

# AGENDA

**DELAWARE COUNTY SOLID WASTE AUTHORITY  
MEETING – WORK SESSION  
610 E. Baltimore Pike, Media, PA 19063  
February 21, 2024  
3:00 PM**

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

## **Consent Agenda**

5. Approval of the Minutes of the Board of Directors Meetings held on January 17<sup>th</sup>, 2024
6. Receive Authority Updates/Report: CEO, Brooks Stayer
7. Facility Operations/Development
  - a. Review: January and YTD 2024 Operating Tonnage Summary
  - b. Action Item-Approve: John Deere Backhoe Loader Purchase (\$145,600)
  - c. Action Item-Approve: Rejection of Supplemental Leachate Hauling Bids
8. Accounting and Finance Report
  - a. Review: January and YTD Operating and Capital Budget Report
  - b. Action Item-Approve: Accounts Payable List for January 2024
9. Strategic Planning, Policy, and Administration:
  - a. Review: Receive Pension Committee Report, Steve Goldfield, Treasurer

## **Regular Agenda**

- b. Action Item-Receive/Approve: Annual Officer Elections/Nominating Committee Report, Steve Goldfield, Treasurer  
Nominations: Chair: William Silverstein  
Vice-Chair: James P. Kelly  
Secretary: Heidi Sentivan  
Treasurer: Steve Goldfield
  - c. Action Item-Approve Appointment of Ex Officio Member of the Board representing Delaware County Consortium Governments nominee, Richard Tutak-Ridley Park Borough Manager
  - d. Action Item-Approve: Emergency Leachate Removal Resolution, Samantha Newell, Esquire
10. Solicitor Report/Updates: Samantha Newell, Esquire
11. Other Business
12. Executive Session (HR and Legal)
13. Adjournment

**DELAWARE COUNTY SOLID WASTE AUTHORITY**  
**Board of Directors Meeting**  
**January 17, 2024**

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

The pledge of Allegiance was said.

Roll Call

Board Member Attendance:           William Silverstein, Vice Chairman  
  Steven Goldfield, Treasurer/Asst. Secretary  
  James P. Kelly, Member  
  Robert Layden, Member  
  Heidi Sentivan, Member  
  Stacy Yates, Member  
  Christine Reuther, Ex-Officio

Others In attendance:               Brooks Stayer, CEO  
  James Warner, Consultant  
  Samantha Newell, Solicitor  
  Jeff Munster, COO  
  Lisa deLeon, CFO

Upon motion duly made and seconded, and by unanimous vote **Approval** of Resolution No. 2024-1; A Resolution of the Delaware County Solid Waste Authority Acknowledging the Service of John Butler. Motion made by Steven Goldfield; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Minutes of the Board of Directors Meeting held on December 20, 2023. Motion made by Steven Goldfield; Seconded by James Kelly, motion was passed with no dissenting votes.

Public Comment: No Comment

Brooks Stayer, CEO updates on:

- DEP Fine-\$ 12,000/ Act 90 Vehicle Safety
- Act 101 Plan/ MWMP: Reviewed and Submitted
- Delegation Agreement-Reviewed Comments of Delco Solicitor & Drafting Response
- ARM Engineering/ Phase 2 Update for RHL
- Earl Township Financing Letter-Declined to participate
- NextEra Contract
- DCSWA Plan 2022-2027 Progress

December and YTD 2023 Operating Tonnage Summary reviewed.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Purchase Trimble Earthworks Compaction GPS System for Bomag Compactor from Sitech Total Price \$ 38,251. Motion made by Steven Goldfield; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Purchase an All-Terrain, Cross-Over Utility 2024 John Deere Gator for Rolling Hills Landfill Total Price \$ 26,343.60 from John Deer County Farm and Lawn, Inc. using COSTARS. Motion made by Steven Goldfield; Seconded by James Kelly, motion was passed with no dissenting votes.

December and YTD Operating and Capital Budget Report reviewed.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Payment of Bills for the month of December 2023. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Resolution No. 2024-2; A Resolution of the Delaware County Solid Waste Authority to recognize the need to assign new pension administrators to act in trust of the Delaware County Solid Waste Authority Pension Plan; Lisa deLeon, CFO. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Re-Appoint Rudolph Clarke, LLC as the Solicitor for the Delaware County Solid Waste Authority. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Re-Appoint Light Echo Co. as the Public Relations Communications Consultant for the Delaware County Solid Waste Authority. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Re-Appoint Wireback Consulting as the HR Consultant for the Delaware County Solid Waste Authority. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Re-Appoint Practical Waste Solutions, LLC as a Consultant for the Delaware County Solid Waste Authority. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Solicitor Report: Samantha Newell, Esquire

- Nominating Committee: Steven Goldfield, James Kelly & William Jones
- EPA oral comments have been made, written by the end of month.
- Folcroft Landfill

Upon motion duly made and seconded, and by unanimous vote **Approval** of Pension Plan Trustee/ CEO. Motion made by Robert Layden; Seconded by William Jones, motion was passed with no dissenting votes.

There being no further business, the meeting was adjourned at 3:58 PM.

**DELAWARE COUNTY SOLID WASTE AUTHORITY  
JANUARY 2024  
TONNAGE SUMMARY**

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	10,807	13,689	2,882	27%	10,807	13,689	2,882	27%
Delco Commercial	10,919	9,176	(1,743)	-16%	10,919	9,176	(1,743)	-16%
Delco Direct Residential	5,027	4,115	(911)	-18%	5,027	4,115	(911)	-18%
Delco Direct Commercial	3,452	4,187	735	21%	3,452	4,187	735	21%
<b>Total Tons</b>	<b>30,204</b>	<b>31,167</b>	<b>963</b>	<b>3%</b>	<b>30,204</b>	<b>31,167</b>	<b>963</b>	<b>3%</b>
Rolling Hills Landfill								
Covanta Ash	29,547	31,989	2,442	8%	29,547	31,989	2,442	8%
Plymouth Ash	2,520	3,394	874	35%	2,520	3,394	874	35%
Berks County	6,917	6,957	40	1%	6,917	6,957	40	1%
Montgomery County	6,615	6,074	(541)	-8%	6,615	6,074	(541)	-8%
Residual	4,868	6,540	1,672	34%	4,868	6,540	1,672	34%
<b>Total Tons</b>	<b>50,467</b>	<b>54,953</b>	<b>4,486</b>	<b>9%</b>	<b>50,467</b>	<b>54,953</b>	<b>4,486</b>	<b>9%</b>
<b>System Tons</b>	<b>80,671</b>	<b>86,120</b>	<b>5,449</b>	<b>7%</b>	<b>80,671</b>	<b>86,120</b>	<b>5,449</b>	<b>7%</b>
<b>Delco Tons to RHL</b>	<b>4,167</b>	<b>2,791</b>	<b>(1,376)</b>	<b>-33%</b>	<b>4,167</b>	<b>2,791</b>	<b>(1,376)</b>	<b>-33%</b>

## ISSUE PAPER

**Issue:** Purchase Backhoe Loader for Rolling Hills Landfill

**Background:** A backhoe loader is a multi-functional piece of equipment that has stabilizing arms that allow it to be used not only on flat surfaces but inclines which are quite common on landfills. They are equipped with a wide front bucket for loading and grading and a smaller rear bucket/arm that can perform many different tasks, such as digging, demolition, moving materials, landscaping, breaking asphalt, and regrading roads. RHL staff primarily use a backhoe loader for digging trenches, setting manholes, digging out customer roll-off containers that have frozen waste in them and cleaning drainage channels and catch basins. A backhoe loader is versatile piece of equipment that can be used for many maintenance tasks on the site.

**Discussion:** The current backhoe loader at the landfill is a New Holland, purchased 2001. Due to its age, it is no longer reliable. It has also become difficult to purchase parts and keep it maintained and available for everyday use.

Management staff have reached out to the local John Deere and Caterpillar dealers for competitive pricing-see below.

The 2024 Capital Equipment Budget included \$150,000 for a new backhoe loader purchase. The existing 2001 unit will be sold at auction after delivery of the new unit.

VENDOR	MODEL	PRICE	BUDGET	BUDGET VARIANCE	CONTRACT
Groff Tractor	JD 320P HL	\$145,600	\$150,000	+\$4,400	COSTARS
Foley Cat	Cat 420	\$152,408	\$150,000	-\$2,408	SOURCEWELL

**Recommendation:** It is recommended that the Board approve purchasing a 2024 John Deere 320P HL Backhoe for \$145,600 from Groff Tractor using COSTARS.

Approved: \_\_\_\_\_ February 21, 2024.

William Silverstein, Chairman

## **ISSUE PAPER**

**Issue:** Supplemental Leachate Hauling to Wastewater Treatment Facilities

**Background:** Leachate is formed when rainwater filters through wastes placed in a landfill. When this liquid comes in contact with wastes, it can leach, or draw out, chemicals or constituents from those wastes. This water must be treated/cleaned before being released to the environment. Annually, RHL produces 40-50 million gallons of leachate that must be hauled in tanker trucks to approved Wastewater Treatment Facilities. Under normal conditions, ~30 loads/day of leachate are trucked via 6,000g tankers to a facility in Pottstown for \$0.046 gallon (\$276/load.)

In Dec 2023 and Jan 2024, the landfill received 3X the normal monthly rainfall (15.47") which fell into the 15 acres of the current phase-Pad 107 generating an excess of 3.9M gallons of leachate. Not only did rainfall negatively impact RHL, but it affected all landfills and generators in the region. Trucking and treatment plants were stretched and even hauling days were lost due to weather and snow.

RHL is required to maintain a 30-day average leachate capacity of 1.0M gallons or 25% of total storage. To try to mitigate the impact of the rainfall, RHL hired three supplement leachate haulers who hauled a total of 8,163,483 gallons in January to Pottstown, Delcora and Exeter. Staff also released an RFP for supplemental leachate hauling.

**Discussion:** Staff advertised the RFP in the newspapers and PennBid for the supplemental hauling of leachate to assist the contracted hauler during periods of heavy volume. The bid contained four important pricing components as follows 1) The price per gallon based on hauling the leachate to Pottstown WWTP. 2) The price per gallon based on hauling the leachate to DELCORA WWTP. 3) The price per gallon based on hauling the leachate to Exeter WWTP. 4) The percentage of costs related to fuel.

HEPACO, a hazardous waste contractor based in North Carolina, with a facility in Philadelphia Pa was the sole responder. Their price (\$1,620) is nearly six times higher than the current vendor-Klines (see pricing table below.)

VENDOR	POTTSTOWN WWTP	EXETER WWTP	DELCORA
HEPACO	\$0.27	\$0.27	\$0.27
Klines (current)	\$0.0466	\$0.0466	\$0.0699

**Recommendation:** It is recommended the Board of Directors reject the Supplemental Leachate Hauling Bid for 2024 from HEPACO and approve staff to negotiate with existing haulers.

