



# Legislative Meeting

April 17, 2024

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BROOKS STAYER, CEO

SAMANTHA NEWELL, SOLICITOR

BILL PRENDEVILLE, P.E., ARM ENGINEERS

JESSICA DONNELLEY-PRAG



## Legislative Meeting April 17, 2024

- #1 Call to Order
- #2 Roll Call
- #3 Pledge of Allegiance
- #4 Public Comment
- #5 Review Phase 2 Design

## AGENDA

DELAWARE COUNTY SOLID WASTE AUTHORITY  
LEGISLATIVE MEETING  
610 E. Baltimore Pike, Media, PA 19063  
April 17, 2024  
3:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment

### CONSENT AGENDA (Items 5-9a)

5. Approval of the Minutes of the Board of Directors Meetings held on March 20<sup>th</sup>, 2024
6. Receive-Authority Updates/Quarterly Operations Report: CEO, Brooks Stayer
7. Facility Operations/Development
  - a. Review: March and YTD 2024 Operating Tonnage
  - b. Action Item-Approve: Reject and Re-Issue RFP for LFGCS
8. Accounting and Finance Report
  - a. Review: March and YTD 2024 Operating Budget
  - b. Review: March and YTD 2024 Capital Budget Performance
  - c. Action Item-Approve: Accounts Payable List for March 2024
  - d. Action Item-Approve: Accounting Software Purchase (\$60,567)
9. Strategic Planning, Policy, and Administration:
  - a. Action Item-Approve Referral Incentive Program

### REGULAR AGENDA

10. Action Item-Approve Contract with Nestor Resources for Completion of MWMP-  
\$54,905
11. Action Item-Review and Award Bid RHL Phase 2 Construction-\$19,990,000
12. Action Item-Approve: Issuance of Bid for Phase 2 MSE Berm Geo-Grid Material
13. Action Item-Approve: Issuance of Guaranteed Revenue Notes for RHL Phase 2  
Expansion-\$35,000,000 (Delaware Valley Regional Finance Authority-DeVal)
14. Action Item-Approve: Resolution Requesting the Extension of the Articles of  
Incorporation, Samantha Newell, Esquire
15. Action Item-Review and Approve Fiduciary Liability Insurance Policy Renewal  
(\$2,225)
16. Solicitor Report
17. Other Business
18. Executive Session
19. Adjournment

## Updates and Additions

### **Updates:**

HHW Event-Saturday, April 20<sup>th</sup>

>Emergency Services Training Center

1600 Calcon Hook Road

Sharon Hill, 19079

(Darby Township-follow Calcon Hook Road to the end)

### **Agenda Additions & Updates:**

10. Action Item-Approve Contract with Nestor Resources for Completion of MWMP-\$54,905

11. Action Item-Review and Award Bid RHL Phase 2 Construction-\$19,990,000

12. Action Item-Approve: Issuance of Bid for Phase 2 MSE Berm Geo-Grid Material

13. Action Item-Approve: Issuance of Guaranteed Revenue Notes for RHL Phase 2 Expansion-\$35,000,000  
(Delaware Valley Regional Finance Authority-DelVal)

14. Action Item-Approve: Resolution Requesting the Extension of the Articles of Incorporation, Samantha Newell, Esquire

15. Action Item-Review and Approve Fiduciary Liability Insurance Policy Renewal

**Accounts Payable List-Updated in Packet**

# Consent Agenda: 5-9a

- #5 Approval Mar2024 Minutes
- #6 Receive Updates/CEO Rpt
- #7a Receive Mar/YTD Tonnage Rpt
- #7b Reject & Re-Issue LFGCS RFP
- #8a Review Mar/YTD Operating Budget
- #8b Review Mar/YTD Capital Budget
- #8c Approve Accounts Payable List (Mar 2024)
- #8d Approve Accounting Software Purchase (\$60,567)
- #9a Approve Employee Referral Prog.

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# Regular Agenda: 10-19

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## ACTION ITEM:

### 10. Action Item-Approve Contract with Nestor Resources for Completion of MWMP-\$54,905



**Nestor Resources, Inc.**

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#### DEVELOPMENT OF THE PLAN

The tasks detailed here are listed according to the chapter-by-chapter outline required by the Technical Guidance Document and Chapter 272 of the Pennsylvania Municipal Waste Regulations. The assumption for this revised scope of work is that Nestor Resources will rely, to the greatest extent possible, on the existing Delaware County Municipal Waste Management Plan from 2013. That document will serve as a primary reference source for local information. In addition, Nestor Resources will rely on the DelCo SWA for updates on much of the inventory items in the 2013 Plan. These will include but not be limited to

- ✓ names and addresses of recycling facilities and their capabilities,
- ✓ mandated municipalities and their recycling programs (description not numbers)
- ✓ non-mandated municipalities with recycling programs
- ✓ public sector operations -hauling, composting, recycling, etc
- ✓ C&D processors C&D landfills used (other than MSW landfills)
- ✓ List of hospitals/addresses f
  
- ✓ Commercial composters

#### Nestor Resources can access data on

- ✓ WWTP's public and private
- ✓ Septage transporters
- ✓ Act 90 transporters
- ✓ Disposal activity for all waste streams
- ✓ Demographics (unless DelCo Regional Planning has preferred numbers)
- ✓ ReTrac database for recycling stats
- ✓ Commercial establishments
- ✓ Other health care facilities

Narratives will be kept to vital explanations without extended explanations.

