

**DELAWARE COUNTY SOLID WASTE  
AUTHORITY BOARD MEETING**

**ROSE TREE PARK**

**July 20, 2022**

**DELAWARE COUNTY SOLID WASTE AUTHORITY**  
**MEETING**  
**ROSE TREE PARK**  
**July 20, 2022**  
**3:00 PM**

1. Call to Order
2. Pledge of Allegiance
3. **Approval** of the Minutes of the Board of Directors Meeting held at Rose Tree Park on June 8, 2022.
4. Public Comment
5. Report: Interim CEO, Jim Warner  
**Updates:** staffing update, RHL leachate, other
6. Facility Operations  
**Review:** June 2022 Tonnage Summary  
**Action Item:** Approve ARM Group LLC Proposal to study ash use in landfill berm construction at Rolling Hills Landfill.
7. Accounting and Finance Report  
**Review:** June and YTD Operating and Capital Budget Report  
**Action Item:** Approval of Payment of Bills for June 2022
8. Public Outreach and Communications  
**Review:** Website [www.delcoswa.org](http://www.delcoswa.org) user activity report for June.
9. Strategic Planning  
**Action Item:** Resolution 2022-5: Maintain Current Tipping Fees for Second Half of 2022.  
**Action Item:** Approve RHL Capacity Development Plan for 2023, building out Pad 107 instead of Phase 2 berm.
10. Other Business  
**Action Item:** Approve EHD at Broker of Record for the Authority
11. Solicitor Report
12. Executive Session: Personnel
13. Adjournment

**DELAWARE COUNTY SOLID WASTE AUTHORITY**  
**Rose Tree Park**  
**June 8, 2022**

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

The pledge of Allegiance was said.

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

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

Guests:                                 Jessica Donnelly, PRAG

Public Attendance:                 Mike Ewall  
  Kearni Warren

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 May 11, 2022. Motion made by James Kelly Seconded by John Butler; motion was passed with no dissenting votes.

Public Comment:

Mike Ewall questioned when the Financial Model by GBB will be made available.

Jim Warner, Interim CEO updates on:

- Diesel price impacts
- Staffing update

May 2022 Tonnage Summary reviewed

Upon motion duly made and seconded, and by unanimous vote **Approval** of SCS Engineer's Leachate Evaporation Evaluation Proposal. Motion made by James McLaughlin; Seconded by William Silverstein, motion was passed with one dissenting vote by John Butler.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Purchase and Installation of HDPE Pipe for RHL Phase I Expansion Bid to Berg Construction, LLC Total Contract Price \$264,308. Motion made by John Butler; Seconded by James McLaughlin, motion was passed with no dissenting votes.

May 2022 and YTD Operating and Capital Budget Report Reviewed

Upon motion duly made and seconded, and by unanimous vote **Approval** of Payment of Bills in the amount of \$ 4,207,031.81. Motion made by James McLaughlin; Seconded by William Silverstein, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Resolution 2022-4: Approve Reimbursement Authorization. Motion made by James McLaughlin; Seconded by John Butler, motion was passed with no dissenting votes

Public Outreach and Communications: Website [www.delcoswa.org](http://www.delcoswa.org) has added new content related to haulers, recycling and board profiles.

Discussion on the need to update Authority By-Laws and Articles of Incorporation. Michael Clarke will have at least 4 to 5 examples of By-Laws sent over to the board members by next week.

Other Business:

County Council will be appointing a new Delaware County Solid Waste Authority board member at the Agenda Meeting next week.

Christine Reuther recommended that the board consider having an informational meeting with County Council. Christine Reuther also recommended looking into PennVest and Delaware Valley Financial Group as financing options.

The Board went into Executive Session to discuss Personnel matters.

The Board reconvened the regular meeting and there being no further business, the meeting was adjourned.

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

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	15,471	16,306	835	5%	89,311	73,813	(15,498)	-17%
Delco Commercial	9,008	12,126	3,118	35%	51,998	59,110	7,112	14%
Delco Direct Residential	5,245	4,355	(891)	-17%	30,281	33,000	2,719	9%
Delco Direct Commercial	5,245	3,814	(1,432)	-27%	30,281	22,725	(7,556)	-25%
<b>Total Tons</b>	<b>34,970</b>	<b>36,600</b>	<b>1,630</b>	<b>5%</b>	<b>201,871</b>	<b>188,647</b>	<b>(13,224)</b>	<b>-7%</b>
Rolling Hills Landfill								
Covanta Ash	33,475	35,099	1,624	5%	193,239	166,398	(26,841)	-14%
Plymouth Ash	4,486	6,148	1,662	37%	25,898	22,800	(3,098)	-12%
Berks County	3,606	3,377	(229)	-6%	20,819	18,277	(2,541)	-12%
Montgomery County	7,241	10,417	3,177	44%	41,799	53,814	12,016	29%
Residual	0	487	487		0	3,232	3,232	
<b>Total Tons</b>	<b>48,808</b>	<b>55,529</b>	<b>6,721</b>	<b>14%</b>	<b>281,755</b>	<b>264,522</b>	<b>(17,233)</b>	<b>-6%</b>
<b>System Tons</b>	<b>83,778</b>	<b>92,129</b>	<b>8,351</b>	<b>10%</b>	<b>483,625</b>	<b>453,169</b>	<b>(30,456)</b>	<b>-6%</b>

## ISSUE PAPER

**Issue:** Engagement of ARM Group, LLC

**Background:** The Authority's Rolling Hills Landfill (RHL) has been issued a permit expansion of 8.8 million cubic yards of capacity. The landfill capacity is to be built in four primary phases and will utilize large earthen berms as part of the design approved in the permit. The Authority must purchase subsoil and have it transported to the landfill for construction of the berms. The costs to purchase and transport subsoil for just Phase 2 exceeds \$12 million and represents the single most expensive component of the project.

**Discussion:** The Authority's largest single waste stream at the RHL is ash generated at the Delaware Valley WTE Facility operated by Covanta. The Authority currently has a 3-year contract with Covanta to receive up to 375,000 tons per year of ash from this location. The Authority finds itself in a unique circumstance where a steady waste material supply MAY match its construction material needs in both quantity and schedule of availability. Ash has many physical characteristics like soil. If screened ash could be used in place of soil in large parts of the berm construction, the Authority would save millions of dollars in material costs while saving landfill space extending the life of the landfill. ARM Group, LLC is the premier landfill design consultant in PA. They have an unmatched record in designing and permitting Mechanically Stabilized Earthen (MSE) berms. They have previous experience looking at this issue, including discussions with DEP staff in the Southcentral region. ARM is estimating the initial study, covering the first two phases and one chosen third phase alternative would be approximately \$74,320. There are items not included in their proposal that I believe the Authority may find helpful as we proceed such as DEP meetings, additional drawings or calculations, additional site visits, etc., therefore I would forecast this work at \$100,000.

**Recommendation:** It is recommended the Board approve ARM Group, LLC to perform a three-phase study to evaluate the use of Delaware Valley incinerator ash as a substitute for soil in construction of MSE berms at the RHL.

