

**DELAWARE COUNTY SOLID WASTE AUTHORITY**  
**MEETING**  
**ROSE TREE PARK**  
**June 21, 2023**  
**3:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. **Approval** of the Minutes of the Board of Directors Meeting held at Rose Tree Park on May 17th, 2023.
5. Public Comment
6. Report: Interim CEO, Jim Warner  
**Updates:** LFG RFP responses, Delco Sustainability Conference, other
7. Facility Operations  
**Review:** May 2023 Tonnage Summary  
**Review:** RHL multiple project photo update  
**Action Item with Issue Paper:** Purchase of Security Cameras for RHL  
**Action Item with Issue Paper:** Award Paving and Tar and Chip Bids at RHL
8. Accounting and Finance  
**Review:** May 2023 and YTD Operating and Capital Budget Report  
**Action Item:** Approval of the Accounts Payable List for May 2023
9. Strategic Planning, Administration and Policy  
**Action Item with Issue Paper:** Employee Pension/Retirement Plans
10. Other Business
11. Solicitor Report
12. Adjournment
13. Executive Session: Personnel

**DELAWARE COUNTY SOLID WASTE AUTHORITY**  
**Rose Tree Park**  
**May 17, 2023**

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

The pledge of Allegiance was said.

Roll Call

Board Member Attendance:            James McLaughlin, Chairman  
   William Silverstein, Vice Chairman  
   William Jones, Secretary  
   Steven Goldfield, Treasurer/Asst. Secretary  
   James P. Kelly, Member  
   Robert Layden, Member  
   John Butler, Member

Others In attendance:                James Warner, Interim CEO  
   Michael Clarke, Solicitor  
   Wendy Marburger, CAO

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Minutes of the Board of Directors Meeting held at Rose Tree Park on April 19, 2023. Motion made by James Kelly Seconded by Steven Goldfield; motion was passed with no dissenting votes.

Jim Warner, Interim CEO updates on:

- Employee Pension Plan
- Folcroft Landfill
- Transfer Stations Consultant visits on My 15<sup>th</sup> & 16<sup>th</sup>.

2022 Recycling Data and 2022 HHW Summary reviewed.

Delaware County Solid Waste Authority 2022 Annual Report reviewed.

April 2023 Tonnage Summary reviewed.

April 2023 and YTD Operating and Capital Budget reviewed and discussed.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Payment of Bills

For the month of April 2023. Motion made by Robert Layden; Seconded by James Kelly, motion was passed with no dissenting votes.

Audit Committee Recommendation: Steven Goldfield would like to recommend the Board to Approve the 2022 Audit completed by BTCPA.

Upon motion duly made and seconded, and by unanimous vote to **Approve** the Acceptance of the 2022 Audit completed by BTCPA. 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 Appointment of three Pension Plan Trustees: Board Treasurer (Steven Goldfield), Accounting Manager (Angela Nash) and Interim CEO/CEO (Jim Warner). Motion made by Robert Layden; Seconded by William Silverstein, motion was passed with no dissenting votes.

Summary of Covanta Agreement Contract Year 2 Pricing reviewed and discussed.

Covanta Notice of Change in Law regarding SNCR installation reviewed and discussed.

Upon motion duly made and seconded, and by unanimous vote **Approval** of \$ 7,000 Sponsorship Fee for 2<sup>nd</sup> Annual Delaware County Sustainability Conference on June 8, 2023 at Widener College. Motion made by Robert Layden; Seconded by William Jones, motion was passed with no dissenting votes.

Solicitor: No Report

There being no further business, the meeting was adjourned at 3:56 PM.

The Delaware County Solid Waste Authority Board went into an Executive Session to discuss Personnel.

**DELAWARE COUNTY SOLID WASTE AUTHORITY  
MAY 2023  
TONNAGE SUMMARY**

|                               | Month         |               |               |            | YTD            |                |               |            |
|-------------------------------|---------------|---------------|---------------|------------|----------------|----------------|---------------|------------|
|                               | Budget        | Actual        | Variance      | Variance % | Budget         | Actual         | Variance      | Variance % |
| <b>Delaware County Refuse</b> |               |               |               |            |                |                |               |            |
| Delco Residential             | 12,993        | 15,166        | 2,173         | 17%        | 55,523         | 64,379         | 8,856         | 16%        |
| Delco Commercial              | 9,851         | 12,610        | 2,759         | 28%        | 45,894         | 49,872         | 3,979         | 9%         |
| Delco Direct Residential      | 6,673         | 4,933         | (1,740)       | -26%       | 30,707         | 22,432         | (8,275)       | -27%       |
| Delco Direct Commercial       | 4,867         | 4,737         | (130)         | -3%        | 22,228         | 20,341         | (1,887)       | -8%        |
| <b>Total Tons</b>             | <b>34,384</b> | <b>37,446</b> | <b>3,062</b>  | <b>9%</b>  | <b>154,352</b> | <b>157,024</b> | <b>2,673</b>  | <b>2%</b>  |
| <b>Rolling Hills Landfill</b> |               |               |               |            |                |                |               |            |
| Covanta Ash                   | 32,480        | 34,983        | 2,503         | 8%         | 156,497        | 155,658        | (839)         | -1%        |
| Plymouth Ash                  | 3,465         | 2,918         | (547)         | -16%       | 16,693         | 16,539         | (154)         | -1%        |
| Berks County                  | 4,513         | 8,029         | 3,516         | 78%        | 21,742         | 32,942         | 11,200        | 52%        |
| Montgomery County             | 9,528         | 9,033         | (495)         | -5%        | 45,905         | 35,534         | (10,371)      | -23%       |
| Residual                      | 0             | 6,062         | 6,062         |            | 0              | 23,776         | 23,776        |            |
| <b>Total Tons</b>             | <b>49,985</b> | <b>61,025</b> | <b>11,040</b> | <b>22%</b> | <b>240,837</b> | <b>264,449</b> | <b>23,612</b> | <b>10%</b> |
| <b>System Tons</b>            | <b>84,369</b> | <b>98,471</b> | <b>14,101</b> | <b>17%</b> | <b>395,189</b> | <b>421,473</b> | <b>26,284</b> | <b>7%</b>  |
| <b>Delco Tons to RHL</b>      | <b>3,360</b>  | <b>3,783</b>  | <b>423</b>    | <b>13%</b> | <b>16,800</b>  | <b>16,819</b>  | <b>19</b>     | <b>0%</b>  |

