

DELAWARE COUNTY SOLID WASTE AUTHORITY
MEETING
ROSE TREE PARK
November 16th, 2022
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 October 19th, 2022.
5. Public Comment
6. Report: Interim CEO, Jim Warner
Updates:
7. Facility Operations
Review: October 2022 Tonnage Summary
Action Item with Issue Paper: Award Leachate Hauling Services for 2023
8. Accounting and Finance Report
Review: October and YTD Operating and Capital Budget Report
Review: YTD Budget Performance by location
Action Item: Approval of the Accounts Payable List for October 2022.
9. Public Outreach and Communications
Update
10. Other Business
Authority Governance: Appoint Nominating Committee
11. Strategic Planning and Policy
Action Item with Issue Paper: Adopt Revisions to Employee Healthcare Plan for 2023
Action Item with Issue Paper: Adopt Compensation Administration Policy and Pay Ranges for 2023
Action Item with Issue Paper: Commercial Waste Discount Policy for 2023
12. Solicitor Report
13. Executive Session: Personnel
14. Adjournment

DELAWARE COUNTY SOLID WASTE AUTHORITY
Rose Tree Park
October 19, 2021

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

The pledge of Allegiance was said.

Roll Call

Board Member Attendance: James McLaughlin, Chairman
 James Kelly, Vice Chairman
 John Butler, Member
 William Jones, Member
 William Silverstein, Member
 Don Vymazal, Ex-Officio

Others In attendance: James Warner, Interim CEO
 Samantha Newell, Solicitor
 Wendy Marburger, CAO
 Jeff Munster, COO
 Angela Nash, Accounting Manager

Public Attendance: Andrew Saul
 Kearni Warren
 Charles Lacy
 Mike Ewall- Zoom
 Traci Conter-Zoom

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 September 21, 2022. Motion made by James Kelly
Seconded by John Butler; motion was passed with no dissenting votes.

Public Comment:

Andrew Saul spoke about his concerns for trash and recycling:

- Reorganize DCSWA's recycling committee to emphasize to all residents that recycling is important
- Call on County Council to pass ordinances that would require all residents to follow the county's recycling
- Push companies already in the county to use the recyclables
- Consider building a Delco MRF
- Promote food waste and yard waste composting throughout the county
- Consider seeking approval to build an Ash Landfill in Ridley Creek State Park

Kearni Warren expressed her concerns and issues with Board members addressing the Public during the work session meetings.

Jim Warner, Interim CEO updates on:

- RHL Leachate management: Amity Township
- Surety Bond LOC release
- RHL Phase 1 status
- MG Tree Lease
- Recycling Igloos
- Transfer Station Holidays/ Haulers notified

September 2022 Tonnage Summary reviewed

Upon motion duly made and seconded, and by unanimous vote **Approval** for Purchase and Installation of a 6,000-gallon water tank from Highway Equipment in the amount of \$134,781.00. Motion made by William Silverstein Seconded by James Kelly; motion was passed with no dissenting votes.

September and Year-to-date 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 September 2022. Motion made by James Kelly; Seconded by William Jones, motion was passed with no dissenting votes.

Public Outreach and Communications: DCSWA Seal new branding logo unveiled

Other Business:

John Butler does not believe that the Recycling numbers for the County are correct and would like to see paperwork to show the numbers. Also, would like to reach out to Chester City and see why their recycling numbers are so low.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Resolution 2022-8: DCSWA 2023 Operating and Capital Budgets. Motion made by James Kelly; Seconded William Silverstein, motion was passed with one dissenting vote by John Butler.

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Amended and Restated By-Laws of the Delaware County Solid Waste Authority. Motion made by William Silverstein; Seconded by James Kelly, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Investment Policy for DCSWA Funds. Motion made by James Kelly; Seconded by William Silverstein, motion was passed with no dissenting votes.

Solicitors Report:

- Letters sent to Haulers with an Overdue Account Balance
- Update on Titles for the Transfer Stations

There being no further business, the meeting was adjourned at 4:26 PM.

**DELAWARE COUNTY SOLID WASTE AUTHORITY
OCTOBER, 2022
TONNAGE SUMMARY**

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	14,768	12,740	(2,028)	-14%	149,086	129,026	(20,060)	-13%
Delco Commercial	8,598	11,935	3,337	39%	86,800	102,858	16,057	18%
Delco Direct Residential	5,007	4,858	(149)	-3%	50,547	50,969	421	1%
Delco Direct Commercial	5,007	2,928	(2,079)	-42%	50,547	34,663	(15,885)	-31%
Total Tons	33,380	32,462	(918)	-3%	336,981	317,515	(19,466)	-6%
Rolling Hills Landfill								
Covanta Ash	31,953	32,781	828	3%	322,573	301,572	(21,001)	-7%
Plymouth Ash	4,282	5,727	1,444	34%	43,231	40,709	(2,523)	-6%
Berks County	3,442	7,765	4,323	126%	34,752	38,237	3,485	10%
Montgomery County	6,912	6,073	(838)	-12%	69,775	83,851	14,077	20%
Residual	0	0	0		0	8,673	8,673	
Total Tons	46,589	52,346	5,756	12%	470,331	473,043	2,712	1%
System Tons	79,970	84,808	4,838	6%	807,312	790,558	(16,754)	-2%

ISSUE PAPER

Issue: Leachate Hauling to Wastewater Treatment Facilities

Background: Over the course of the year, the landfill produces 40-45 million gallons of leachate that must be hauled by tanker trucks to approved Wastewater Treatment Facilities. The Authority is currently securing this service under a two-year contract that expires at the end of 2022. This service has not been bid in the recent past.