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

James McLaughlin, Chairman

July 20, 2022

**DELAWARE COUNTY SOLID WASTE AUTHORITY**  
**JUNE, 2022**  
**OPERATING BUDGET SUMMARY**

	Month			
	Budget	Monthly	Variance	Variance %
<b>REVENUE</b>				
Delco Residential	\$1,206,752	\$1,271,843	\$65,091	5%
Delco Commercial	720,606	970,063	249,457	35%
Delco Direct Residential	409,148	339,688	(69,460)	-17%
Delco Direct Commercial	419,639	305,100	(114,539)	-27%
Covanta Ash	669,490	714,426	44,936	7%
Plymouth Ash	89,725	160,805	71,079	79%
Berks County	259,661	209,404	(50,257)	-19%
Montgomery County	470,652	596,149	125,497	27%
Residual	0	25,345	25,345	
Grants	10,833	0	(10,833)	-100%
Miscellaneous	8,833	12,036	3,203	36%
<b>Total Revenue</b>	<b>\$4,265,341</b>	<b>\$4,604,861</b>	<b>\$339,520</b>	<b>8%</b>
Discounts	109,482	71,418	(38,065)	-35%
<b>Total Net Revenue</b>	<b>\$4,155,859</b>	<b>\$4,533,443</b>	<b>\$301,455</b>	<b>7%</b>
<b>EXPENSES</b>				
Administration	\$168,139	\$216,587	\$48,448	29%
Operations	421,912	680,472	258,560	61%
Contract Hauling	727,019	846,178	119,159	16%
Covanta Processing	1,502,671	1,600,862	98,191	7%
Delco Host Fees	66,949	73,015	6,066	9%
RHL Host Fees	333,113	393,581	60,468	18%
HHW Events/Recycling	8,750	40,222	31,472	360%
<b>Total Expenses</b>	<b>\$3,228,553</b>	<b>\$3,850,918</b>	<b>\$622,365</b>	<b>19%</b>
<b>Operating Surplus (Deficit)</b>	<b>\$927,306</b>	<b>\$682,526</b>	<b>(\$244,780)</b>	<b>-26%</b>

	YTD			
	YTD Budget	YTD	Variance	Variance %
<b>REVENUE</b>				
Delco Residential	\$6,966,249	\$5,757,424	(\$1,208,824)	-17%
Delco Commercial	4,159,863	4,728,832	568,970	14%
Delco Direct Residential	2,361,901	2,538,549	176,648	7%
Delco Direct Commercial	2,422,463	1,809,762	(612,701)	-25%
Covanta Ash	3,940,252	3,474,197	(466,054)	-12%
Plymouth Ash	517,961	498,627	(19,334)	-4%
Berks County	1,498,953	1,055,146	(443,806)	-30%
Montgomery County	2,716,948	3,103,895	386,947	14%
Residual	0	168,080	168,080	
Grants	65,000	0	(65,000)	-100%
Miscellaneous	53,000	72,108	19,108	36%
<b>Total Revenue</b>	<b>\$24,702,589</b>	<b>\$23,206,623</b>	<b>(\$1,495,966)</b>	<b>-6%</b>
Discounts	632,012	\$443,860	(188,152)	-30%
<b>Total Net Revenue</b>	<b>\$24,070,577</b>	<b>\$22,762,763</b>	<b>(\$1,684,118)</b>	<b>-7%</b>
<b>EXPENSES</b>				
Administration	\$1,147,565	\$1,287,975	\$140,410	12%
Operations	2,633,300	2,449,580	(183,720)	-7%
Contract Hauling	4,196,903	4,009,126	(187,776)	-4%
Covanta Processing	8,521,610	8,155,957	(365,653)	-4%
Delco Host Fees	386,477	363,274	(23,203)	-6%
RHL Host Fees	1,916,488	1,827,973	(88,515)	-5%
HHW Events/Recycling	52,500	52,382	(118)	0%
<b>Total Expenses</b>	<b>\$18,854,843</b>	<b>\$18,146,267</b>	<b>(\$708,575)</b>	<b>-4%</b>
<b>Operating Surplus (Deficit)</b>	<b>\$5,215,734</b>	<b>\$4,616,495</b>	<b>(\$599,239)</b>	<b>-11%</b>

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

Capital Budget		<b>\$10,807,000</b>
Capital Expense YTD		<b><u>\$5,940,828</u></b>
Capital Budget Balance		<b>\$4,866,172</b>
	<b>Summary</b>	
Net Operating Surplus		<b>\$682,526</b>
Capital Expense		<b>\$1,685,932</b>
Capital Reserve Contribution		<b>\$0</b>
Operating Account Contribution from Operating Surplus		<b>\$6,494,076</b>
Capital Reserve Balance as of 6/30/22		<b>\$1,541,457</b>
Operating Account Balance as of 6/30/22		
Closure Collateral Reserve Deposit		<b>\$0.00</b>



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

Invoice Number	Vendor ID	Vendor Name	Invoice Description	Invoice Amount
1865356	A ROYAL FL...	A Royal Flush Environmental	6/23-7/20/22 Portable Restroom Rental-Pit...	126.52
1865304	A ROYAL FL...	A Royal Flush Environmental	6/22-7/19/22 Portable Restroom Rental(2) ...	<u>253.05</u>
	Total A ROYA...	A Royal Flush Environmental		379.57
9988704...	AIRGAS EAST	Airgas USA, LLC	Acetylene (10), Argon (4), Nitrogen (3) & ...	773.89
9989428...	AIRGAS EAST	Airgas USA, LLC	Acetylene (10), Argon (4), Nitrogen (3) & ...	774.60
9127467...	AIRGAS EAST	Airgas USA, LLC	Gray/Clear Safety Glasses(36 ea.)&Cowhi...	<u>634.19</u>
	Total AIRGAS...	Airgas USA, LLC		2,182.68
47795	ALEX-S_TIRE	Alex's Tire Center	1216.5 Deestone D304 SKS F (2) New Ho...	472.00
47816	ALEX-S_TIRE	Alex's Tire Center	Dismount/Mount 23.5R25 LDSR 300(2) #...	<u>3,715.00</u>
	Total ALEX-S...	Alex's Tire Center		4,187.00
062322A	AQUA	AQUA Pennsylvania	Acct. #000247306 0247306	431.11
062322B	AQUA	AQUA Pennsylvania	Acct. #000243285 0243285	<u>112.15</u>
	Total AQUA	AQUA Pennsylvania		543.26
567401	ASSOCIATE...	Associated Truck Parts	Baldwin Air Filter #PA1667FN (4)	70.16
567488	ASSOCIATE...	Associated Truck Parts	Baldwin Air#RS3826(2)/Fuel#BF7814/Lu...	225.02
569759	ASSOCIATE...	Associated Truck Parts	Baldwin Hydraulic Filter #PT8496MPG	<u>37.66</u>
	Total ASSOCL...	Associated Truck Parts		332.84
8791933...	AT & T Mobility	AT & T Mobility	Acct. #879193310	<u>423.49</u>
	Total AT & T ...	AT & T Mobility		423.49
LF Gas 3	Atlantic Lining	Atlantic Lining Co., Inc.	LF Gas Management System Expansion-A...	<u>66,433.50</u>
	Total Atlantic ...	Atlantic Lining Co., Inc.		66,433.50
063022	Bear Cubs	Boyertown Area Youth Baseball	2022 PA State Tournament Baseball Spons...	<u>250.00</u>
	Total Bear Cubs	Boyertown Area Youth Baseball		250.00
6632	Berg Constructi	Berg Construction, LLC	Rock Trk(4),Dozer(2),Excavator(2),Gradal...	418,903.24
6671	Berg Constructi	Berg Construction, LLC	Rock Trk(4),Dozer(2),Excavator(2),Roller ...	<u>331,702.18</u>
	Total Berg Co...	Berg Construction, LLC		750,605.42
061422	BLAZOSKY_...	Blazosky Associates, Inc.	Misc. Engineering Services (5/1-5/28/22)	250.40
061422A	BLAZOSKY_...	Blazosky Associates, Inc.	PPC Plan Annual Renewal	3,130.50
061522	BLAZOSKY_...	Blazosky Associates, Inc.	Perimeter Berm Structural Fill CQA	24,016.63
061722	BLAZOSKY_...	Blazosky Associates, Inc.	2022 LF Gas Management System Bid Do...	<u>7,332.39</u>
	Total BLAZO...	Blazosky Associates, Inc.		34,729.92
107742	BORO. POTT...	Borough of Pottstown	6/22 Leachate Treatment (3,946,728 gals.)	<u>56,043.59</u>
	Total BORO. P..	Borough of Pottstown		56,043.59
920005-...	BOYERTOW...	Boyertown Supply, Inc.	3/4in. Sharkbite Coupling(2)/Ball Valve - ...	47.26
919162-...	BOYERTOW...	Boyertown Supply, Inc.	1in. CPVC Pipe(10)/90(2)/Coupling(2) CL...	152.63
919161-...	BOYERTOW...	Boyertown Supply, Inc.	120V Junior Single Float Switch #10JSD1...	<u>101.94</u>
	Total BOYER...	Boyertown Supply, Inc.		301.83
47168	BTCPA	Barbacane Thornton & Co.	2021 Annual Audit - Final Billing	<u>1,000.00</u>