Approved: \_\_\_\_\_

William Silverstien - Board Chairman

Date: 2/21/24

**DELAWARE COUNTY SOLID WASTE AUTHORITY**  
**JANUARY 2024**  
**OPERATING BUDGET SUMMARY**

Month	January 2024				YTD				
	Budget	Monthly	Variance	Variance %		YTD Budget	YTD	Variance	Variance %
<b>REVENUE</b>					<b>REVENUE</b>				
Delco Residential	\$940,246	\$1,191,870	251,624	27%	Delco Residential	\$940,246	\$1,191,870	251,624	27%
Delco Commercial	\$949,916	798,315	(151,601)	-16%	Delco Commercial	\$949,916	\$798,315	(151,601)	-16%
Delco Direct Residential	\$390,559	358,030	(32,529)	-8%	Delco Direct Residential	\$390,559	\$358,030	(32,529)	-8%
Delco Direct Commercial	\$268,182	364,242	96,060	36%	Delco Direct Commercial	\$268,182	\$364,242	96,060	36%
Covanta Ash	652,989	685,629	32,640	5%	Covanta Ash	\$652,989	\$685,629	32,640	5%
Plymouth Ash	56,070	76,638	20,568	37%	Plymouth Ash	\$56,070	\$76,638	20,568	37%
Berks County	373,667	425,446	51,779	14%	Berks County	\$373,667	\$425,446	51,779	14%
Montgomery County	403,515	371,019	(32,496)	-8%	Montgomery County	\$403,515	\$371,019	(32,496)	-8%
Residual	243,417	319,936	76,519	31%	Residual	\$243,417	\$319,936	76,519	31%
Grants	4,167	0	(4,167)	-100%	Grants	\$4,167	\$0	(4,167)	-100%
Miscellaneous	45,639	13,108	(32,531)	-71%	Miscellaneous	\$45,639	\$13,108	(32,531)	-71%
<b>Total Revenue</b>	<b>\$4,328,367</b>	<b>\$4,604,232</b>	<b>\$275,865</b>	<b>6%</b>	<b>Total Revenue</b>	<b>\$4,328,367</b>	<b>\$4,604,232</b>	<b>\$275,865</b>	<b>6%</b>
Discounts		90,169	90,169		Discounts		\$90,169	90,169	
<b>Total Net Revenue</b>	<b>\$4,328,367</b>	<b>\$4,514,063</b>	<b>\$185,696</b>	<b>4%</b>	<b>Total Net Revenue</b>	<b>\$4,328,367</b>	<b>\$4,514,063</b>	<b>\$185,696</b>	<b>4%</b>
<b>EXPENSES</b>					<b>EXPENSES</b>				
Administration	\$257,571	\$259,452	\$1,881	1%	Administration	\$257,571	\$259,452	\$1,881	1%
Operations	599,482	702,427	102,945	17%	Operations	\$599,482	\$702,427	102,945	17%
Contract Hauling	760,090	792,095	32,005	4%	Contract Hauling	\$760,090	\$792,095	32,005	4%
Covanta Processing	1,321,959	1,327,525	5,566	0%	Covanta Processing	\$1,321,959	\$1,327,525	5,566	0%
Delco Host Fees	50,819	57,656	6,837	13%	Delco Host Fees	\$50,819	\$57,656	6,837	13%
RHL Host Fees	358,840	343,673	(15,166)	-4%	RHL Host Fees	\$358,840	\$343,673	(15,166)	-4%
HHW Events/Recycling	7,083	2,689	(4,395)	-62%	HHW Events/Recycling	\$7,083	\$2,689	(4,395)	-62%
<b>Total Expenses</b>	<b>\$3,355,844</b>	<b>\$3,485,517</b>	<b>\$129,673</b>	<b>4%</b>	<b>Total Expenses</b>	<b>\$3,355,844</b>	<b>\$3,485,517</b>	<b>\$129,673</b>	<b>4%</b>
<b>Debt P &amp; I Payments</b>	<b>\$60,950</b>	<b>\$61,776</b>	<b>826</b>	<b>1%</b>		<b>\$60,950</b>	<b>\$61,776</b>	<b>826</b>	<b>1%</b>
<b>Operating Surplus (Deficit)</b>	<b>\$911,573</b>	<b>\$966,770</b>	<b>\$55,197</b>	<b>6%</b>	<b>Operating Surplus (Deficit)</b>	<b>\$911,573</b>	<b>\$966,770</b>	<b>\$55,197</b>	<b>6%</b>



**DELAWARE COUNTY SOLID WASTE AUTHORITY  
BUDGET PERFORMANCE SUMMARY**

December 2023

**January 2024 YTD Capital Budget Performance Summary**

Capital Budget 2024	\$29,033,497
Capital Expense YTD 2024	<u>\$2,030,097</u>
Capital Budget Balance 2024	\$27,003,400

**Summary**

Net Operating Surplus January 2024	\$966,770
Capital Expense January 2024	\$2,030,097
Capital Reserve Contribution	\$0
PLGIT Operating Account Contribution	<b>(\$1,063,327)</b>

PLGIT Operating Account Balance as of 01/01/2024	\$6,770,616	(5.16%)
PLGIT Operating Account Interest	\$27,719	
PLGIT Operating Account Balance as of 01/31/2024	\$4,522,622	

Republic Operating Account Balance as of 01/01/2024	\$2,026,902	
Republic Operating Account Interest	\$2,360	(1.56%)
Republic Operating Account Balance as of 01/31/2024	\$1,470,795	

PLGIT Capital Reserve Account Balance as of 01/01/2024	\$5,969,423	
PLGIT Capital Reserve Account Interest	\$28,559	(5.52%)
PLGIT Capital Reserve Account Balance as of 01/31/2024	\$5,997,981	

<b>Total Account Balances as of 01/31/2024 (Unrestricted)</b>	<b><u>\$11,991,398</u></b>	
---	----------------------------	--

<b>**Restricted Accounts**</b>		
PLGIT Landfill Closure/PC Account Balance as of 01/31/24	\$1,365,175	(5.52%)

**Delaware County Solid Waste Authority**  
Invoices Selected for Payment

<u>Invoice Number</u>	<u>Ve...</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Mar 2024 Rent	61...	610 Baltimore Pike LLC	March, 2024 Lease @ 610 E. Baltimore Pike	<u>5,565.38</u>
	Tot...	610 Baltimore Pike LLC		5,565.38
A14503	A. ...	A. N. Lynch Co., Inc.	8/28/23 Replace Lighting Contactors @ LTP	3,137.74
A14750	A. ...	A. N. Lynch Co., Inc.	1/30 & 1/31/24 Install 2X4 Light Fixtures @ Admin. Bldg.	<u>1,048.94</u>
	Tot...	A. N. Lynch Co., Inc.		4,186.68
1050-1000205...	Abila	Abila	2/2-3/1/24 MIP Cloud Conversion Subscription	740.78
1050-1000210...	Abila	Abila	3/2-4/1/24 MIP Cloud Subscription & MIP HR & EWS Cloud	<u>1,186.35</u>
	Tot...	Abila		1,927.13
5505345472	AI...	Airgas USA, LLC	Acetylene (8), Argon (2), Nitrogen (3) & Oxygen (8)	718.57
9145745609	AI...	Airgas USA, LLC	Wire MIG ER70S-6 .035(66), Elect Stck(20), Nozzle & Tips	631.78
9145701173	AI...	Airgas USA, LLC	.045 Hardface Wire (50) CAT 826K Compactor	<u>565.45</u>
	Tot...	Airgas USA, LLC		1,915.80
0758560	A...	American Rock Salt, Co. LLC	Sodium Chloride-Road Salt (27.18 tons)	1,967.02
0759058	A...	American Rock Salt, Co. LLC	Sodium Chloride-Road Salt (25.99 tons)	<u>1,880.90</u>
	Tot...	American Rock Salt, Co. LLC		3,847.92
5330301354	Ara...	Aramark	Employee Weekly Uniform Rentals (3) Transfer Stations	62.55
5330297982	Ara...	Aramark	Employee Weekly Uniform Rentals (3) Transfer Stations	62.55
5330294655	Ara...	Aramark	Employee Weekly Uniform Rentals (3) Transfer Stations	<u>61.21</u>
	Tot...	Aramark		186.31
0012901	AR...	ARM Group LLC	Phase 2A Engineering & CQA (12/1-31/23)	73,523.10
0012904	AR...	ARM Group LLC	Pad 107 & 2023 Capping Construction CQA (12/1-31/23)	849.50
0012780	AR...	ARM Group LLC	DCSWA On-Call Engineering (12/1-31/23)	<u>10,549.33</u>
	Tot...	ARM Group LLC		84,921.93
54465	Atl...	Atlantic Nuclear Corp.	Calibrate Ludlum 375P-1000 S/N 326194&Backup Sys. S/N 225452	<u>1,200.00</u>
	Tot...	Atlantic Nuclear Corp.		1,200.00
TI417677R	BE...	Bergey's Commercial Tire	LT265/70R17 GY Wrangler Duratr E(4)&235/70R16 Cooper(2) Tir	<u>1,456.00</u>
	Tot...	Bergey's Commercial Tire		1,456.00
111939	BO...	Borough of Pottstown	4th Qtr., 2023 Pre-Treatment Testing	115.00
111981	BO...	Borough of Pottstown	1/24 Leachate Treatment (4,123,465 gals.)	65,563.09
111985	BO...	Borough of Pottstown	1/13,14,20,21,27/24 Leachate Treatment (152,967 gals.) Grann	<u>2,432.18</u>
	Tot...	Borough of Pottstown		68,110.27
954873-000	BO...	Boyertown Supply, Inc.	1-1/2x12in.PVC Nipples,2in.Sch.80 Adapters&2x11/2in.Bushings	<u>100.22</u>
	Tot...	Boyertown Supply, Inc.		100.22
50599	BT...	Barbacane Thornton & Co.	2023 Annual Audit - Progress Billing	<u>2,100.00</u>
	Tot...	Barbacane Thornton & Co.		2,100.00
4181810522	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (14), Coveralls (2) & Mat(5)	620.82
4180410849	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (14), Coveralls (2) & Mat(5)	<u>620.82</u>
	Tot...	Cintas First Aid & Supplies		1,241.64

**Delaware County Solid Waste Authority**  
Invoices Selected for Payment

<u>Invoice Number</u>	<u>Ve...</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
020824	CO...	Commonwealth of PA-Clean Air	Minor Permit RFD	600.00
	Tot...	Commonwealth of PA-Clean Air		600.00
34444	CO...	Computer Center of North Ameri	1/22/24 Recycling Email (S. Cordes)	60.00
	Tot...	Computer Center of North Ameri		60.00
17075363	Co...	Concentra Health Services, Inc	Supervisors RS & Drug Free Workplace Training (5)	600.00
	Tot...	Concentra Health Services, Inc		600.00
110692	Cot...	Cotterino Supply & Equip. Co.	Wayne Sec Gutter Broom Brushes(8) Stewart-Amos Sweeper	350.41
110765	Cot...	Cotterino Supply & Equip. Co.	Cut Edge(2),R/L End Bit(2),Plow Bolts,Nuts&Lockwasher-#2D-6N	1,458.84
	Tot...	Cotterino Supply & Equip. Co.		1,809.25
0124_DCSWA	Co...	Covanta Delaware Valley	January, 2024 Waste Disposal	641,896.62
0124_DCSWA	Co...	Covanta Delaware Valley	January, 2024 Waste Disposal	57,655.82
	Tot...	Covanta Delaware Valley		699,552.44
P47252	De...	Deer Country Farm	Rod, Radiator Hose (2) & Rail - #2 JD Gator & JD 5400 Tracto	578.29
P49107	De...	Deer Country Farm	Element Filter #M177598 - #1/#2 2023 JD Gators	198.33
	Tot...	Deer Country Farm		776.62
2562382	DE...	21st Century Media-Philly Clus	Adv. Supplemental Leachate Hauling (Reading Eagle)	435.58
2562371	DE...	21st Century Media-Philly Clus	Adv. Supplemental Leachate Hauling (Daily Times)	560.14
	Tot...	21st Century Media-Philly Clus		995.72
INV-23159	Ept...	Eptura, Inc.	Lightning Exp-Mobile/Tech User 12/20/23-12/29/24(Manager Plu	4,884.48
	Tot...	Eptura, Inc.		4,884.48
8-393-06535	FE...	Federal Express Corporation	Fedex Envelope - LF	11.02
8-384-99257	FE...	Federal Express Corporation	Fedex Envelope - LF	9.39
8-400-34364	FE...	Federal Express Corporation	Fedex Custom - LF	27.99
	Tot...	Federal Express Corporation		48.40
INV1387181	FR...	Fraser Advanced Info. System	Contract CT10446-01 1/25-2/24/24-Sharp MX3071 Copier/Scanner	154.00
	Tot...	Fraser Advanced Info. System		154.00
1231808	Ga...	GasTec Enterprises	Propane (1,605.1 gals.) Maintenance Blding.	3,208.59
	Tot...	GasTec Enterprises		3,208.59
94348	Ge...	Gehring Mechanical	Replace Hardware,Install Belt & Reset Limit-LP Heater@Maint.	367.73
94292	Ge...	Gehring Mechanical	Provide/Install Honeywell Thermostat-Heater @ Maint. Blding.	350.81
	Tot...	Gehring Mechanical		718.54
INV0234298	GL...	Foley, Inc.	Tread Plate #5359728 - #3 D7-17 Dozer	204.21
SIN00133971	GL...	Foley, Inc.	PM1 Service per Maint. Agreement-CAT 826K Compactor	1,755.98
INV0258539	GL...	Foley, Inc.	DEF Injector #5974344 - #1 316FL Excavator	950.09
INV0252550	GL...	Foley, Inc.	Bucket Teeth #5054113 (7) 349FL Excavator	1,112.79
INV0252637	GL...	Foley, Inc.	End Bit #8E-9379(2)/8E-9378(2) 349FL Excavator	288.08
SIN00131277	GL...	Foley, Inc.	Provide Undercarriage Parts & Assemble Track Assembly-#4 D-6	59,708.72
INV0254065	GL...	Foley, Inc.	Fuel Priming Pump #5525534 - 279D Skid Steer	242.85
INV0254025	GL...	Foley, Inc.	ARD Reman Head & Connectors - #4 D-6 Dozer	3,422.41

