

AGENDA

**DELAWARE COUNTY SOLID WASTE AUTHORITY
MEETING – WORK SESSION
610 E. Baltimore Pike, Media, PA 19063
March 20, 2024
3:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Receive report on Executive Session March 13, 2024

CONSENT AGENDA

6. Approval of the Minutes of the Board of Directors Meetings held on February 21st, 2024
7. Authority Updates/Quarterly Operations Report: CEO, Brooks Stayer
8. Facility Operations/Development
 - a. Receive: February and YTD 2024 Operating Tonnage Summary
 - b. Action Item-Approve: Clark Forklift Purchase (\$34,111)
 - c. Action Item-Approve: Delivery of Deisel and Gasoline at RHL (\$33,000 est.)
9. Accounting and Finance Report
 - a. Action Item-Approve: Accounts Payable List for February 2024

REGULAR AGENDA

10. Strategic Planning, Policy, and Administration:
 - a. Action Item-Approve Employee Handbook Revisions/Updates
 - b. Action Item-Appoint 2023 Audit Committee, Steve Goldfield, Treasurer
 - c. Action Item-Approve Bond Counsel, Steve Goldfield, Treasurer
 - d. Action Item-Approve Contract Change Order with Kinsley Construction (\$335,000)
11. Solicitor Report/Updates: Samantha Newell, Esquire
12. Other Business
13. Executive Session (HR and Legal)
14. Adjournment

DELAWARE COUNTY SOLID WASTE AUTHORITY
Board of Directors Meeting
February 21, 2024

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

Roll Call

Board Member Attendance: William Silverstein, Vice Chairman
 Steven Goldfield, Treasurer/Asst. Secretary
 Robert Layden, Member
 Heidi Sentivan, Member

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

The pledge of Allegiance was said.

No Public Comment

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

1. Approval of the Minutes of the Board of Directors Meetings held on January 17th, 2024.
2. Receive Authority Updates/Report: CEO, Brooks Stayer
 - Act 101 Plan/ MWMP
 - Delegation Agreement
 - PRAG (March Presentation)
 - C/PC Trust-Fulton Bank/DEP
 - HHW Program Reimbursement and Cost
 - Composting Grant (\$5.6m)
3. Facility Operations/Development
 - a. Review: January and YTD 2024 Operating Tonnage Summary
 - b. Action Item-Approve: John Deere Backhoe Loader Purchase (\$145,600)
 - c. Action Item-Approve: Rejection of Supplemental Leachate Hauling Bids
4. Accounting and Finance Report

- a. Review: January and YTD Operating and Capital Budget Report
- b. Action Item-Approve: Accounts Payable List for January 2024

5. Strategic Planning, Policy, and Administration:

- a. Review: Receive Pension Committee Report, Steve Goldfield, Treasurer

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

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Annual Officer Elections:

- Chair: William Silverstein
- Vice-Chair: James P. Kelly
- Secretary: Heidi Sentivan
- Treasurer: Steven Goldfield

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

Upon motion duly made and seconded, and by unanimous vote **Approval** to Appoint Richard Tutak, Ridley Park Borough Manager as an Ex Officio Member of the Board representing Delaware County Consortium Governments. Motion made by Robert Layden; Seconded by Steven Goldfield, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Resolution 2024-3: a Resolution Affirming and Approving Emergency Leachate Removal. Motion made by Robert Layden; Seconded by Steven Goldfield, motion was passed with no dissenting votes.

Solicitor Report: Samantha Newell, Esquire

- Draft Delegation Agreement

No Executive Session

There being no further business, the meeting was adjourned at 3:30 PM.