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

Invoice Number	Vendor ID	Vendor Name	Invoice Description	Invoice Amount
	Total BTCPA	Barbacane Thornton & Co.		1,000.00
071122	Butler	Constance M. Butler	April-June, 2022 Recycling Expenses	81.90
	Total Butler	Constance M. Butler		81.90
003	CHENANGO ...	Chenango Contracting, Inc.	Furnish & Install Geosynthetic Liner & Pip...	509,163.44
	Total CHENA...	Chenango Contracting, Inc.		509,163.44
4100728	CHESTER_W...	Chester Water Authority	5/24/22-6/24/22 Water Bill	746.06
	Total CHEST...	Chester Water Authority		746.06
5112231...	Cintas	Cintas First Aid & Supplies	Acct. #10511656 Misc. First Aid Supplies ...	61.66
5115294...	Cintas	Cintas First Aid & Supplies	Acct. #10511656 Misc. First Aid Supplies ...	60.55
	Total Cintas	Cintas First Aid & Supplies		122.21
070722	COM.PA.AG...	Com. of PA-Depart.Agriculture	D. Moser - Weighmaster License #89447	60.00
	Total COM.PA...	Com. of PA-Depart.Agriculture		60.00
061622	COMCAST C...	Comcast Cable	Acct. #8499 10 044 0051661	457.92
	Total COMCA...	Comcast Cable		457.92
34214	COMPUTER ...	Computer Center of North Ameri	Setup HP Workstation & Laptops(3)@LF,...	2,834.95
34207	COMPUTER ...	Computer Center of North Ameri	Setup New Email	20.00
	Total COMPU...	Computer Center of North Ameri		2,854.95
0622_D...	Covanta Dela...	Covanta Delaware Valley	June, 2022 Waste Disposal	959,451.17
	Total Covanta ...	Covanta Delaware Valley		959,451.17
070822	DELAWARE_...	Delaware Co. Solid Waste Auth.	Employees Pension Contribution	3,819.31
	Total DELAW...	Delaware Co. Solid Waste Auth.		3,819.31
2022-03-...	DELCORA	DELCORA	2/4/22 Leachate Treatment (25,806 gals.)	258.06
	Total DELCO...	DELCORA		258.06
59401	Earth Engineeri	Earth Engineering, Inc.	Geotechnical Design - Laboratory Testing ...	3,505.00
	Total Earth En...	Earth Engineering, Inc.		3,505.00
7-795-14...	FEDERAL_E...	Federal Express Corporation	Fedex Envelope(2) & Custom(2) LF & Fed...	150.86
7-795-14...	FEDERAL_E...	Federal Express Corporation	Fedex Envelope(2) & Custom(2) LF & Fed...	49.23
7-802-51...	FEDERAL_E...	Federal Express Corporation	Fedex Custom - LF & Fedex Envelope - RT	50.65
7-802-51...	FEDERAL_E...	Federal Express Corporation	Fedex Custom - LF & Fedex Envelope - RT	21.28
7-809-46...	FEDERAL_E...	Federal Express Corporation	Fedex Custom(2) - LF & Fedex Envelope ...	77.72
7-809-46...	FEDERAL_E...	Federal Express Corporation	Fedex Custom(2) - LF & Fedex Envelope ...	48.17
	Total FEDER...	Federal Express Corporation		397.91
05387318	Ferguson Wate...	Ferguson Waterworks #920	15X300ft. 8 oz. Nonwoven Geotextile (12)...	8,800.00
	Total Ferguson...	Ferguson Waterworks #920		8,800.00
INV1122...	FRASER_BU...	Fraser Advanced Info. System	Contract CT10446-01 6/25-7/24/22 - Shar...	154.00

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

Invoice Number	Vendor ID	Vendor Name	Invoice Description	Invoice Amount
	Total FRASE...	Fraser Advanced Info. System		154.00
L22-235	Geotechnics	Geotechnics	Geomembrane - Peel & Shear Test(18) Pha...	630.00
L22-277	Geotechnics	Geotechnics	GCL to Soil Static Test - Phase I Geosynth...	402.64
	Total Geotech...	Geotechnics		1,032.64
P220030...	Gershman,Bri...	Gershman,Brickner&Bratton, Inc	System Financial Modeling & Analysis - J...	2,825.00
	Total Gershma...	Gershman,Brickner&Bratton, Inc		2,825.00
133655	GILBERTSVL...	Gilbertsville Auto Supply	Upper/Lower Ball Joints,Steering Knuckle...	636.94
133856	GILBERTSVL...	Gilbertsville Auto Supply	Plex EP Grease Cartridge #615 (30)	119.70
133963	GILBERTSVL...	Gilbertsville Auto Supply	Industrial Hydraulic Filter #1858 (3) Amba..	134.04
062522	GILBERTSVL...	Gilbertsville Auto Supply	Misc. Equipment Parts - June, 2022 (less d...	43.75
	Total GILBER...	Gilbertsville Auto Supply		934.43
PS10017...	GILES_&_RA...	Foley, Inc.	AS-LU(5)/AS-SC(2)/Air(4)/AS FU(6)Filde...	1,915.60
PS10017...	GILES_&_RA...	Foley, Inc.	Retainer-GET #220-9090(10) & TIP-PEN ...	360.66
PS10017...	GILES_&_RA...	Foley, Inc.	TIP-PEN Plus #475-5470 - 316FL Excavato	50.04
PS10016...	GILES_&_RA...	Foley, Inc.	Tip AS-PEN P #505-4113 (7) 349FL Exca...	1,069.60
PS10017...	GILES_&_RA...	Foley, Inc.	Roller GP-SF #310-4912 (4) #2 D-6N Und...	1,378.52
PS10017...	GILES_&_RA...	Foley, Inc.	Seal #1P-3704 (25) Volvo EC460 Excavator	81.00
PS10017...	GILES_&_RA...	Foley, Inc.	Panel Latch #187-6156 - #2 D-6T Dozer	27.63
PS10016...	GILES_&_RA...	Foley, Inc.	Hose #244-6626(2) & Clamp-T Bolt #209-...	61.00
PS10017...	GILES_&_RA...	Foley, Inc.	Bolt #106-1642/107-0719 (2 ea.) #2 D-6N...	12.90
	Total GILES_...	Foley, Inc.		4,956.95
2248756	GOLDEN EQ...	Golden Equipment Co.	DPDT Auxiliary Hydraulic Switch #50385...	77.42
2248841	GOLDEN EQ...	Golden Equipment Co.	8MM X 720MM Synchronous Belt #1334...	417.90
	Total GOLDE...	Golden Equipment Co.		495.32
1010424	GRANNETIN...	Grannetino Trucking Co.	Leachate Hauling 6/27-7/1/22 (910,850 ga...	58,885.49
1010419	GRANNETIN...	Grannetino Trucking Co.	Leachate Hauling 5/31-6/4/22 (763,812 ga...	49,637.03
1010421	GRANNETIN...	Grannetino Trucking Co.	Leachate Hauling 6/6-10/22 (868,568 gals.)	55,224.14
1010422	GRANNETIN...	Grannetino Trucking Co.	Leachate Hauling 6/13-17/22 (852,498 gal...	55,367.90
1010423	GRANNETIN...	Grannetino Trucking Co.	Leachate Hauling 6/20-24/22 (841,446 gal...	54,659.11
	Total GRANN...	Grannetino Trucking Co.		273,773.67
2206104...	Highmark Blu...	Highmark Blue Shield	Medical/Vision Insurance 7/1-31/22	40,955.00
	Total Highmar...	Highmark Blue Shield		40,955.00
E22355	Hoffman Equip.	Hoffman Equipment	Pipe #14507727, Nipple(5) & Elbow #145...	186.83
E22518	Hoffman Equip.	Hoffman Equipment	Pipe #14532808 - Volvo EC460B Excavat...	130.05
E22667	Hoffman Equip.	Hoffman Equipment	Pipe #14532809 - Volvo EC460B Excavat...	124.20
E23206	Hoffman Equip.	Hoffman Equipment	Bushing #14515557/14570416 (2 ea.) Vol...	1,841.58
E23189	Hoffman Equip.	Hoffman Equipment	Seal #14560211 (2) Volvo EC460B Excav...	71.82
E23133	Hoffman Equip.	Hoffman Equipment	A/P Invoices	1,505.35
E22980	Hoffman Equip.	Hoffman Equipment	Lock, Spacer, Castle Nut & Pin - Volvo EC...	2,868.27
	Total Hoffman...	Hoffman Equipment		6,728.10
8344697	HOME DEPOT	Home Depot	5/8in.X50ft.Med.Duty Hose,Washers&Nitr..	28.69
	Total HOME ...	Home Depot		28.69