Discussion: Staff advertised in the newspapers and PennBid for hauling of the leachate. The bid contained four important pricing components as follows: 1.) the price per gallon based on hauling the leachate to the Pottstown WWTP, 2.) the cost per gallon to haul leachate to the DELCORA WWTP, 3.) the percentage of overall costs related to fuel, and 4.) the base flow hauling and high flow hauling (> 180,000 gallons per day).

There was one responsive bidder, Kline's Services based in Lancaster County with satellite operations in Berks County. The chart outlines their pricing.

Hauling Costs to Pottstown	\$0.0466/gallon
Percentage of cost related to fuel	10 %
Hauling Costs to DELCORA	\$0.0699/gallon
Percentage of cost related to fuel	10 %

A Fuel Escalation Factor will be used to adjust diesel fuel prices monthly. Monthly fuel adjustments may be either positive or negative and will be based on the Department of Energy, Energy Administration for the Mid-Atlantic Area (same index used in our WM contract). Using this index, adjusted monthly, will ensure the hauler is paid correctly and DCSWA isn't over charged.

High flow and weekend pricing are the same as base flow hauling pricing. Comparing our current pricing to the bid price of \$0.0466/gal at 45,000,000 gallons of leachate hauled to Pottstown annually, indicates a savings of \$277,000 with the new contract. Landfill management is continuously implementing methods to reduce leachate volumes.

Recommendation: It is recommended the Board of Directors award leachate hauling for 2023 to Kline's Services, Inc.

Approved: _____

James McLaughlin, Chairman

November 16, 2022

**DELAWARE COUNTY SOLID WASTE AUTHORITY
OCTOBER, 2022
TONNAGE SUMMARY**

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	14,768	12,740	(2,028)	-14%	149,086	129,026	(20,060)	-13%
Delco Commercial	8,598	11,935	3,337	39%	86,800	102,858	16,057	18%
Delco Direct Residential	5,007	4,858	(149)	-3%	50,547	50,969	421	1%
Delco Direct Commercial	5,007	2,928	(2,079)	-42%	50,547	34,663	(15,885)	-31%
Total Tons	33,380	32,462	(918)	-3%	336,981	317,515	(19,466)	-6%
Rolling Hills Landfill								
Covanta Ash	31,953	32,781	828	3%	322,573	301,572	(21,001)	-7%
Plymouth Ash	4,282	5,727	1,444	34%	43,231	40,709	(2,523)	-6%
Berks County	3,442	7,765	4,323	126%	34,752	38,237	3,485	10%
Montgomery County	6,912	6,073	(838)	-12%	69,775	83,851	14,077	20%
Residual	0	0	0		0	8,673	8,673	
Total Tons	46,589	52,346	5,756	12%	470,331	473,043	2,712	1%
System Tons	79,970	84,808	4,838	6%	807,312	790,558	(16,754)	-2%

**DELAWARE COUNTY WASTE AUTHORITY
OCTOBER, 2022
OPERATING BUDGET SUMMARY**

	Month				YTD				
	Budget	Monthly	Variance	Variance %	YTD Budget	YTD	Variance	Variance %	
REVENUE					REVENUE				
Delco Residential	\$1,151,899	\$993,754	(\$158,145)	-14%	Delco Residential	\$11,628,699	\$10,063,948	(\$1,564,751)	-13%
Delco Commercial	687,851	954,839	266,988	39%	Delco Commercial	6,944,023	8,228,647	1,284,624	18%
Delco Direct Residential	390,551	378,909	(11,641)	-3%	Delco Direct Residential	3,942,701	3,940,188	(2,513)	0%
Delco Direct Commercial	400,565	234,264	(166,301)	-42%	Delco Direct Commercial	4,043,796	2,766,400	(1,277,396)	-32%
Covanta Ash	639,059	669,582	30,523	5%	Covanta Ash	6,526,919	6,223,307	(303,612)	-5%
Plymouth Ash	85,647	125,239	39,592	46%	Plymouth Ash	864,627	890,301	25,673	3%
Berks County	247,858	426,217	178,358	72%	Berks County	2,502,189	2,199,184	(303,004)	-12%
Montgomery County	449,259	354,133	(95,126)	-21%	Montgomery County	4,535,378	4,833,820	298,442	7%
Residual	0	0	0		Residual	0	466,962	466,962	
Grants	10,833	0	(10,833)	-100%	Grants	108,333	71,284	(37,049)	-34%
Miscellaneous	8,833	84,959	76,125	862%	Miscellaneous	88,333	191,498	103,165	117%
Total Revenue	\$4,072,356	\$4,221,896	\$149,539	4%	Total Revenue	\$41,184,999	\$39,875,540	(\$1,309,459)	-3%
Discounts	104,506	77,983	(26,523)	-25%	Discounts	\$1,055,012	\$734,568	(320,444)	-30%
Total Net Revenue	\$3,967,850	\$4,143,913	\$176,062	4%	Total Net Revenue	\$40,129,987	\$39,140,972	(\$989,015)	-2%
EXPENSES					EXPENSES				
Administration	\$168,139	\$192,492	\$24,353	14%	Administration	\$2,139,830	\$2,300,083	\$160,254	7%
Operations	421,912	428,445	6,532	2%	Operations	4,375,683	4,305,409	(70,274)	-2%
Contract Hauling	693,973	801,851	107,878	16%	Contract Hauling	7,005,840	7,236,054	230,214	3%
Covanta Processing	1,404,015	1,412,241	8,226	1%	Covanta Processing	14,204,502	13,762,214	(442,288)	-3%
Delco Host Fees	63,906	64,412	506	1%	Delco Host Fees	645,144	618,975	(26,169)	-4%
RHL Host Fees	317,972	358,920	40,948	13%	RHL Host Fees	3,288,288	3,368,577	80,290	2%
HHW Events/Recycling	8,750	5,683	(3,067)	-35%	HHW Events/Recycling	87,500	147,175	59,675	68%
Total Expenses	\$3,078,667	\$3,264,043	\$185,376	6%	Total Expenses	\$31,746,786	\$31,738,488	(\$8,299)	0%
Debt P & I Payments	\$60,560	\$60,560	\$0			\$610,558	\$610,558	\$0	
Operating Surplus (Deficit)	\$828,624	\$819,310	(\$9,314)	-1%	Operating Surplus (Deficit)	\$7,772,643	\$6,791,927	(\$980,716)	-13%