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

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	10,807	11,232	425	4%	21,615	24,921	3,307	15%
Delco Commercial	10,919	8,701	(2,218)	-20%	21,837	17,877	(3,960)	-18%
Delco Direct Residential	5,027	3,920	(1,106)	-22%	10,053	8,036	(2,017)	-20%
Delco Direct Commercial	3,452	3,708	257	7%	6,903	7,895	992	14%
Total Tons	30,204	27,562	(2,642)	-9%	60,408	58,729	(1,679)	-3%
Rolling Hills Landfill								
Covanta Ash	29,547	31,696	2,149	7%	59,094	63,685	4,591	8%
Plymouth Ash	2,520	1,368	(1,152)	-46%	5,040	4,762	(278)	-6%
Berks County	6,917	6,759	(158)	-2%	13,834	13,715	(119)	-1%
Montgomery County	6,615	6,236	(379)	-6%	13,230	12,310	(920)	-7%
Residual	4,868	6,576	1,708	35%	9,737	13,116	3,379	35%
Total Tons	50,467	52,634	2,167	4%	100,935	107,587	6,653	7%
System Tons	80,671	80,196	(475)	-1%	161,343	166,316	4,974	3%
Delco Tons to RHL	4,167	3,814	(353)	-8%	8,334	6,605	(1,729)	-21%

ISSUE PAPER

Issue: Purchase Forklift for Rolling Hills Landfill

Background: Landfill staff uses a forklift for unloading delivery trucks, loading parts on trucks going to vendors for repair, placing pallets of materials on pallet racks and lifting 55-gallon drums of oil in the shop. A forklift is versatile piece of equipment for many other maintenance tasks on the site.

Discussion: The current forklift at the landfill is a Caterpillar 1998 model. Due to its age and condition, it is no longer reliable. It has also become difficult to purchase replacement parts to keep it maintained for everyday use.

Management staff reached out to Industrial Equipment Inc. They represent several forklift manufacturers. The salesman recommended two different manufacturers that would best meet our application.

The 2024 Capital Equipment Budget included \$35,000 for a new forklift purchase. The existing forklift will be sold at an equipment auction after delivery of the new forklift.

VENDOR	MODEL	PRICE	COST SAVINGS	CONTRACT
Industrial Equip. Inc.	Clark 25	\$34,111	\$889	COSTARS
	Komatsu FG25T-16	\$34,725	\$275	COSTARS

Recommendation: It is recommended that the Board approve purchasing a 2024 Clark S25 forklift from Industrial Equipment, Inc. using COSTARS.

Approved: _____ March 20, 2024.
William Silverstein, Chairman



INDUSTRIAL EQUIPMENT INC.



TO: Delaware County Solid Waste Authority
583 Longview Road
Boyertown, PA 19512

Telephone: 610-689-6073
Attention: Andrew Shane

Date: 1/24/2024
Quotation: GM2 00319
Prepared By: Greg McGovern

We are pleased to submit the following quotation for your consideration

(1) Clark S25 5,000 lb. Capacity, I.C. Pneumatic Tire Forklift

Standard Equipment

FORD 2.5L balanced engine with EPA compliant multi-port LPG fuel injection system
Single speed powershift transmission
Force-cooled wet disc brakes
Automatically-applied parking brake
Two overhead guard mounted LED headlights
Hood mounted control levers
Power steering
Tilt steering wheel
Rear grab handle with horn button
Steering wheel spinner knob
Full suspension vinyl safety seat with hip restraints
Orange seatbelt
Drink holder
Convenience console
Drive axle hub seal guard
Speed limiter
Traction disable seat switch
Operator presence system
Raised air intake
Aluminum wave fin radiator and high capacity cooling system
5" color LCD digital full featured instrument display with digital and audible warnings of engine functions
Automatic engine shutdown system
Low fuel warning
Automotive style fuse box
Draw bar pin
Standard Warranty is 2 Years / 4,000 Hours on Basic Truck, 3 Years / 6, 000 Hours on Major Components (See Owner Protection Warranty Certificate for complete details)

Engine	FORD 2.5L LPG - Balanced, Multi-port LPG Fuel Injection
UL Construction	UL "LP" Construction
Upright Height	Triple Stage MFH 189" OHL 85.2" FL 37.2"
Carriage	41" Wide Hook Type Class II



INDUSTRIAL EQUIPMENT INC.