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

Invoice Number	Vendor ID	Vendor Name	Invoice Description	Invoice Amount
50-56986	Hotsy Equip	Hotsy Equip. Co.	5/23/22 Clean Pilot & Supply/Replace The...	<u>196.69</u>
	Total Hotsy Eq...	Hotsy Equip. Co.		196.69
INV1102...	HRdirect	HRdirect	12 Mo. Poster Guard Compliance Protection	84.99
INV1102...	HRdirect	HRdirect	12 Mo. Poster Guard Compliance Protection	<u>84.99</u>
	Total HRdirect	HRdirect		169.98
82083821	Interstate Batt	Interstate Battery System of R	Battery MTP-65 - F150 Truck (Blue/Tan)	124.95
8208382...	Interstate Batt	Interstate Battery System of R	Battery MTP-78DT - 1998 Red Jeep	124.95
82083543	Interstate Batt	Interstate Battery System of R	Battery 4D-XHD (2) #2 D-6N Dozer	<u>339.90</u>
	Total Interstate...	Interstate Battery System of R		589.80
06831793	J.K._TRUCK_...	J.K. Truck & Equipment	PA State Inspection - 2019 2500 Silverado ..	32.00
05981624	J.K._TRUCK_...	J.K. Truck & Equipment	PA State Inspection w/Emissions - 1998 R...	54.00
05981636	J.K._TRUCK_...	J.K. Truck & Equipment	PA State Inspection - 2015 Tymco DST-4 S.	<u>56.00</u>
	Total J.K._TR...	J.K. Truck & Equipment		142.00
PHI0722...	JANI-KING	Jani-King of Phila., Inc.	6/22 Cleaning Service (RT)	<u>369.69</u>
	Total JANI-KL...	Jani-King of Phila., Inc.		369.69
174196	JOHN_J_MC...	John J. McIntyre Sons, Inc.	7/5/22 Perform Qtrly. Scale Calibration	<u>1,012.00</u>
	Total JOHN_J_...	John J. McIntyre Sons, Inc.		1,012.00
38306	Judge Mobile	Judge Mobile Wash	Hot Water Pressure Wash Scales & Asphalt..	<u>900.00</u>
	Total Judge M...	Judge Mobile Wash		900.00
44	Kathryn Sando...	Kathryn Sandone LLC	June, 2022 Consult, Website Photos & Can..	<u>2,431.20</u>
	Total Kathryn ...	Kathryn Sandone LLC		2,431.20
326424	Keystone Fire	Keystone Fire Protection Co.	5/18 & 6/14/22 Repair Damaged Pressure ...	<u>1,606.14</u>
	Total Keystone...	Keystone Fire Protection Co.		1,606.14
14334	Land Air Water	Land Air Water Legal Solutions	DCSWA EHB Appeal 6/1-30/22	<u>308.00</u>
	Total Land Air...	Land Air Water Legal Solutions		308.00
22F2677	M._J_REIDER	M. J. Reider Associates, Inc.	Private Well Testing - M. Miller	959.95
22F2589	M._J_REIDER	M. J. Reider Associates, Inc.	Private Well Testing - L. Davis	<u>959.95</u>
	Total M._J_R...	M. J. Reider Associates, Inc.		1,919.90
115-22D	MARTIN_&_...	Martin & Martin, Inc.	Consulting Services 5/1-28/22 2021 Annu...	<u>12,910.80</u>
	Total MARTL...	Martin & Martin, Inc.		12,910.80
227496	MARTIN_ST...	Martin Stone Quarries, Inc.	Protective Cover (2,954.35 tons) Phase I E...	55,830.43
227318	MARTIN_ST...	Martin Stone Quarries, Inc.	Protective Cover (2,759.56 tons) Phase I E...	52,266.60
227849	MARTIN_ST...	Martin Stone Quarries, Inc.	Protective Cover (1,938.22 tons) Phase I E...	36,545.46
227667	MARTIN_ST...	Martin Stone Quarries, Inc.	Protective Cover (2,652.56 tons) Phase I E...	50,014.50
227999	MARTIN_ST...	Martin Stone Quarries, Inc.	Protective Cover (3,687.61 tons) Phase I E...	<u>69,530.67</u>
	Total MARTL...	Martin Stone Quarries, Inc.		264,187.66