# ACTION ITEM 11

## Review and Award Bid RHL Phase 2 Construction- \$19,990,000

**Delaware County Solid Waste Authority  
Rolling Hills Landfill (RHLF) Phase 2 Construction - Bid Evaluation**

**Subject:** Bid Evaluation and Recommendation for the Rolling Hills Landfill Phase 2 Construction Project

**Date:** April 16, 2024

**Prepared by:** ARM Group LLC (ARM)

**Background:**

The Phase 2 Construction Project is for the Rolling Hills Landfill (RHLF). To ensure the success of this project, the Authority has received Contractor bids submitted. This procedure is to evaluate the bids and ability to meet project requirements.

The public bid for the Rolling Hills Landfill Phase 2 Construction Project was issued on March 11, 2024, and a pre-bid meeting was held on March 18-April 12, 2024; Kinsley Construction Inc. is the apparent low bidder.

**Bid Results:**

Of the two bids received for the Phase 2 Construction Project, ARM has reviewed Kinsley's bid submission to verify all required documents were submitted and that Kinsley satisfies the minimum qualifications and experience requirements. A summary of these requirements is provided below.

Submission of Bids – Requirements listed in Section 19.02 of the Instruction to Bidders and Section 8 of the Bid Form.

<u>Required Document</u>	<u>Submitted (Y/N)</u>
Bid Form (BF-1 – BF-7)	Y
Bid Schedule	Y
List of Proposed Subcontractors	Y
List of Proposed Suppliers	Y
Contractor Statement of Qualifications (CSQ-1)	Y
Bid Bond (BB-1 – BB-2)	Y
Non-Collusion Affidavit (NA-1 – NA-3)	Y
Self-Certification of No Disbarment, Suspension, or Ineligibility (SEC-1)	Y
Hold Harmless Agreement (HH-1)	Y
Memorandum of Understanding: Labor Compliance (MOU-1)	Y
Consent of Surety	Y

ARM recommends awarding the contract to Kinsley Construction, Inc. based on their ability to meet the stringent timeline requirements, their superior qualifications, as well as their lower overall cost to complete the work.

Qualifications of Bidders – Requirements listed in Section 4 of the Instructions to Bidders.

Bidder Qualification / Experience Requirement	Submitted? (Y/N)
Qualifications to do Business in the Commonwealth of Pennsylvania	Y
Contractor License Number	Y
Subcontractor and Supplier Qualification Information	Y
50 acres of HDPE geomembrane, subbase, and protective cover	Y
2,500 LF of HDPE piping for leachate collection & conveyance	Y
2,500 LF of HDPE piping for landfill gas (LFG) management	Y
Construction of new landfill cells/closures involving LFG management including odor control	Y
Successful management and control of storm water, erosion, & sedimentation	Y
MSE berm facing of 200,000 SF length of 10,000 ft, and minimum	Y
including MSE berms (Prime 200,000 square feet)	Y
of soil volumes in excess	Y
	Y
Industry Debarment List	Y
	Y
s, 20,000 CY of low cover, and 50,000 SF of	Y
20,000 CY of low cover, 25,000 SF of	Y
facing for MSE berm construction	
Foreman – 5 years' experience in civil construction, 3 projects as Site Foreman on landfill project	Y

**Recommendation:**

Based upon ARM's review of its bid for the subject project, Kinsley appears to provide all required documentation and satisfy all qualification/experience requirements. ARM recommends that DCSWA award the RHLF Phase 2 Construction Project to Kinsley.

**Conclusion**

ARM recommends awarding the Phase 2 Construction Project to Kinsley. This recommendation, in addition to being the apparent low bidder of the bids received, is based on their proven capabilities and alignment with the project's goals, as well as their capacity to accomplish the work within the project schedule. We believe that Kinsley will deliver the highest quality work and maintain the standards required for the successful completion of this critical project for the DCSWA.

## ACTION ITEM 12

### Approve: Issuance of Bid for Phase 2 MSE Berm Geo-Grid Material (\$1.0M - \$1.5M)



#### Objective:

To procure the most efficient, cost-effective, and suitable materials for the project through a competitive bidding process, ensuring transparency and achieving the best value for the investment while mitigating risk associated with the concurrent permitting, design, and construction schedules.

#### Discussion:

##### 1. Material Specifications:

- Geogrid Reinforcement: Materials must meet specific tensile strength requirements and be suitable for long-term soil stabilization and reinforcement applications.
- MSE Berm Facing: Materials will be used in the construction of the exterior face of the berm and must be capable of retaining the vegetative face long-term while facilitating the establishment of vegetation, where applicable.

##### 2. Owner-Supplied Materials:

- By supplying the materials directly, DCSWA maintains control over the quality and supply of crucial construction components.
- Avoids the potential risk of future change orders if these materials were procured through the General Contractor's bid before permit approvals were secured.
- This approach can potentially lead to cost savings and better coordination during construction phases, as well as avoiding markups from the General Contractor of the Phase 2 Construction Project.

##### 3. Timeline Considerations:

- Issuance of the RFP at the next DCSWA Board Meeting will align with the project timelines, ensuring that there are no delays in material procurement and delivery.

#### Recommendation:

It is recommended that the Board authorizes the issuance of an RFP for the procurement and delivery of geogrid reinforcement and MSE berm facing materials. The procurement process should be managed by the DCSWA or ARM to ensure adherence to project specifications and timelines.

#### Conclusion:

The issuance of an RFP for these critical materials is another strategic step in advancing the Phase 2 construction at the RHLF. This approach not only ensures the quality and suitability of the materials but also aligns with the goals for responsible construction practices.