## ISSUE PAPER

**Issue:** Supply Security Cameras at Rolling Hills Landfill

**Background:** Currently the facility uses residential versions of ARLO cameras on multiple email accounts to monitor the facility. The ARLO system is insufficient for a commercial facility as it 1.) has poor night vision capabilities, 2.) provides picture clarity no more than 20 feet during daylight hours, 3.) is app based and cumbersome to use, 4.) provides a limited degree of view and 5.) is partially powered by batteries. To add to these shortfalls, using a system with multiple email accounts is not the best practice for operations. The landfill management staff wishes to update these systems over the next two years.

**Discussion:** Landfill management staff requested proposals from three security camera providers. The project included providing surveillance cameras at key locations at the landfill to monitor the facility during operating and non-operating hours. Key areas identified for installation of new cameras included the Scale House, Maintenance Building, and the Main Entrance Gate. The cameras are cloud based and do not require the purchase of a computer mainframe. This purchase was planned for in the 2023 capital budget and estimated at \$20,000.

**Bid Results:**

Two security camera providers provided qualified proposals.

| Vendor             | System   | Quote    | Contract       |
|--------------------|----------|----------|----------------|
| TWG Security       | AVA Quad | \$28,015 | Costars Member |
| KIT Communications | Verkada  | \$24,693 | Costars Member |

**Recommendation:**

Based on the comparison and analysis of the proposals and onsite visits by each security camera provider, landfill management staff recommends that the board approves KIT Communication (Verkada Cameras) as the security camera provider for \$24,693.

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

James McLaughlin, Chairman

June 21, 2023

## ISSUE PAPER

**Issue:** Full Depth Reclamation (FDR) and paving of existing and new roadways

**Background:** The main access road into the landfill is over 25 years old and has deteriorated requiring significant repairs. Landfill staff hired geotechnical firm GTA to observe test pits, collect samples and evaluate the condition of the existing roadway. Based on their observations, GTA recommended full depth reclamation (FDR) of the existing pavement layers with Portland cement. FDR utilizes the existing pavement material to provide a stabilized layer that is stronger than the existing subbase requiring less asphalt. GTA also recommended installing stormwater structures to convey rainwater away from the pavement area to prevent saturation of the roadway subbase. Within the report GTA evaluated truck traffic for waste trucks and off-road trucks and provided a pavement design to be used on existing gravel roads. The Authority decided to include numerous options in the bidding process so as to consider larger portions for paving that were not initially part of the 2023 Capital budget.

**Discussion:** The paving of access roads adds several favorable features to the landfill. Some include: 1.) paving provides a low maintenance option over gravel roads, 2.) paving prevents gravel from getting embedded in tires where it can then become airborne and be hazardous to other vehicles and pedestrians, and 3.) paving significantly decreases dust pollution and sediment into the environment. Other parts of the work include replacing old stormwater features that previously allowed ponding water at the main gate during heavy storms and installing an automatic main gate to allow for easier entry into the facility. A final part of the work involves an existing asphalt road that was installed in 2021 will have tar and chip placed to provide a wear course to extend lifespan. All of these will provide a better aesthetic view to the landfill landscape. A smaller version of this project was included (\$345,000) in the 2023 Capital Budget.

**Bid Description Summary and Bid Results:** The bid was advertised on Penn Bid and on May 16<sup>th</sup> a pre-bid meeting was held at the facility. The project is to reclaim and pave 7,600 SY of existing asphalt roads, pave 12,000 SY of existing gravel roads, install stormwater catch basins and piping, establish stormwater channels, tar, and chip 9,700 SY of existing asphalt pavement, and install an automatic gate system.

| Rolling Hill Landfill Paving Bid Results |                      |                |                    |
|--|----------------------|----------------|--------------------|
|  | Kinsley Construction | H&K Group      | DH Funk & Sons LLC |
| ZONE 1                                   | \$350,914.50         | \$457,322.66   | \$330,719.50       |
| ZONE 2                                   | \$342,087.50         | \$433,434.30   | \$537,213.15       |
| TOTAL ZONES 1 & 2                        | \$693,002.00         | \$890,756.96   | \$867,932.65       |
| ZONE 3                                   | \$165,253.00         | \$277,402.38   | 294,315.60         |
| TOTAL ZONES 1,2,3                        | \$858,255.00         | \$1,168,159.34 | \$1,162,248.25     |
| ZONE 4                                   | \$301,243.00         | \$445,840.30   | \$527,692.40       |
| TOTAL ZONES 1,2,3,4                      | \$1,159,498.00       | \$1,613,999.64 | \$1,689,940.65     |
| Tar & Chip                               | \$37,830.00          | \$35,890.00    | \$99,231.00        |

**Recommendation:**

Based on the comparison and analysis of the proposals, landfill management staff recommend awarding the FDR, paving and stormwater infrastructures, and gate system (Zones 1,2,3,and 4 combined) to Kinsley Construction for \$1,159,498 and the Tar & Chip project to the H&K Group for \$35,890.