**Delaware County Solid Waste Authority**  
Invoices Selected for Payment

<u>Invoice Number</u>	<u>Ve...</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
INV0245653	GL...	Foley, Inc.	Fuel(11) & Air(6) Filter Element & Oil Filter(4) D7-17 & D-6	<u>1,407.20</u>
	Tot...	Foley, Inc.		69,092.33
27730	GR...	Graber Letterin', Inc.	3ft.X3ft. Polymetal Sign TRUCKS TARPED & TURNBUCKLES(2) LF	570.00
27681	GR...	Graber Letterin', Inc.	3ft.X3ft. Polymetal Sign TURNBUCKLES(2)Plt.#1/#3	<u>570.00</u>
	Tot...	Graber Letterin', Inc.		1,140.00
1011	GR...	Grannetino Trucking Co.	Leachate Hauling 1/13,14,20,21/24 (552,965 gals.@\$.0495/gal.	28,328.35
1020	GR...	Grannetino Trucking Co.	Leachate Hauling 1/27,28/24 & 2/3,4/24 (376,064 gals.@\$.0495	<u>18,615.14</u>
	Tot...	Grannetino Trucking Co.		46,943.49
14908	HA...	Hafer Petroleum Equip.,LTD	Fuel Polish per Quote	<u>3,600.00</u>
	Tot...	Hafer Petroleum Equip.,LTD		3,600.00
5214663	HO...	Home Depot	Enviroback 3X5ft. Charcoal Mat(3)&Swiffer Wetcloth(3) Plt.#1	105.82
4625205	HO...	Home Depot	Flexbrew 1 Cup Drip Coffee - Plt.#3	<u>59.99</u>
	Tot...	Home Depot		165.81
82094586	Int...	Interstate Battery System of R	Battery MTP-65 - PU#8 2013 F250 Truck	<u>132.95</u>
	Tot...	Interstate Battery System of R		132.95
02836262	J.K...	J.K. Truck & Equipment	PA State Inspection - 2023 F550 Super Duty Truck	<u>31.00</u>
	Tot...	J.K. Truck & Equipment		31.00
A129029	jge...	jg Environmental	Leachate Hauling 1/22-1/26/24 (172,250 gals.@\$.06/gal.)	10,335.00
A128934	jge...	jg Environmental	Leachate Hauling 1/15,17,18/24 (74,000 gals.@\$.06/gal.)	4,440.00
A128869	jge...	jg Environmental	Leachate Hauling 1/8-12/24 (130,200 gals.@\$.06/gal.)	7,812.00
A129118	jge...	jg Environmental	Leachate Hauling 2/1/24 & 2/2/24 (49,175 gals.@.06/gal.)	2,950.50
A129117	jge...	jg Environmental	Leachate Hauling 1/29-1/31/24 (80,175 gals.@\$.06/gal.)	<u>4,810.50</u>
	Tot...	jg Environmental		30,348.00
177553	JO...	John J. McIntyre Sons, Inc.	11/29/23 Perform Qtrly. Scale Calibration-Plt.#3	<u>790.00</u>
	Tot...	John J. McIntyre Sons, Inc.		790.00
42978	JO...	John R. Savoy Enterprises	Plow/Salt Incinerator Road (1/16,19,20/24) Plt.#1	<u>3,475.00</u>
	Tot...	John R. Savoy Enterprises		3,475.00
164	Kat...	Kathryn Sandoe LLC	January, 2024 Consulting (Annual Domain Renewals-3)	<u>1,560.00</u>
	Tot...	Kathryn Sandoe LLC		1,560.00
363554	Ke...	Keystone Fire Protection Co.	1/12 & 1/18/24 Emergency Sprinkler Repair @ Plt.#1	<u>8,419.94</u>
	Tot...	Keystone Fire Protection Co.		8,419.94
127253	Kin...	Kinsley Construction Inc.	Pad 107 & 2023 Cap Construction - Project No. 234030	308,043.99
127256	Kin...	Kinsley Construction Inc.	Bituminous Surface & Grading - Project No. 234098	62,320.00
127426	Kin...	Kinsley Construction Inc.	Bituminous Surface & Grading - Project No. 234098	<u>65,549.81</u>
	Tot...	Kinsley Construction Inc.		435,913.80
9084	KL...	KIT Communications	Provide/Install Verkada Cameras(4)@Scale,Main Entrance&Maint	<u>24,693.00</u>

**Delaware County Solid Waste Authority**  
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
	Tot...	KIT Communications		24,693.00
14748	La...	Land Air Water Legal Solutions	Prof. Services 1/12,15,26/24 (4th Qtr., 2023 CEP)	855.00
	Tot...	Land Air Water Legal Solutions		855.00
CICH375402	LE...	Lee Supply Co., Inc.	4(8)/6(4)in. HDPE DR17 Cap,4in.Tee(5),6X4in.Fernco Coupler&6	753.72
CICH375401	LE...	Lee Supply Co., Inc.	4/8in.HDPE DR17 Blk.Pipe(720ft. ea.),8X6in.Fernco Coupler,6X	8,011.00
CICH375566	LE...	Lee Supply Co., Inc.	6X4in. Fernco Donut(2) & 10X8in. Fernco Coupler	94.57
CICH375403	LE...	Lee Supply Co., Inc.	10/18in.HDPE DR11 Blk.Electrofusio Couplers & Caps-Phase 2A	1,962.00
	Tot...	Lee Supply Co., Inc.		10,821.29
139995	M....	M. J. Reider Associates, Inc.	Furnace Run Up/Downstream	600.00
	Tot...	M. J. Reider Associates, Inc.		600.00
240949	M...	Martin Stone Quarries, Inc.	Structural Fill (5562.36 tons) Phase 2A	47,836.22
240950	M...	Martin Stone Quarries, Inc.	PADOT 2A Modified (23.27 tons)	358.82
240533	M...	Martin Stone Quarries, Inc.	Structural Fill (23.25 tons) Phase 2A	199.95
240534	M...	Martin Stone Quarries, Inc.	Structural Fill (23.73 tons) Phase 2A	204.08
240778	M...	Martin Stone Quarries, Inc.	Structural Fill (3,666.69 tons) Phase 2A	31,533.55
	Tot...	Martin Stone Quarries, Inc.		80,132.62
2730	Ma...	Mazzitti & Sullivan BAP	Employee Assistance Program Service (1st Qtr., 2024)	937.50
	Tot...	Mazzitti & Sullivan BAP		937.50
S-2237869	Mc...	Wm. P. McGovern, Inc.	Pump Out Disposal Tank (4616 gals.) Plt.#3	632.20
S-2238368	Mc...	Wm. P. McGovern, Inc.	Pump Out Holding Tank (2800 gals.) Plt.#1	327.00
S-2238369	Mc...	Wm. P. McGovern, Inc.	Pump Out Holding Tanks (3189/3357/4494 gals.) Plt.#3	1,558.70
	Tot...	Wm. P. McGovern, Inc.		2,517.90
441694-1	Mo...	Moyer Indoor/Outdoor	1/24 Pest Control Service - Plt.#1	322.02
	Tot...	Moyer Indoor/Outdoor		322.02
2554547	Ne...	New Horizon Communications	Acct. #053738 - 610 E. Baltimore Pike	1,822.47
	Tot...	New Horizon Communications		1,822.47
I-2442208	OF...	Office Basics, Inc.	36in. 2 Shelf & 3 Shelf Bookcases - 610 E. Baltimore Pike	737.45
	Tot...	Office Basics, Inc.		737.45
1607	Ott'...	Ott's Lawn Service & Landscapi	2/2/24 Cut Down & Chip Pine Trees Bordering 538 Longview Roa	4,800.00
	Tot...	Ott's Lawn Service & Landscapi		4,800.00
020924d	PA ...	State Collection & Disbursemen	Jonathan L. Cosme #0359100210 (Withholding Support)	57.23
022324D	PA ...	State Collection & Disbursemen	Jonathan L. Cosme #0359100210 (Withholding Support)	57.23
	Tot...	State Collection & Disbursemen		114.46
51437330	Pet...	PetroChoice LLC	Hydraulic Oil/Fluid SAE 10W Mobil (55 gal. drum)	935.00
51437331	Pet...	PetroChoice LLC	80W140 Final Drive Oil (55 gal. drum)	1,598.00
51432338	Pet...	PetroChoice LLC	Hyd. Oil/Fluid SAE 10W-55 gal. drum(2)&DEF 2.5 gals.@80 case	3,673.20
	Tot...	PetroChoice LLC		6,206.20
INV/2024/3098	Por...	Port A Bowl Restroom Co.	Portable Toilets (2 Units) 2/5-3/3/24 & Hand Sanitizer	239.80

**Delaware County Solid Waste Authority**  
Invoices Selected for Payment

<u>Invoice Number</u>	<u>Ve...</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
	Tot...	Port A Bowl Restroom Co.		239.80
026	Pra...	Practical Waste Solutions, LLC	CEO Consulting Services (1/1-31/24) J. Warner	<u>19,711.46</u>
	Tot...	Practical Waste Solutions, LLC		19,711.46
925	R ...	R GOTWALS	Septic Cleaning (5)	<u>1,500.00</u>
	Tot...	R GOTWALS		1,500.00
93471765	SA...	Safety-Kleen, Inc.	80G Agitating Parts Washer-Haz. Waste Disposal	<u>751.67</u>
	Tot...	Safety-Kleen, Inc.		751.67
INV2042169	Sca...	Scale It	Custom Coding - Scale It Weighmaster Program	<u>1,920.00</u>
	Tot...	Scale It		1,920.00
0491811	SC...	SCS Engineers	Replacement Transfer Stations Permitting/Design (1/1-31/24)	<u>6,274.63</u>
	Tot...	SCS Engineers		6,274.63
Feb24	Sta...	Standard Insurance Co.	Life/AD&D, Long Term-February, 2024	<u>1,531.65</u>
	Tot...	Standard Insurance Co.		1,531.65
P4000357	SU...	Suburban Testing Labs, Inc.	Outfall 006, Weekly Outfall 007/T-002 & Monthly SP-5/6	5,250.00
P4000162	SU...	Suburban Testing Labs, Inc.	Qtrly.Residential Well/Gas Monitoring, Outfall 006/007&T-002	<u>1,443.00</u>
	Tot...	Suburban Testing Labs, Inc.		6,693.00
020724	SU...	Susan M. Cordes	1/1-31/24 Recycling Consultant (47.25 hrs.)	<u>2,835.00</u>
	Tot...	Susan M. Cordes		2,835.00
161085-0	Th...	PA Municipal Health Insurance	Medical/RX Insurance 3/1-31/24	<u>39,727.59</u>
	Tot...	PA Municipal Health Insurance		39,727.59
9408	Th...	The Casindia Company, LLC	1/24 Cleaning Service (Admin./Maint./Scalehouse @ LF)	<u>720.00</u>
	Tot...	The Casindia Company, LLC		720.00
193929372	UN...	United Concordia Co., Inc.	Dental Ins. #005450001123D (3/1-31/24)	<u>1,562.76</u>
	Tot...	United Concordia Co., Inc.		1,562.76
9955139408	W....	W. W. Grainger, Inc.	6ft.X8ft. Gray Welding Screen #22RN76 (2)	384.76
9963738936	W....	W. W. Grainger, Inc.	1/3HP 120V Fuel Transfer Pump #60AF70	1,334.65
9965368450	W....	W. W. Grainger, Inc.	44-7/8in. Band Saw Blade #1Y956 (2)	23.70
9976772948	W....	W. W. Grainger, Inc.	Misc. Parts Pump Drive Couplings - Tank 802 & 803	238.02
9004807344	W....	W. W. Grainger, Inc.	Spacer Hub Flange End Coupling & Spade Shovel(3)	146.19
9960924125	W....	W. W. Grainger, Inc.	14 gal. Portable Fuel Station #41D710 - Maint. Bldg.	224.26
9972774518	W....	W. W. Grainger, Inc.	1/2HP Cast Iron Effluent Pump #61DW91 - LTP	436.78
9968960493	W....	W. W. Grainger, Inc.	3/4in. Fuel Nozzle, Tubing & 2in. Female Pipe Coupling(3)	<u>295.25</u>
	Tot...	W. W. Grainger, Inc.		3,083.61
January2024	W...	Waste Management	January, 2024 Contract Hauling-Pit.#1	360,881.76
January2024RH	W...	Waste Management	January, 2024 Rolling Hills Landfill-Pit.#1	3,031.94
January24	W...	Waste Management	January, 2024 Contract Hauling-Pit.#3	287,563.51
January24RH	W...	Waste Management	January, 2024 Rolling Hills Landfill-Pit.#3	<u>140,617.35</u>