**ACTION ITEM 13.** Approve: Issuance of Guaranteed Revenue Notes for RHL Phase 2 Expansion-\$35,000,000 (Delaware Valley Regional Finance Authority-DelVal)

Borrowing: \$35,000,000	
Phase 2 Construction Bid	\$19,990,000
Structural Fill/Soil Bid	\$10,345,140
Leachate Tanks (TBD)	\$ 4,000,000
	\$34,335,140

Pay-Go Items: \$4,935,000	
Kinsley CO	\$1,600,000
Engineering/Consulting/Issuance	\$1,500,000
Concrete Reinforced Pipe	\$ 335,000
Geo-Grid Reinforcement Materials (TBD)	\$1,500,000
	\$4,935,000

Total Project Cost (Est.)	\$39,270,140
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# AGENDA

DELAWARE COUNTY SOLID WASTE AUTHORITY  
LEGISLATIVE MEETING  
610 E. Baltimore Pike, Media, PA 19063  
April 17, 2024  
3:00 PM

## ACTION ITEM 14:

Approve: Resolution Requesting the Extension of the Articles of Incorporation, Samantha Newell, Esquire

## ACTION ITEM 15:

Review and Approve Fiduciary Liability Insurance Policy Renewal (\$2,225)

- #16 - Solicitor Report
- #17 - Other Business
- #18 - Executive Session
- #19 - Adjournment

1. Call to Order
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Future Events/Meetings:

HHW Event-April 20, 2024

Work Session-May 8, 2024

Legislative Meeting-May 15, 2024



# Work Session

## April 10, 2024

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BROOKS STAYER, CEO

SAMANTHA NEWELL, SOLICITOR

BILL PRENDEVILLE, P.E., ARM ENGINEERS

# #5 Approval of March Meeting Minutes

**DRAFT**

**DELAWARE COUNTY SOLID WASTE AUTHORITY  
Board of Directors Meeting  
March 20, 2024**

The meeting was called to order at 3:00 PM.

Roll Call

Board Member Attendance: William Silverstein, Vice Chairman  
James Kelly, Vice Chairman  
Steven Goldfield, Treasurer/Asst. Secretary  
Heidi Sentivan, Secretary  
William Jones, Member  
Stacy Yates, Member  
Richard Tutak, Ex-Officio

Others In attendance: Brooks Stayer, CEO  
James Warner, Consultant  
Michael Clarke, Solicitor  
Lisa deLeon, CFO  
Jeff Munster, COO  
Wendy Marburger, CAO  
Michele Campellone, Admin. Asst.

The pledge of Allegiance was said.

Public Comment: John Butler: Postings of the Agenda, Jim Warner, Change Order/permit.

The Delaware County Solid Waste Authority Board went into an Executive Session on March 13, 2024.

Receive Authority Updates/Report: CEO, Brooks Stayer  
➤ Phase 2 Minor Permit Modification Submitted to DEP  
➤ Pre-Bid Meeting (5 General Contractors)  
➤ Leachate (~1.6M Gallons)

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Consent Agenda:

1. Approval of the Minutes of the Board of Directors Meetings held on

February 21, 2024

2. Authority Updates/Quarterly Operations Report: CEO, Brooks Stayer
3. Facility Operations/Development
  - a. Receive: February and YTD 2024 Operating Tonnage Summary
  - b. Action Item-Approve: Clark Forklift Purchase (\$34,111)
  - c. Action Item-Approve: Delivery of Deisel and Gasoline at RHL (\$33,000 est.)
4. Accounting and Finance Report
  - a. Action Item-Approve: Accounts Payable List for February 2024

Motion made by Steven Goldfield; Seconded by Heidi Sentivan, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Revision and Updates to the Employee Handbook. Motion made by Steven Goldfield; Seconded by Heidi Sentivan, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Audit Committee:

- Steven Goldfield, Treasurer
- Richard Tutak, Ex-Officio
- Christine Reuther, Ex-Officio

Motion made by Heidi Sentivan; Seconded by William Silverstein, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Bond Counsel, Ballard Spahr LLP, subject to Engagement Letter. Motion made by Steven Goldfield; Seconded by Heidi Sentivan, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of a Contract Change Order with Kinsley Construction in the amount of \$ 335,000. Motion made by Steven Goldfield; Seconded by Heidi Sentivan, motion was passed with no dissenting votes.

Solicitor Report: No Report

No Executive Session

There being no further business, the meeting was adjourned at 3:20 PM.

## #6 Receive CEO Updates

### Updates:

1. General Manager-John Bosch
2. Nextera-Application reviewed by Met-Ed
3. Ph 2-Engineering Bids Review/Approve on April 17<sup>th</sup>
4. MWMP/ACT 101 Plan
5. Trust-Draft agreement to Fulton Bank
6. Audit-Committee review on April 24<sup>th</sup>
7. Leachate-Pottstown options
8. Bond Counsel-Ballard Spahr
9. Tour



# Consent Agenda: 5-9a

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## AGENDA

DELAWARE COUNTY SOLID WASTE AUTHORITY  
MEETING – WORK SESSION & ROLLING HILLS LANDFILL TOUR  
583 Longview Rd, Boyertown, PA 19512  
April 10, 2024  
12:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Bond Update-PRAG by Jessica Donnelly, Senior Managing Director
6. RHL Phase 2-ARM by Bill Prendeville, P.E., Senior Engineer
7. Review Draft Agenda for Legislative Meeting on April 17<sup>th</sup>, [2024](#)

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# #7a Review March/YTD Tonnage

