

## Board of Directors' Meeting Minutes

**Date:** April 17, 2015

**Time:** 7:30 a.m.

**Meeting attended by:** **Board of Directors:** Brubaker, Deerin, Dzurik, Gordon, Hammel, Houck, Musser, Ulrich, and Weibel. **Staff:** Warner, Adams, Clabaugh, Marsh, McGuire, Norris, Olson, Pruden, Ramsden-Herr, Sandoe, Vollmer, Wilhelm, Wireback, and Zorbaugh. **Also present were:** Solicitor Alexander Henderson III and Brandon Harter, Hartman, Underhill & Brubaker; Carol Roland and Carol Gerhart, Trout Ebersole and Groff; and citizens as listed on the attached sign-in sheet.

**Chairperson Ulrich** requested a moment of silence followed by the pledge to the flag.

### APPROVAL OF THE MINUTES

**Chairperson Ulrich** asked if there were any additions or corrections to the meeting minutes. Being none, a motion was requested to approve the Minutes of February 20, 2015 as distributed.

**Motion:** J. Deerin

**Seconded:** B. Hammel

**Adopted Unanimously**

### PUBLIC COMMENT

There was no public comment.

### PRESENTATION

Ms. Carol Roland from Trout Ebersole and Groff reviewed the Audited Financial Statements for the Year Ended December 31, 2014.

### ACTION ITEM:

- **Acceptance of Audited Financial Statements**

**Chairperson Ulrich** asked for a motion to accept the Audited Financial Statements for the Year Ended December 31, 2014 as presented.

**Motion:** R. E. Gordon

**Seconded:** K. Weibel

**Adopted Unanimously**

### "BEHIND THE SCENES" STAFF MEMBER

Leslie Wireback, Human Resources/Insurance Manager, discussed her role at LCSWMA, including some of the challenges and the rewards: the initiation of the Renew You program, hiring and training staff for the SRMC, and her commitment to the recent HR Strategic Plan of LCSWMA.

**Chairperson Ulrich** introduced and welcomed LCSWMA newest Board Member, Mr. Michael Brubaker.

**CHIEF EXECUTIVE OFFICER - Mr. Warner** reported on the following:

- Overview of financials for March, including an operating surplus of \$732,000 and a budget surplus for the 1<sup>st</sup> quarter in 2015 of \$560,000.
- Meeting with the Hay Group, along with Ms. Wireback, to review many aspects of the HR Strategic Plan.
- Invited the Board to attend the Local Municipality Involvement Process meeting at the Rieber House, hosted by PA-DEP as part of the Frey Farm Landfill vertical expansion application review process.
- LCSWMA continues working with ARM on the permit application to PADEP for the ash landfill expansion at the SRMC.
- Will meet White House Director on Climate, Mr. Dan Utech, to discuss waste-to-energy.
- The LCSWMA Bylaws were distributed to the Board with revisions made to maintain consistency with the previously approved Amendment to the Articles of Incorporation.
  - **Mr. Henderson** briefly reviewed the specific reasons necessitating this revision to the Bylaws.

**ACTION ITEM:**

- **Revision to LCSWMA's Bylaws**

**Chairperson Ulrich** asked for a motion to approve the Bylaws as distributed.

**Motion:** J. Deerin

**Seconded:** B. Hammel

**Adopted Unanimously**

**CHIEF OPERATING OFFICER - Mr. Zorbaugh** reported on the following:

- All facilities operated well in March. Staff did a great job transitioning from managing a large snow storm at the beginning of the month to site clean-up work (cinder sweeping, landscape bed maintenance, etc.) by month's end.
- The SRMC, WTE, and the FFLF received PADEP site inspections and all were found to be operating well within regulatory parameters. LCSWMA continues to receive positive feedback from the DEP inspector at the SRMC regarding the improvements that have been made and those that are ongoing.
- SRMC:
  - C/D material delivered was five times higher than that handled last March as deliveries to the facility have increased significantly since February.
  - Repairs were made to the concrete safety barrier on the tipping floor. Required signage was installed on permanent displays adjacent to the new scale house.

- Covanta completed the scheduled spring outage on Unit #2. Two internal plant projects (quench spray system and ID fan variable frequency drive) were completed during this outage and were included in the Capital Projects budget for 2015. Unit #2 experienced unscheduled downtime due to a crack in the ID fan shaft discovered during testing on the new variable frequency drive.
- FFLF:
  - Large amounts of intermediate cover were placed late in March after the snow melt. The terraces completed during winter will receive cover soil and re-vegetative efforts.
  - Test pits were completed on the Central Lift methane collection piping to determine depth of settlement. A corrective action plan will be developed based on the findings.
  - Several interior clean-up and upgrade projects were performed in the employee lunch area and locker rooms.
- TSC:
  - A spring litter cleanup of Harrisburg Pike and Route 30 interchange was completed totaling 660 pounds of debris collected.
  - The CNG Fleet continues to operate very well and has shown no performance issues with the CNG engines to date. Fuel savings, through the first quarter of 2015, were over \$38,000 when compared to diesel, which is currently priced at a six-year low.
  - The HHW Facility customer visits are up 24% from last year. Electronic waste is 12% above 2014 totals.
  - Work was completed in the main office lobby, including new flooring and installation of a video display behind the reception desk.
- WTE:
  - Reducing plant lime consumption was discussed. Covanta began using a trial of lime-slurry polymer additive to reduce the amount of lime used in the units. LCSWMA pays over \$650,000 annually for the 5,000 tons of lime it uses. The additive, if effective and efficient, could save \$120,000 in lime expenses per year.