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

James McLaughlin, Chairman

June 21, 2023

DELAWARE COUNTY SOLID WASTE AUTHORITY  
MAY 2023  
OPERATING BUDGET SUMMARY

|                                    | Month               |                     |                   |            | YTD                                |                      |                      |                     |            |
|------------------------------------|---------------------|---------------------|-------------------|------------|------------------------------------|----------------------|----------------------|---------------------|------------|
|                                    | Budget              | Monthly             | Variance          | Variance % | YTD Budget                         | YTD                  | Variance             | Variance %          |            |
| <b>REVENUE</b>                     |                     |                     |                   |            | <b>REVENUE</b>                     |                      |                      |                     |            |
| Delco Residential                  | \$ 1,028,348        | \$ 1,262,979        | \$ 234,630        | 23%        | Delco Residential                  | \$ 4,394,242         | \$ 5,347,646         | \$ 953,404          | 22%        |
| Delco Commercial                   | \$ 794,533          | \$ 1,052,610        | \$ 258,077        | 32%        | Delco Commercial                   | \$ 3,701,493         | \$ 4,145,387         | \$ 443,894          | 12%        |
| Delco Direct Residential           | \$ 519,046          | \$ 405,238          | \$ (113,808)      | -22%       | Delco Direct Residential           | \$ 2,388,529         | \$ 1,808,959         | \$ (579,570)        | -24%       |
| Delco Direct Commercial            | \$ 402,049          | \$ 387,167          | \$ (14,882)       | -4%        | Delco Direct Commercial            | \$ 1,836,302         | \$ 1,663,199         | \$ (173,103)        | -9%        |
| Covanta Ash                        | \$ 716,841          | \$ 748,016          | \$ 31,176         | 4%         | Covanta Ash                        | \$ 3,453,868         | \$ 3,204,771         | \$ (249,097)        | -7%        |
| Plymouth Ash                       | \$ 75,770           | \$ 68,741           | \$ (7,029)        | -9%        | Plymouth Ash                       | \$ 365,074           | \$ 366,128           | \$ 1,054            | 0%         |
| Berks County                       | \$ 235,603          | \$ 445,585          | \$ 209,983        | 89%        | Berks County                       | \$ 1,135,177         | \$ 1,822,504         | \$ 687,327          | 61%        |
| Montgomery County                  | \$ 569,939          | \$ 539,414          | \$ (30,524)       | -5%        | Montgomery County                  | \$ 2,746,068         | \$ 2,133,623         | \$ (612,444)        | -22%       |
| Residual                           | \$ -                | \$ 283,219          | \$ 283,219        |            | Residual                           | \$ -                 | \$ 1,071,294         | \$ 1,071,294        |            |
| Grants                             | \$ 4,167            | \$ -                | \$ (4,167)        | -100%      | Grants                             | \$ 20,833            | \$ 174,106           | \$ 153,273          | 736%       |
| Miscellaneous                      | \$ 5,000            | \$ 106,148          | \$ 101,148        | 2023%      | Miscellaneous                      | \$ 25,000            | \$ 251,610           | \$ 226,610          | 906%       |
| <b>Total Revenue</b>               | <b>\$ 4,351,295</b> | <b>\$ 5,299,117</b> | <b>\$ 947,822</b> | <b>22%</b> | <b>Total Revenue</b>               | <b>\$ 20,066,586</b> | <b>\$ 21,989,228</b> | <b>\$ 1,922,642</b> | <b>10%</b> |
| Discounts                          |                     | \$ (89,717)         | \$ (89,717)       |            | Discounts                          |                      | \$ 213,142           | \$ 213,142          |            |
| <b>Total Net Revenue</b>           | <b>\$ 4,351,295</b> | <b>\$ 5,209,399</b> | <b>\$ 858,105</b> | <b>20%</b> | <b>Total Net Revenue</b>           | <b>\$ 20,066,586</b> | <b>\$ 21,776,087</b> | <b>\$ 1,709,501</b> | <b>9%</b>  |
| <b>EXPENSES</b>                    |                     |                     |                   |            | <b>EXPENSES</b>                    |                      |                      |                     |            |
| Administration                     | \$ 232,149          | \$ 235,182          | \$ 3,033          | 1%         | Administration                     | \$ 1,213,939         | \$ 1,088,468         | \$ (125,470)        | -10%       |
| Operations                         | \$ 476,627          | \$ 483,771          | \$ 7,144          | 1%         | Operations                         | \$ 2,420,674         | \$ 2,253,409         | \$ (167,264)        | -7%        |
| Contract Hauling                   | \$ 808,703          | \$ 951,766          | \$ 143,063        | 18%        | Contract Hauling                   | \$ 3,590,143         | \$ 3,970,606         | \$ 380,463          | 11%        |
| Covanta Processing                 | \$ 1,406,548        | \$ 1,534,180        | \$ 127,631        | 9%         | Covanta Processing                 | \$ 6,236,858         | \$ 6,201,550         | \$ (35,308)         | -1%        |
| Delco Host Fees                    | \$ 62,102           | \$ 66,631           | \$ 4,529          | 7%         | Delco Host Fees                    | \$ 275,370           | \$ 279,510           | \$ 4,140            | 2%         |
| RHL Host Fees                      | \$ 399,073          | \$ 431,022          | \$ 31,950         | 8%         | RHL Host Fees                      | \$ 1,929,684         | \$ 1,828,506         | \$ (101,178)        | -5%        |
| HHW Events/Recycling               | \$ 7,046            | \$ 7,660            | \$ 615            | 9%         | HHW Events/Recycling               | \$ 35,229            | \$ 18,601            | \$ (16,628)         | -47%       |
| <b>Total Expenses</b>              | <b>\$ 3,392,248</b> | <b>\$ 3,710,212</b> | <b>\$ 317,965</b> | <b>9%</b>  | <b>Total Expenses</b>              | <b>\$ 15,701,897</b> | <b>\$ 15,640,651</b> | <b>\$ (61,246)</b>  | <b>0%</b>  |
| <b>Debt P &amp; I Payments</b>     | <b>\$ 60,950</b>    | <b>\$ 60,950</b>    | <b>\$ -</b>       |            | <b>Debt P &amp; I Payments</b>     | <b>\$ 304,750</b>    | <b>\$ 304,750</b>    | <b>\$ -</b>         |            |
| <b>Operating Surplus (Deficit)</b> | <b>\$ 898,097</b>   | <b>\$ 1,438,237</b> | <b>\$ 540,140</b> | <b>60%</b> | <b>Operating Surplus (Deficit)</b> | <b>\$ 4,059,938</b>  | <b>\$ 5,830,685</b>  | <b>\$ 1,770,747</b> | <b>44%</b> |