Sideshifter	41" Class II with 8" Total Sideshift
Load Backrest	48" High
Forks	42" x 4" x 1.75" Class II
Mast Tilt	5° Back / 6° Forward
Hose Adaptations	Single - 2 Hoses (Internal)
Auxiliary Control Valve	3 Spool Valve, 1 Additional Lever
Decals - First Function	Sideshifting
Drive Tires	Solid Pneumatic 7.00 x 12
Steer Tires	Solid Pneumatic 6.00 x 9
Overhead Guard	Standard Height
Seat	Safety Seat - Full Suspension Vinyl
Seat Belt	Orange Seat Belt
Front Work Lights	LED Headlights (OHG Mounted)
Speed Limiter	Maximum Travel Speed
Warning Light	LED Strobe Light (Yellow)
Travel Alarm	Audible Back-Up Alarm - Smart Type
Paint	Clark Green
Warranty	Standard - 2 Years / 4,000 Hours on Basic Truck, 3 Years / 6,000 Hours on Major Components (See Owner Protection Warranty Certificate for Details)

Other Clark Equipment

- Convenience Console
- Hip Restraints
- Rear Handle with Horn Button
- Spinner Knob - Steering Wheel

Total Delivered Co-Stars Price : \$ 34,111.00 Plus tax

Terms: C.O.D. unless the unit is financed or other arrangements are agreed to in advance of sale.

Lead Time: Local Stock – 1 to 2 Weeks (Approx.)

Thank you for the opportunity to assist you with your material handling equipment needs.

Quote Authorization

Signed and accepted on behalf of:
PA Industrial Trucks

Signed and accepted on behalf of:
Delaware County Solid Waste Authority

Signature: _____

Signature: _____
(SIGNATURE OF AUTHORIZED OFFICER OR REPRESENTATIVE REQUIRED)

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ISSUE PAPER

Issue: Delivery of Diesel Fuel and Gasoline for Rolling Hills Landfill

Background: Landfill staff use approximately 100,000 gallons of diesel fuel and 10,000 gallons of gasoline annually to power our heavy equipment, pickup trucks, and various other small equipment at RHL. Staff fuel the equipment using on-site storage tanks but contract for delivery of the fuels.

Discussion: Staff advertised on PennBid for the delivery of diesel fuel and gasoline to Rolling Hills Landfill. The bid is for the cost per gallon to deliver the fuel to Rolling Hills Landfill. The price for the fuel itself is a pass-through and varies weekly based on the Market Watch Fuel index. Our current vendor is William R Gift Oil, and the current price for delivery is \$0.20 per gallon.

Two vendors responded to the bid, the results are below.

William R Gift Oil: \$0.30 per gallon (\$33,000/yr, est.)

Rhoads Energy: \$0.35 per gallon (\$38,500/yr, est.)

Recommendation: It is recommended that the Board approve awarding the delivery of diesel fuel and gasoline to William R Gift Oil.

Approved: _____ March 20, 2024.