**ACTION ITEMS:**

***1. Purchase of a Street Sweeper***

**Chairperson Ulrich** asked for a motion to approve the purchase of a Tennant Sentinel Sweeper from Tennant Company for the net purchase price of \$167,948.77.

**Motion:** M. Brubaker

**Seconded:** S. Dzurik

**Adopted Unanimously**

**2. Purchase of a Portable Vehicle Lift**

Chairperson Ulrich asked for a motion to approve the purchase of a GRA-WPLS 135 Portable Vehicle Lift from Five Star International, LLC for the purchase price of \$28,695.00.

**Motion:** J. Deerin                      **Seconded:** J. Musser                      **Adopted Unanimously**

**3. Purchase of a Hydraulic Excavator**

Chairperson Ulrich asked for a motion to approve the purchase of a Volvo EC 220E Hydraulic Excavator from Highway Equipment for the purchase price of \$236,860.

**Motion:** K. Weibel                      **Seconded:** J. Musser                      **Adopted Unanimously**

**4. Purchase of a Pickup Truck with 8' Dump Bed**

Chairperson Ulrich asked for a motion to approve the purchase of a Ford F-350 Super Duty 4x4 Pickup Truck from Whitmoyer Auto Group through the PA Department of General Services COSTARS program, for a purchase price of \$43,350.00.

**Motion:** L. Houck                      **Seconded:** S. Dzurik                      **Adopted Unanimously**

**5. Purchase of a Forklift**

Chairperson Ulrich asked for a motion to approve the purchase of a Linde H25T/600 Forklift from Equipment Depot for the net purchase price of \$52,036.93.

**Motion:** M. Brubaker                      **Seconded:** B. Hammel                      **Adopted Unanimously**

**CHIEF FINANCIAL OFFICER – Mr. Pruden** reported on the following:

- Preliminary results show a year-to-date surplus of \$560,000, which is ahead of budget by \$637,000.
- Tonnages exceeded budget by 11% and operating revenue exceeded budget by 4.5%.
- Total operating and administrative expenses were 3.6% below budget.
- Total electric revenues were \$1,427,000 which exceeded budget by \$50,000 (3.6%).
- Lancaster WTE electric revenue exceeded budget by 11.3%.
- Revenue from landfill gas and wind was \$12,000.
- SRMC's electric revenue was short of budget by 12% due to reduced boiler availability.

**ACTION ITEM:**

**1. Summary of Disbursements**

Chairperson Ulrich asked for a motion to approve the disbursements for March and February 2015 totaling \$13,792,737.

**Motion:** J. Musser                      **Seconded:** L. Houck                      **Adopted Unanimously**

## **2. Social Media Policy**

**Chairperson Ulrich** asked for a motion to approve the Social Media Policy as distributed.

**Motion:** R. E. Gordon

**Seconded:** B. Hammel

**Adopted Unanimously**

**CAPITAL PROJECTS** – **Mr. Wilhelm** reported on the following:

- SRMC:
  - Transfer/Maintenance/Administration (TMA) building
    - eciConstruction is working extended hours to make up for some lost-time during winter weather. The tunnel is completed and work began on the office area and tipping floor foundations. The foundation work is expected to be finished in approximately three weeks.
    - Promax fencing is nearly finished installing the perimeter and interior fence. Site grading will be completed before an additional 870 feet of perimeter fence is constructed later in the summer.
- FFLF:
  - Photos were shown of the demolition progress for the buildings at the former Frey Dairy farm property. Turkey Hill Dairy (Kroeger) is reimbursing LCSWMA up to \$240,000 for the cost of the demolition.
- Northwest Lancaster County River Trail:
  - More interpretive signs and the eagle's nest viewing scope were installed.
  - Work continues with Marietta Borough to manage the nearly 2.6 mile trail through Marietta. LCSWMA will be doing the designing and permitting as well as managing the construction of the trail later in 2015.
  - LCSWMA is working with Lancaster County on a 1.5 mile segment of the trail through County property.

### **ACTION ITEMS:**

#### **1. Change Order #1 (FINAL) to Yoe Industrial Services, Inc.**

**Chairperson Ulrich** asked for a motion to award Change Order #1 to Yoe Industrial Services, Inc. for the deduct amount of \$74,168.47.