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

**May 2023**

|   |                            |
|---|----------------------------|
| Capital Budget 2023   | <b>\$6,280,000</b>         |
| Capital Expense YTD 2023                                    | <b><u>\$1,136,113</u></b>  |
| Capital Budget Balance 2023                                 | <b>\$5,143,887</b>         |
| <b>Summary</b>  |                            |
| Net Operating Surplus May 2023                              | <b>\$1,438,237</b>         |
| Capital Expense May 2023                                    | <b>\$366,740</b>           |
| Capital Reserve Contribution                                | <b>\$0</b>                 |
| Operating Account Contribution from Operating Surplus       | <b>\$1,071,497</b>         |
| Capital Reserve Account Beginning Balance as of 05/01/23    | <b>\$5,757,444</b>         |
| Capital Reserve Account Interest                            | <b>\$25,067 (5.18%)</b>    |
| Capital Reserve Account Ending Balance as of 05/31/23       | <b>\$5,782,511</b>         |
| Republic Operating Account Beginning Balance as of 05/31/23 | <b>\$4,299,855</b>         |
| Republic Operating Account Interest                         | <b>\$6,346 (1.56%)</b>     |
| Republic Operating Account Ending Balance as of 05/31/23    | <b>\$4,765,290</b>         |
| PLGIT Short-Term Account Balance as of 05/31/23             | <b>\$60,965 (5.01%)</b>    |
| Total Account Balances                                      | <b><u>\$10,608,765</u></b> |
| <b>**Restricted Accounts**</b>                              |                            |
| PLGIT Landfill Closure/PC Account Balance as of 05/31/23    | <b>\$505,458 (5.18%)</b>   |