William Silverstein, Chairman

Delaware County Solid Waste Authority
Invoices Selected for Payment

3/11/2024

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
Apr 2024 Rent	61...	610 Baltimore Pike LLC	April, 2024 Lease @ 610 E. Baltimore Pike	5,565.38
	Tot...	610 Baltimore Pike LLC		5,565.38
A14804	A. ...	A. N. Lynch Co., Inc.	2/27/24 Misc. Electrical Site Repairs (6 hrs. @ \$85/hr.)	510.00
	Tot...	A. N. Lynch Co., Inc.		510.00
1050-1000208...	Abila	Abila	2/2-3/1/24 MIP HR & EWS Cloud	294.40
	Tot...	Abila		294.40
5506070803	AI...	Airgas USA, LLC	Acetylene (8), Argon (2), Nitrogen (3) & Oxygen (8)	711.27
9147291343	AI...	Airgas USA, LLC	Gray Knit w/UL Thin Nitrile Gloves #8140737648 (12 pr.)	108.01
9147199678	AI...	Airgas USA, LLC	Wire MIG ER70S-6 .035 #8140672239 (66 lbs.)	383.86
	Tot...	Airgas USA, LLC		1,203.14
5330311415	Ara...	Aramark	Employee Weekly Uniform Rentals (3) Transfer Stations	62.55
5330314772	Ara...	Aramark	Employee Weekly Uniform Rentals (3) Transfer Stations	62.55
	Tot...	Aramark		125.10
0013179	AR...	ARM Group LLC	RHLF 2023 Paving Project CQA (1/1-31/24)	1,506.00
0013178	AR...	ARM Group LLC	Pad 107 & 2023 Capping Construction CQA (1/1-31/24)	2,121.90
0013303	AR...	ARM Group LLC	Phase 2A Geotech Investigation (1/1-31/24)	7,170.00
0013215	AR...	ARM Group LLC	DCSWA On-Call Engineering (1/1-31/24)	8,850.30
	Tot...	ARM Group LLC		19,648.20
112200	BO...	Borough of Pottstown	2/24 Leachate Treatment (3,389,202 gals.)	53,888.33
	Tot...	Borough of Pottstown		53,888.33
5200845487	Cin...	Cintas First Aid & Supplies	Acct. #10511656 Misc. First Aid Supplies - 610 E. Baltimore	51.74
4184638799	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (14), Coveralls (2) & Mat(5)	647.67
4185371783	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (14), Coveralls (2) & Mat(5)	627.67
	Tot...	Cintas First Aid & Supplies		1,327.08
34462	CO...	Computer Center of North Ameri	2/22 Install Zoom S. Cordes Computer & 2/26/24 Add Email	84.00
	Tot...	Computer Center of North Ameri		84.00
516484033	Co...	Concentra Health Services, Inc	Preemployment Drug Screen - S. Cox	99.00
	Tot...	Concentra Health Services, Inc		99.00
0224_DCSWA	Co...	Covanta Delaware Valley	February, 2024 Waste Disposal	391,879.44
0224_DCSWA	Co...	Covanta Delaware Valley	February, 2024 Waste Disposal	46,943.06
	Tot...	Covanta Delaware Valley		438,822.50
2571470	DE...	21st Century Media-Philly Clus	Adv. Diesel Fuel and Unleaded Gasoline (Daily Times)	547.30
2571471	DE...	21st Century Media-Philly Clus	Adv. Diesel Fuel and Unleaded Gasoline (Reading Eagle)	413.42
	Tot...	21st Century Media-Philly Clus		960.72
242157	DR...	Delaware River Basin Commissio	DRBC Docket No. D-1989-018 CP-8 Annual Fee	749.00
	Tot...	Delaware River Basin Commissio		749.00
022224A	EG...	Edgar G. Landscaping Service	1/11/24 Labor (16 hrs. @ \$28/hr.)	448.00