**Delaware County Solid Waste Authority**  
Invoices Selected for Payment

<u>Invoice Number</u>	<u>Ve...</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
	Tot...	Waste Management		792,094.56
50495	W...	Weaver's Hardware Company	16/3 100ft. Extension Cord #31837 - Maint.	<u>28.99</u>
	Tot...	Weaver's Hardware Company		28.99
1094094	Wh...	Whitetail Disposal	1/2, 4, 5, 11, 22/24 40 Yd. Roll Off Disposal	<u>275.00</u>
	Tot...	Whitetail Disposal		275.00
60150	Wil...	William R. Gift	Unleaded Gasoline (874.4 gals.)	2,098.56
59377	Wil...	William R. Gift	Off Road Diesel Fuel (455.5 gals.)	1,434.83
58665	Wil...	William R. Gift	Off Road Diesel Fuel (1085.4 gals.)	3,419.01
57137	Wil...	William R. Gift	Off Road Diesel Fuel (1816.6 gals.)	5,413.47
60158	Wil...	William R. Gift	Off Road Diesel Fuel (2312.6 gals.)	<u>7,053.43</u>
	Tot...	William R. Gift		19,419.30
6195602	Wi...	Wind River Environmental LLC	Leachate Hauling 1/1-15/24 (2,032,402 gals.)	100,751.92
6218864	Wi...	Wind River Environmental LLC	Leachate Hauling 1/16-31/24 (2,075,941 gals.)	99,847.74
6197985	Wi...	Wind River Environmental LLC	Pump Out Leachate (4200 gals.) Plt.#3	367.02
6214391	Wi...	Wind River Environmental LLC	Pump Out Disposal Tank (4200 gals.) Plt.#3	947.68
6215176	Wi...	Wind River Environmental LLC	Pump Out Disposal Tank w/Hi-Vac Truck - Plt.#3	<u>2,336.07</u>
	Tot...	Wind River Environmental LLC		204,250.43
1795832	Wi...	Winzer	Misc. Shop Supplies	613.66
1787828	Wi...	Winzer	Misc. Shop Supplies	<u>868.84</u>
	Tot...	Winzer		1,482.50
1301	Wir...	Wireback Works	1/1-1/31/24 HR Consulting Services	<u>2,864.14</u>
	Tot...	Wireback Works		2,864.14
2673411-2543-8	W...	WM Corporate Services, Inc.	2/1-2/29/24 Dumpster Service (2 yds.) Recycling	146.27
2673251-2543-8	W...	WM Corporate Services, Inc.	2/1-2/29/24 Dumpster Service (4 yds.) Recycling	173.85
2668701-2543-9	W...	WM Corporate Services, Inc.	1/1-1/31/24 Recycling Dumpsters 2(10)/4(5)/96(3) yds. Servic	<u>2,542.30</u>
	Tot...	WM Corporate Services, Inc.		2,862.42
Report Total				<u><u>2,736,168.06</u></u>

PENSION COMMITTEE  
REPORT TO BOARD FOR FEBRUARY 7, 2024

The Pension Committee is comprised of the Delaware County Solid Waste Authority's Chief Executive Officer (Brooks Stayer), Chief Financial Officer (Lisa DeLeon) and Board Treasurer (Steven Goldfield).

The Pension Committee met with representatives of the DCSWA's Investment Advisor CBIZ on February 1, 2024. The following is a summary of what was discussed.

1. Brief history of CBIZ-represents 178 municipal and municipal authority clients in Pennsylvania in this capacity.
2. Asset allocation for our \$7.1M pension is 60% equity and 40% fixed income and cash.
3. Brief overview of the performance of the Defined Benefit Pension during 2023. The assets grew by approximately 13%. Currently, the DCSWA uses actual market valuation and does not employ "smoothing conventions"<sup>1</sup>, as permitted under Pennsylvania law. The Pension Committee will consider the employment of smoothing conventions prior to the next valuation date.
4. The assumed return in our actuarial projections is 7% per year. The projection is used to determine the Authority's minimum municipal obligations (what we are required to pay into the pension annually). For 2024 and 2025, the minimum municipal obligation is \$286,000. The CFO is looking to pay this into the plan more regularly to achieve dollar cost averaging for the Authority.
5. At a 60-40 asset allocation, current projections of the "efficient frontier" are that we should earn approximately 6.65% over the long run on our diversified portfolio.
6. Our actuarial return of 7% and this projection are close enough that it is unlikely the actuary will ask us to reduce our return assumptions but if we can strategically reduce the return to 6.75% without a material budget impact, it would be worth considering. The Pension Committee will revisit this later in 2024.
7. Quarterly reports will be furnished to the Pension Committee and semi-annual meetings will take place.
8. CBIZ will meet with individual employees participating in Defined Contribution Plan.
9. Pension Committee will, on an annual basis, review the DCSWA Investment Policy and Retirement Plans.

---

<sup>1</sup> Under smoothing conventions, the loss incurred in 2021 and 2022 would have been spread out over time, and the budget impact for the valuation at January 1, 2023 would have been reduced. Alternatively, when gains occur, they too would be spread out and the positive budget impact would be phased in.



**DELAWARE COUNTY SOLID WASTE AUTHORITY  
DELAWARE COUNTY, PENNSYLVANIA**

**RESOLUTION 2024-3**

**A RESOLUTION AFFIRMING AND APPROVING  
EMERGENCY LEACHATE REMOVAL**

**WHEREAS**, pursuant to relevant judicial determinations by the Pennsylvania courts, a municipal authority may enter into contracts without adhering to the advertising and public bidding requirements of the Municipality Authorities Act, in order to mitigate a real or potential emergency involving a clear and present danger to the public health and welfare including a threat to the continued safe operation of the Authority's facilities subject to adoption of a resolution confirming such emergency; and

**WHEREAS**, the Delaware County Solid Waste Authority ("Authority") experienced a real emergency involving a clear and present danger in December of 2023 and January of 2024, when substantial rainfall increases caused its landfill to receive three times the normal monthly amount, creating more than 3.9 million gallons of leachate. This amount is well in excess of the Authority's required 30-day average leachate capacity of 2.0 million gallons and far greater than the Authority's current leachate hauling contractor is able to remove in a timely manner. In order to ensure the continued operation of the Authority's facilities and compliance with the Authority's permits issued by the Pennsylvania Department of Environmental Protection, as well as the safety of Authority personnel, the Authority contracted with a supplemental provider for leachate hauling, to maintain required, acceptable levels of leachate; and

**WHEREAS**, absent the timely hauling of leachate being contracted for by the Authority, the safe operation of the Authority's facilities is in danger of being compromised.

**NOW, THEREFORE, BE IT RESOLVED** that in recognition of the emergency hauling required at the facilities as described herein, the emergency procurement of available contractors for hauling away leachate is hereby affirmed and approved.

**ADOPTED** at the Public Meeting of the Authority held on the 21<sup>st</sup> day of February, 2024.

**DELAWARE COUNTY SOLID WASTE  
AUTHORITY**

**BY:** \_\_\_\_\_  
**William Silverstein, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Brooks Stayer, CEO**



## JOB DESCRIPTION

---

<b>Position Title:</b>	<u>General Manager</u>	<b>Department:</b>	<u>Administration</u>
<b>FLSA Status:</b>	<u>Exempt (Salary)</u>	<b>Reports To:</b>	<u>Chief Executive Officer</u>
<b>Effective Date:</b>	<u>January 2024</u>	<b>Working Status:</b>	<u>Full Time (Level 17)</u>

---

### **Job Summary:**

The General Manager is responsible for managing business operations, including general administration, project management and administration, contract, and policy administration.

### **Job Responsibilities:**

- Support DCSWA's mission, philosophy, and commitment to the community by embracing these values and modeling them for your team. Foster a positive work environment with an emphasis on collaboration, communication, and safety.
- Works with CEO in alignment with strategic direction, to set and meet short-term objectives, as well as long-term planning and goals.
- Manage facility service agreements, including working directly with our facility operators to monitor performance and resolve business related issues as they arise to ensure exceptional service.
- Understand DCSWA's financial structure and financials leveraging projects, contracts, and funding that fulfill the mission and goals of the organization.
- Participate in regular Board of Directors meetings and support CEO in preparation of content and updates for the meetings.
- Supervise and evaluate the performance of assigned personnel; interview and select employees, coordinate work assignments; recommend termination and disciplinary actions.
- Reviews the financial results of the organization, comparing them with objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Assist with the planning, development and implementation of goals and objectives for new project initiatives in order to align the goals of the department with the organizational objectives.
- Organize, manage, and plan complex projects for the organization.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate).
- Respond to customers' requests for information on waste disposal options and seize opportunities to upsell existing customers.
- Develop new and renewal Waste Services Agreements and Waste Brokerage Agreements.
- Manage projects as directed by CEO, including third party/vendor selection, coordination, and management to support organizational objectives.
- Interacts with DCSWA consultants for varying organizational planning and project needs.
- Ensures compliance with all applicable laws, rules, regulations, and standards.
- Performs other related duties as assigned.
- Create and support a culture of safety by performing all responsibilities in accordance with DCSWA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.

### **Education, Training, Certification or Experience:**

- Education may vary; an advanced degree in business administration or environmental science is preferred, but not required as well as 10+ years of years of experience.
- Knowledge of federal, state and local statutes, regulations, legislative and regulatory processes and programs related to solid waste generation, storage, collection, transfer, resource recovery and disposal (Pennsylvania experience preferred but not required.)
- Extensive professional leadership experience and ability to drive change and overcome obstacles.
- Working knowledge of the DCSWA Facilities and their associated policies, procedures, and processing capabilities.



## JOB DESCRIPTION

### Technical competencies:

- Thorough understanding of management and financial practices in all areas and phases of business operations.
- Excellent managerial skills and financial acumen.
- Excellent communication skills, particularly the ability to communicate as a leader.
- Strong customer service, interpersonal, presentation and negotiation skills.
- Strong organizational, analytical and problem-solving skills.
- Understanding of construction fundamentals and related environmental impacts.
- Public administration understanding.

### Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the organization; for example, making efforts to learn about issues relating to other parts of the business.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors others' work; for example, checking to ensure that procedures are followed.
- **Approach to Thinking:** Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.
- **People Development:** Builds capability of others by teaching, coaching and/or mentoring them to do an excellent job for the long-term. Specifically, provides constructive feedback; for example, encouraging others to assess how things have gone, and learn from their experiences.
- **Customer Focus:** Identifies and meets the needs of internal and external customers, being continually focused on outcomes for customers. Specifically, improves service; for example, asking for customers' feedback and acts for improvement.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all-inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



---

<b>Position Title:</b> <u>Recycling Manager</u>	<b>Department:</b> <u>Administration</u>
<b>FLSA Status:</b> <u>Exempt (Salary)</u>	<b>Reports To:</b> <u>CEO</u>
<b>Effective Date:</b> <u>February 2024</u>	<b>Working Status:</b> <u>Full Time (Level 13)</u>

---

**Job Summary:**

The Recycling Manager plans, administers, and evaluates DCSWA's Recycling Program as described in the Delaware County Municipal Waste Management Plan. Recycling management includes understanding recycling markets and the impact on Delaware County's programs, providing technical assistance to local municipalities, marketing recyclable commodities managed by DCSWA, research and data management, grant preparation and administration and general promotion of the program within the community.

**Job Responsibilities:**

- Advance DCSWA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Understand and stay abreast of all municipal, county, state, and federal solid waste guidelines to ensure DCSWA's Recycling Program adheres to all applicable legislative policies and regulations.
- Research recycling trends, development opportunities and other relevant programs in the industry and report to the CEO in order to inform the recycling program component of the overarching DCSWA strategic priorities. Manage
- Plan, develop and administer the Recycling Program budget, goals, and objectives to ensure the program is aligned with DCSWA's operational procedures and strategic priorities.
- Assist municipal officials and staff in the development and evaluation of local recycling programs, including a) preparation of waste and recycling collection contracts and implementation documents; b) understanding local impacts of national and global recycling trends, and c) promotion of recycling in municipalities without programs in order to achieve county-wide increased recycling goals.
- Manage Delaware County's Recycling drop-off locations; associated vendors/contracts; updates and submits of the Municipal Waste Management Plan and manages related ACT 101 requirements.
- Plan, coordinate, and host household hazardous waste disposal events in the community.
- Provide recycling education and technical assistance to commercial, industrial, and institutional facilities in order to improve their knowledge and to comply with regulatory requirements.
- Foster relationships with waste haulers and understand recycling markets to help DCSWA guide collection trends impacting the marketability of recyclable materials.
- Work with staff and/or consultants to market information about recycling and generate awareness in the community. Activities include, but not limited to, development of educational programs for schools, civic organizations, and the general public to support DCSWA's public education and outreach efforts.
- Complete grants, reports, and projects by required deadlines for municipalities in Delaware County to support municipal recycling programs.
- Accurately summarize and interpret data and use to enhance Recycling Program.
- Actively promote recycling as a part of the management of municipal solid waste.
- Ensure DCSWA's website is updated with current recycling program information.
- Project a positive image of all aspects of DCSWA in order to achieve trust and respect from the community.
- Support a culture of safety by performing all responsibilities in accordance with DCSWA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers. Performs other duties as assigned.



**Education, Training, Certification or Experience:**

- Bachelor's Degree in environmental science, business or related field, with 5-7 years of experience in similar position or related field, or a comparable combination of education and experience.
- Ability to acquire and/or maintain 30-hour Professional Recycling Officials of Pennsylvania (PROP) Certified Recycling Professional (CRP) Certification.

**Technical competencies:**

- Excellent public speaking, verbal and written communication skills.
- Excellent communication and interpersonal skills.
- Good organization and time management skills.
- Strong computer skills
- Knowledge of DCSWA Rules and Regulations, Delaware County Municipal Waste Management Plan, Act 101 and related solid waste/recycling regulations.
- Strong analytical and problem-solving skills.

**Behavioral Competencies:**

- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the market; for example, is aware of what current competitors are doing.
- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, sees patterns or trends; for example, spotting recurring problems.
- **Approach to Thinking:** Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.
- **Collaborative Influence:** Win the hearts and minds of others across boundary collaborations and to do the right thing, regardless of formal authority. Specifically, facilitates short-term teaming; for example, pulling together individuals to team around a problem, crisis, or opportunity.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all-inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Work Session

## February 14, 2024

---

BROOKS STAYER, CEO

SAMANTHA NEWELL, SOLICITOR



## Work Session February 14, 2024

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

## AGENDA

DELAWARE COUNTY SOLID WASTE AUTHORITY  
MEETING – WORK SESSION  
610 E. Baltimore Pike, Media, PA 19063  
February 14, 2024  
3:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Review Draft Agenda for Legislative Meeting on February 21<sup>st</sup>, 2024

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Consent Agenda (Items 6-10a)
6. Approval of the Minutes of the Board of Directors Meetings held on January 17<sup>th</sup>, 2024
7. Authority Updates/Report: CEO, Brooks Stayer
8. Facility Operations/Development
  - a. Review: January and YTD 2024 Operating Tonnage Summary
  - b. Action Item-Approve: John Deere Backhoe Loader Purchase (\$145,600)
  - c. Action Item-Approve: Rejection of Supplemental Leachate Hauling Bids
9. Accounting and Finance Report
  - a. Review: January and YTD Operating and Capital Budget Report
  - b. Action Item-Approve: Accounts Payable List for January 2024
10. Strategic Planning, Policy, and Administration:
  - a. Review: Receive Pension Committee Report, Steve Goldfield, Treasurer
  - b. Action Item-Receive/Approve: Annual Officer Elections/Nominating Committee Report, Steve Goldfield, Treasurer
11. Other Business
12. Executive Session (HR and Legal)
13. Adjournment

6. Solicitor Report/Updates: Samantha Newell, Esquire
7. Other Business
8. Executive Session (HR and Legal)
9. Adjournment

**DRAFT**  
**DELAWARE COUNTY SOLID WASTE AUTHORITY**  
Board of Directors Meeting  
January 17, 2024

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

The pledge of Allegiance was said.

Roll Call

Board Member Attendance: William Silverstein, Vice Chairman  
Steven Goldfield, Treasurer/Asst. Secretary  
James P. Kelly, Member  
Robert Layden, Member  
Heidi Santivan, Member  
Stacy Yates, Member  
Christine Reuther, Ex-Officio

Others in attendance: Brooks Stayer, CEO  
James Warner, Consultant  
Samantha Newell, Solicitor  
Jeff Munster, COO  
Lisa deLeon, CFO

Upon motion duly made and seconded, and by unanimous vote **Approval** of Resolution No. 2024-1: Resolution of the Delaware County Solid Waste Authority Acknowledging the Service of John Deere. Motion made by Steven Goldfield; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Minutes of the Board of Directors Meeting held on December 20, 2023. Motion made by Steven Goldfield; Seconded by James Kelly, motion was passed with no dissenting votes.

Public Comment: No Comment

Brooks Stayer, CEO updates on:

- o DEP Fine-\$ 12,000/ Act 90 Vehicle Safety
- o Act 101 Plan/ MWMP: Reviewed and Submitted
- o Delegation Agreement-Reviewed Comments of Delco Solicitor & Drafting Response
- o ARM Engineering/ Phase 2 Update for RHL
- o Earl Township Financing Letter-Declined to participate.
- o NextEra Contract
- o DCSWA Plan 2022-2027 Progress

December and YTD 2023 Operating Tonnage Summary reviewed.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Purchase Trimble Earthworks Compaction GPS System for Bomag Compactor from Sitech Total Price \$ 38,251. Motion made by Steven Goldfield; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Purchase an All-Terrain, Cross-Over Utility 2024 John Deere Gator for Rolling Hills Landfill Total Price \$ 26,343.60 from John Deere Country Farm and Lawn, Inc. using COSTARS. Motion made by Steven Goldfield; Seconded by James Kelly, motion was passed with no dissenting votes.

December and YTD Operating and Capital Budget Report reviewed.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Payment of Bills for the month of December 2023. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Resolution No. 2024-2: A Resolution of the Delaware County Solid Waste Authority to recognize the need to assign new pension administrators to act in trust of the Delaware County Solid Waste Authority Pension Plan; Lisa deLeon, CFO. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Re-Appoint Rudolph Clark LLC as the Solicitor for the Delaware County Solid Waste Authority. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

## #6-Approve Minutes

Upon motion duly made and seconded, and by unanimous vote **Approval** to Re-Appoint Light Echo Co. as the Public Relations Communications Consultant for the Delaware County Solid Waste Authority. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Re-Appoint Wireback Consulting as the HR Consultant for the Delaware County Solid Waste Authority. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** to Re-Appoint Practical Waste Solutions, LLC as a Consultant for the Delaware County Solid Waste Authority. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Solicitor Report: Samantha Newell, Esquire

- o Nominating Committee: Steven Goldfield, James Kelly & William Jones
- o EPA oral comments have been made, written by the end of month.
- o Folcroft Landfill

Upon motion duly made and seconded, and by unanimous vote **Approval** of Pension Plan Trustee/ CEO. Motion made by Robert Layden; Seconded by William Jones, motion was passed with no dissenting votes.

There being no further business, the meeting was adjourned at 3:58 PM.



## #7-Authority Updates

- ACT 101 Plan / MWMP
- Delegation Agreement
- PRAG (March Presentation)
  - Delco Bond Issuance/Partner
  - Stand-Alone (Delco backing)
  - Bank Loan/RFP (No backing)
  - DelVal Pooled Loan Program
  - Earl Township Loan
- C/PC Trust-Fulton Bank/DEP
- HHW Program: \$ 186,029  
Reimbursement: \$ 175,347  
Total Cost: \$ 10,681

- Composting Grant (\$5.6m)
  - Part of \$200M regional climate pollution grant
  - Delaware Valley Regional Planning Commission (DVRPC)
  - Philadelphia Energy Authority (PEA)
  - Plant 1-food composting

**LF tour-April 10th**

### **CONSENT AGENDA**

Approval of Routine items:

- Informational Items
- Monthly reports and financial statements
- Committee appointments and reports
- Meeting minutes and correspondence
- Non-action items

All Items Reviewed  
& Discussed  
(Working Session)

### **February 21<sup>st</sup> Consent Items:**

- #6-January 17, 2024 Minutes (Approve)
- #7-Authority Updates/CEO Report (Receive)
- #8a-Tonnage Report (Receive)
- #8b-Backhoe/Loader Purchase (Approve)
- #8c-Rejection of Leachate Bids (Approve)
- #9a-Operating & Capital Budget Reports (Receive)
- #9b-Accounts Payable List (Approve)
- #10a-Pension Committee Report (Receive)

### **QUARTERLY REPORTS:**

- Engineering (Jan, Apr, Jul, Oct)
- Operations (Feb, May, Aug, Nov)
- Budget/Tons (Mar, Jun, Sep, Dec)