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

| Invoice Number  | Va..   | Vendor Name                    | Invoice Description  | Invoice Amount |
|-----------------|--------|--------------------------------|--|----------------|
| 1907499         | A ...  | A Royal Flush Environmental    | 5/24-6/20/23 Portable Restroom Rental(2) Plt.#1              | 253.05         |
| 1907697         | A ...  | A Royal Flush Environmental    | 5/25-6/21/23 Portable Restroom Rental-Plt.#3                 | 126.52         |
|                 | Tot... | A Royal Flush Environmental    |  | 379.57         |
| A14353          | A ...  | A. N. Lynch Co., Inc.          | 5/22 & 5/24/23 Misc. Electrician Services                    | 2,450.00       |
|                 | Tot... | A. N. Lynch Co., Inc.          |  | 2,450.00       |
| 1050-1000175... | Abila  | Abila                          | 6/2-7/1/23 MIP Cloud Conversion Subscription                 | 740.75         |
| 1050-1000179... | Abila  | Abila                          | 7/2-8/1/23 MIP Cloud Conversion Subscription                 | 740.74         |
| 1050-1000179... | Abila  | Abila                          | MIP EWS Overview/Setup/Training                              | 362.50         |
|                 | Tot... | Abila                          |  | 1,843.99       |
| 9138367090      | AI...  | Airgas USA, LLC                | Green Safety Glasses w/Black Sideshields #8132802370 (12)    | 96.35          |
|                 | Tot... | Airgas USA, LLC                |  | 96.35          |
| 5330183766      | Ara... | Aramark                        | Employee Weekly Uniform Rentals (3) Transfer Stations        | 53.21          |
| 5330186995      | Ara... | Aramark                        | Employee Weekly Uniform Rentals (3) Transfer Stations        | 53.21          |
|                 | Tot... | Aramark                        |  | 106.42         |
| 0008879         | AR...  | ARM Group LLC                  | Pad 107 & 2023 Capping Construction CQA (4/1-30/23)          | 8,982.74       |
| 0008842         | AR...  | ARM Group LLC                  | DCSWA On-Call Engineering (4/1-30/23)                        | 10,749.00      |
|                 | Tot... | ARM Group LLC                  |  | 19,731.74      |
| 474             | Ax..   | Axess Language Services LLC    | 4/14/23 Language Interpreting & Document Translation         | 560.00         |
|                 | Tot... | Axess Language Services LLC    |  | 560.00         |
| 33304           | Ba...  | Bachman's Roofing              | Shingle Roof Installation @ Admin. Blding.                   | 74,548.00      |
|                 | Tot... | Bachman's Roofing              |  | 74,548.00      |
| 124             | Bry... | Bryan Brothers Excavating & Ha | 6/1/23 Haul 18 Tires from LF to Liverpool Disposal Facility  | 1,125.00       |
| 123             | Bry... | Bryan Brothers Excavating & Ha | 5/30 & 5/31/23 Haul 54 Tires from LF to Liverpool Disposal F | 2,250.00       |
| 120             | Bry... | Bryan Brothers Excavating & Ha | 5/25 & 5/26/23 Haul 56 Tires from LF to Liverpool Disposal F | 2,250.00       |
| 113             | Bry... | Bryan Brothers Excavating & Ha | 5/23 & 5/23/23 Haul 44 Tires from LF to Liverpool Disposal F | 1,125.00       |
|                 | Tot... | Bryan Brothers Excavating & Ha |  | 6,750.00       |
| 4150688809      | Cin... | Cintas First Aid & Supplies    | Employee Weekly Uniform Rentals (15)                         | 448.27         |
| 4155632156      | Cin... | Cintas First Aid & Supplies    | Employee Weekly Uniform Rentals (15)                         | 448.27         |
| 4157118471      | Cin... | Cintas First Aid & Supplies    | Employee Weekly Uniform Rentals (14) & Coveralls (2)         | 471.70         |
| 4156357586      | Cin... | Cintas First Aid & Supplies    | Employee Weekly Uniform Rentals (14) & Coveralls (2)         | 471.70         |
| 4137744046      | Cin... | Cintas First Aid & Supplies    | Employee Weekly Uniform Rentals (14) & Coveralls (2)         | 471.70         |
| 5160900028      | Cin... | Cintas First Aid & Supplies    | Acct. #10511656 Misc. First Aid Supplies - RT                | 64.99          |
|                 | Tot... | Cintas First Aid & Supplies    |  | 2,376.63       |
| 34353           | CO...  | Computer Center of North Ameri | Setup New Laptops(2) for Landfill                            | 300.00         |
|                 | Tot... | Computer Center of North Ameri |  | 300.00         |
| 515489086       | Co...  | Occupational Health Centers    | Preemployment Drug Screen - S. Bell                          | 48.30          |
|                 | Tot... | Occupational Health Centers    |  | 48.30          |
| 0323_DCSWA      | Co...  | Covanta Delaware Valley        | May, 2023 Waste Disposal                                     | 786,163.49     |
| 0523_DCSWA      | Co...  | Covanta Delaware Valley        | May, 2023 Waste Disposal                                     | 66,631.04      |

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

| Invoice Number | Ve...  | Vendor Name                    | Invoice Description  | Invoice Amount   |
|----------------|--------|--------------------------------|--|------------------|
|                | Tot..  | Covania Delaware Valley        |  | 852,794.53       |
| 052623P        | DE...  | Delaware Co. Solid Waste Auth. | Employees Pension Contribution                               | 4,009.09         |
| 060923P        | DE...  | Delaware Co. Solid Waste Auth. | Employees Pension Contribution                               | <u>3,506.27</u>  |
|                | Tot..  | Delaware Co. Solid Waste Auth. |  | 7,515.36         |
| 060123B        | EG...  | Edgar G. Landscaping Service   | 5/17-23/23 Hydrosceding (348,480 sq. ft. @ .055/sq. ft.)     | <u>19,166.40</u> |
|                | Tot..  | Edgar G. Landscaping Service   |  | 19,166.40        |
| 8-147-31829    | FE...  | Federal Express Corporation    | Fedex Envelope - LF  | 63.17            |
| 8-139-28908    | FE...  | Federal Express Corporation    | Fedex Envelope(2) & Fedex Custom - LF                        | <u>39.20</u>     |
|                | Tot..  | Federal Express Corporation    |  | 102.37           |
| INV1277712     | FR...  | Fraser Advanced Info. System   | Contract CT10446-01 5/25-6/24/23 - Sharp MX3071 Copier/Scann | 154.00           |
| INV1282225     | FR...  | Fraser Advanced Info. System   | Contract CT5955-01 6/13-7/12/23 - Sharp MX3050V Copier/Scann | <u>160.00</u>    |
|                | Tot..  | Fraser Advanced Info. System   |  | 314.00           |
| 31202422       | Ge...  | Geo-Technology Associates, Inc | Consulting (2/26-4/1/23) Bituminous Surface & Grading        | <u>9,400.00</u>  |
|                | Tot..  | Geo-Technology Associates, Inc |  | 9,400.00         |
| L23-216        | Ge...  | Geotechnics                    | Material Testing - Pad 107 & 2023 Capping Construction       | 6,148.62         |
| L23-215        | Ge...  | Geotechnics                    | Material Testing - Pad 107 & 2023 Capping Construction       | <u>10,040.93</u> |
|                | Tot..  | Geotechnics                    |  | 16,189.55        |
| SIN00080133    | GI...  | Foley, Inc.                    | PM3 Service per Maint. Agreement-CAT 826K Compactor          | 3,472.44         |
| INV0059429     | GI...  | Foley, Inc.                    | 2023 CAT SIS 2 Access Subscription #CWBB900-Software License | <u>1,550.00</u>  |
|                | Tot..  | Foley, Inc.                    |  | 5,022.44         |
| 27066          | GR...  | Graber Letterin', Inc.         | 18in.X24in. 4mm 2-Sided HIRING Signs w/Step Stakes(12)       | 207.00           |
| 27005          | GR...  | Graber Letterin', Inc.         | 4ft.X6ft. Polymetal Sign(RHFL#100345/Admin. Blding.& TS#1)   | 750.00           |
| 27005          | GR...  | Graber Letterin', Inc.         | 4ft.X6ft. Polymetal Sign(RHFL#100345/Admin. Blding.& TS#1)   | 375.00           |
| 27025          | GR...  | Graber Letterin', Inc.         | Gildan Safety Green Hoodie(31) & Tee Shirts(83)              | <u>1,813.35</u>  |
|                | Tot..  | Graber Letterin', Inc.         |  | 3,145.35         |
| 2305-115081    | HO...  | Hollenbach Home Center         | Skeleton CaulkGun #12800 & Concrete Anchoring Epoxy #1325414 | <u>41.98</u>     |
|                | Tot..  | Hollenbach Home Center         |  | 41.98            |
| 9083448        | HO...  | Home Depot                     | 16in. Echo Chainsaw #10013870510003700007                    | 27.47            |
| 8075379        | HO...  | Home Depot                     | 4ft. T8 Cool White Bulb(6) & Raccoon Cage Trap - Pkt.#1      | 118.91           |
| 2104313        | HO...  | Home Depot                     | Hi-Viz Safety Vest #10042139860000500008 (6)                 | <u>83.82</u>     |
|                | Tot..  | Home Depot                     |  | 230.20           |
| 5520864        | J.K... | J.K. Truck & Equipment         | PA State Inspection - 2008 Explorer                          | 49.00            |
| 5520884        | J.K... | J.K. Truck & Equipment         | PA State Inspection - 2019 2500 Silverado Truck              | <u>29.00</u>     |
|                | Tot..  | J.K. Truck & Equipment         |  | 78.00            |
| PH106230291    | JA...  | Jani-King of Phila., Inc.      | 6/23 Cleaning Service (RT)                                   | <u>403.33</u>    |
|                | Tot..  | Jani-King of Phila., Inc.      |  | 403.33           |
| 176344         | JO...  | John J. McIntyre Sons, Inc.    | 6/1/23 Splice Main Cable under Scale - Pkt.#1                | 1,059.00         |
| 176312         | JO...  | John J. McIntyre Sons, Inc.    | 5/25/23 Perform Qtrly. Soate Calibration-Pkt.#3              | <u>790.00</u>    |