## DELAWARE COUNTY SOLID WASTE AUTHORITY MARCH 2024 TONNAGE SUMMARY

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	10,807	11,971	1,164	11%	32,422	36,893	4,470	14%
Delco Commercial	10,919	9,677	(1,242)	-11%	32,756	27,554	(5,202)	-16%
Delco Direct Residential	5,027	4,333	(693)	-14%	15,080	12,369	(2,711)	-18%
Delco Direct Commercial	3,452	3,828	376	11%	10,355	11,723	1,368	13%
<b>Total Tons</b>	<b>30,204</b>	<b>29,809</b>	<b>(395)</b>	<b>-1%</b>	<b>90,612</b>	<b>88,538</b>	<b>(2,074)</b>	<b>-2%</b>
Rolling Hills Landfill								
Covanta Ash	29,547	32,267	2,720	9%	88,641	95,951	7,310	8%
Plymouth Ash	2,520	0	(2,520)	-100%	7,560	4,762	(2,798)	-37%
Berks County	6,917	7,563	646	9%	20,751	21,279	528	3%
Montgomery County	6,615	6,222	(393)	-6%	19,845	18,531	(1,314)	-7%
Residual	4,868	6,285	1,417	29%	14,605	19,401	4,796	33%
<b>Total Tons</b>	<b>50,467</b>	<b>52,337</b>	<b>1,870</b>	<b>4%</b>	<b>151,402</b>	<b>159,925</b>	<b>8,523</b>	<b>6%</b>
<b>System Tons</b>	<b>80,671</b>	<b>82,146</b>	<b>1,475</b>	<b>2%</b>	<b>242,014</b>	<b>248,463</b>	<b>6,449</b>	<b>3%</b>
<b>Delco Tons to RHL</b>	<b>4,167</b>	<b>4,991</b>	<b>824</b>	<b>20%</b>	<b>12,501</b>	<b>11,596</b>	<b>(905)</b>	<b>-7%</b>



# #7b Reject & Re-Issue RFP for LFGCS O&M

## ISSUE PAPER



**Issue:** Reject and Re-Issue RFP for Landfill Gas Collection System Maintenance

**Background:** Staff at RHL operate the Landfill Gas Collection System (LFGCS) to meet EPA and DEP required environmental regulations. In an effort to improve the efficiency of the system, staff issued an RFP (Feb-2024) to outsource to a qualified engineering firm that specializes in LFGCS. However, the RFP did not include the total annual cost for services.

**Discussion:** The pending NextEra agreement has clauses that incentivize the RHL to maximize the efficiency of the LFGCS (electricity produced from methane powered generators will be sold.) In order to fully realize the financial benefits of the NextEra agreement, the RHL ~100 LFG wells will have to be fine-tuned on a weekly basis, which requires a significant time investment and a high level of expertise. Staff issued an RFP for operation of the system and received four qualified responses, but the package did not require that responses include a total annual cost.

Staff recommend the existing RFP be rejected and authorize staff to issue a new RFP for LFGCS maintenance and operation to include a total annual cost. Responses to the re-issue will be brought to the board for review and approval.

**Recommendation:** It is recommended the Authority Board of Directors reject the February 2024 RFP for LFGCS Operation and authorize staff to re-issue the RFP to include a total annual cost.

Approved: \_\_\_\_\_ April 17, 2024  
William Silverstein, Chairman

# 8a Review March/YTD Operating Budget

Month	March 2024				YTD				
	Budget	Monthly	Variance	Variance %		YTD Budget	YTD	Variance	Variance %
<b>REVENUE</b>					<b>REVENUE</b>				
Delco Residential	\$940,246	1,041,501.36	101,255	11%	Delco Residential	\$2,820,738	\$3,209,658	388,920	14%
Delco Commercial	\$949,916	841,898.13	(108,018)	-11%	Delco Commercial	\$2,849,748	\$2,397,199	(452,549)	-16%
Delco Direct Residential	\$390,559	376,980.57	(13,578)	-3%	Delco Direct Residential	\$1,171,677	\$1,076,072	(95,605)	-8%
Delco Direct Commercial	\$268,182	333,023.82	64,842	24%	Delco Direct Commercial	\$804,546	\$1,019,890	215,344	27%
Covanta Ash	652,989	688,985	35,996	6%	Covanta Ash	\$1,958,967	\$2,063,598	104,631	5%
Plymouth Ash	56,070	0	(56,070)	-100%	Plymouth Ash	\$168,210	\$107,522	(60,688)	-36%
Berks County	373,667	428,052	54,385	15%	Berks County	\$1,121,001	\$1,256,054	135,053	12%
Montgomery County	403,515	371,793	(31,722)	-8%	Montgomery County	\$1,210,545	\$1,123,473	(87,072)	-7%
Residual	243,417	299,312	55,895	23%	Residual	\$730,251	\$940,029	209,778	29%
Grants	4,167	91,540	87,373	2097%	Grants	\$12,501	\$91,540	79,039	632%
Miscellaneous	48,972	151,134	102,162	209%	Miscellaneous	\$146,917	\$204,459	57,542	39%
<b>Total Revenue</b>	<b>\$4,331,700</b>	<b>\$4,540,292</b>	<b>\$208,592</b>	<b>5%</b>	<b>Total Revenue</b>	<b>\$12,995,101</b>	<b>\$13,489,491</b>	<b>\$494,390</b>	<b>4%</b>
Discounts		86,747	86,747		Discounts		\$257,334	257,334	
<b>Total Net Revenue</b>	<b>\$4,331,700</b>	<b>\$4,453,545</b>	<b>\$121,845</b>	<b>3%</b>	<b>Total Net Revenue</b>	<b>\$12,995,101</b>	<b>\$13,232,157</b>	<b>\$237,056</b>	<b>2%</b>
<b>EXPENSES</b>					<b>EXPENSES</b>				
Administration	\$332,436	\$248,672	(\$83,764)	-25%	Administration	\$922,442	\$831,135	(\$91,307)	-10%
Operations	633,684	654,082	20,398	3%	Operations	\$1,866,849	\$1,907,819	40,970	2%
Contract Hauling	760,084	758,408	(1,676)	0%	Contract Hauling	\$2,280,258	\$2,230,692	(49,566)	-2%
Covanta Processing	1,321,959	1,138,919	(183,040)	-14%	Covanta Processing	\$3,965,877	\$3,547,308	(418,569)	-11%
Delco Host Fees	50,819	49,464	(1,355)	-3%	Delco Host Fees	\$152,457	\$154,063	1,606	1%
RHL Host Fees	446,792	415,916	(30,877)	-7%	RHL Host Fees	\$1,252,424	\$1,221,286	(31,139)	-2%
HHW Events/Recycling	16,667	2,833	(13,834)	-83%	HHW Events/Recycling	\$40,417	\$8,126	(32,291)	-80%
<b>Total Expenses</b>	<b>\$3,562,440</b>	<b>\$3,268,294</b>	<b>(\$294,146)</b>	<b>-8%</b>	<b>Total Expenses</b>	<b>\$10,480,724</b>	<b>\$9,900,430</b>	<b>(\$580,294)</b>	<b>-6%</b>