**Motion:** M. Brubaker

**Seconded:** J. Musser

**Adopted Unanimously**

#### **2. Change Order #2 to Shiloh Paving**

**Chairperson Ulrich** asked for a motion to award change order #2 to Shiloh Paving, for the total extra cost of \$57,707.50

**Motion:** J. Musser

**Seconded:** B. Hammel

**Adopted Unanimously**

### **3. Change Order #1 eciConstruction**

**Chairperson Ulrich** asked for a motion to award change order #1 to eciConstruction for the total extra cost of \$66,282.00.

**Motion:** L. Houck                      **Seconded:** K. Weibel                      **Adopted Unanimously**

### **4. Resolution 2015-1: Authorizing and Approving the Execution of an Intergovernmental Agreement with Lancaster County for the Construction of a Portion of the Northwest River Trail**

**Chairperson Ulrich** asked for a motion to approve Resolution 2015-1.

**Motion:** B. Hammel                      **Seconded:** S. Dzurik                      **Adopted Unanimously**

### **TECHNICAL SERVICES – Mr. Norris** reported on the following:

- **FFLF:**
  - All contiguous and municipal notifications were received in connection with the Frey Farm Landfill vertical expansion permit modification submitted to DEP in February. These notifications will be submitted to DEP soon.
    - A public meeting regarding this permit application will be held sometime over the summer
  - The Title V permit (Air Quality) at the Frey Farm Landfill expires in November 2015. This application must be deemed administratively complete no less than six months before the Title V permit expires and LCSWMA expects to meet that qualification by May.
- **SRMC:**
  - There has been much effort in cleaning the leachate lines at the facility. Only one remaining section of pipe remains to be checked and a manhole must be installed in order to perform checks on this last section of piping.
- Third-party LRQA and internal audits will be performed in June.
- All required monitoring and reporting activities were completed for March.

### **BUSINESS DEVELOPMENT, PLANNING, AND RECYCLING – Mr. Adams** reported on the following:

- **SRMC:**
  - A test batch of the facility's "daily ash" was sent for Inashco to test the ash with similar equipment to what will be used in the ash-processing system at the SRMC site.

- Perdue:
  - The draft air permit for Perdue's prospective facility was issued by PADEP and published in the PA Bulletin. A public hearing was held regarding the permit on March 31<sup>st</sup> in Conoy Township. PADEP will consider the oral and written testimony that was accepted by them until April 10<sup>th</sup>, and will use the testimonies to continue working towards issuing a final permit to Perdue.
- Allentown
  - The City of Allentown issued an RFQ for processing its 37,000 tons of waste through a waste-to-energy facility. Responses are due on April 29<sup>th</sup>, and LCSWMA will be sending its response next week. Once RFQs are accepted, the RFP process can begin.
- The RACP grant money that was part of the SRMC acquisition was allocated to LCSWMA in the amount of \$8 million. Six million of those funds were received in December 2014 and staff will submit a reimbursement request in April for \$1.2 million of the remaining \$2 million, and expects to receive this portion in June. The final \$600,000 will be paid to LCSWMA by the end of 2015.
- Communications:
  - Public tours have begun again for 2015, including a scheduled "college day," which brought about 115 students from five schools to the Lancaster WTE facility.
  - Planning for other events, such as the CAC meeting, annual Recycling Coordinators' meeting, and other projects continue on schedule.
  - The recycling rate for 2014 was 43.7%, which is up from 2013's rate of 42.8%.
  - In the First Quarter of 2015, deliveries of Residual and C/D waste to the SRMC outpaced deliveries from the same timeframe in 2014.

**ACTION ITEM:**

- ***Resolution 2015-2: Authorizing and Approving the Execution of the Surface Transportation Urban Program Funds Agreement***

**Chairperson Ulrich** asked for a motion to approve Resolution 2015-2.

**Motion:** K. Weibel

**Seconded:** R. E. Gordon

**Adopted Unanimously**

**CITIZENS ADVISORY COMMITTEE**

The CAC met on April 15, 2015. A brief overview of the meeting was given. There were three new members added to the roster, two of which were present at the CAC meeting.

**EXECUTIVE SESSION**

An Executive Session was held to discuss personnel and real estate.

**ADJOURNMENT**

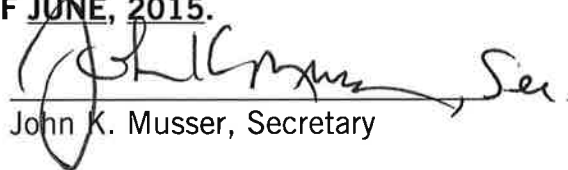
Chairperson Ulrich asked for a motion to adjourn the meeting at 10:47 a.m.

**Motion:** B. Hammel

**Seconded:** J. Musser

**Meeting Adjourned**

**APPROVED BY THE BOARD OF DIRECTORS OF THE LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY THIS 19<sup>th</sup> DAY OF JUNE, 2015.**

A handwritten signature in black ink, appearing to read "John K. Musser", is written over a horizontal line. To the right of the signature, the word "Sec." is written in a cursive script.

John K. Musser, Secretary