**Delaware County Solid Waste Authority**  
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| <u>Invoice Number</u> | <u>Ve...</u> | <u>Vendor Name</u>             | <u>Invoice Description</u>                                    | <u>Invoice Amount</u> |
|-----------------------|--------------|--------------------------------|---|-----------------------|
|                       | Tot...       | John J. McIntyre Sons, Inc.    |   | 1,849.00              |
| 100                   | Kaf...       | Kathryn Sandoe LLC             | May, 2023 Consulting  | <u>2,025.00</u>       |
|                       | Tot...       | Kathryn Sandoe LLC             |   | 2,025.00              |
| 192721                | Kin...       | Kinsley Construction Inc.      | 5/3-17/23 Operator Rental (171 hrs. @ \$60/hr.) & Leachate Re | 11,985.00             |
| 124501                | Kin...       | Kinsley Construction Inc.      | Pad 107 & 2023 Cap Construction - Project No. 234030          | <u>138,908.15</u>     |
|                       | Tot...       | Kinsley Construction Inc.      |   | 150,893.15            |
| 23068.01              | M-...        | M-Core Electric, LLC           | Wireless Traffic L/LED Highbay Lighting Upgrades-Pit.#1(FI    | 8,070.00              |
| 23067.01              | M-...        | M-Core Electric, LLC           | Furnish & Install Generator w/Auto Transfer Switch@Pit.#1     | <u>9,680.00</u>       |
|                       | Tot...       | M-Core Electric, LLC           |   | 17,750.00             |
| 81178                 | Ma...        | Mahantango Enterprises, Inc.   | 5/25/23 Scrap Tire Disposal (8.37 tons @ \$220/ton)           | 1,925.10              |
| 81230                 | Ma...        | Mahantango Enterprises, Inc.   | 6/1/23 Scrap Tire Disposal (6.07 tons @ \$220/ton)            | 1,396.10              |
| 81211                 | Ma...        | Mahantango Enterprises, Inc.   | 5/31/23 Scrap Tire Disposal (12.02 tons @ \$220/ton)          | 2,764.60              |
| 81216                 | Ma...        | Mahantango Enterprises, Inc.   | 5/31/23 Scrap Tire Disposal (7.33 tons @ \$220/ton)           | 1,685.90              |
| 81199                 | Ma...        | Mahantango Enterprises, Inc.   | 5/26/23 Scrap Tire Disposal (8.32 tons @ \$220/ton)           | <u>1,913.60</u>       |
|                       | Tot...       | Mahantango Enterprises, Inc.   |   | 9,685.30              |
| 115-23C               | M...         | Martin & Martin, Inc.          | Consulting Services 3/26-4/29/23 Drawing File Research        | <u>190.50</u>         |
|                       | Tot...       | Martin & Martin, Inc.          |   | 190.50                |
| S-2223528             | Mc...        | Wm. P. McGovern, Inc.          | Pump Out Disposal Tank (3000 gals.) Pit.#1                    | 327.00                |
| S-2223529             | Mc...        | Wm. P. McGovern, Inc.          | Pump Out Holding Tanks (8758 gals.) Pit.#3                    | <u>1,264.40</u>       |
|                       | Tot...       | Wm. P. McGovern, Inc.          |   | 1,591.40              |
| 98713077              | M...         | McMaster-Carr Supply Company   | Zinc-Plated Steel Carabiner #3885T31 (72) Tarpomatic          | <u>347.09</u>         |
|                       | Tot...       | McMaster-Carr Supply Company   |   | 347.09                |
| 304028-4              | Mo...        | Moyer Indoor/Outdoor           | 4/23 Pest Control Service - Pit.#3                            | <u>312.64</u>         |
|                       | Tot...       | Moyer Indoor/Outdoor           |   | 312.64                |
| 1178                  | Ott...       | Ott's Lawn Service & Landscapi | Lawn Service (5/1,8,15,22,30/23)                              | <u>1,675.00</u>       |
|                       | Tot...       | Ott's Lawn Service & Landscapi |   | 1,675.00              |
| 51232946              | Pet...       | PetroChoice LLC                | DEF 2.5 gals.@80 cases/pallet(2)                              | 1,752.00              |
| 51236425              | Pet...       | PetroChoice LLC                | Transmission/Drive Train Oil, SAE 30 TO-4 (166.5 gals.)       | <u>1,863.14</u>       |
|                       | Tot...       | PetroChoice LLC                |   | 3,615.14              |
| 018                   | Pra...       | Practical Waste Solutions, LLC | CBO Consulting Services (5/1-31/23) J. Warner                 | <u>32,565.73</u>      |
|                       | Tot...       | Practical Waste Solutions, LLC |   | 32,565.73             |
| 03E6700392263         | Re...        | ReadyRefresh by Nestle         | Acct. #6700392263 - Spring Water & Cooler Rental - Pit.#1     | 37.04                 |
| 23E0601249204         | Re...        | ReadyRefresh by Nestle         | Acct. #0601249204 - Spring Water & Cooler Rental - Pit.#3     | <u>30.50</u>          |
|                       | Tot...       | ReadyRefresh by Nestle         |   | 67.54                 |
| 3189                  | S.J....      | S.J. Thomas Company, Inc.      | Remove & Replace Concrete Road Repairs @ Transfer Station #1  | <u>51,787.67</u>      |
|                       | Tot...       | S.J. Thomas Company, Inc.      |   | 51,787.67             |