Delaware County Solid Waste Authority
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
	Tot...	Edgar G. Landscaping Service		448.00
64563	EP...	EPG Companies, Inc.	EP05X100P Submersible Level Sensor w/100ft. Lead - Clog	<u>1,162.38</u>
	Tot...	EPG Companies, Inc.		1,162.38
8-428-67022	FE...	Federal Express Corporation	Fedex Envelope - LF	8.78
8-421-01541	FE...	Federal Express Corporation	Fedex Envelope - LF	<u>11.02</u>
	Tot...	Federal Express Corporation		19.80
INV1397859	FR...	Fraser Advanced Info. System	Contract CT10446-01 2/25-3/24/24-Sharp MX3071 Copier/Scanner	<u>154.00</u>
	Tot...	Fraser Advanced Info. System		154.00
419783P	FR...	Fred Beans Ford of Boyertown	Exhaust Hanger #F81Z*5A262*EA - 2005 F550 Plow Truck	10.46
419741P	FR...	Fred Beans Ford of Boyertown	Exhaust Hanger #F81Z*5A262*EA - 2005 F550 Plow Truck	<u>10.46</u>
	Tot...	Fred Beans Ford of Boyertown		20.92
1240068	Ga...	GasTec Enterprises	Propane (30 gals.) Flare Tanks	89.97
1239341	Ga...	GasTec Enterprises	Propane (1,262.1 gals.) Maintenance Blding.	<u>2,522.94</u>
	Tot...	GasTec Enterprises		2,612.91
5200251	HO...	Home Depot	Powercare Y56 16in. Saw Chain (2 pk.)	<u>28.97</u>
	Tot...	Home Depot		28.97
02836306	J &...	J & K Trash Removal, Inc.	PA State Inspection - 2020 2500 Silverado Truck	31.00
02836277	J &...	J & K Trash Removal, Inc.	PA State Inspection - 2006 F550 Dump Truck	31.00
02836283	J &...	J & K Trash Removal, Inc.	PA State Inspection - 2019 2500 Silverado Truck	<u>31.00</u>
	Tot...	J & K Trash Removal, Inc.		93.00
A129553	jge...	jg Environmental	Leachate Hauling 3/1/24 (48,800 gals. @\$.06/gal.)	2,928.00
A129552	jge...	jg Environmental	Leachate Hauling 2/26-29/24 (170,221 gals. @\$.06/gal.)	10,213.26
A129461	jge...	jg Environmental	Leachate Hauling 2/19-23/24 (245,050 gals. @\$.06/gal.)	<u>14,703.00</u>
	Tot...	jg Environmental		27,844.26
174	Kat...	Kathryn Sandoe LLC	February, 2024 Consulting	<u>682.11</u>
	Tot...	Kathryn Sandoe LLC		682.11
364733	Ke...	Keystone Fire Protection Co.	2/14/24 Repair Sprinkler System & Perform Inspection@Plt.#1	3,420.71
364737	Ke...	Keystone Fire Protection Co.	2/14/24 Repair/Replace 4in. Main Damaged @ Plt.#1	6,700.00
365173	Ke...	Keystone Fire Protection Co.	2/21/24 Repair Sprinkler System & Perform Inspection@Plt.#3	<u>2,649.72</u>
	Tot...	Keystone Fire Protection Co.		12,770.43
127558	Kin...	Kinsley Construction Inc.	Pad 107 & 2023 Cap Construction - Project No. 234030	774,302.22
192745	Kin...	Kinsley Construction Inc.	2/21-23/24 Equip. & Operator Rental (27 hrs. @ \$238/hr.)	6,426.00
126909	Kin...	Kinsley Construction Inc.	Bituminous Surface & Grading - Project No. 234098	<u>62,269.81</u>
	Tot...	Kinsley Construction Inc.		842,998.03