#8b Review Mar/YTD Capital Budget



# #8b Review March/YTD Capital Budget

March 2024 YTD Capital Budget Performance Summary		
Capital Budget 2024	\$29,033,497	
Capital Expense YTD 2024	\$3,578,023	
Capital Budget Balance 2024	\$25,455,474	
<b>Summary</b>		
Net Operating Surplus March 2024	\$1,123,476	
Capital Expense March 2024	\$552,198	
Capital Reserve Contribution	\$0	
PLGIT Operating Account Contribution	\$571,278	
PLGIT Operating Account Balance as of 03/01/2024	\$5,453,495	(5.14%)
PLGIT Operating Account Interest	\$28,885	
PLGIT Operating Account Balance as of 03/31/2024	\$6,615,876	
Republic Operating Account Balance as of 03/01/2024	\$1,162,261	
Republic Operating Account Interest	\$1,138	(1.56%)
Republic Operating Account Balance as of 03/31/2024	\$529,334	
PLGIT Capital Reserve Account Balance as of 03/01/2024	\$6,023,971	
PLGIT Capital Reserve Account Interest	\$27,756	(5.47%)
PLGIT Capital Reserve Account Balance as of 03/31/2024	\$6,051,727	
<b>Total Account Balances as of 03/31/2024 (Unrestricted)</b>	<b>\$13,196,936</b>	
<b>**Restricted Accounts**</b>		
PLGIT Landfill Closure/PC Account Balance as of 03/31/24	\$1,628,822	(5.47%)
Total Cash Balance	14,825,758.24	
Check PLGIT to Total Statement Balance	14,296,424.46	

# #8c Approve Accounts Payable List (Mar 2024)

Delaware County Solid Waste Authority  
Invoices Selected for Payment

4/8/24

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
May 2024 Rent	61...	610 Baltimore Pike LLC	May, 2024 Lease @ 610 E. Baltimore Pike	5,565.38
	Tot...	610 Baltimore Pike LLC		5,565.38
1050-1000217...	Abila	Abila	5/2-6/1/24 MIP Cloud Subscription & MIP HR & EWS Cloud	1,186.36
	Tot...	Abila		1,186.36
4000279161	Am...	American Water	2/24 Leachate Treatment (616,000 gals.)	12,320.00
	Tot...	American Water		12,320.00
5330324818	Ara...	Aramark	Employee Weekly Uniform Rentals (2) Transfer Stations	44.63
5330328187	Ara...	Aramark	Employee Weekly Uniform Rentals (2) Transfer Stations	44.63
	Tot...	Aramark		89.26
0013879	AR...	ARM Group LLC	DCSWA On-Call Engineering (2/1-29/24)	9,115.85
0013712	AR...	ARM Group LLC	Pad 107 & 2023 Capping Construction CQA (2/1-29/24)	1,587.00
0013713	AR...	ARM Group LLC	Phase 2A Geotech Investigation (2/1-29/24)	8,949.74
0013560	AR...	ARM Group LLC	Phase 2A Engineering & CQA (2/1-29/24)	175,590.35
	Tot...	ARM Group LLC		195,242.94
112397	BO...	Borough of Pottstown	3/24 Leachate Treatment (3,071,382 gals.)	48,834.97
	Tot...	Borough of Pottstown		48,834.97
030424	CH...	Chester Water Authority	1/25-2/26/24 Water Bill	846.05
	Tot...	Chester Water Authority		846.05
4188246268	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (14), Coveralls (2) & Mat(5)	607.62
4187553725	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (14), Coveralls (2) & Mat(5)	647.67
5205203963	Cin...	Cintas First Aid & Supplies	Acct. #10511656 Misc. First Aid Supplies - RT	51.75
4186849709	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (14), Coveralls (2) & Mat(5)	627.67
	Tot...	Cintas First Aid & Supplies		1,934.71
34475	CO...	Computer Center of North Ameri	Troubleshoot Email Issue on LF Laptop (J. Knapp)	180.00
	Tot...	Computer Center of North Ameri		180.00
0324_DCSWA	Co...	Covanta Delaware Valley	March, 2024 Waste Disposal	449,934.67
0324_DCSWA	Co...	Covanta Delaware Valley	March, 2024 Waste Disposal	49,464.46
	Tot...	Covanta Delaware Valley		499,399.13
2579482	DE...	21st Century Media-Philly Clus	Adv. Phase 2 Construction (Daily Times)	547.30
2579503	DE...	21st Century Media-Philly Clus	Adv. Phase 2 Construction (Reading Eagle)	413.42
	Tot...	21st Century Media-Philly Clus		960.72
032924P	DE...	Delaware Co. Solid Waste Auth.	Employees Pension Contribution	3,315.64
	Tot...	Delaware Co. Solid Waste Auth.		3,315.64
2024-103	DE...	DELCORA	2024 Application Fee Billing (Permit Renewal Application)	700.00
	Tot...	DELCORA		700.00
26996	EH...	EHD (Engle-Hambright & Davies)	2 of 2 Annual Installments Broker of Record Pension Crime In	796.00