**2022 BUDGET SUMMARY BY LOCATION
(JAN - OCT)**

	DELCO	%	\$/T	ROLLING HILLS	%	\$/T	TOTAL	\$/T
TONNAGE	317,515			473,043			790,558	
REVENUE	\$ 24,264,615	63%	\$ 76.42	\$ 14,146,612	37%	\$ 29.91	\$ 38,411,227	\$ 48.59
OTHER & NON-OPS	\$ 217,900	30%	\$ 0.69	\$ 511,844	70%	\$ 1.08	\$ 729,744	\$ 0.92
	\$ 24,482,515	63%	\$ 77.11	\$ 14,658,456	37%	\$ 30.99	\$ 39,140,971	\$ 49.51
OPERATIONS	\$ 21,323,782	72%	\$ 67.16	\$ 8,114,623	28%	\$ 17.15	\$ 29,438,405	\$ 37.24
ADMIN	\$ 547,433	24%	\$ 1.72	\$ 1,752,650	76%	\$ 3.71	\$ 2,300,083	\$ 2.91
TOTAL EXPENSES	\$ 21,871,215	69%	\$ 68.88	\$ 9,867,273	31%	\$ 20.86	\$ 31,738,488	\$ 40.15
NET OPERATING INCOME	\$ 2,611,300	35%	\$ 8.22	\$ 4,791,183	65%	\$ 10.13	\$ 7,402,484	\$ 9.36
CONTRIBUTION MARGIN	10.7%			32.7%				
DEBT P&I							\$ (610,558)	
NET OPERATING SURPLUS							\$ 6,791,926	

**DELAWARE COUNTY SOLID WASTE AUTHORITY
BUDGET PERFORMANCE SUMMARY
OCTOBER, 2022**

Capital Budget 2022	\$10,807,000
Capital Expense YTD 2022	<u>\$9,982,991</u>
Capital Budget Balance 2022	\$824,009

Summary

Net Operating Surplus October 2022	\$819,310
Capital Expense October 2022	\$548,310
Capital Reserve Contribution	\$0
Operating Account Contribution from Operating Surplus	\$271,000
Capital Reserve Account Beginning Balance as of 10/01/22	\$5,386,359
Capital Reserve Account Transfer to Operating Account	(\$950,000)
Capital Reserve Account Interest	\$3,493
Capital Reserve Account Ending Balance as of 10/31/22	\$4,439,852
Operating Account Balance as of 10/31/22	\$776,914
Closure Collateral Reserve Deposit	\$0.00

