Monthly Tonnage Report:** Mr. Gorney presented the Tonnage Report for November 2011, indicating that the tonnage of 27,677.59 was 8.2% over budget but was higher than November 2010 by 10.3%.

B. **November 2011 Accounts Receivable:** Mr. Gorney stated that receivables day sales outstanding increased from 37.53 days in October 2011 to 39.80 days in November 2011. Mr. Gorney stated that the increase was due to slower payments from several accounts, including Waste Management and York Disposal, Inc. The accounts were current after the payments of the past due balances early in December 2011.

C. **November 2011 Financial Statement:** Mr. Gorney presented the Financials for November 2011 stating that we had a gain of \$419,624 for the month. Retained Earnings are at \$49,403,830. The funds invested totaled \$45,211,446.73 at month end. The interest earned in November 2011 was at a rate of .044% even with the 0.44% in October 2011. Mr. Marroletti made a motion to accept the November 2011 Financials as presented; Mr. DiLibero seconded the motion. The motion was carried by a unanimous vote.

D. **November 2011 Vendor Check Register Report:** The Vendor Check Register was presented to the Board. The checks for November 2011 totaled \$1,138,700.02 Mr. DiLibero made a motion to accept the November 2011 Check Register as presented; Mr. Marroletti seconded the motion. The motion was carried by a unanimous vote.

E. **Large Dollar Check Approvals:** Mr. Gorney presented the December 2011 Large Dollar invoices totaling \$958,250.89 consisting of the attached schedule 10E. Mr. Marroletti made a motion to accept the Large Dollar Invoices as presented; Mr. Shirk seconded the motion. The motion was carried by a unanimous vote.

F. **Resolution For Records Destruction:** Mr. Gorney presented the listing of records (Schedule 10F) to be disposed of under the Municipal Records Act of January 18, 1968(P.L. 961, No. 428). A resolution was presented for approval of the destruction of the records as listed. Mr. Shirk made a motion to approve the Resolution for the final disposition of Records under the Municipal Records Act of January 18, 1968(P.L. 961, No. 428) as presented; Mr. DiLibero seconded the motion. The motion was carried with a unanimous vote.

G. **Defined Contribution Plan:** Mr. Gorney presented the contribution percentages for the years 2002 through 2010. Mr. Marroletti made a motion to continue the contribution percentage at 12% for 2011 as presented; Mr. DiLibero seconded the motion. The motion was carried with a unanimous vote.

H. **Closure/Post Closure Capacity Revised:** Mr. Gorney presented the subject reports. Mr. DiLibero made a motion to accept the reports and recognize the adjustments to Income as presented; Mr. Shirk seconded the motion. The motion was carried with a

unanimous vote.

I. Collateral Bond Rollover: Mr. Gorney presented the rollover of the \$2,522,000.00 in a U.S. Treasury Notes. Mr. Marroletti made a motion to approve the Resolution as presented; Mr. DiLibero seconded the motion. The motion was carried with a unanimous vote

J. Insurance Renewal Summary: Mr. Gorney presented Schedule 10J for the Boards review. The policies decreased by 0.614% from 2011 rates. Mr. Marroletti made a motion to accept the Insurance Renewals as presented; Mr. Shirk seconded the motion. The motion was carried with a unanimous vote.

K. Roman Rolloff Bad Debt: Mr. Gorney presented the letter from the attorney. The letter outlines the offer for settlement of the account for \$4,000.00. The attorney advised acceptance of the offer. Mr. DiLibero made a motion to accept the offer and write-off the remaining balance as presented; Mr. Marroletti seconded the motion. The motion was carried with a unanimous vote.

L. Transfer To Area E Construction Fund: Mr. Gorney presented schedule 10L recommending the transfer of \$3,000,000.00 to the Area E construction fund. Mr. Shirk made a motion to make the transfer as presented; Mr. DiLibero seconded the motion. The motion was carried with a unanimous vote.

M. 2011 Audit Proposals – Firm Selections: Mr. Gorney presented a summary of the results of the audit proposals as submitted. A total of 11 firms submitted proposals, which, after review was reduced to three firms. Mr. Gorney recommended BDO which firm is the number (7) sized firm in the U.S.A. Mr. Marroletti made a motion to retain BDO as presented; Mr. Shirk seconded the motion. The motion was carried with a unanimous vote.

N. Financial Plan For 2012: The Financial Plan for 2012 was presented. Mr. Marroletti made a motion to accept the 2012 Financial Plan as presented; Mr. Shirk seconded the motion. The motion was carried by a unanimous vote.

The meeting was adjourned at 7:40.

Prepared by,
Peggy A. Cunius