9280	KL...	KIT Communications	Provide/Install Verkada Cameras(3)@Admin. Blding.&Cloud(5 yr	<u>11,826.00</u>
	Tot...	KIT Communications		11,826.00
24015.01	M-...	M-Core Electric, LLC	Furnish & Install Generator w/Auto Transfer Switch@LF	<u>12,565.00</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...	M-Core Electric, LLC		12,565.00
139995	M....	M. J. Reider Associates, Inc.	Furnace Run Up/Downstream	<u>600.00</u>
	Tot...	M. J. Reider Associates, Inc.		600.00
241338	M...	Martin Stone Quarries, Inc.	Daily Cover Soil (1770.57 tons)	15,226.92
241339	M...	Martin Stone Quarries, Inc.	PADOT 2A Modified (46.36 tons) Pit.#3	1,096.30
241462	M...	Martin Stone Quarries, Inc.	AASHTO #1 (346.08 tons)	<u>6,412.21</u>
	Tot...	Martin Stone Quarries, Inc.		22,735.43
2785	Ma...	Mazzitti & Sullivan EAP	Employee Assistance Program Service (2nd Qtr., 2024)	<u>937.50</u>
	Tot...	Mazzitti & Sullivan EAP		937.50
163186	Mc...	Wm. P. McGovern, Inc.	3/6-4/2/24 Portable Restroom Rental-Pit.#3	127.50
163284	Mc...	Wm. P. McGovern, Inc.	3/6-4/2/24 Portable Restroom Rental(2) Pit.#1	<u>255.00</u>
	Tot...	Wm. P. McGovern, Inc.		382.50
22448363	M...	McMaster-Carr Supply Company	1/8in.x1/4in. NPT Quick-Disconnect Coupling #51545K22 (20)	<u>375.41</u>
	Tot...	McMaster-Carr Supply Company		375.41
2586008	Ne...	New Horizon Communications	Acct. #053738 - 610 E. Baltimore Pike	<u>893.46</u>
	Tot...	New Horizon Communications		893.46
4078	Nic...	Nichols Plumbing Heating & Co	Test Backflow Devices per Aqua	<u>280.00</u>
	Tot...	Nichols Plumbing Heating & Co		280.00
51459066	Pet...	PetroChoice LLC	5W-30 Synthetic Engine Oil-55 gal.drum&DEF 2.5 gals.@80 case	<u>2,422.50</u>
	Tot...	PetroChoice LLC		2,422.50
INV/2024/5506	Por...	Port A Bowl Restroom Co.	Portable Toilets (2 Units) 3/4-3/31/24 & Hand Sanitizer	<u>255.20</u>
	Tot...	Port A Bowl Restroom Co.		255.20
027	Pra...	Practical Waste Solutions, LLC	Consulting Services (2/1-29/24) J. Warner	<u>14,694.00</u>
	Tot...	Practical Waste Solutions, LLC		14,694.00
928	R ...	R GOTWALS	Septic Cleaning (5)	<u>1,500.00</u>
	Tot...	R GOTWALS		1,500.00
17322	Ru...	Rudolph Clarke, LLC	January, 2024 Solicitor (Personnel)	160.00
17321	Ru...	Rudolph Clarke, LLC	January, 2024 Solicitor	11,860.00
17320	Ru...	Rudolph Clarke, LLC	January, 2024 Contract Bid Review	<u>2,980.00</u>
	Tot...	Rudolph Clarke, LLC		15,000.00
303	Sa...	Samaritan Counseling Center	Senior General Manager Search - Down Payment	<u>5,000.00</u>
	Tot...	Samaritan Counseling Center		5,000.00
0494729	SC...	SCS Engineers	Replacement Transfer Stations Permitting/Design (2/1-29/24)	<u>19,127.54</u>
	Tot...	SCS Engineers		19,127.54
P4000627	SU...	Suburban Testing Labs, Inc.	Outfall 006, Weekly Outfall 007/T-002 & Monthly SP-5/6	2,281.00

