

Board of Directors • Meeting Minutes

DATE: October 18, 2019

TIME: 7:30 a.m.

Attendance

BOARD OF DIRECTORS: Brubaker, Deerin, Gordon, Houck, Musser, Rettew, Ulrich, and Weibel.

STAFF: Adams, Cutarelli, Henderson (legal counsel), Kohr, Marsh, Menotti, Miele, Morrison, Sandoe, Stenson Dabney, Wireback, Youngs, and Zorbaugh.

ALSO PRESENT: Citizens as listed on sign-in sheet.

BOARD OF DIRECTORS ABSENT: Dzurik

Opening

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

Approval of Minutes

1. BOARD ACTION NO. 1: APPROVAL OF MINUTES

Chairperson Deerin asked for any additions or corrections to the meeting minutes. Being none, a motion was requested to approve the minutes of August 16th, 2019 as distributed.

Motion: M. Brubaker **Seconded:** L. Houck **Adopted:** Unanimously

Public Comment

None

Chief Executive Officer

Mr. Zorbaugh thanked everyone for accommodating the offsite Board Meeting location due to continued renovations at the Main Office. He also reported that the Authority's S&P credit rating increased from AA- to AA+. He also reported SRMC received positive feedback from two local Harrisburg businessmen who toured the facility.

Presentation

Action Item

2. BOARD ACTION NO. 2: MOTION REGARDING SUSQUEHANNA NATIONAL HERITAGE AREA FUNDING CONTRIBUTION

Chairperson Deerin asked for a motion to authorize staff to draft a contract with the Susquehanna National Heritage Area, for review and approval at the next Board of Directors meeting, providing for a commitment of an annual contribution of \$85,000 for a 3-year term.

Motion: M. Brubaker **Seconded:** J. Musser **Adopted:** Unanimously

Mr. Mark Platts, President of Susquehanna National Heritage Area, presented a slideshow highlighting the organization's community involvement and development and need for continued funding.

Action Item

3. BOARD ACTION NO. 3: MOTION REGARDING MANOR TOWNSHIP ENOLA LOW GRADE TRAIL – SAFE HARBOR TRESTLE BRIDGE REHABILITATION CONSTRUCTION CONTRIBUTION

Chairperson Deerin asked for a motion to authorize staff to draft a contract with Manor Township, for review and approval at the next Board of Directors meeting, providing for a contribution to close the Enola Low Grade Trail – Safe Harbor Trestle Bridge funding gap of \$500,000 to be disbursed over the 3-year construction timeline.

Motion: J. Musser

Seconded: K. Weibel

Adopted: Unanimously

Ryan Strohecker, Manor Township Manager and John Wentzel, Manor Township Supervisor, presented a video on the Enola Low Grade Trail – Safe Harbor Trestle Bridge repair and expansion project. Rehabilitation is needed for both the trail and trestle at an estimated cost of \$7.4M with Manor Township receiving \$6.5M in grants, with estimated completion by November 2021. Manor Township is seeking \$500K contribution to close the bridge funding gap.

Mr. Henderson introduced Tonika Stenson Dabney, LCSWMA's new Sr. Paralegal.

Chief Financial Officer

Mr. Youngs provided a detailed report on monthly financials, including tonnages, revenues, expenses, and net surplus. He also highlighted the 3rd quarter financial performance. Mr. Youngs introduced LCSWMA's new Staff Accountants, Aaron Cutarelli and Emily Menotti, and LCSWMA's new IT System Administrator, Joe Miele.

Action Items

4. BOARD ACTION NO. 4: MOTION TO APPROVE DISBURSEMENTS FOR AUGUST AND SEPTEMBER TOTALING \$6,739,380 AND \$7,776,267.60

Chairperson Deerin asked for a motion to approve Disbursements for August and September in the amount of \$6,739,380 and \$7,776,267.60.

Motion: E. Gordon

Seconded: G. Rettew

Adopted: Unanimously

5. BOARD ACTION NO. 5: MOTION TO APPROVE ANNUAL AUDIT ENGAGEMENT AGREEMENT

Chairperson Deerin asked for a motion to approve the annual Audit Engagement Agreement with Trout, Ebersole & Groff for the year ending December 31, 2019.

Motion: J. S. Ulrich

Seconded: K. Weibel

Adopted: Unanimously

6. BOARD ACTION NO. 6: RESOLUTION APPOINTING DIRECTORS TO THE BOARD OF DIRECTORS OF THE GOVERNMENT SELF-INSURANCE FUND

CFO Youngs introduced Sarah Tayts and Matthew Landis to the Board.