Delaware County Solid Waste Authority
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
A.104038	A. ...	A. N. Lynch Co., Inc.	10/11,12,14,17-21,24-28,31/22 Phase I Cable Install for Leac	<u>11,107.08</u>
	Tot...	A. N. Lynch Co., Inc.		11,107.08
102422G	AQ...	AQUA Pennsylvania	Acct. #000247306 0247306	93.44
102422H	AQ...	AQUA Pennsylvania	Acct. #000243285 0243285	<u>110.50</u>
	Tot...	AQUA Pennsylvania		203.94
103122	AS...	Associated Truck Parts	Baldwin Lube #B105(2)/B160(3),Oil #BT339&Fuel #BF1380(3) Fil	<u>115.13</u>
	Tot...	Associated Truck Parts		115.13
6774	Ber...	Berg Construction, LLC	Rock Truck,Dozer,Excavator(2),Track Loader w/Ops(10/3-10/22	<u>45,347.75</u>
	Tot...	Berg Construction, LLC		45,347.75
1050-1000138...	Bes...	Community Brands - AR Team	MIP Training (5 days) A. Nash	<u>3,140.00</u>
	Tot...	Community Brands - AR Team		3,140.00
102422	BL...	Blazosky Associates, Inc.	Assistance with Quarterly Gas Monitoring	2,685.40
102422A	BL...	Blazosky Associates, Inc.	Misc. Engineering Services (9/1-10/1/22)	862.24
102422B	BL...	Blazosky Associates, Inc.	Qtrly. Environmental Monitoring Review	330.00
102522	BL...	Blazosky Associates, Inc.	Southern Expansion Assistance	<u>528.80</u>
	Tot...	Blazosky Associates, Inc.		4,406.44
927232-000	BO...	Boyertown Supply, Inc.	3/8in. x 2-1/2in. Lag Bolt(8) & 3/8in. Flat Washer(8)	3.76
927552-000	BO...	Boyertown Supply, Inc.	3/4in. Brass Hose Coupler #34HBC (2) Clog	<u>32.46</u>
	Tot...	Boyertown Supply, Inc.		36.22
15	Bry...	Bryan Brothers Excavating & Ha	Haul CAT 730C2 Bed & Hyd. Cylinders from LF to Whitehall, PA	<u>837.50</u>
	Tot...	Bryan Brothers Excavating & Ha		837.50
007	CH...	Chenango Contracting, Inc.	Furnish & Install Geosynthetic Liner & Piping System-Phase I	281,796.54
008	CH...	Chenango Contracting, Inc.	Furnish & Install Geosynthetic Liner & Piping System-Phase I	<u>125,316.33</u>
	Tot...	Chenango Contracting, Inc.		407,112.87
5129647437	Cin...	Cintas First Aid & Supplies	Acct. #10511656 Misc. First Aid Supplies - RT	<u>98.19</u>
	Tot...	Cintas First Aid & Supplies		98.19
2210002	C...	CMT Laboratories, Inc.	Protective Cover Testing - Phase I Expansion	<u>2,111.00</u>
	Tot...	CMT Laboratories, Inc.		2,111.00
100422	CO...	Commonwealth of PA-Clean Air	2023 Annual Maintenance Fee - Title V Permit #06-5081	<u>8,000.00</u>
	Tot...	Commonwealth of PA-Clean Air		8,000.00
34266	CO...	Computer Center of North Ameri	10/10/22 J. Manley & Rose Tree, Supply/Setup Workstation@LF	220.00
34266	CO...	Computer Center of North Ameri	10/10/22 J. Manley & Rose Tree, Supply/Setup Workstation@LF	<u>305.50</u>
	Tot...	Computer Center of North Ameri		525.50
108822	Cot...	Cotterino Supply & Equip. Co.	Cut Edge(2),R/L End Bit(2),Plow Bolts,Nuts&Lockwasher-D-6 Do	<u>1,602.10</u>
	Tot...	Cotterino Supply & Equip. Co.		1,602.10
1022_DCSWA	Co...	Covanta Delaware Valley	October, 2022 Waste Disposal	<u>807,071.03</u>

Delaware County Solid Waste Authority
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
	Tot...	Covanta Delaware Valley		807,071.03
19888157 102222	CR...	Crystal Springs	Spring Water Supply & Mthly. Rental (Site/Office)	277.01
	Tot...	Crystal Springs		277.01
2384635	DE...	21st Century Media-Philly Clus	Adv. Leachate Hauling Bid (Reading Eagle)	446.66
2384632	DE...	21st Century Media-Philly Clus	Adv. Leachate Hauling Bid (Daily Times)	560.14
2390312	DE...	21st Century Media-Philly Clus	Adv. Diesel Fuel and Unleaded Gasoline (Reading Eagle)	413.42
2390309	DE...	21st Century Media-Philly Clus	Adv. Diesel Fuel and Unleaded Gasoline (Daily Times)	547.30
	Tot...	21st Century Media-Philly Clus		1,967.52
102822P	DE...	Delaware Co. Solid Waste Auth.	Employees Pension Contribution	4,291.83
	Tot...	Delaware Co. Solid Waste Auth.		4,291.83
2022-10-068	DE...	DBLCORA	9/6/22 Leachate Treatment (19,394 gals.)	193.94
	Tot...	DBLCORA		193.94
S101950473.0...	DE...	Denney Electric Supply	Misc. Electrical Parts-Phase I Cable Install for Leachate Pu	155.90
S101944685.0...	DE...	Denney Electric Supply	Misc. Electrical Parts-Phase I Cable Install for Leachate Pu	1,766.03
	Tot...	Denney Electric Supply		1,921.93
7-931-87410	FE...	Federal Express Corporation	Fedex Envelope - LF	25.99
7-925-05433	FE...	Federal Express Corporation	Fedex Pak - LF	15.31
	Tot...	Federal Express Corporation		41.30
INV1185056	FR...	Fraser Advanced Info. System	Contract CT5955-01 11/13-12/12/22 - Sharp MX3050V Copier/Scanner	160.00
	Tot...	Fraser Advanced Info. System		160.00
153830	GL...	Gilbertsville Auto Supply	Anti Static Fuel Transfer Hose #821-5296 (3) 2013 F350 Trk.	271.17
154725	GL...	Gilbertsville Auto Supply	NAPA Fuel Filter #3583 (3) Tymco DST-4 Sweeper	87.27
154743	GL...	Gilbertsville Auto Supply	NAPA Fuel Filter #3128 (3) Tymco DST-4 Sweeper	132.72
154773	GL...	Gilbertsville Auto Supply	Transmission Filter & Gasket #1-5950 - 2020 Silverado(J. Kna	53.93
154840	GL...	Gilbertsville Auto Supply	Transmission Fluid #75-208 (10) 2020 Silverado (J. Knapp)	76.30
152245	GL...	Gilbertsville Auto Supply	Electrical Connector #BC4 - 2005 F350 Truck	11.82
152649	GL...	Gilbertsville Auto Supply	Hub Wheel Bearing #PBR930695 - 2010 F350 Truck	317.75
102522A	GL...	Gilbertsville Auto Supply	Misc. Equip. Filters & Parts,Oil-Oct, 2022 (less discomnt)	60.90
	Tot...	Gilbertsville Auto Supply		1,011.86
PS100190402	GL...	Foley, Inc.	Master Disconnect Switch #369-4098 - #2 D-6T Dozer	112.03
PS100190809	GL...	Foley, Inc.	Spider AS Fan Blade #375-8773 - CAT 826K Compactor	1,490.83
PS100191221	GL...	Foley, Inc.	Shipping/Handling (Spider AS Fan Blade) 826K Compactor	100.10
PS100190808	GL...	Foley, Inc.	Emergency Service Charge (Spider AS Fan Blade) 826K Compactor	89.45
WO600022573	GL...	Foley, Inc.	PM4 Service per Maint. Agreement-CAT 826K Compactor	7,251.08
	Tot...	Foley, Inc.		9,043.49
1010444	GR...	Grannetino Trucking Co.	Leachate Hauling 10/17-21/22 (661,365 gals.)	41,937.66
1010445	GR...	Grannetino Trucking Co.	Leachate Hauling 10/24-28/22 (533,690 gals.)	33,779.43
1010442	GR...	Grannetino Trucking Co.	Leachate Hauling 10/10-14/22 (688,680 gals.)	86,162.09
1010430	GR...	Grannetino Trucking Co.	Leachate Hauling 8/1-5/22 (616,894 gals.)	37,457.21
	Tot...	Grannetino Trucking Co.		199,336.39
221011028874	Hig...	Highmark Blue Shield	Medical/Vision Insurance 9/1-30/22 (remaining balance)	746.26