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

Invoice Number	Vendor ID	Vendor Name	Invoice Description	Invoice Amount
S-2204038	McGovern Inc.	Wm. P. McGovern, Inc.	Pump Out Disposal Tanks (7563 gals.) Plt...	763.00
S-2204455	McGovern Inc.	Wm. P. McGovern, Inc.	Pump Out Disposal Tank (3736 gals.) Plt.#1	381.50
S-2204039	McGovern Inc.	Wm. P. McGovern, Inc.	Pump Out Disposal Tanks (8683 gals.) Plt...	1,264.40
S-2203387	McGovern Inc.	Wm. P. McGovern, Inc.	Pump Out Disposal Tank (1791 gals.) Plt.#3	288.85
S-2203386	McGovern Inc.	Wm. P. McGovern, Inc.	Pump Out Holding Tank (2100 gals.) Plt.#1	299.75
S-2203706	McGovern Inc.	Wm. P. McGovern, Inc.	Pump Out Disposal Tanks (6777 gals.) Plt...	708.50
S-2204777	McGovern Inc.	Wm. P. McGovern, Inc.	Pump Out Holding Tank (2249 gals.) Plt.#1	299.75
	Total McGover..	Wm. P. McGovern, Inc.		4,005.75
80089823	MCMAS...MCMAS...	McMaster-Carr Supply Company	Flexible Pull-Tab Cap(200)&Plastic Barbe...	97.50
	Total MCMAS...	McMaster-Carr Supply Company		97.50
062222	MET-ED	Met-Ed	Acct. #100 014 830 556	405.94
062222A	MET-ED	Met-Ed	Acct. #100 046 342 471	21.71
062222B	MET-ED	Met-Ed	Acct. #100 113 896 912	53.09
062322	MET-ED	Met-Ed	Acct. #200 000 051 835	2,977.24
	Total MET-ED	Met-Ed		3,457.98
181284-6	Moyer Indoor/...	Moyer Indoor/Outdoor	6/22 Pest Control Service - LF	275.71
187243-6	Moyer Indoor/...	Moyer Indoor/Outdoor	6/22 Pest Control Service - Plt.#3	297.75
	Total Moyer In...	Moyer Indoor/Outdoor		573.46
July22	NORTH_AM...	North American Benefits Co.	Life/AD&D, Long Term-July, 2022	1,363.13
	Total NORTH...	North American Benefits Co.		1,363.13
255907-1	NSI Neal Sys.	NSI Neal Systems, Inc.	MTL 32V Rail Mounting Resistance #SD3...	963.00
	Total NSI Neal...	NSI Neal Systems, Inc.		963.00
7123	Ott's Lawn Serv	Ott's Lawn Service & Landscapi	Lawn Service & Extra Outside Scalehouse ...	1,850.00
7128	Ott's Lawn Serv	Ott's Lawn Service & Landscapi	Labor to Cleanoff Perimeter Fencing@LF(...	16,880.00
	Total Ott's La...	Ott's Lawn Service & Landscapi		18,730.00
062222C	PECO	PECO Energy	Acct. #61970-00204	888.65
061322	PECO	PECO Energy	Acct. #33830-37020	65.46
	Total PECO	PECO Energy		954.11
B4083977	PenTeleData	PenTeleData	Etherpoint Cable Acct. #3180806 (6/24-7/...	914.90
	Total PenTele...	PenTeleData		914.90
50929016	PetroChoice	PetroChoice LLC	Extended Life Coolant (50/50) & Hi-Temp...	1,014.36
50928955	PetroChoice	PetroChoice LLC	Hydraulic Oil/Fluid SAE 10W, TO-4 (185 ...	1,990.60
50931448	PetroChoice	PetroChoice LLC	Motor Oil 10W30(160 gals.),DEF(190 gal...	2,624.70
	Total PetroCh...	PetroChoice LLC		5,629.66
070522	PETTY_CAS...	Wendy L. Marburger	Petty Cash Reimbursement - DCSWA	245.44
	Total PETTY_...	Wendy L. Marburger		245.44
P32689	Plasterer Equip	Plasterer Equipment Co., Inc.	Wire Harness #58612981 - Bomag Roller	1,714.87
P32564	Plasterer Equip	Plasterer Equipment Co., Inc.	Gas Spring #05581241 (2) Bomag Roller	154.56
P32533	Plasterer Equip	Plasterer Equipment Co., Inc.	Filter Kit #DZ118283 & Element #RE394...	259.53
W22529	Plasterer Equip	Plasterer Equipment Co., Inc.	Provide & Replace Pressure Sensor - Bom...	1,726.16

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

Invoice Number	Vendor ID	Vendor Name	Invoice Description	Invoice Amount
P31536	Plasterer Equip	Plasterer Equipment Co., Inc.	Fuel Filter #PMFS1095(3) & #PMFF5785(...	(1,678.36)
P34392	Plasterer Equip	Plasterer Equipment Co., Inc.	Filter Kit/Element(3) & Breather(2) JD 74...	<u>423.71</u>
	Total Plasterer ...	Plasterer Equipment Co., Inc.		2,600.47
007	Practical Waste	Practical Waste Solutions, LLC	CEO Consulting Services (6/1-30/22) J. W...	<u>30,951.81</u>
	Total Practical...	Practical Waste Solutions, LLC		30,951.81
845	R GOTWALS	R GOTWALS	Tirewash (24), Septic (4) & Pumping (2 hrs.)	<u>5,650.00</u>
	Total R GOT...	R GOTWALS		5,650.00
02F6700...	Ready Refresh	ReadyRefresh by Nestle	Acct. #6700392263-Cooler Rental, Case of...	31.05
22F0601...	Ready Refresh	ReadyRefresh by Nestle	Acct. #0601249204-Spring Water, Cooler ...	<u>30.77</u>
	Total Ready R...	ReadyRefresh by Nestle		61.82
5940	S.M.S. Inc.	S.M.S. Inc.	6/20/22 Computer Diagnostics (No Codes)...	<u>200.00</u>
	Total S.M.S. I...	S.M.S. Inc.		200.00
89006487	SAFETY-KLE...	Safety-Kleen, Inc.	80G Agitating Parts Washer-Haz. Waste Di..	<u>758.61</u>
	Total SAFETY...	Safety-Kleen, Inc.		758.61
435841	SHANK_DO...	Shank Door Company	6/1/22 Service Call-Realign Photo Eye/Ref...	<u>298.50</u>
	Total SHANK...	Shank Door Company		298.50
228956	Sir Speedy	Sir Speedy	18x12 Vinyl w/Permenant Adhesive Recyc...	<u>860.00</u>
	Total Sir Speedy	Sir Speedy		860.00
P2001089	SUBURBAN_...	Suburban Testing Labs	Outfall 006, Weekly Outfall 007/T-002 & ...	<u>3,018.00</u>
	Total SUBUR...	Suburban Testing Labs		3,018.00
2023-82...	SWANA	SWANA	Annual Membership - D. Moser	<u>285.00</u>
	Total SWANA	SWANA		285.00
54625586	Tally Petroleum	Diesel Direct Mid Atlantic	Unleaded Gasoline (1320 gals.)	5,866.48
54625625	Tally Petroleum	Diesel Direct Mid Atlantic	Off Road Diesel (1615.5 gals.)	8,485.58
54625585	Tally Petroleum	Diesel Direct Mid Atlantic	Biodiesel 2% Clear Fuel (275 gals.)	1,500.62
54629260	Tally Petroleum	Diesel Direct Mid Atlantic	Off Road Diesel Fuel (578.6 gals.)	2,693.56
54615863	Tally Petroleum	Diesel Direct Mid Atlantic	Off Road Diesel Fuel (1045.8 gals.)	5,792.06
54594237	Tally Petroleum	Diesel Direct Mid Atlantic	Off Road Diesel Fuel (2831 gals.)	16,172.37
54605013	Tally Petroleum	Diesel Direct Mid Atlantic	Off Road Diesel Fuel (1989.2 gals.)	11,467.74
54582905	Tally Petroleum	Diesel Direct Mid Atlantic	Off Road Diesel Fuel (1234.7 gals.)	<u>7,029.15</u>
	Total Tally Pet...	Diesel Direct Mid Atlantic		59,007.56
71775932	Tifco Industrie	Tifco Industries	Misc. Shop Supplies	<u>576.28</u>
	Total Tifco Ind...	Tifco Industries		576.28
567371	TRACTOR S...	Tractor Supply Co.	14ft. 500lb. Ratchet(4),10x12 Poly Tarp&...	<u>77.97</u>
	Total TRACT...	Tractor Supply Co.		77.97
Mar22	TREASURER...	Treasurer of Delaware County	March, 2022 Payroll & Expenses	8,621.03