Chairperson Deerin asked for a motion to approve the appointment of Sarah Tayts and Matthew Landis as members of the Board of Directors of GSIF as of January 1, 2020 in accordance with the attached Resolution.

Motion: M. Brubaker

Seconded: J. Musser

Adopted: Unanimously

Chief Operating Officer

Mr. Adams reported on the hire of four additional truck drivers for the single stream recycling to eliminate the need for outside contractors, with a savings analysis of \$375,000. He also provided an update on the recycling grants. Finally, he reviewed tonnage trends, including total system tons, refuse, C/D, and transactions.

Chief Business Development Officer

Ms. Marsh touched upon the current energy business including revenues, outages and grid pricing. She provided a detailed analysis for the September energy revenues and year-to-date activities. Lastly, she noted the successful recertification of LCSWMA's Environmental Management System by Lloyd's Register Quality Assurance.

Chief Human Resources Officer

Ms. Wireback highlighted the Employer Brand and showcased the Employer Brand video, which has been launched as a new recruitment and educational tool to highlight who LCSWMA is an employer.

Chief Commercial Officer

Dr. Sandoe provided a detailed update on all ongoing construction projects, improvements and renovation enhancements at the main office, Transfer Station Complex, Lancaster WTE Facility, and Prescott Road locations.

Action Items

7. BOARD ACTION NO. 7: MOTION TO APPROVE MAIN OFFICE RENOVATION PROJECT CHANGE IN SCOPE

Chairperson Deerin asked for a motion to approve the change in scope for additional costs related to asbestos abatement work for phase 1 totaling \$31,121.45 and phase 2 estimated at \$19,800.

Motion: R.E. Gordon

Seconded: J. Musser

Adopted: Unanimously

8. BOARD ACTION NO. 8: MOTION TO APPROVE PURCHASE OF MAIN OFFICE FURNITURE

Chairperson Deerin asked for a motion to approve the purchase of new furniture and seating for the Board Room and Lobby/Reception area at an estimated cost of \$28,468.98 from Tanner Furniture of Harrisburg, Pennsylvania through the PA-DGS COSTARS purchasing program.

Motion: J. Musser

Seconded: K. Weibel

Adopted: Unanimously

9. BOARD ACTION NO. 9: MOTION TO APPROVE CHANGE ORDER NO. 1 TO KINSLEY CONSTRUCTION

Chairperson Deerin asked for a motion to approve Change Order No. 1 to Kinsley Construction, Inc for the Transfer Station Complex Entrance Modification Project, increasing the total contract amount by \$26,141 from \$433,000 to \$459,141.

Motion: J.S. Ulrich

Seconded: M. Brubaker

Adopted: Unanimously

10. BOARD ACTION NO. 10: MOTION TO APPROVE AWARD OF CONTRACTS FOR LANCASTER WASTE-TO-ENERGY (WTE) FACILITY ADMINISTRATIVE BUILDING RENOVATION PROJECT

Chairperson Deerin asked for a motion to approve the award, from bids through Keystone Purchasing Network, for \$320,780.07 to be awarded as follows:

Lobar Associates Construction:

- General Construction - \$187,554.46
- HVAC - \$18,367.74
- Plumbing - \$36,243.83

I.B. Abel, Inc.:

- Electrical - \$78,614.05

Motion: L. Houck

Seconded: M. Brubaker

Adopted: Unanimously

11. BOARD ACTION NO. 11: MOTION TO APPROVE PAVING CONTRACT AWARD TO CONSTRUCTION MASTERS SERVICES, LLC

Chairperson Deerin asked for a motion to approve the award of contract to lower bidder Construction Masters Services, LLC of Reading, PA in the amount of \$94,746.00 for Phase 1 paving of Prescott road in Conoy Township.

Motion: L. Houck

Seconded: G. Rettew

Adopted: Unanimously

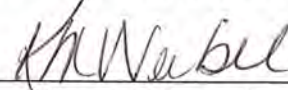
Other Business

LCSWMA's CEO and Executive Team presented the 2020 Operating and Capital Budget to the Board of Directors.

Adjournment

General Counsel Henderson announced that the Board would enter into Executive Session to discuss litigation. No action was taken following the Executive Session. The Board Meeting adjourned at 11:20 a.m.

APPROVED BY THE BOARD OF DIRECTORS OF THE LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY THIS 15th DAY OF NOVEMBER 2019.



Karen M. Weibel, Secretary