Delaware County Solid Waste Authority
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
	Tot...	Highmark Blue Shield		746.26
75750	HO...	Home Depot	3/4in.X75' HP Hose & Bioadvanced Brush Clearer(3) Plt.#3	<u>152.39</u>
	Tot...	Home Depot		152.39
62139695	Int...	Interstate Battery System of R	Battery 31P-MHD (2) Tymco DST-4 Sweeper	257.90
62139731	Int...	Interstate Battery System of R	Battery 4D-XHD (2) CAT A25D Water Truck	339.90
82085994	Int...	Interstate Battery System of R	Battery 31P-MHD - MQ Generator	<u>128.95</u>
	Tot...	Interstate Battery System of R		726.75
PH11220370	JA...	Jani-King of Phila., Inc.	11/22 Cleaning Service (RT)	<u>403.33</u>
	Tot...	Jani-King of Phila., Inc.		403.33
174916	JO...	John J. McIntyre Sons, Inc.	10/7,10/13/22 Supply/install Anchor&Isolator Kit,Load Cell	<u>4,090.29</u>
	Tot...	John J. McIntyre Sons, Inc.		4,090.29
226567H-3	JO...	Joseph B. Callaghan, Inc.	10/11/22 On-Site Meeting Review Trench Drain Damage - Plt.#1	<u>510.00</u>
	Tot...	Joseph B. Callaghan, Inc.		510.00
333407	Ke...	Keystone Fire Protection Co.	10/12/22 Replace Damaged Smoke Detector @ Maint. Blding.	524.00
334280	Ke...	Keystone Fire Protection Co.	11/1/22-10/31/23 Life Safety Monitoring Agreement-Admin/Main	<u>1,320.00</u>
	Tot...	Keystone Fire Protection Co.		1,844.00
14445	La...	Land Air Water Legal Solutions	Prof. Services 10/18/22 & 10/24/22	<u>427.50</u>
	Tot...	Land Air Water Legal Solutions		427.50
CICH352417	LE...	Lee Supply Co., Inc.	2in.HDPB DR11 X316SS Fitting(2) & 2in.X1/8in.Gasket(12) Phas	113.69
CICH352044	LE...	Lee Supply Co., Inc.	6in. HDPE DR11 X316SS Fittings #A6TSSX (3) Phase I Expansion	<u>865.99</u>
	Tot...	Lee Supply Co., Inc.		979.68
S-2211483	Mc...	Wm. P. McGovern, Inc.	Pump Out Holding Tank (3000 gals.) Plt.#3	397.85
S-2211482	Mc...	Wm. P. McGovern, Inc.	Pump Out Holding Tank (3093 gals.) Plt.#1	327.00
S-2210909	Mc...	Wm. P. McGovern, Inc.	Pump Out Disposal Tank (4369 gals.) Plt.#1	436.00
S-2209651	Mc...	Wm. P. McGovern, Inc.	Pump Out Holding Tank (2505 gals.) Plt.#1	<u>299.75</u>
	Tot...	Wm. P. McGovern, Inc.		1,460.60
86500012	M...	McMaster-Carr Supply Company	2-3/8in. Strut-Mount Metal Routing Clamp #3115T19 (10)	51.60
86603731	M...	McMaster-Carr Supply Company	3in.x2in. NPT Female Straight Reducer #46885K227 (2)	<u>113.52</u>
	Tot...	McMaster-Carr Supply Company		165.12
102422C	M...	Met-Ed	Acct. #200 000 051 835	2,450.49
102022	M...	Met-Ed	Acct. #100 151 808 878	39.47
102122	M...	Met-Ed	Acct. #100 014 830 556	470.21
102422D	M...	Met-Ed	Acct. #100 113 896 912	48.31
102422E	M...	Met-Ed	Acct. #100 046 342 471	<u>20.04</u>
	Tot...	Met-Ed		3,028.52
181284-10	Mo...	Moyer Indoor/Outdoor	10/22 Pest Control Service - LF	275.71
187243-10	Mo...	Moyer Indoor/Outdoor	10/22 Pest Control Service - Plt.#3	<u>297.75</u>
	Tot...	Moyer Indoor/Outdoor		573.46