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

Invoice Number	Vendor ID	Vendor Name	Invoice Description	Invoice Amount
Apr22	TREASURER...	Treasurer of Delaware County	April, 2022 Payroll & Expenses	8,665.21
May22	TREASURER...	Treasurer of Delaware County	May, 2022 Payroll & Expenses	<u>8,624.03</u>
	Total TREAS...	Treasurer of Delaware County		25,910.27
11766	TSI	The Standard Group	#10 Standard Security Window Envelope (...)	179.33
11678	TSI	The Standard Group	J. Munster & W. Marburger Business Card...	305.15
11901	TSI	The Standard Group	#10 Standard Envelope (1,000) LF	<u>135.25</u>
	Total TSI	The Standard Group		619.73
1768371...	UNITED CO...	United Concordia Co., Inc.	Dental Ins. #005450001123D (7/1-31/22)	1,650.42
1776959...	UNITED CO...	United Concordia Co., Inc.	Dental Ins. #005450001123D (8/1-31/22)	<u>1,855.06</u>
	Total UNITED...	United Concordia Co., Inc.		3,505.48
061922	VERIZON	VERIZON-NY	Acct. #554-858-141-0001-91	<u>79.99</u>
	Total VERIZON	VERIZON-NY		79.99
060322	VERIZON - T	Verizon Telephone	Mthly. Telephone 544-7924	<u>212.12</u>
	Total VERIZO...	Verizon Telephone		212.12
5302	Victory Auto GI	Victory Auto Glass	Windshield Glass w/Installation - CAT 349...	<u>275.00</u>
	Total Victory ...	Victory Auto Glass		275.00
062422	VISA	VISA	Republic Statement(6/1-6/22/22)Offc.-RT/...	1,882.79
062422	VISA	VISA	Republic Statement(6/1-6/22/22)Offc.-RT/...	<u>743.66</u>
	Total VISA	VISA		2,626.45
9363333...	W_W_GRAL...	W. W. Grainger, Inc.	A/P Invoices	248.86
9363333...	W_W_GRAL...	W. W. Grainger, Inc.	Diamond Deck-Span Tread #30PD89 (3) ...	125.37
9363333...	W_W_GRAL...	W. W. Grainger, Inc.	18in. Mount/Demount Spoon #36P415 (2)	48.90
9343903...	W_W_GRAL...	W. W. Grainger, Inc.	1/8in. Grease Gun Coupler #20GW33 (5)	46.35
9344973...	W_W_GRAL...	W. W. Grainger, Inc.	TSPSP-12V Fused Replacement Plug #39...	<u>71.22</u>
	Total W_W_...	W. W. Grainger, Inc.		540.70
June2022	WASTE_MA...	Waste Management	June, 2022 Contract Hauling-Plt.#1	443,850.61
June22	WASTE_MA...	Waste Management	June, 2022 Contract Hauling-Plt.#3	397,262.11
June22FH	WASTE_MA...	Waste Management	June, 2022 Fairless Hills Landfill-Plt.#3	<u>5,065.09</u>
	Total WASTE...	Waste Management		846,177.81
272750	WEAVER-S_...	Weaver's Hardware Company	Sweeping Compound (300 lbs.) #SPC9300	<u>88.80</u>
	Total WEAVE...	Weaver's Hardware Company		88.80
062022	Windstream	Windstream Conestoga, Inc.	Mthly. Telephone 689-6080	<u>853.17</u>
	Total Windstre...	Windstream Conestoga, Inc.		853.17
191432	Winzer	Winzer	Misc. Site Supplies	1,048.04
168477	Winzer	Winzer	3/4-10x8 GR5 HHCS PLN #075.9.34.8 (10)	<u>116.90</u>
	Total Winzer	Winzer		1,164.94
1096	Wireback Con...	Wireback Consulting LLC	6/1-6/30/22 HR Consulting Services	<u>8,336.02</u>

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

<u>Invoice Number</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
	Total Wirebac...	Wireback Consulting LLC		8,336.02
19318	Z-Weldco, Inc	Z-Weldco, Inc.	Labor/Weld Repair Boom & Stick Connect..	<u>4,615.00</u>
	Total Z-Weldc...	Z-Weldco, Inc.		<u>4,615.00</u>
<b>Report Total</b>				<u><u>4,062,045.12</u></u>



# Website Analytics for June and YTD

## June 2022

- Visitors: 237 visitors
- Top Devices: 75% desktop / 23% mobile / 2% tablet
- Top Sources: 70% direct / 20% referral from [delcopa.gov](https://delcopa.gov) / 10% Facebook
- Top Pages Visited: Home / Recycling & Trash / News & Updates / Our Facilities

## 2022 Year-to-Date

- Visitors: 864 visitors (April was the top month with 363 visitors)
- Page Views: 2,300
- Top Devices: 56% desktop / 40% mobile / 4% tablet
- Top Sources: 63% direct / 27% Facebook / 10% referral from [delcopa.gov](https://delcopa.gov)
- Top Pages Visited: Home / Job Opportunities / Recycling & Trash / News & Updates

**RESOLUTION 2022 - 5**

**DELAWARE COUNTY SOLID WASTE AUTHORITY BOARD  
DIRECTING THAT TIPPING FEES REMAIN THE SAME FOR REMAINDER OF 2022**

**BACKGROUND**

WHEREAS, as the Delaware County Solid Waste Authority (the Authority) is the implementing agency that manages all municipal waste generated in the County on behalf of the County, and

WHEREAS, the Authority has the responsibility to establish tipping fees for the delivery of municipal waste disposed of at its facilities, and

WHEREAS, the last tipping fee increase was effective January 1, 2022, and

WHEREAS, the last tipping fee increases were \$20 per ton for residential waste, an increase of 34%, and \$10 per ton for commercial waste, an increase of 14%, and

WHEREAS, the Authority is under contract with WM to operate and transport waste delivered to its two transfer stations, and the contract is adjusted each January 1<sup>st</sup> and July 1<sup>st</sup> with a fuel surcharge, and

WHEREAS, the fuel surcharge will raise the per ton rate to be paid by the Authority to WM by an average \$3.19 per ton, an increase of 18.5% effective July 1<sup>st</sup>, costing the Authority an estimated extra \$446,000 for Contract Hauling in the second half of 2022, and

WHEREAS, the Authority does NOT wish to add any mid-year increase to its tipping rates which would otherwise add to the unplanned expense burden of its customers, and so

**RESOLUTION**

NOW THEREFORE BE IT RESOLVED, the Board hereby approves Resolution 2022-5 directing the Authority's tipping fees for municipal and commercial waste remain the same for the remainder of 2022.

ADOPTED BY THE BOARD OF DIRECTORS OF THE DELAWARE COUNTY SOLID WASTE AUTHORITY

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James McLaughlin, Chairman

July 20, 2022

## **ISSUE PAPER**

### **Issue: Rolling Hills Landfill (RHL) Capacity Development Plan for 2023**

**Background:** The RHL expansion plan consists of four phases of development. Phase 1 is being built this year and will provide capacity through 2023. Phase 2 construction is scheduled to begin at the beginning of 2023 and last several years and be ready for waste placement at the beginning of 2025.

**Discussion:** A small tract of landfill space consisting of 1.2 acres adjacent to Phase 1 has not been developed because it was used as a staging area for Phase 1 construction equipment and materials. This small area is known as Pad 107. There are numerous advantages to developing Pad 107 in 2023, thereby delaying the construction of Phase 2 by 12 months to begin in 2024. Pad 107 will add about 1.5 years of capacity to the two years of capacity provided by Phase 1 and only costs about \$1.2 million. Capping about 5 acres adjacent to Pad 107 would also be part of the 2023 Landfill Development Plan and would cost about \$1.5 million. These RHL capital expenses can be covered by operating cash flow in 2023. Other advantages will include reducing leachate from the capped area, reducing bonding, and delaying our urgent need for Phase 2 debt funding.

### **Recommendation:**

It is recommended that the Board of Directors approve development of Pad 107 along with capping 5 acres along the eastern slope in 2023, and delay initiating construction of Phase 2 until 2024.