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|----------------|--------|--------------------------------|--|----------------|
| 0275734        | SSM    | Spotts, Stevens & McCoy, Inc.  | 12/19/22-5/19/23 Stake Out Elevation, Topo Road & Survey Fluff | 13,344.36      |
| 0275735        | SSM    | Spotts, Stevens & McCoy, Inc.  | 4/22-5/19/23 Survey Topo Pad 107 & 2023 Cap Construction       | 3,154.00       |
| 0275610        | SSM    | Spotts, Stevens & McCoy, Inc.  | Annual Aerial Mapping - Landfill                               | 13,028.15      |
|                | Tot... | Spotts, Stevens & McCoy, Inc.  |  | 29,526.51      |
| P3001384       | SU...  | Suburban Testing Labs, Inc.    | Outfall 006, Weekly Outfall 007/T-002 & Annual SP-5/6          | 2,995.00       |
| P3001384A      | SU...  | Suburban Testing Labs, Inc.    | Semi-Annual Stormwater (5)                                     | 1,950.00       |
| P3001384B      | SU...  | Suburban Testing Labs, Inc.    | Qtrly. T-001/Grit Chamber/Metering Pit/WZ-10/Sump 113          | 2,342.50       |
| P3001384C      | SU...  | Suburban Testing Labs, Inc.    | Annual Witness Zone (6)  | 3,628.00       |
|                | Tot... | Suburban Testing Labs, Inc.    |  | 10,915.50      |
| 8598           | Th...  | The Casindia Company, LLC      | 5/23 Cleaning Service (Admin./Maint./Scalchouse@LIP)           | 752.50         |
|                | Tot... | The Casindia Company, LLC      |  | 752.50         |
| 20230525       | Th...  | The Foundation for Delaware Co | The Delaware County Office of Sustainability - Sponsorship     | 7,000.00       |
|                | Tot... | The Foundation for Delaware Co |  | 7,000.00       |
| Oct-Dec22      | TR...  | Controller of Delaware Co.     | October, November, December, 2022 Postage                      | 4.92           |
| Jan-Mar23      | TR...  | Controller of Delaware Co.     | January thru March, 2023 Postage                               | 1.77           |
| Aug22          | TR...  | Controller of Delaware Co.     | August, 2022 Vacation Payout & Postage                         | 81.60          |
| Aug22          | TR...  | Controller of Delaware Co.     | August, 2022 Vacation Payout & Postage                         | 1,339.36       |
|                | Tot... | Controller of Delaware Co.     |  | 1,427.65       |
| 187147292      | UN...  | United Concordia Co., Inc.     | Dental Ins. #005450001123D (7/1-31/23)                         | 1,766.04       |
|                | Tot... | United Concordia Co., Inc.     |  | 1,766.04       |
| May2023        | W...   | Waste Management               | May, 2023 Contract Hauling-Pit.#1                              | 440,080.30     |
| May2023RH      | W...   | Waste Management               | May, 2023 Rolling Hills Landfill-Pit.#1                        | 976.13         |
| May23          | W...   | Waste Management               | May, 2023 Contract Hauling-Pit.#3                              | 327,112.93     |
| May23RH        | W...   | Waste Management               | May, 2023 Rolling Hills Landfill-Pit.#3                        | 183,596.21     |
|                | Tot... | Waste Management               |  | 951,765.57     |
| 908128         | Wh...  | Whitetail Disposal             | 4/28, 5/8, 10, 11, 18/23 30 Yd. Roll Off Disposal              | 275.00         |
|                | Tot... | Whitetail Disposal             |  | 275.00         |
| 77580          | Wil... | William R. Gift                | Off Road Diesel Fuel (464.6 gals.)                             | 1,226.54       |
| 77578          | Wil... | William R. Gift                | Off Road Diesel Fuel (1773.9 gals.)                            | 4,683.10       |
| 80313          | Wil... | William R. Gift                | Off Road Diesel Fuel (1149.6 gals.)                            | 3,069.43       |
| 80312          | Wil... | William R. Gift                | Off Road Diesel Fuel (460.2 gals.)                             | 1,228.73       |
| 80326          | Wil... | William R. Gift                | Unleaded Gasoline (232.5 gals.)                                | 630.08         |
| 80369          | Wil... | William R. Gift                | Off Road Diesel Fuel (312.3 gals.)                             | 818.23         |
| 80363          | Wil... | William R. Gift                | Off Road Diesel Fuel (389.8 gals.)                             | 1,021.28       |
| 80416          | Wil... | William R. Gift                | Off Road Diesel Fuel (123.9 gals.)                             | 323.31         |
| 80415          | Wil... | William R. Gift                | Off Road Diesel Fuel (1016.5 gals.)                            | 2,663.23       |
| 80451          | Wil... | William R. Gift                | Off Road Diesel Fuel (108.6 gals.)                             | 287.79         |
| 80449          | Wil... | William R. Gift                | Off Road Diesel Fuel (222.4 gals.)                             | 589.36         |
| 80468          | Wil... | William R. Gift                | Off Road Diesel Fuel (220 gals.)                               | 574.20         |
| 80464          | Wil... | William R. Gift                | Off Road Diesel Fuel (849.7 gals.)                             | 2,217.72       |
|                | Tot... | William R. Gift                |  | 19,333.00      |
| 5820052        | WI...  | Wind River Environmental LLC   | Leachate Hauling 4/12/23 (6,594 gals.)                         | 307.28         |
| 5857195        | WI...  | Wind River Environmental LLC   | Pump Out Truck Tire Wash Pit (4)                               | 743.40         |
| 5882012        | WI...  | Wind River Environmental LLC   | Leachate Hauling 5/16-5/31/23 (1,515,486 gals.)                | 70,621.67      |