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>
101222	PE...	PECO Energy	Acct. #33830-37020	66.42
102422F	PE...	PECO Energy	Acct. #61970-00204	<u>265.63</u>
	Tot..	PECO Energy		332.05
51042073	Pet...	PetroChoice LLC	Val Palladium #2 Grease (140 cartridges)	<u>1,010.80</u>
	Tot..	PetroChoice LLC		1,010.80
110422	PE...	Wendy L. Marburger	Petty Cash Reimbursement-DCSWA	<u>241.93</u>
	Tot..	Wendy L. Marburger		241.93
011	Pra...	Practical Waste Solutions, LLC	CBO Consulting Services (10/1-31/22) J. Warner	<u>28,245.22</u>
	Tot..	Practical Waste Solutions, LLC		28,245.22
5983	PR...	PROP	2022/2023 Membership Renewal	<u>160.00</u>
	Tot..	PROP		160.00
118106	QU...	Quigley Chevrolet	Transmission Oil Pan #24297102 - 2020 Silverado (J. Knapp)	<u>41.74</u>
	Tot..	Quigley Chevrolet		41.74
442525	SH...	Shank Door Company	8x8ft. Garage Door w/15in. Radius, Torsion Spring, Lock & Seal(5)	<u>7,090.00</u>
	Tot..	Shank Door Company		7,090.00
0273675	SSM	Spotts, Stevens & McCoy, Inc.	9/10-10/7/22 Survey & Stake Out Linc Panels/Subbase, Rain Flap	<u>3,902.02</u>
	Tot..	Spotts, Stevens & McCoy, Inc.		3,902.02
P2002543	SU...	Suburban Testing Labs, Inc.	Semi-Annual Stormwater (5)	1,950.00
P2002543A	SU...	Suburban Testing Labs, Inc.	Pottstown WWTP Analysis	829.00
P2002543B	SU...	Suburban Testing Labs, Inc.	Outfall 006, Weekly Outfall 007/T-002 & Monthly SP-5/6	<u>2,461.00</u>
	Tot..	Suburban Testing Labs, Inc.		5,240.00
110122	SU...	Susan M. Cordes	9/1-16/22 Recycling Consultant (44.5 hrs.)	<u>2,225.00</u>
	Tot..	Susan M. Cordes		2,225.00
54807576	Tal...	Diesel Direct Mid Atlantic	Off Road Diesel Fuel (1536.1 gals.)	8,507.54
54794583	Tal...	Diesel Direct Mid Atlantic	Biodiesel 2% Clear Fuel (470.1 gals.)	2,844.01
54796149	Tal...	Diesel Direct Mid Atlantic	Off Road Diesel Fuel (1501.1 gals.)	<u>9,019.51</u>
	Tot..	Diesel Direct Mid Atlantic		20,371.06
104239-0	Th...	PA Municipal Health Insurance	Medical/RX Insurance 10/1-31/22	<u>42,316.89</u>
	Tot..	PA Municipal Health Insurance		42,316.89
15006	TSl	The Standard Group	D. Moser Business Cards (500)	<u>173.47</u>
	Tot..	The Standard Group		173.47
5557	Vic...	Victory Auto Glass	Front Window Glass w/Installation - CAT 316FL Excavator	<u>275.00</u>
	Tot..	Victory Auto Glass		275.00
9489929712	W....	W. W. Grainger, Inc.	2 HP 250VAC Angle Straight Blade Plug #49YY46 (2)	77.54
9492320362	W....	W. W. Grainger, Inc.	Orange Lobby Dust Pan & Broom Set #53UD10	<u>87.79</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...	W. W. Grainger, Inc.		165.33
October2022	W...	Waste Management	October, 2022 Contract Hauling-Pit.#1	426,962.24
October22	W...	Waste Management	October, 2022 Contract Hauling-Pit.#3	<u>374,888.54</u>
	Tot...	Waste Management		801,850.78
537863	Wi...	Winzer	Misc. Site Supplies	676.51
535069	Wi...	Winzer	4-Drawer Roller Bearing Rack #953.900	<u>215.88</u>
	Tot...	Winzer		892.39
1128	Wir...	Wireback Consulting LLC	10/1-10/31/22 HR Consulting Services	<u>1,375.00</u>
	Tot...	Wireback Consulting LLC		1,375.00
2523143-2543-9	W...	WM Corporate Services, Inc.	10/1-31/22 Recycling Dumpsters 2(12)/4(4)/96(3) yds. Service	2,342.03
2539659-2543-6	W...	WM Corporate Services, Inc.	11/1-30/22 Dumpster Service (4 yds.) Recycling Materials	423.55
2539860-2543-0	W...	WM Corporate Services, Inc.	10/4-31/22 & 11/1-30/22 Dumpster Service (2 yds.) Recycling	<u>532.45</u>
	Tot...	WM Corporate Services, Inc.		3,298.03
03660678-00	W...	Phila. OccHealth/Dbw WORKNET	Preemployment Drug Screen - B. Bell	<u>48.30</u>
	Tot...	Phila. OccHealth/Dbw WORKNET		48.30
Report Total				<u><u>2,444,322.93</u></u>

ISSUE PAPER

Issue: Revisions to the Health Insurance Plan

Background: The Authority currently has health insurance as a member of the Pennsylvania Municipal Health Insurance Cooperative that matched the previous fully insured plan design and provides coverage through Capital Blue Cross.