Delaware County Solid Waste Authority
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
P4000627A	SU...	Suburban Testing Labs, Inc.	Qtrly. Grit Chamber/Metering Pit/Sump 113/T-001/T-002/WZ-10	<u>2,551.00</u>
	Tot...	Suburban Testing Labs, Inc.		4,832.00
9512	Th...	The Casindia Company, LLC	2/24 Cleaning Service (Admin./Maint./Scalehouse@LF)	<u>720.00</u>
	Tot...	The Casindia Company, LLC		720.00
30811	TSI	The Standard Group	Residential Waste Manifest (16,250) 610 E. Baltimore Pike	<u>1,820.98</u>
	Tot...	The Standard Group		1,820.98
194764267	UN...	United Concordia Co., Inc.	Dental Ins. #005450001123D (4/1-30/24)	<u>1,970.68</u>
	Tot...	United Concordia Co., Inc.		1,970.68
9011792166	W....	W. W. Grainger, Inc.	6in. Western Plow Shoe Assembly #6AHW3	47.41
9012113016	W....	W. W. Grainger, Inc.	White Gloss Spray Paint (24 oz.) #55AA31	<u>33.33</u>
	Tot...	W. W. Grainger, Inc.		80.74
February2024	W...	Waste Management	February, 2024 Contract Hauling-Plt.#1	301,659.73
February2024...	W...	Waste Management	February, 2024 Rolling Hills Landfill-Plt.#1	1,037.70
February24	W...	Waste Management	February, 2024 Contract Hauling-Plt.#3	198,440.65
February24RH	W...	Waste Management	February, 2024 Rolling Hills Landfill-Plt.#3	<u>179,051.48</u>
	Tot...	Waste Management		680,189.56
1118397	Wh...	Whitetail Disposal	1/30, 31/24, 2/1, 2, 5, 9/24 40 Yd. Roll Off Disposal	<u>330.00</u>
	Tot...	Whitetail Disposal		330.00
63860	Wil...	William R. Gift	Off Road Diesel Fuel (1188.6 gals.)	3,696.55
65669	Wil...	William R. Gift	Off Road Diesel Fuel (898.3 gals.)	2,793.71
65850	Wil...	William R. Gift	Off Road Diesel Fuel (376.1 gals.)	1,120.78
66991	Wil...	William R. Gift	Off Road Diesel Fuel (1459.5 gals.)	4,334.72
67468	Wil...	William R. Gift	Off Road Diesel Fuel (551.5 gals.)	1,676.56
68721	Wil...	William R. Gift	Off Road Diesel Fuel (1299.1 gals.)	4,066.18
35068	Wil...	William R. Gift	Off Road Diesel Fuel (1560 gals.)	<u>1,178.40</u>
	Tot...	William R. Gift		18,866.90
6244014	Wi...	Wind River Environmental LLC	Pump Out Disposal Tank (5971 gals.) & Pit(6) Plt.#3	860.74
6260225	Wi...	Wind River Environmental LLC	Leachate Hauling 2/19-29/24 (2,414,070 gals.)	71,775.47
6240740	Wi...	Wind River Environmental LLC	Leachate Hauling 2/1-15/24 (2,963,098 gals.)	<u>97,112.83</u>
	Tot...	Wind River Environmental LLC		169,749.04
1318	Wir...	Wireback Works	2/1-2/29/24 HR Consulting Services	<u>3,172.46</u>
	Tot...	Wireback Works		3,172.46
2676326-2543-5	W...	WM Corporate Services, Inc.	2/1-2/29/24 Recycling Dumpsters 2(10)/4(5)/96(3) yds. Servic	<u>2,284.42</u>
	Tot...	WM Corporate Services, Inc.		2,284.42
Report Total				<u><u>2,404,722.98</u></u>