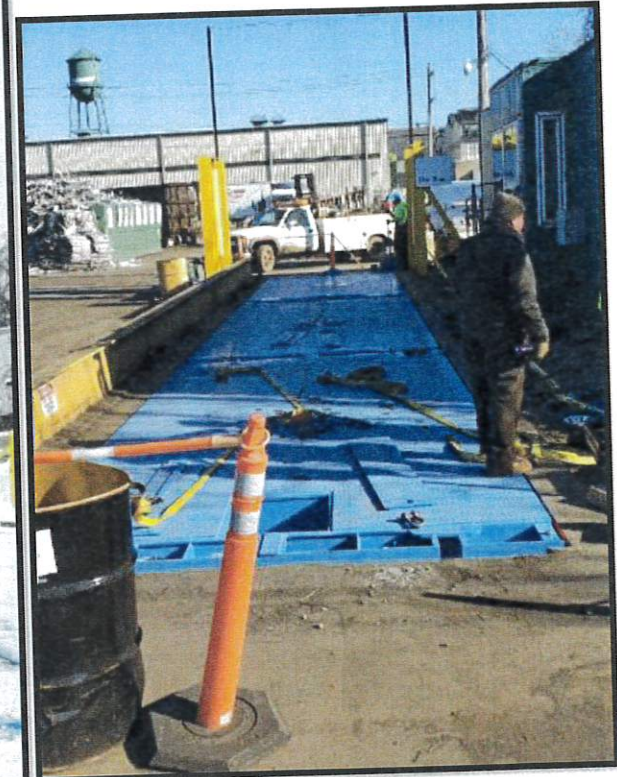
## CFO Updates

- **HR and Payroll Software:**
  - Currently manual system (paper), Manual Approvals, Tracking Difficult, etc.
  - Online system HR, Payroll, and Benefits Enrollment-Approvals, Audits, etc. (Bamboo HR-\$8,000/yr)
- **Late Payments/Collections/Bad Debt:**
  - No Policy or Procedures, No AR reconciliation, Debts up to 10 yrs still on books
  - Written off old debts in MIP (\$167k-balance sheet reserve covered)
  - Developing AR collections process (ensure invoices sent, payments received), Draft Policy-March?
- **AP/AR Software Analysis:**
  - Currently using Scale software-manually importing/keying data, mailing invoices, sign/mail checks
  - Duplicate data entry between scales & acting software = discrepancies and reconciliation issues
  - Automation = efficiency, accuracy, customer service/accepting on-line payments
- **Fixed Assets Management Analysis**
  - No current system-Unable to determine annual status, procurement/replacement, depreciation, etc.
  - Software system-record all fixed assets, assign to accounts, make transfers, and meet GAAP/GASB standards, accurate monthly allocations and statements, annual audit
- **Scale Software:**
  - Not compatible with Windows, no future firmware updates, servers at sites, paper copies, etc.
  - New software (TBD) - upload data over internet and manage digitally
- **Board Compensation**
  - W2-Wage and tax statement (for employees only)
  - 1099-Non employment compensation (required by IRS)

## Plant 1 Scales-Old Tech

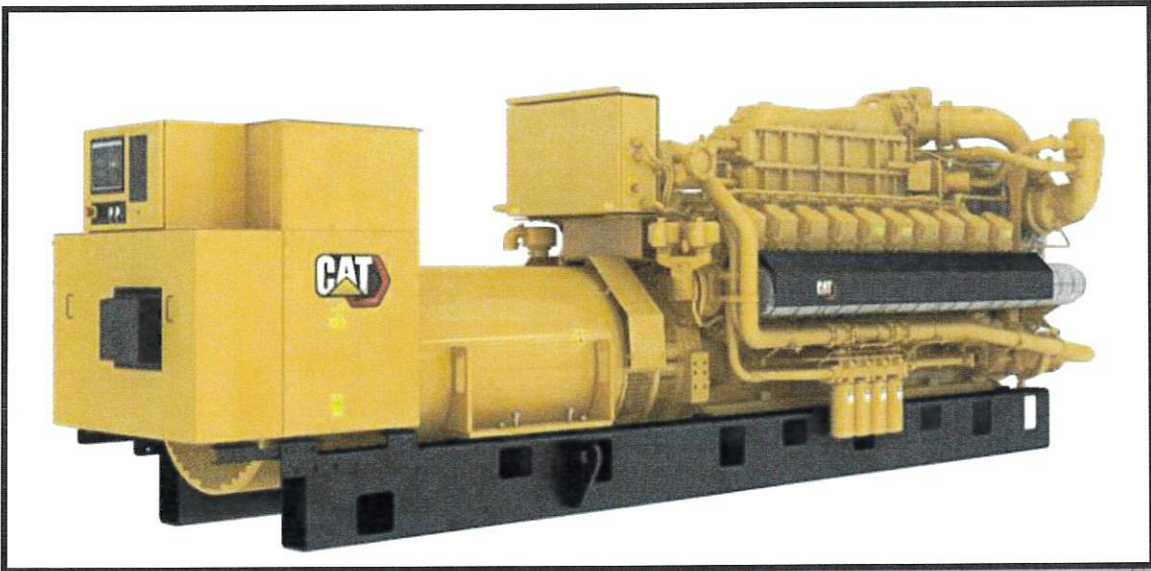


## Scales-New Tech (March)



# NextEra-Gas System Western Berks Landfill





CAT Landfill Gas Generator



# Storm Water Pipe/New Gabion Baskets





## Manhole Placement/Installation



Direct Placement of Structural Fill (Savings: \$4.00/Yd<sup>3</sup>)



PROJECTS  
OCTOBER  
2023

## PROJECTS

### 5-Year Plan – Major Projects/Objectives/Tasks

- Landfill Capacity
  - Landfill Construction **Year: 1+**
  - Maximize Site Capacity (Expand Footprint) **Year: 3/4**
- Transfer Station Capacity
  - Permitting **Year: 1**
  - Raze existing facilities/Prep Sites **Year: 2/3**
  - Design New TS & Services **Year: 2/3**
  - Diversion Capability (TBD) **Year: 3**
- Budget-Funding/Financing
  - Contracts (Covanta, WM, Haulers, Etc.) **Year: 1+**
  - Bonding (Capital-Landfill and TS's) **Year: 1+**
  - Establish & Maintain Reserves **Year: 2/3**
- Diversion Systems (County-wide)
  - Alternatives to Covanta & LF **Year: 3/4**
- Sustainability/Zero Waste Initiatives
  - Developing Strategy **Year: 2**
  - Partnerships/Coordination **Year: 3**
  - Model Ordinances **Year: 2**
  - Sample Contracts **Year: 2**
- Coordinate with External Orgs
  - Sustainability Comm, COG, Earl- Berks- Other, Folcroft, Etc. **Year: 1+**
- DCSWA Administration
  - Policies & Procedures **Year: 1+**
  - Staff Development, Team Building, Succession Planning **Year: 1+**

**STAFFING  
OCTOBER  
2023**

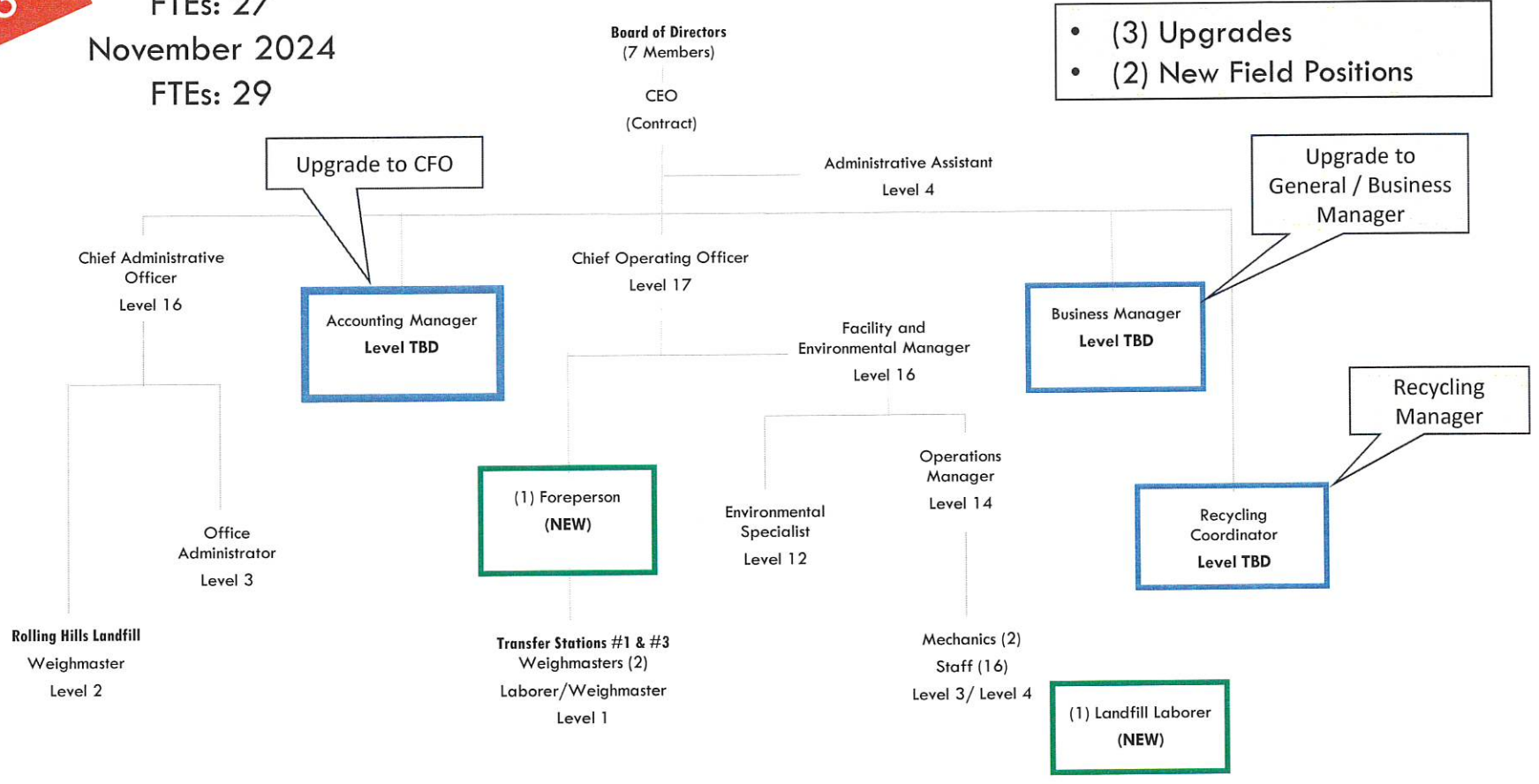
**Current**

September 2023

FTEs: 27

November 2024

FTEs: 29



- (3) Upgrades
- (2) New Field Positions

#9 Strategic Planning, Policy, and Admin - **Approve Staffing Levels and Compensation Ranges**

**STAFFING  
NOVEMBER  
2023**

**Summary:**

- Staffing: **29 FTE's**
  - 1-Foreperson (Transfer Stations)
  - 1-Laborer (Landfill)
- Reclassification
  - Acct Manager to CFO (Level 18)
  - Samaritan Recommendation Ltr
- 2024 COLA – 4%

**2023 Hourly Wage Ranges**

	Min	Mid	Max
Level 1	\$15.30	\$17.00	\$18.70
Level 2	\$17.55	\$19.50	\$21.45
Level 3	\$20.70	\$23.00	\$25.30
Level 4	\$23.40	\$26.00	\$28.60
Level 5	\$26.55	\$29.50	\$32.45
Level 6	\$30.60	\$34.00	\$37.40

**2024 Hourly Wage Ranges**

	Min	Mid	Max
<b>Level 1</b>	\$15.91	\$17.68	\$19.45
<b>Level 2</b>	\$18.25	\$20.28	\$22.31
<b>Level 3</b>	\$21.53	\$23.92	\$26.31
<b>Level 4</b>	\$24.34	\$27.04	\$29.74
<b>Level 5</b>	\$27.61	\$30.68	\$33.75
<b>Level 6</b>	\$31.82	\$35.36	\$38.90

**2023 Salary Wage Ranges**

	Min	Mid	Max
Level 10	\$ 40,500	\$ 45,000	\$ 49,500
Level 11	\$ 46,800	\$ 52,000	\$ 57,200
Level 12	\$ 54,000	\$ 60,000	\$ 66,000
Level 13	\$ 63,000	\$ 70,000	\$ 77,000
Level 14	\$ 74,250	\$ 82,500	\$ 90,750
Level 15	\$ 85,500	\$ 95,000	\$104,500
Level 16	\$ 98,000	\$112,000	\$126,000
Level 17	\$118,125	\$135,000	\$151,875
Level 18	\$137,813	\$157,500	\$177,188
Level 19	\$166,250	\$190,000	\$213,750
Level 20	\$201,250	\$230,000	\$258,750

**2024 Salary Wage Ranges**

	Min	Mid	Max
Level 10	\$ 42,120	\$ 46,800	\$ 51,480
Level 11	\$ 48,672	\$ 54,080	\$ 59,488
Level 12	\$ 56,160	\$ 62,400	\$ 68,640
Level 13	\$ 65,520	\$ 72,800	\$ 80,080
Level 14	\$ 77,220	\$ 85,800	\$ 94,380
Level 15	\$ 88,920	\$ 98,800	\$108,680
Level 16	\$101,920	\$116,480	\$131,040
Level 17	\$122,850	\$140,400	\$157,950
Level 18	\$143,325	\$163,800	\$184,275
Level 19	\$172,900	\$197,600	\$222,300
Level 20	\$209,300	\$239,200	\$269,100

Year	Inflation Rate	DCSWA COLA
2021	5.9%	3.0%
2022	8.7%	3.0%
2023	3.2%	5.0%
	17.8%	11%
Gap: 6.8%		

## #7-Authority Updates

- Staffing-Fill Vacant Positions

- Project Manager/Business Manager (17)
- Recycling Manager (13)

	Min	Mid	Max
Level 13	\$65,520	\$72,800	\$80,080
Level 17	\$122,850	\$140,400	\$157,950

- General Manager (Projects/Business)

- Projects: Transfer Station Rebuilds, Site Demolition, Recycling Drop-Offs, Conversion to In-house Operations, etc.
- Manage business activities: Service Agreements, disposal contracts (RHL and Covanta), construction agreements, etc.