**Delaware County Solid Waste Authority**  
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|-----------------------|--------------|------------------------------|---|----------------------------|
|                       | Tot..        | Wind River Environmental LLC |   | 71,672.35                  |
| 1205                  | Wir..        | Wireback Works               | 5/1-5/31/23 EIR Consulting Services             | <u>5,328.48</u>            |
|                       | Tot...       | Wireback Works               |   | 5,328.48                   |
| 3368-23               | Wi...        | Wisner Tree Management       | Grinding of Existing Wood Pile @ LF             | <u>12,480.00</u>           |
|                       | Tot...       | Wisner Tree Management       |   | 12,480.00                  |
| 2607556-2543-1        | W...         | WM Corporate Services, Inc.  | 6/1-6/30/23 Dumpster Service (2 yds.) Recycling | 99.01                      |
| 2607373-2543-1        | W...         | WM Corporate Services, Inc.  | 6/1-6/30/23 Dumpster Service (4 yds.) Recycling | <u>201.04</u>              |
|                       | Tot...       | WM Corporate Services, Inc.  |   | 300.05                     |
| <b>Report Total</b>   |              |                              |   | <u><u>2,410,492.32</u></u> |

## ISSUE PAPER

**Issue:** Establishment of Defined Contribution Retirement Plans, freezing the existing defined benefit plan and approving CBIZ, Inc as investment manager and administrator of the plans

**Background:** The Authority provides current full-time employees with a Defined Benefit Pension Plan. To lower future financial obligation risk and to budget retirement obligations accurately each year, the Authority has evaluated the establishment of Defined Contribution Plans for all future full-time employees.

**Discussion:** Two retirement plans are typically used by a government agency to provide employees with Defined Contribution retirement benefits. **Plan A** is an IRS Section 401 (a) Plan and is for the Employer to establish a Governmental Plan obligating the Employer to make retirement contributions to qualified employees. The Plan details what % of employee wages the Employer will contribute and if the Employer will provide matching contributions to any employee contributions. It also allows tax deferral of all contributions and earnings. **Plan B** is known as an IRS 457(b) Plan and allows employees to make tax advantaged retirement contributions up to the annual IRS limit (\$22,500 in 2023, plus \$7,500 catch-up if over 50 years of age). Employers will often offer to match these employee optional contributions up to a certain limit. For this reason, both Plan A and Plan B are often offered together, as they are being proposed here for the Authority (see attachment for more information on 457(b) and 401(a) plans). The contributions being recommended for DCSWA plans are:

Employer Mandatory Contribution: 5.0 % of wages

Employer Match: 100% up to first 3.0 % of employee contributions

**Recommendation:** A motion for the Authority Board of Directors to 1.) adopt an IRS Section 401(a) Plan, 2.) adopt an IRS Section 457(b) Plan, 3.) as of June 21, 2023 include all new full-time employees in the Section 401(a) Plan, 4.) as of June 21, 2023 offer enrollment to all full-time employees in the 457(b) Plan, 5.) as of June 21, 2023 no longer offer new employees enrollment in the Authority's existing Defined Benefit Pension Plan, and 6.) approve CBIZ, Inc as the investment manager and administrator of the existing Defined Benefit Pension Plan, and the new Section 457(b) and Section 401(a) plans.

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

James McLaughlin, Chairman

Date: June 21, 2023