**Delaware County Solid Waste Authority  
Rolling Hills Landfill**

**Comparison of Pad 107 vs. Phase 2 Development**

<b>Phase</b>	<b>Pad 107</b>	<b>Phase 2</b>
<b>Cost</b>	\$1,200,000	\$24,500,000
<b>Airspace Gained</b>	722,300 cy ~1.5 years	2,287,584 ~4.5 years
<b>Earthwork Required</b>	Cut: 11,800 cy Fill: 3,400 cy	Cut: 300 cy Fill: 675,000 cy*
*If started 9/1/21, placing 50k cy/month, without placement in Dec.-Feb., fill placement could be completed 5/1/24 (14 months of placement). Would a contractor be needed to meet this schedule?		
<b>Capping Schedule</b>	Facilitates capping of the eastern slope sooner	Delays capping of the eastern slope until Pad 107 is completed
<b>Settlement Accommodation Plan</b>	Construction of Pad 107 would allow RHL to better utilize the SAP Plan and allow settlement prior to capping the east side	Overfilling of Pad 107 later in development could lead to issues achieving final settlement grades and tying into stormwater features.
<b>Leachate Generation</b>	Pad 107 development would facilitate quicker capping of the east side, thereby reducing leachate generation.	Delaying Pad 107 construction could lead to higher leachate volumes since the east slope cannot be capped.
<b>Bonding</b>	Since capping can be done earlier, the bonding for uncapped acreage is minimized	Delayed capping will result in a higher bond payment for the added uncapped acreage
<b>Laydown Area</b>	Pad 107 is currently utilized as a laydown area. A new area to lay down material would be needed	Pad 107 could still be used for laydown
<b>Blasting</b>	Based on review of previous asbuilts and development of Phase 1, blasting may be required to reach subgrade	No blasting is anticipated for Phase 2.
<b>Schedule</b>	Phase 1 open: 1/1/23 Pad 107 construction: 2023 Pad 107 open: 1/1/24 Phase 2 construction: 2024 Phase 2 open: 6/1/26 Phase 3 construction: 2029	Phase 1 open: 1/1/23 Phase 2 construction: 2024 Phase 2 open: 1/1/25 Pad 107 construction: 2028 Pad 107 open: 6/1/29 Phase 3 construction: 2029

**Notes:**

- Phase 1 Waste Volume: 921,216 cy (~2 years)
- Phase 2 Waste Volume (without Pad 107): 2,159,634 (~4.5 years)
- Pad 107 Volume: 724,400 cy (~1.5 years)

## ISSUE PAPER

**Issue:** Broker of Record for Insurances

**Background:** The Authority currently does not have a Broker of Record for the healthcare insurances and utilizes Arthur J. Gallagher Risk Management as the Broker of Record for the property and casualty insurance, which includes the following lines of coverage: property, general liability, umbrella, automobile, inland marine, pollution, employee benefits liability, public entity employment-related practices liability, public entity management liability, and workers compensation.

**Discussion:** The Authority's insurance policies have been in place with Arthur J. Gallagher as broker for many years and have not received adequate review or analysis. As the broker of record for the policies, Arthur J. Gallagher receives their fees directly from the insurers, which is estimated at \$35,000 per year. While the broker has executed the renewals and provides some claims support, they have not been proactive in risk management or consultation with the Authority. The broker is not known to have ever visited the facilities for a risk assessment or to meet and consult with the management team.

Staff has researched alternatives for broker services to ensure the Authority receives the services and coverage that is needed. Engle-Hambright & Davies, Inc. (EHD) has the staffing and expertise to provide the Authority with a business risk evaluation, program management that includes monitoring ongoing exposures and risk analysis, as well as risk control services, strategic planning for short- and long-term goals of the program, creation, and implementation of annual calendar of services, as well as review of third-party contract and advisement on insurance requirements. They have a regional full-service risk control team and internal claims management services.

Additionally, EHD has healthcare broker services as well, which can be provided at no cost to the Authority. These services would include creating a multi-year strategic plan, annual renewal and marketing of the healthcare coverages, compliance and administrative support and providing pricing and analysis for alternative coverage options. Internal staff does not currently have the experience or expertise to perform this level of analysis and marketing, which EHD can provide for no fee as their fees are built into the premiums already paid to the insurers.

**Recommendation:** It is recommended the Board approve Engle-Hambright & Davies, Inc. as Broker of Record for all healthcare and property and casualty insurance lines of coverage, effective immediately. This will allow EHD to complete analysis and information gathering and enable them to market the plans prior to the September property and casualty renewals, October healthcare renewals, and January workers compensation renewal.

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

James McLaughlin, Chairman

July 20, 2022

## EHD Executive Summary

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June 22, 2022

Delaware County Solid Waste Authority

Re: Benefits Consulting Services

On behalf of EHD, I am pleased to outline our commitment to service.

We are a firm that can:

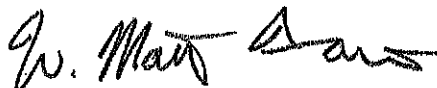
- Assist you in creating a multi-year strategic plan
- Provide transparent pricing and alternative cost-effective solutions
- Provide annual renewal analysis and marketing when appropriate
- Provide ongoing compliance and administrative support
- Provide, as needed, and requested, specific benefit program management services.

Currently DCWSA does not utilize a broker for servicing their employee benefits program. There is no change to premium costs for appointing EHD as the broker, as this compensation is built into your programs currently. The outline for a change of broker is as follows

- DCSWA appoints EHD as Broker
- DCSWA notifies EHD and provides policy/contract numbers for all employee benefits insurance programs
- EHD produces all appropriate broker appointment letters. EHD is committed to accepting any commissions already built into the products.
- At this point EHD will engage to collect all required information, schedule proactive service meetings, and start the renewal process.
- We would provide an immediate summary of all costs and outline all fees associated with the program.

Please let me know if I can provide further clarity on this process and timeline.

Kind Regards,



W. Matthew Fairbanks  
Assistant Vice President and Sales Manager, Employee Benefit Services



## **Executive Summary Insurance Broker Services**

**Presented by:**  
Engle-Hambright & Davies, Inc. (EHD)

Zach V. Focht  
Commercial Producer  
Public Entity Division  
zvfocht@ehd-ins.com

Northeastern Region  
1 Meridian Blvd.  
Suite 4A01  
Wyomissing, PA 19610

Eastern Region  
350 Eagleview Blvd.  
Suite 110  
Exton, PA 19341

(p): 800-438-2525



## About EHD

EHD is a top 100-rated brokerage firm in the nation with our corporate office located in Lancaster, PA and three regional offices located throughout Pennsylvania. In 2021, our agency placed over \$350 million in premium with different practice groups serving specific industries, including public entities, education, non-profits, professional services, construction, manufacturing, and social services. We currently represent over 100 Public Entities throughout the State including many counties, 3<sup>rd</sup> class cities, townships, boroughs, authorities, and educational institutions.

Handling the property and casualty for any Public Entity requires a unique expertise due to the different exposures that are present. The Center for Excellence in Government of Albright College has endorsed EHD as the Broker with the most knowledge and expertise to guide municipal entities across Pennsylvania. EHD has also been chosen on many occasions by the Pennsylvania Economy League to prepare the Insurance Analysis & Review as part of the case study for financially distressed municipalities considering entering Act 47.

EHD's dedicated service team of Public Entity professionals will partner with the Authority and be available for not only reactive inquiries, but also provide proactive solutions to manage your total cost of risk.

## Current Risk Management Program

Our team had a discovery meeting Leslie Wireback, Human Resources Consultant for the Authority, which also included follow-up questions for Leslie to include in an upcoming meeting she had with the Authority's Chief Administrative Officer (CAO). The following are findings from the meeting and subsequent responses from the CAO.

### Current Insurance Program

The majority of liability insurance policies renew September 16th. The workers' compensation insurance renews January 1<sup>st</sup>. The Authority is currently paying premiums in excess of \$250,000 annually. On average, the standard commission on all lines of insurance combined averages 12% annually. For estimating purposes, the current insurance broker is making approximately \$35,000 annually in standard commissions.

### Stewardship & Pre-Renewal Planning

Currently, there is no formal midyear stewardship and pre-renewal planning between the insurance broker and DCSWA staff or leadership that takes place. This would typically occur 5 to 6 months prior to renewal and include but not be limited to reviewing the state of current municipal insurance marketplace, DCSWA loss trends, overview of broker services delivered to date, review of current coverages and recommendations for filling any coverage gaps if any, and the development of a marketing plan between leadership and the broker.

### Claims Management

The Authority was asked how the current broker handles the claims process, if and when there is a claim for both workers compensation and non-workers compensation claims. They were also asked what the claims management and advocacy process look like from their current broker. The response indicated the current broker will respond thru both telephone and email to provide support for basic inquiries and assistance. It does not appear there is a defined program in place whereas the insurance broker is providing proactive claims management services aimed at both helping the Authority effectively manage claims but also alleviate the administrative burden placed on the Authority staff to monitor and manage claims.