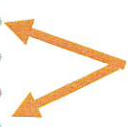
- Recycling Manager

- Customer Service, Education, Outreach, Website
- Recycling Report (county-wide data collection), Grants
- Household Hazardous Waste Events, reimbursements, etc.

#8a Tonnage/Operating Report

DELAWARE COUNTY SOLID WASTE AUTHORITY  
 JANUARY 2024  
 TONNAGE SUMMARY

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	10,807	13,689	2,882	27%	10,807	13,689	2,882	27%
Delco Commercial	10,919	9,176	(1,743)	-16%	10,919	9,176	(1,743)	-16%
Delco Direct Residential	5,027	4,115	(911)	-18%	5,027	4,115	(911)	-18%
Delco Direct Commercial	3,452	4,187	735	21%	3,452	4,187	735	21%
<b>Total Tons</b>	<b>30,204</b>	<b>31,167</b>	<b>963</b>	<b>3%</b>	<b>30,204</b>	<b>31,167</b>	<b>963</b>	<b>3%</b>
Rolling Hills Landfill								
Covanta Ash	29,547	31,989	2,442	8%	29,547	31,989	2,442	8%
Plymouth Ash	2,520	3,394	874	35%	2,520	3,394	874	35%
Berks County	6,917	6,957	40	1%	6,917	6,957	40	1%
Montgomery County	6,615	6,074	(541)	-8%	6,615	6,074	(541)	-8%
Residual	4,868	6,540	1,672	34%	4,868	6,540	1,672	34%
<b>Total Tons</b>	<b>50,467</b>	<b>54,953</b>	<b>4,486</b>	<b>9%</b>	<b>50,467</b>	<b>54,953</b>	<b>4,486</b>	<b>9%</b>
<b>System Tons</b>	<b>80,671</b>	<b>86,120</b>	<b>5,449</b>	<b>7%</b>	<b>80,671</b>	<b>86,120</b>	<b>5,449</b>	<b>7%</b>
<b>Delco Tons to RHL</b>	<b>4,167</b>	<b>2,791</b>	<b>(1,376)</b>	<b>-33%</b>	<b>4,167</b>	<b>2,791</b>	<b>(1,376)</b>	<b>-33%</b>



## #8b-Backhoe Loader Purchase

John Deere 320 LG



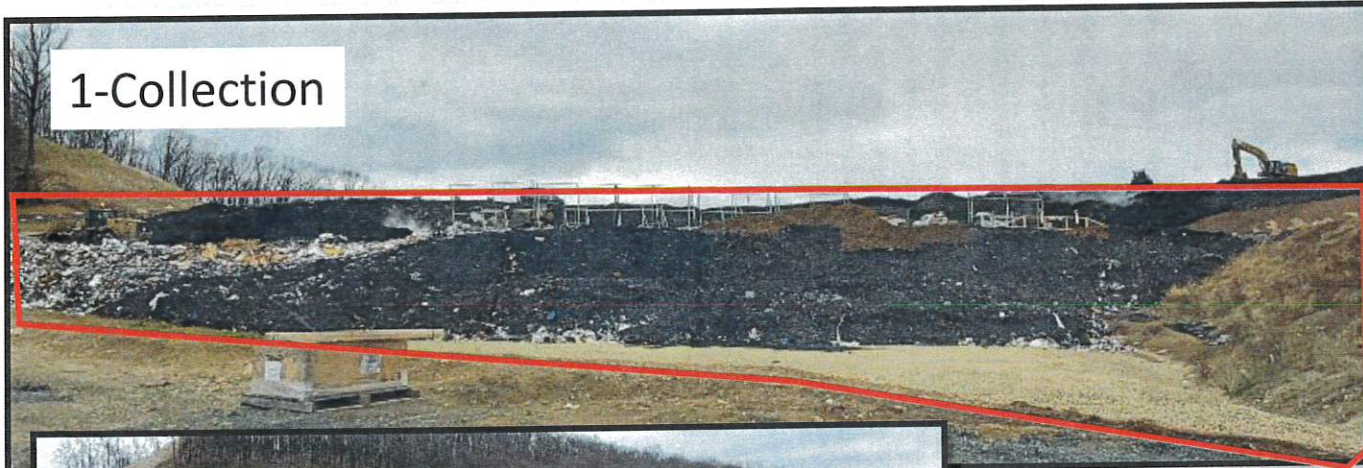
Purchase Price: \$145,600





## #8c Approve – Rejection of Leachate Hauling Bid

1-Collection



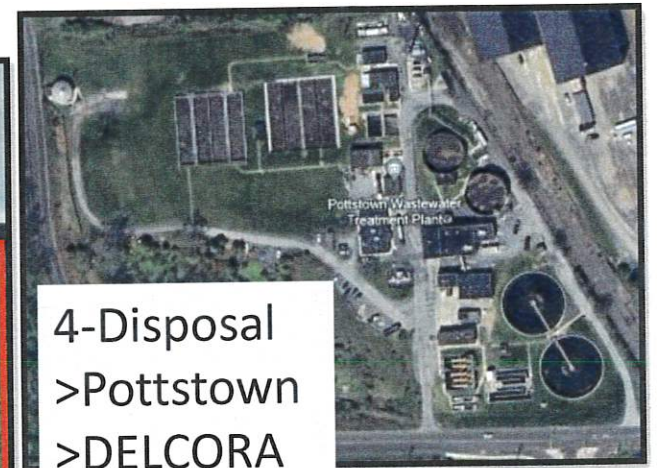
2-Storage



3-Hauling



4-Disposal  
>Pottstown  
>DELCORA  
>Exeter



## #8c Approve – Rejection of Leachate Hauling Bid

### Leachate Issues:

- Weather
  - Rain and Snow Fall in the region (triple normal amount)
  - Cancellation/Delays in trucking/hauling
- Trucking availability/competition (too many landfills/sites needing hauling)
- Pottstown Limitations (high inbound volumes and elevated ammonia = restrict loads)
- Hauling to Delcora and Exeter
- 14 acres of open area (Pad 107)

### ISSUE PAPER

#### Issue: Supplemental Leachate Hauling to Wastewater Treatment Facilities

**Background:** Leachate is formed when rainwater filters through wastes placed in a land. When this liquid comes in contact with wastes, it can leach, or draw out, chemicals or constituents from those wastes. This water must be treated/cleaned before being released to the environment. Annually, RHL produces 40-50 million gallons of leachate that must be hauled in tanker trucks to approved Wastewater Treatment Facilities. Under normal conditions, ~30 loads/day of leachate are trucked via 6,000g tankers to a facility in Pottstown for \$0.046/gallon (\$276/load.)

In Dec 2023 and Jan 2024, the landfill received 8X the normal monthly rainfall (15.47") which fell into the 15 acres of the current phase-Pad 107 generating an excess of 3.9M gallons of leachate. Not only did rainfall negatively impact RHL, but it affected all landfill and generators in the region. Trucking and treatment plants were stretched and even hauling days were lost due to weather and snow.

RHL is required to maintain a 30-day average leachate capacity of 1.0M gallons or 25% of total storage. To try to mitigate the impact of the rainfall, RHL hired three supplemental leachate haulers who hauled a total of 8,163,483 gallons in January to Pottstown, Delco and Exeter. Staff also released an RFP for supplemental leachate hauling.

**Discussion:** Staff advertised the RFP in the newspapers and PennBid for the supplemental hauling of leachate to assist the contracted hauler during periods of heavy volume. The contained four important pricing components as follows: 1) The price per gallon based on hauling the leachate to Pottstown WWTP. 2) The price per gallon based on hauling the leachate to DELCORA WWTP. 3) The price per gallon based on hauling the leachate to Exeter WWTP. 4) The percentage of costs related to fuel.

HEPACO, a hazardous waste contractor based in North Carolina, with a facility in Philadelphia Pa was the sole responder. Their price (\$1,620) is nearly six times higher than the current vendor-Klines (see pricing table below.)

VENDOR	POTTSTOWN WWTP	EXETER WWTP	DELCORA
HEPACO	\$0.27	\$0.27	\$0.27
Klines (current)	\$0.0466	\$0.0466	\$0.0669

**Recommendation:** It is recommended the Board of Directors reject the Supplemental Leachate Hauling Bid for 2024 from HEPACO and approve staff to negotiate with existing haulers.

Approved: \_\_\_\_\_  
William Silverstein - Board Chairman

Date: 2/21/24

# #9a Tonnage/Operating Report

## DELAWARE COUNTY SOLID WASTE AUTHORITY JANUARY 2024 OPERATING BUDGET SUMMARY

Month	January 2024				YTD				
	Budget	Monthly	Variance	Variance %	YTD Budget	YTD	Variance	Variance %	
<b>REVENUE</b>					<b>REVENUE</b>				
Delco Residential	\$940,246	\$1,191,870	251,624	27%	Delco Residential	\$940,246	\$1,191,870	251,624	27%
Delco Commercial	\$949,916	798,315	(151,601)	-16%	Delco Commercial	\$949,916	\$798,315	(151,601)	-16%
Delco Direct Residential	\$390,559	358,030	(32,529)	-8%	Delco Direct Residential	\$390,559	\$358,030	(32,529)	-8%
Delco Direct Commercial	\$268,182	364,242	96,060	36%	Delco Direct Commercial	\$268,182	\$364,242	96,060	36%
Covanta Ash	652,989	685,629	32,640	5%	Covanta Ash	\$652,989	\$685,629	32,640	5%
Plymouth Ash	56,070	76,638	20,568	37%	Plymouth Ash	\$56,070	\$76,638	20,568	37%
Berks County	373,667	425,446	51,779	14%	Berks County	\$373,667	\$425,446	51,779	14%
Montgomery County	403,515	371,019	(32,496)	-8%	Montgomery County	\$403,515	\$371,019	(32,496)	-8%
Residual	243,417	319,936	76,519	31%	Residual	\$243,417	\$319,936	76,519	31%
Grants	4,167	0	(4,167)	-100%	Grants	\$4,167	\$0	(4,167)	-100%
Miscellaneous	45,639	13,108	(32,531)	-71%	Miscellaneous	\$45,639	\$13,108	(32,531)	-71%
<b>Total Revenue</b>	<b>\$4,328,367</b>	<b>\$4,604,232</b>	<b>\$275,865</b>	<b>6%</b>	<b>Total Revenue</b>	<b>\$4,328,367</b>	<b>\$4,604,232</b>	<b>\$275,865</b>	<b>6%</b>
Discounts		90,169	90,169		Discounts		\$90,169	90,169	
<b>Total Net Revenue</b>	<b>\$4,328,367</b>	<b>\$4,514,063</b>	<b>\$185,696</b>	<b>4%</b>	<b>Total Net Revenue</b>	<b>\$4,328,367</b>	<b>\$4,514,063</b>	<b>\$185,696</b>	<b>4%</b>
<b>EXPENSES</b>					<b>EXPENSES</b>				
Administration	\$257,571	\$259,452	\$1,881	1%	Administration	\$257,571	\$259,452	\$1,881	1%
Operations	599,482	702,427	102,945	17%	Operations	\$599,482	\$702,427	102,945	17%
Contract Hauling	760,090	792,095	32,005	4%	Contract Hauling	\$760,090	\$792,095	32,005	4%
Covanta Processing	1,321,959	1,327,525	5,566	0%	Covanta Processing	\$1,321,959	\$1,327,525	5,566	0%
Delco Host Fees	50,819	57,656	6,837	13%	Delco Host Fees	\$50,819	\$57,656	6,837	13%
RHL Host Fees	358,840	343,673	(15,166)	-4%	RHL Host Fees	\$358,840	\$343,673	(15,166)	-4%
HHW Events/Recycling	7,083	2,689	(4,395)	-62%	HHW Events/Recycling	\$7,083	\$2,689	(4,395)	-62%
<b>Total Expenses</b>	<b>\$3,355,844</b>	<b>\$3,485,517</b>	<b>\$129,673</b>	<b>4%</b>	<b>Total Expenses</b>	<b>\$3,355,844</b>	<b>\$3,485,517</b>	<b>\$129,673</b>	<b>4%</b>
Debt P & I Payments	\$60,950	\$61,776	826	1%	Debt P & I Payments	\$60,950	\$61,776	826	1%
<b>Operating Surplus (Deficit)</b>	<b>\$911,573</b>	<b>\$966,770</b>	<b>\$55,197</b>	<b>6%</b>	<b>Operating Surplus (Deficit)</b>	<b>\$911,573</b>	<b>\$966,770</b>	<b>\$55,197</b>	<b>6%</b>