Delaware County Solid Waste Authority  
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
	Tot...	EHD (Engle-Hambright & Davies)		796.00
8-449-65956	FE...	Federal Express Corporation	Fedex Custom Packaging - LF	39.39
8-457-28700	FE...	Federal Express Corporation	Fedex Envelope - LF	11.02
	Tot...	Federal Express Corporation		50.41
INV1412611	FR...	Fraser Advanced Info. System	Contract CT10446-01 3/25-4/24/24-Sharp MX3071 Copier/Scanner	154.00
INV1408828	FR...	Fraser Advanced Info. System	Frighit-Black,Magenta,Cyan&Yellow Toner-Sharp MX3071 Copier	31.45
	Tot...	Fraser Advanced Info. System		185.45
1243215	Gas...	GasTec Enterprises	Propane (1314.1 gals.) Maintenance Bldg.	2,626.89
	Tot...	GasTec Enterprises		2,626.89
95291	Ge...	Gehring Mechanical	HP-5 Lennox Heat Pump Replacement - Admin. Building	10,600.00
	Tot...	Gehring Mechanical		10,600.00
959071	GF...	GPOA-PA	May 19-22/24 2024 GFOA-PA Annual Statewide Meeting-L.deLeon	475.00
	Tot...	GPOA-PA		475.00
04723998	J.K...	J.K. Truck & Equipment	PA State Inspection w/Emissions - 2020 2500 Silverado	51.00
04724000	J.K...	J.K. Truck & Equipment	PA State Inspection - 2022 Inuzi Stewart-Amos Sweeper	31.00
	Tot...	J.K. Truck & Equipment		82.00
A129990	jg...	jg Environmental	Leachate Hauling 3/25-28/24 (182,950 gals.@\$.06/gal.)	10,977.00
	Tot...	jg Environmental		10,977.00
178291	JO...	John J. McIntyre Sons, Inc.	3/27/24 PerForm Qtrly. Scale Calibration-PIL#1	985.00
	Tot...	John J. McIntyre Sons, Inc.		985.00
179	Kat...	Kathryn Sundoe LLC	March, 2024 Consulting	800.00
	Tot...	Kathryn Sundoe LLC		800.00
127859	Kin...	Kinsley Construction Inc.	Pad 107 & 2023 Cap Construction - Project No. 234030	153,961.20
	Tot...	Kinsley Construction Inc.		153,961.20
258133	KL...	Kistler-O'Brien Fire Protectio	3/7/24 Inspect Fire Suppression System - D6-20A #LKMT01045	130.50
258446	KL...	Kistler-O'Brien Fire Protectio	3/12/24 Recharge Fire Suppression System - 826K #V23206373	9,499.89
	Tot...	Kistler-O'Brien Fire Protectio		9,630.39
14792	La...	Land Air Water Legal Solutions	3/26/24 Review & Complete Auditors Request	142.50
	Tot...	Land Air Water Legal Solutions		142.50
24C1999	M...	M. J. Reider Associates, Inc.	Private Well Testing - L. Davis	959.95
24C1998	M...	M. J. Reider Associates, Inc.	Private Well Testing - M. Miller	959.95
139995	M...	M. J. Reider Associates, Inc.	Furnace Run Up/Downstream	600.00
	Tot...	M. J. Reider Associates, Inc.		2,519.90
241971	M...	Martin Stone Quarries, Inc.	Daily Cover Soil (5,303.63 tons)	45,611.28
242139	M...	Martin Stone Quarries, Inc.	Daily Cover Soil (669.08 tons)	5,754.09
242138	M...	Martin Stone Quarries, Inc.	PADOT 2A Modified (204.80 tons)	2,975.35

# #8d Approve Accounting Software Purchase

## ISSUE PAPER



### Core Financials

Give your business the advantages of a modern cloud accounting solution—lower cost, more security, and unlimited productivity.



### Accounts Receivable

Increase cash flow by automating invoicing, collection processes and reporting. Accelerate your cash cycle to improve performance and customer satisfaction.



### General Ledger

Multi-entity and multi-dimensional financial visibility—pure power at the heart of your financial accounting system.



### Cash Management

Gain a complete picture of your cash and working capital with real-time visibility.



### Accounts Payable

Automate accounts payable and save thousands of hours by streamlining manual processes and eliminating inefficient workflows.



### Reporting & Dashboards

Best-in-class financial reporting—save 40+ hours per month on reporting and cut time spent checking data accuracy by 75%.



### Purchasing

Use Sage Intacct Purchasing to create structured, predefined transaction and purchase approval workflows that increase purchasing speed, accuracy, and efficiency.



### SaaS Metrics

Make quicker and more strategic decisions with detailed real-time SaaS metrics.



### Order Management

Our order management module allows you to streamline complex quote-to-cash processes and is sophisticated enough to handle high order volumes, processing complexity, and inventory challenges.

### Issue: Purchase New Accounting Software

**Background:** The Authority is currently using MIP Fund Accounting Software to record and report financial information and support the various accounting processes. While MIP provides basic functionality, it is older technology that does not support process automation and digital workflow (limiting our ability to perform necessary internal controls). Additionally, the chart of accounts in place within MIP is the same as at its inception (pre-1999) and has not evolved with the business to enable transparency into business operations, provide robust reporting and enable insightful business analytics.