Discussion: The Authority's Broker of Record, Engle-Hambright & Davies (EHD), in conjunction with Authority Staff and Consultants explored options to ensure the sustainability of providing quality healthcare to staff while managing the expenses. The current Capital Blue Cross plan has zero deductible and zero employee contributions, so the Authority is bearing the full expense of a very generous plan, which is not competitive with similar organizations, nor is it sustainable. Management must balance benefits with efficiency to ensure a successful future.

Outlined below is a comparison of the current plan design expenses and the recommended plan with a deductible of \$500 for employee and \$1,000 for family.

Coverage Level	Enrollment	Current Plan \$0 deductible	2023 Plan \$500/\$1,000 deductible
Employee Only	3	\$883.22	\$853.34
Family	19	\$2,076.17	\$2,004.45
Total Cost		\$505,163	\$487,735

The implementation of the deductible provides an annual savings of \$17,428 or a 3.5% cost reduction.

An additional method to balance the expenses while maintaining a quality health plan, is to implement employee payroll contributions of \$15 per pay for employee only and \$30 per pay for family. With this change, employees would contribute a total of \$15,990 to the cost of the health plan on an annual basis. This represents 3.3% of the total premium cost.

Both changes result in a decrease in net Authority expenses of \$33,414 or 6.8%.

Currently, employees become eligible to participate in the health plan after 90 days of employment. As we have recruited and added new staff, the waiting period has proven to be a burden in transition and not currently competitive with what other employers are offering in the marketplace. To modify this eligibility and remain competitive, it is recommended that eligibility be adjusted to first of the month following 30 days of employment, which is a more common and competitive policy.

Recommendation: It is recommended the Board approve the change in the Capital Blue Cross healthcare plan for 2023 to implement deductibles of \$500 for employee and \$1,000 for families, implement employee payroll contributions of \$15 per pay for employee and \$30 per pay for family, and revise the enrollment eligibility to first of the month after 30 days of employment.

Approved: _____

James McLaughlin, Chairman

November 16, 2022

ISSUE PAPER

Issue: Compensation Administration Policy and Pay Ranges

Background: The Authority should have a formal salary administration policy with established pay ranges. Together these would provide a reasonable and workable framework through which to pay employees fair and equitable wages, and to promote employee productivity.

Discussion: With the assistance of our HR consultant, Leslie Wireback, a policy to guide compensation was drafted and pay ranges were established. The objectives of this policy are to establish salary ranges for each position which are consistent with local and industry wide practice and commensurate with the role of the position within the Authority; to maintain competitive salary levels that will attract and retain qualified personnel; to utilize a sound and consistent basis for making salary adjustments; and, to provide incentive for personnel to attain higher levels of performance.

Recommendation: It is recommended the Board of Directors adopt the salary Administration Policy and Pay Ranges as presented.

Approved: _____ **Date:** _____
James McLaughlin, Chairman

DELAWARE COUNTY SOLID WASTE AUTHORITY
COMPENSATION ADMINISTRATION POLICY

This policy is adopted by the Delaware County Solid Waste Authority (DCSWA) with the purpose of providing a reasonable and workable framework through which to pay employees fair and equitable wages, and to promote employee productivity.

The objectives of this policy are to establish salary ranges for each position which are consistent with local and industry wide practice and commensurate with the role of the position within the Authority; to maintain competitive salary levels that will attract and retain qualified personnel; to utilize a sound and consistent basis for making salary adjustments; and, to provide incentive for personnel to attain higher levels of performance.

Procedure

Salary ranges are established for Hourly and Salary categories and include a progression of wage levels within each category. Positions are assigned a level within the Hourly or Salary ranges relative to the complexity of the job, knowledge and skills required, level of accountability, experience level, and prevailing market conditions. DCSWA utilizes a strategy to “match the market” for compensation, as opposed to leading or lagging the market. The wage ranges shall be reviewed annually and adjusted as appropriate based on market conditions for the positions, comparable industries, location, and size of employer.

Each employee’s compensation will be reviewed at least annually, and wage increases may be granted upon an employee’s position within a salary level and their individual performance throughout the year. The amount to be distributed will be determined based on budgets established and approved by the Board of Directors for salary adjustments, new hires and promotions that occur throughout the year.

The Chief Executive Officer is authorized and directed to administer this policy in a fair and consistent manner, to hire new personnel, adjust wage ranges, establish compensation levels, conduct performance appraisals, and grant wage increases for all employees, other than the Chief Executive Officer, whose performance is evaluated by the Board of Directors and whose salary is set by the Board, within the budget approved by the Board.

In all instances, the administration of this policy shall be in accordance with the Federal Fair Labor Standards Act. Any employee who feels that they have been treated unfairly in the administration of this policy shall be given the opportunity to present their complaint to the Board Chairperson for resolution.