#9a Accounting and Finance  
Report – Capital & Cash  
Summary

DELAWARE COUNTY SOLID WASTE AUTHORITY  
BUDGET PERFORMANCE SUMMARY  
December 2023

January 2024 YTD Capital Budget Performance Summary		
Capital Budget 2024	\$29,033,497	
Capital Expense YTD 2024	\$2,030,097	
Capital Budget Balance 2024	\$27,003,400	
Summary		
Net Operating Surplus January 2024	\$966,770	
Capital Expense January 2024	\$2,030,097	
Capital Reserve Contribution	\$0	
PLGIT Operating Account Contribution	(\$1,063,327)	
PLGIT Operating Account Balance as of 01/01/2024	\$6,770,616	(5.16%)
PLGIT Operating Account Interest	\$27,719	
PLGIT Operating Account Balance as of 01/31/2024	\$4,522,622	
Republic Operating Account Balance as of 01/01/2024	\$2,026,902	
Republic Operating Account Interest	\$2,360	(1.56%)
Republic Operating Account Balance as of 01/31/2024	\$1,470,795	
PLGIT Capital Reserve Account Balance as of 01/01/2024	\$5,969,423	
PLGIT Capital Reserve Account Interest	\$28,559	(5.52%)
PLGIT Capital Reserve Account Balance as of 01/31/2024	\$5,997,981	
Total Account Balances as of 01/31/2024 (Unrestricted)	\$11,991,398	
**Restricted Accounts**		
PLGIT Landfill Closure/PC Account Balance as of 01/31/24	\$1,365,175	(5.52%)

#9b Accounting and Finance  
Report – Accounts Payable  
(February 9, 2024)

Total: \$2,736,168

Delaware County Solid Waste Authority  
Invoices Submitted for Payment

Invoice Number	Vendor Name	Invoice Description	Invoice Amount
Mar 2024 Item	610 Baltimore Pile LLC	March 2024 Loan @ 610 B. Baltimore Pile	5,563.38
	610 Baltimore Pile LLC		5,563.38
AI1502	A. H. Lynch Co., Inc.	4/28/21 Replace Lighting Conduits @ ETP	5,112.74
AI1730	A. H. Lynch Co., Inc.	4/30 & 1/2/24 Install 150' Light Fixtures @ Admin. Bldg.	1,018.94
	A. H. Lynch Co., Inc.		6,131.68
1050-100005	Abble	2/2-3/2/24 MIP Cloud Connections Subscriptions	719.78
1050-100010	Abble	3/2-4/2/24 MIP Cloud Subscriptions & MIP HR & BWS Cloud	1,166.35
	Abble		1,886.13
310324173	Algas USA, LLC	Acetylene (5), Argon (3), Nitrogen (3) & Oxygen (3)	788.57
904574609	Algas USA, LLC	Wire Mesh 18705-4, 015(60), Black 510(20), Nylon & Ure	631.78
9045701173	Algas USA, LLC	043 Electrical Wire (50) CAT 6/20K Computer	565.45
	Algas USA, LLC		1,985.80
9158500	American Rock Sak, Co. LLC	Sodium Chloride-Iron Salt (27.85 tons)	1,967.82
9159058	American Rock Sak, Co. LLC	Sodium Chloride-Iron Salt (25.90 tons)	1,899.20
	American Rock Sak, Co. LLC		3,867.02
335030333	Acnwerk	Employee Weekly Uniform Rentals (3) Transfer Station	62.55
3350397042	Acnwerk	Employee Weekly Uniform Rentals (3) Transfer Station	62.55
335039003	Acnwerk	Employee Weekly Uniform Rentals (3) Transfer Station	61.21
	Acnwerk		186.31
0012900	ARM Group LLC	Phase 2A Engineering & CQA (12/1-3/23)	73,533.10
0012904	ARM Group LLC	Ps1 197 & 203 Capping Construction CQA (12/1-3/23)	519.57
0012740	ARM Group LLC	PC2/3A On-Call Engineering (12/1-3/23)	10,242.31
	ARM Group LLC		84,295.05
54465	Atlanta Nuclear Corp.	Calibrate Ludlum 3780-1000 B&N 12619-06 Backup Sys. 504 325132	1,299.00
	Atlanta Nuclear Corp.		1,299.00
331170778	Dergy's Commercial Tire	175CM20R17 GV Whittaker Tire 6(0,8,12,15,20) 15 Cooper(3) Tire	1,486.00
	Dergy's Commercial Tire		1,486.00
111929	Township of Pottstown	4th Qtr. 2023 Pre-Treatment Treating	115.00
111984	Township of Pottstown	204 Lagoon Treatment (4, 123, 465 gals.)	65,563.09
111985	Township of Pottstown	493, 44, 20, 24, 2754 Lagoon Treatment (852, 567 gals.) Crane	2,812.18
	Township of Pottstown		68,100.27
914873-010	Boyerston Supply, Inc.	1-1/2x11 in. PVC Nipples, 1/2 in. Size 80 Adapters & 2x1 1/2 in. Bushings	103.22
	Boyerston Supply, Inc.		103.22
60309	Matheson's Thomas & Co.	2023 Annual Audit - Progress Billing	2,103.00
	Matheson's Thomas & Co.		2,103.00
41810352	Clute First Aid & Supplies	Employee Weekly Uniform Rentals (14), Covers (2) & M(1)	829.82
4180416819	Clute First Aid & Supplies	Employee Weekly Uniform Rentals (14), Covers (2) & M(1)	829.82
	Clute First Aid & Supplies		1,659.64

Date: 2/9/24 01:07:22 PM

Page 1

## #10a Receive Pension Committee Report

### PENSION COMMITTEE REPORT TO BOARD FOR FEBRUARY 7, 2024

The Pension Committee is comprised of the Delaware County Solid Waste Authority's Chief Executive Officer (Brooks Stayer), Chief Financial Officer (Lisa DeLeon) and Board Treasurer (Steven Goldfield).

The Pension Committee met with representatives of the DCSWA's Investment Advisor CBIZ on February 1, 2024. The following is a summary of what was discussed.

1. Brief history of CBIZ-represents 178 municipal and municipal authority clients in Pennsylvania in this capacity.
2. Asset allocation for our \$7.1M pension is 60% equity and 40% fixed income and cash.
3. Brief overview of the performance of the Defined Benefit Pension during 2023. The assets grew by approximately 13%. Currently, the DCSWA uses actual market valuation and does not employ "smoothing conventions"<sup>1</sup>, as permitted under Pennsylvania law. The Pension Committee will consider the employment of smoothing conventions prior to the next valuation date.
4. The assumed return in our actuarial projections is 7% per year. The projection is used to determine the Authority's minimum municipal obligations (what we are required to pay into the pension annually). For 2024 and 2025, the minimum municipal obligation is \$286,000. The CFO is looking to pay this into the plan more regularly to achieve dollar cost averaging for the Authority.
5. At a 60-40 asset allocation, current projections of the "efficient frontier" are that we should earn approximately 6.65% over the long run on our diversified portfolio.
6. Our actuarial return of 7% and this projection are close enough that it is unlikely the actuary will ask us to reduce our return assumptions but if we can strategically reduce the return to 6.75% without a material budget impact, it would be worth considering. The Pension Committee will revisit this later in 2024.
7. Quarterly reports will be furnished to the Pension Committee and semi-annual meetings will take place.
8. CBIZ will meet with individual employees participating in Defined Contribution Plan.
9. Pension Committee will, on an annual basis, review the DCSWA Investment Policy and Retirement Plans.

<sup>1</sup> Under smoothing conventions, the loss incurred in 2021 and 2022 would have been spread out over time, and the budget impact for the valuation at January 1, 2023 would have been reduced. Alternatively, when gains occur, they too would be spread out and the positive budget impact would be phased in.

## #10b Receive/Approve Nominating Committee Report

### AGENDA

DELAWARE COUNTY SOLID WASTE AUTHORITY  
MEETING – WORK SESSION  
610 E. Baltimore Pike, Media, PA 19063  
February 14, 2024  
3:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Review Draft Agenda for Legislative Meeting on February 21<sup>st</sup>, 2024

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Consent Agenda (Items 6-10a)
6. Approval of the Minutes of the Board of Directors Meetings held on January 17<sup>th</sup>, 2024
7. Authority Updates/Report: CEO, Brooks Stayer
8. Facility Operations/Development
  - a. Review: January and YTD 2024 Operating Tonnage Summary
  - b. Action Item-Approve: John Deere Backhoe Loader Purchase (\$145,600)
  - c. Action Item-Approve: Rejection of Supplemental Leachate Hauling Bids
9. Accounting and Finance Report
  - a. Review: January and YTD Operating and Capital Budget Report
  - b. Action Item-Approve: Accounts Payable List for January 2024
10. Strategic Planning, Policy, and Administration:
  - a. Review: Receive Pension Committee Report, Steve Goldfield, Treasurer
  - b. Action Item-Receive/Approve: Annual Officer Elections/Nominating Committee Report, Steve Goldfield, Treasurer
11. Other Business
12. Executive Session (HR and Legal)
13. Adjournment

#6 - Solicitor Report  
#7 - Other Business  
#8 - Executive Session  
#9 - Adjournment

6. Solicitor Report/Updates: Samantha Newell, Esquire
7. Other Business
8. Executive Session (HR and Legal)
9. Adjournment



Upcoming Meeting:

February 21, 2024-Legislative Meeting  
Wednesday, 3:00pm



## PROJECTS

Rolling Hills Landfill  
 Phase 2a-Bid/Construct  
 Funding 2a/\$30M  
 Leachate Tanks-Bid Construct  
 Phase 2b-Bid/Construct  
 Funding 2b/\$30M  
 Future LF Capacity (15-18yrs)

1-8  
yrs

### Transfer Stations

Design & Permitting  
 Funding/\$50M  
 Bidding/Contracts  
 Construction of New Rec Halls  
 Site Prep-Demo Stacks/Burners  
 Construct Recycling Center  
 Equipment - TS/RC Ops

1-5  
yrs

## #7-Authority Updates

- Staffing
  - Project Manager/Business Manager (17)
  - Recycling Manager (13)

	Min	Mid	Max
Level 13	\$65,520	\$72,800	\$80,080
Level 17	\$122,850	\$140,400	\$157,950

## PROJECTS

Administration  
 MWMP/ACT 101 Plan & Codes  
 Delegation Agreement  
 Bonds/Delco Guarantees  
 TS Site Prep/Demo/Mitigation  
 TS Operations/Staffing  
 Hauling Management or Ops

1-3  
yrs