**Discussion:** Updating our accounting processes requires the purchase of a flexible software system and installation of that software so that it interfaces with our existing scale systems and accounts. The Sage Intacct Accounting Software plus Fixed Assets Module and creation of a new chart of accounts and GL segmentation is estimated to cost \$60,576 (\$24,576 for Sage Intacct and \$36,000 for RKL for installation and implementation.) Details are below:

- Purchase Sage Intacct Accounting Software to replace MIP Fund Accounting;
  - Add-on Fixed Assets module to track and depreciate fixed assets.
- RKL eSolutions for implementation; Waste, Transportation & Utilities team.
- Update internal controls, policies and procedures for accounting, procurement, fixed assets, inventory, AR, and AP.
- Design new reporting structure for chart of accounts to include profit centers and cost centers.
- Move invoicing out of Weighmaster system; import tonnage into new accounting software and send invoices via email. Enable digital payments.
- Enable AP invoices to be received via email and automatically scanned/attached/coded for review in accounting system;
  - Workflow for invoice review/approval
  - Digital AP invoice payment
- Add dashboards for daily tonnage reporting and other key performance indicators.

This purchase falls under professional services, meaning there is no bidding requirement. Funding is available in Administration.

**Recommendation:** It is recommended the Authority Board of Directors approve the purchase and implementation of Sage Intacct by RKL eSolutions for \$60,576.

Approved: \_\_\_\_\_ April 17, 2024

William Silverstein, Chairman

## #9a Approve Employee Referral Prog.

Incentive Bonus:

\$500-90 days

\$500-One year

**Issue:** Referral Incentive Program

**Background:** The Authority has been challenged to successfully recruit employees in the current labor market and positions have been vacant for several months as job postings are reliant solely on advertisements and external consultants for recruiting candidates.

**Discussion:** WorldatWork found that 63% of companies offer some form of a referral bonus/incentive program, and of those without a program, 92% were looking at implementing a program. Referral incentives are proven to be successful as they leverage additional candidate sources, produce quality candidates, and are cost effective and efficient. Additionally, they provide a morale boost by rewarding current employees to help them feel appreciated and valued.

Referral Incentive Program - Details and Guidelines

Employees who refer someone for an open position who is then hired will receive a referral bonus. The referring employee will receive \$500 after the new employee has been with DCSWA for 90 days, and an additional \$500 after the new employee has been with the company for one year so long as employment will be continued after that time.

- Human Resource employees and managers to whom the employee will report are excluded from this program.
- Human Resources must be notified of the referral before the applicant's resume or application is received.
- If someone is referred by more than one employee, the referral bonus will be provided to whoever referred the candidate first.
- Payments will be issued within two pay periods of the relevant dates via regular payroll processes and subject to applicable taxes.
- Referring employees must be on the payroll at the time designated for payments to receive the bonus.

**Recommendation:** It is recommended the Authority Board of Directors approve the implementation of the Referral Incentive Program as outlined above, effective immediately.

Approved: \_\_\_\_\_ April 17, 2024  
William Silverstein, Chairman

# Regular Agenda: 10-14

## AGENDA

DELAWARE COUNTY SOLID WASTE AUTHORITY  
MEETING – WORK SESSION & ROLLING HILLS LANDFILL TOUR  
583 Longview Rd, Boyertown, PA 19512  
April 10, 2024  
12:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Bond Update-PRAG by Jessica Donnelly, Senior Managing Director
6. RHL Phase 2-ARM by Bill Prendeville, P.E., Senior Engineer
7. Review Draft Agenda for Legislative Meeting on April 17<sup>th</sup>, [2024](#)

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment

### CONSENT AGENDA (Items 5-9a)

5. Approval of the Minutes of the Board of Directors Meetings held on March 20<sup>th</sup>, [2024](#)
6. Authority Updates/Quarterly Operations Report: CEO, Brooks Stayer
7. Facility Operations/Development
  - a. Review: March and YTD 2024 Operating Tonnage
  - b. Action Item-Approve: Reject and Re-Issue RFP for LFGCS
8. Accounting and Finance Report
  - a. Review: March and YTD 2024 Operating Budget
  - b. Review: March and YTD 2024 Capital Budget Performance
  - c. Action Item-Approve: Accounts Payable List for March 2024
  - d. Action Item-Approve: Accounting Software Purchase (\$60,567)
9. Strategic Planning, Policy, and Administration:
  - a. Action Item-Approve Referral Incentive Program

### REGULAR AGENDA

10. Action Item-Review and Award Bid RHL Phase 2 Construction
11. Solicitor Report/Updates: Samantha Newell, Esquire
12. Other Business
13. Executive Session
14. Adjournment

8. Solicitor Report/Updates: Samantha Newell, Esquire
9. Other Business
10. Executive Session
11. Adjournment



# #10-Review and Award Bid RHL Phase 2 Construction

Placeholder-Bids Received  
Friday-April 12th

## ISSUE PAPER

**Issue:** Phase 2 Construction-Supply and Install HDPE liner system for (22 ac)

**Background:** The scope of the project is generally summarized as the earthwork and geosynthetics construction for a 22-acre disposal cell. The project includes installation of approximately 22 acres of liner system; the construction of a mechanically stabilized earthen berm; installation of haul and access roads; installation of leachate collection and conveyance features; installation of gas collection and control system items; and stormwater management and control system features. The contractor will be responsible for all materials, equipment and labor necessary to execute the requirements of this project.

The 22-acre cell will provide an additional disposal area adjacent to Phase 1 that was completed in 2022. The cell will provide ~6 years of capacity. Deadline for completion in December 2024.

**Bid Results:** The bid is to supply and install 2,319,134 square feet of 60 Mil HDPE liners for and associated earthwork and material. Results as follows (TBD).

1. TBD

**Bid Comparison and Analysis:** The landfill engineering consultant ARM Group Inc. provided a comparison and analysis of the supplied bid. Please see the attached letter.(TBD)

**Recommendation:** Based on the comparison and analysis of the bid documents prepared by the ARM Group Inc., it is recommended the Board of Directors award the contract to (TBD) at a Total Contract Price of (TBD).