Approved: _____

James McLaughlin, Chairperson

November 16, 2022

Wage Range Development

Wage Ranges were developed as a standard to then map each position to a level within the wage ranges. The wage ranges start with a 20% range for the lower levels – 10% above the midpoint and 10% below the midpoint, and Level 16 and above are 25% ranges – 12.5% above the midpoint and 12.5% below the midpoint. The ranges overlap to provide opportunity for progression and growth.

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

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

Positions Mapped to the Wage Ranges (see attached)

All positions were mapped to the wage ranges utilizing the market average for the position as well as internal value of the position. Additionally, the average salary for positions is based on proficiency in the role which is generally tied to years of experience and education.

Some individuals may currently be at a compensation rate above or below the range for the position. Each of these individuals should be reviewed to determine an appropriate course of action. If an individual is above the range, they should be held at the current rate until the market would shift and/or the individual would change positions or responsibilities to enable more compensation to be rewarded. If an individual is below the range for the position, a plan should be developed for how to get the individual's compensation within the market range for the position.

Hourly Wage Ranges

# of Employees		Min	Mid	Max
	Level 1	\$15.30	\$17.00	\$18.70
1	Laborer - RH			
1	Laborer - TS (part-time)			
1	Weighmaster/Laborer - TS			
	Level 2	\$17.55	\$19.50	\$21.45
1	Laborer - RH			
2	Weighmaster - RH			
	Level 3	\$20.70	\$23.00	\$25.30
2	Weighmaster - TS			
1	Mechanic			
1	Office Administrator - RH			
	Level 4	\$23.40	\$26.00	\$28.60
2	Equipment Operator I			
1	Lead Mechanic			
1	Administrative Assistant - RT			
	Level 5	\$26.55	\$29.50	\$32.45
3	Equipment Operator II			
	Level 6	\$30.60	\$34.00	\$37.40

Salary Wage Ranges

# of Employees		Min	Mid	Max
	Level 10	\$ 40,500	\$ 45,000	\$ 49,500
1	Recycling Coordinator			
	Level 11	\$ 46,800	\$ 52,000	\$ 57,200
	Level 12	\$ 54,000	\$ 60,000	\$ 66,000
1	Environmental Specialist			
	Level 13	\$ 63,000	\$ 70,000	\$ 77,000
	Level 14	\$ 74,250	\$ 82,500	\$ 90,750
1	Operations Manager			
	Level 15	\$ 85,500	\$ 95,000	\$104,500
1	Accounting Manager			
	Level 16	\$ 98,000	\$112,000	\$126,000
1	Facility and Environmental Manager			
1	Chief Administrative Officer			
	Level 17	\$118,125	\$135,000	\$151,875
1	Chief Operating Officer			

ISSUE PAPER

Issue: Discounting Commercial Waste Delivered Directly to Covanta

Background: For many years, the Authority has been discounting the commercial waste disposal fee for three hauling companies. The discount varies depending upon whether the waste is delivered to a transfer station or directly to Covanta. The average discount between all sites is \$8.57/ton for the first 10 months of 2022. The arrangement originated from the settlement of litigation regarding the Flow Control of commercial waste in Delaware County. There is no written agreement between the Authority and these three hauling companies.

Discussion: The original purpose of the discounts was likely to keep commercial waste in the DCSWA System so the Authority would continue meeting its annual minimum tonnage guarantee to Covanta. The current contract with Covanta (which became effective May 1st, 2022) no longer requires a minimum tonnage be delivered. Without Flow Control of commercial waste, the discount offers a more competitive rate in the local market which incentivizes the three companies to maintain delivery of their commercial waste to the Authority. Conversely, should the Authority eliminate the commercial waste discount, it is very likely some commercial waste will be delivered to competitive facilities. If the Authority wishes to main a discount program (and current levels of commercial waste) I recommend the following changes be made: 1.) the program should be officially adopted by the Board of Directors, 2.) the discount rate should no longer apply to delivery of commercial waste to the transfer stations, 3.) a discount rate would only be applied to commercial waste delivered directly to Covanta while the Authority maintains a contract with Covanta, and 4.) a discount rate should be applied across a defined "qualifying class" of customers, and not just the current three companies (an example would be "all commercial haulers that delivered 1000 tons or more of commercial waste to the Authority in 2022") . The Math: Eighteen companies would qualify for a discount if the 1000 tons/yr. qualifier was applied. The 2023 budget included imbedded discounts of approximately \$900,000 for commercial waste. The existing discount for direct delivery averages \$12.80/ton (\$10/ton for the first 1000 tons each month, then \$14/ton thereafter). Currently, the proposed qualifying class collectively deliver about 42,000 tons annually direct to Covanta. It is difficult to determine how much additional commercial waste may be delivered directly to Covanta, but the amount will be higher depending on the how high the discount rate is. Based on all factors, I am recommending a discount rate of \$14/ton be set for commercial waste direct delivered to Covanta in 2023. The Authority will net \$21/ton for each ton of waste after expenses with a \$14/ton discount in place. My estimate is about 60,000 tons will be delivered from the 18 hauling companies amounting to a discount of \$840,000 annually.

Recommendation: The Authority approves discounting the commercial waste disposal fee in 2023 by \$14 per ton for Commercial waste delivered directly to Covanta from Delaware County. The discount is to be applied to authority customers who delivered more 1000 tons or more of commercial waste to its Delaware County System in 2022.

New Fence Plant #3

Old Fence



New Fence



New Fence Plant #3

Old Fence



New Fence with New Signposts