## Risk Control

Currently, there is not a defined risk control plan in place outlining annual goals or trainings the insurance broker provides. It was stated the current broker helps provide the annual Safety Committee Certification training when it is due. Beyond that there are no other risk control services offered or performed to help the Authority with safety and risk control initiatives.

## Initial Findings

There are several findings worth noting from the meeting with Leslie Wireback and the responses from the Chief Administrative Officer:

1. The Chief Administrative Officer stated that the current insurance broker who has handled the program for quite some time has never been to the Authority's facilities for an in-person visit as far as she is aware. There was not a definitive answer as to how the current broker is capturing any changes to the risks and exposures of the Authority annually without some type of exposure review.
2. A defined Pre-Renewal Planning Process is not taking place. Because of this, the CAO is not sure what the defined renewal process looks like or how the current broker ensures the Authority is properly insuring themselves and their exposure changes. She is not sure if the renewal process for the upcoming renewal has begun or not. Furthermore, due to the lack of a process, there is not a collaborative approach between the Authority and the broker that helps guide decisions and formulate marketing plans, both immediate and long-term.
3. The Current agent provides support on workers comp claims through telephone and email provides with the paperwork. The workers' compensation claims management is terrible - has required much prompting from employer for updates and follow-ups.
4. As part of the Authority's safety program, the current broker assists with the safety committee certification, which is an annual training that is conducted with the members of the safety committee to certify the committee. It was stressed that this annual training is the only thing they do. Beyond that there is no risk control plan in place providing additional trainings and services throughout the year to help ensure that both employees and 3<sup>rd</sup> party visitors are safe.
5. Currently, there is not a strategic marketing plan in place, whether it be a 3-year plan or a 5-year plan, that addresses collaborative marketing goals and initiatives.

# EHD SCOPE OF SERVICES

## Business Risk Evaluation

As part of our initial onboarding process, the first plan of action is to conduct a business risk evaluation. This is a comprehensive process that incorporates the following:

- Completion of a Business Risk Survey in collaboration with DCSWA team
  - Survey done with DCSWA staff intended to provide a complete understanding of DCSWA operations, risks, & exposures
  - Site visits at each of the Authority's locations
- Review current insurance policies (coverages & exclusions) to identify any gaps in coverage

## Program Management

Once we have a more complete understanding of your total operations, risks and exposures from the Business Risk Survey we will implement a program that includes:

- Ongoing exposure, coverage and risk-management analysis, and recommendations.
- Claims management, advocacy, and claims reviews of designated open claims. This includes negotiating open reserves and making recommendations for appropriate settlements.
- Risk Control Services, which include supervision of insurance company services, and providing direct services, when applicable.
- Annual Stewardship meeting, which includes an analysis of current outside marketing conditions, loss analysis, coverage review & recommendations, and marketing plan development for your next renewal term.
- Strategic Planning to determine short and long-term goals of risk management program, and develop a plan to implement and achieve the goals.
- Creation and implementation of an annual Client Relationship Calendar outlining services and meetings for year. The Calendar acts as a framework for delivering on our services and commitments.
- Review 3<sup>rd</sup> party contracts and advise on insurance requirements.

## Risk Control Services

EHD has a full-service risk control team. The Authority would have a dedicated EHD risk control consultant whose primary goal is to help you manage your risk proactively. In collaboration with the DCSWA leadership and staff, the risk control consultant will develop and implement a Risk Control Plan provide trainings that are relevant to your needs and can work with you on the following:

- Comprehensive Offerings of Onsite Safety Training programs such as:
  - defensive driving
  - accident investigation
  - safety committee
  - behavioral-based safety
  - control of hazardous energy
  - confined spaces
  - aerial lift
  - hazard communication
  - fall protection
  - trenching
  - other OSHA related trainings
- Safety Committee Management
- Development of a Comprehensive Safety Strategy
- Access to EHD'S Risk management Center
  - online safety training platform

## Claims Management Services

EHD's claims staff will provide several specialized services that are geared towards reducing the administrative burden associated with claims and providing claims management and advocacy services. The claims management services include:

- The DCSWA will have two EHD claims representatives:
  - Claims Representative for non-workers' compensation claims.
    - The claims representative works on the client's behalf to report claims
    - Tracks & monitors claims, and
    - Works proactively with carrier adjusters to obtain claims outcomes that are most beneficial to the Authority.
  - Workers' Compensation Advocate
    - The WC Advocate will provide oversight on your workers' compensation claims.
    - Proactively track any open claims and provide updates.
    - Works on your behalf to make sure adjusters are properly managing your employee's claims.
- The EHD claims team will collaborate with the Authority and facilitate claims reviews.
  - Claims reviews typically occur on a quarterly basis, or on an agreed upon schedule based on the client's needs.

## The EHD Promise

Our clients have come to know that working with EHD offers a unique experience of expertise, service, and transparency.

EHD's Public Entity Division is staffed with professionals who specialize in municipal risk management. From the producer to our team of account managers along with our claims & risk control staff, you are guaranteed to be working with someone who has the proven background and expertise to help manage the unique risks associated with your organization.

EHD feels it is in the best interest of our clients and our agency to provide not only basic account management services but also value-added services to help manage your risk and reduce your total costs, both direct and indirect. Our goal is to help bring together the various resources available and work with you to create and implement a service plan that addresses coverage, risk control, and claims management.

As an organization, EHD is fully transparent with broker compensation. At each renewal we highlight our compensation in both written and verbal communication. We not only want you to know our compensation, we want you to know EHD is earning that commission thru the services we provide and the results obtained.

Our promise to our clients to do what we say we are going to do. It's not just a verbal or written statement, it's a defined plan with measurable actions developed in collaboration with your leadership team and staff. We look forward to delivering on our promise to you!

Thank you,

*Zach Focht*

Zach Focht  
Producer- Public Entity Division  
EHD



## Your Trusted Public Entity Partner

The following represents a partial list of our public entity partners

County of Berks  
County of Dauphin  
County of Monroe  
County of Northampton  
County of Lancaster

City of Reading  
City of Lancaster  
City of Allentown  
City of Bethlehem  
City of Wilkes-Barre  
City of Duquesne  
City of Washington

Borough of Emmaus  
Borough of Shillington  
Borough of Fleetwood  
Borough of Wernersville  
Borough of Berwick  
Borough of Watsontown  
Borough of South Coatesville  
Borough of Milford (Pike County)  
Borough of Edwardsville  
Borough of Ridgeway  
Borough of Sugar Notch

Berks County Solid Waste Authority  
Chester County Solid Waste Authority  
Southeastern Chester County Refuse Authority  
Lancaster County Solid Waste Authority  
Redevelopment Authority of the County of Berks  
Redevelopment Authority of the City of Reading  
Berks County Convention Center Authority  
Berks County Industrial Development Authority  
Reading Regional Airport Authority  
Berks County Tax Collectors  
Monroe County Industrial Development Authority  
Monroe County Transit Authority  
Elizabethtown Area Water Authority  
Lancaster City Housing Authority  
Lancaster County Convention Center Authority  
Westmoreland County Transit Authority  
Antietam Valley Municipal Authority  
Red Rose Transit Authority  
Shickshinny Sanitary Sewer Authority  
East Hempfield Recreation Authority  
Eastern York Recreation Authority

Central Berks Regional Police Dept.  
Buffalo Valley Regional Police Dept.  
Westtown East Goshen Police Dept.

Amity Township  
Cumru Township  
Spring Township  
Muhlenberg Township  
Lower Heidelberg Township  
South Heidelberg Township  
Lower Alsace Township  
Brecknock Township  
Lower Swatara Township  
Forks Township  
Butler Township  
Scott Township  
Delaware Township  
Manheim Township  
West Brandywine Township  
West Cocalico Township  
East Hempfield Township  
West Hempfield Township  
Shenango Township  
Pocono Township  
Franklin Township  
Dingman Township  
Lewis Township  
Polk Township