Approved: \_\_\_\_\_ April 17, 2024  
William Silverstein, Chairman

# AGENDA

DELAWARE COUNTY SOLID WASTE AUTHORITY  
MEETING – WORK SESSION & ROLLING HILLS LANDFILL TOUR  
583 Longview Rd, Boyertown, PA 19512  
April 10, 2024  
12:30 PM

1. Call to Order
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4. Public Comment
5. Bond Update-PRAG by Jessica Donnelly, Senior Managing Director
6. RHL Phase 2-ARM by Bill Prendeville, P.E., Senior Engineer
7. Review Draft Agenda for Legislative Meeting on April 17<sup>th</sup>, [2024](#)

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment

## CONSENT AGENDA (Items 5-9a)

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  - b. Action Item-Approve: Reject and Re-Issue RFP for LFGCS
8. Accounting and Finance Report
  - a. Review: March and YTD 2024 Operating Budget
  - b. Review: March and YTD 2024 Capital Budget Performance
  - c. Action Item-Approve: Accounts Payable List for March 2024
  - d. Action Item-Approve: Accounting Software Purchase (\$60,567)
9. Strategic Planning, Policy, and Administration:
  - a. Action Item-Approve Referral Incentive Program

## REGULAR AGENDA

10. Action Item-Review and Award Bid RHL Phase 2 Construction
11. Solicitor Report/Updates: Samantha Newell, Esquire
12. Other Business
13. Executive Session
14. Adjournment

8. Solicitor Report/Updates: Samantha Newell, Esquire
9. Other Business
10. Executive Session
11. Adjournment

## REGULAR AGENDA

#11-Solicitor Report

#12-Other Business?

#13 Executive Session

#14 Adjournment

#8 - Solicitor Report

#9 - Other Business

#10 - Executive Session

#11 - Adjournment

# PRAG-Updated Schedule

## Delaware County Solid Waste Authority, PA \$33,000,000 Guaranteed Revenue Notes, 2024 Series Loan Agreement with the Delaware Valley Regional Finance Authority, PA Financing Schedule

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

\*Holidays shown in **green**  
 \*\*FOMC Meetings in **blue**  
 \*\*\*CPI Report in **orange**

# PRAG-Updated Schedule

Date	✓	Task	Responsibility
Thurs. April 4	✓	<ul style="list-style-type: none"> <li>DelVal uploads Loan Documents Including:                             <ul style="list-style-type: none"> <li>Resolution for DCSWA</li> <li>Guarantee Ordinance for County Council</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>DelVal</li> </ul>
Tue. April 9		<ul style="list-style-type: none"> <li>DCSWA, PRAG and DelVal Meeting (12:30PM)</li> <li>Working Group Submits Comments to Documents</li> </ul>	<ul style="list-style-type: none"> <li>DCSWA/PRAG/DelVal</li> </ul>
Wed. April 10		<ul style="list-style-type: none"> <li>Revised Documents Available and Submitted to DCSWA for Consideration</li> </ul>	<ul style="list-style-type: none"> <li>DCSWA/PRAG/DelVal</li> </ul>
Fri. April 12		<ul style="list-style-type: none"> <li>Remaining open items submitted to DelVal</li> </ul>	<ul style="list-style-type: none"> <li>DCSWA/PRAG/County</li> </ul>
Wed. April 17		<ul style="list-style-type: none"> <li><b>DCSWA Board Approves Resolution</b></li> </ul>	<ul style="list-style-type: none"> <li><b>DCSWA</b></li> </ul>
Mon. April 22		<ul style="list-style-type: none"> <li>Comments on County Documents Due</li> </ul>	<ul style="list-style-type: none"> <li>DCSWA/PRAG</li> </ul>
Wed. April 24		<ul style="list-style-type: none"> <li>County Documents finalized and submitted to Council</li> </ul>	<ul style="list-style-type: none"> <li>DCSWA/PRAG/DelVal</li> </ul>
Wed. May 1		<ul style="list-style-type: none"> <li><b>First Reading of Guarantee Ordinance at County Council</b></li> </ul>	<ul style="list-style-type: none"> <li><b>County</b></li> </ul>
Wed. May 15		<ul style="list-style-type: none"> <li><b>Second Reading (and Approval) of Guarantee Ordinance at County Council</b></li> <li>DelVal Prepares and Submits DCED Filing (30 Days Required)</li> </ul>	<ul style="list-style-type: none"> <li><b>County</b></li> <li>DelVal</li> </ul>
Mon. May 20 (week of)		<ul style="list-style-type: none"> <li>Loan Terms Finalized - Rate Set</li> </ul>	<ul style="list-style-type: none"> <li>DCSWA/PRAG/DelVal</li> </ul>
<i>Monday, May 27</i>		<i>MEMORIAL DAY (OBSERVED)</i>	
Mon. June 17		<ul style="list-style-type: none"> <li><b>DCED Filing Process Complete</b></li> </ul>	<ul style="list-style-type: none"> <li><b>DelVal</b></li> </ul>
Tue. June 18		<ul style="list-style-type: none"> <li><b>Loan Documents Finalized and Closing</b></li> </ul>	<ul style="list-style-type: none"> <li><b>DCSWA/PRAG/DelVal</b></li> </ul>
<i>Wednesday, June 19</i>		<i>JUNETEENTH HOLIDAY (OBSERVED)</i>	

Key	Participant	Role
DCSWA	Delaware County Solid Waste Authority	Issuer
PRAG	Public Resources Advisory Group, Inc.	Financial Advisor
DelVal	Delaware Valley Regional Finance Authority	Loan Provider
Delco	Delaware County Council	County Council



April 17<sup>th</sup>

Legislative Session