ISSUE PAPER

Issue: Employee Handbook Revisions/Updates

Background: The Authority implemented an Employee Handbook in December 2022 with many new policies and procedures that apply consistently to all employees of Delaware County Solid Waste Authority, as compared to the previous inconsistencies between Rolling Hills Landfill, the Transfer Stations, and the Administrative Office.

Discussion: Throughout 2023 to 2024, there have been administrative changes that necessitate updates to the Employee Handbook to ensure compliance with regulations, as well as to create consistency with any changes that were made and implemented and not yet updated within the Employee Handbook. These include the following:

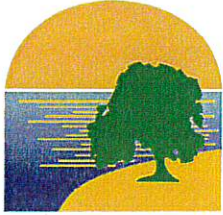
- Adding the Pregnancy Fair Workers Act and PUMP Act to comply with the regulations implemented in 2023.
- Adding in the new retirement plan options that were implemented for new hires after June 2023.
- Adding in the new Holidays that were approved November 2023 and clarifying that Holidays count towards hours worked for overtime as has been applied in practice.
- Clarifying the drug and alcohol testing requirements post-accident.
- Clarifying the requirement to notify of any changes to driver's license to comply with the Motor Vehicle Policy.
- Updating job title and procedural references based on Organizational Chart updates and use of new technology for HR and Payroll.
- Removing the reference to the one-time vacation payout from 2022.

All changes will be reviewed and approved by the Solicitor.

Recommendation: It is recommended the Authority Board of Directors adopt the Employee Handbook updates as outlined, pending final approved by the Solicitor to ensure continued legal compliance, as well as to have a comprehensive, and current Employee Handbook for all employees to use and reference.

Approved: _____ March 20, 2024.

William Silverstein, Chairman



ARM Group LLC

Engineers and Scientists

March 19, 2024

Mr. Brooks Stayer
Chief Executive Officer
Delaware County Solid Waste Authority
610 E. Baltimore Pike
Media, PA 19063

Re: Rolling Hills Landfill
Pad 107 - Kinsley Construction
Change Order #2 for Preliminary Phase 2
Construction Work
ARM Project 23011494

Dear Mr. Stayer:

At the request of the Delaware County Solid Waste Authority (DCSWA), ARM Group LLC (ARM) is providing this letter of review on the approval of a second change order for Kinsley Construction (Kinsley) to have their extended Pad 107 contract amended to allow them to continue stormwater management and structural fill placement efforts in preparation for the upcoming Phase 2 Construction Project, for the Southern Area Expansion at the Rolling Hills Landfill (RHLF). ARM has prepared this letter to respond to various questions posed by the DCSWA and provide commentary on the proposed contract amendment.

BACKGROUND INFORMATION

As you are aware, the next stage in the development of the RHLF involves the construction of the Phase 2 portion of the Southern Area Expansion, consisting of two subphases that will be completed as part of the upcoming Phase 2 Construction Project at the RHLF. This expansion includes building an earthen plateau as part of the perimeter berm, which will be the foundation for the mechanically stabilized earthen (MSE) berm. Notice to Proceed for the Phase 2 Construction Project is anticipated for April 2024, but challenges related to the volume of structural fill needed and the limited construction window still will impact the completion time of the Phase 2A construction milestone.

Kinsley was awarded a contract amendment in October 2023 under an existing contract in order to expedite commencement of the Phase 2 construction project (herein referred to as Change Order #1, or CO-1). The scope of work for CO-1 was intended to include mass earthwork activity; however, as permit and construction-level design proceeded, significant design and sequencing changes were required due to circumstances unforeseen and unanticipated at the time. These circumstances included, but were not limited to, varying existing conditions relative to record documentation, unknown utilities found during trenching and exploration work, slope stability concerns due to previously installed liner systems, defunct leachate management infrastructure requiring renovation, and most notably for the Kinsley scope of work was the sequencing of stormwater management infrastructure prior to structural fill placement.

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The revision that resulted in the largest schedule impact was that the culvert beneath the proposed berm needed to be increased from a 30-inch to a 60-inch diameter pipe due to the anticipated drainage area, and was changed to a reinforced concrete pipe (RCP) instead of HDPE due to the substantial overburden weight above the pipe. The lead times associated with procurement of this large diameter pipe were several months, which would have a drastic impact on the overall schedule if the procurement process was not started as soon as possible.

A new change order to Kinsley's existing contract (herein referred to as Change Order #2, or CO-2) would allow for the procurement and delivery of the 60-inch RCP to the site, which would be available for installation by the successful bidder on the upcoming Phase 2 Construction Project. Note that CO-2 is only for procurement and delivery of the pipe to the site; the installation of the pipe as designed will take place and be paid for as part of the Phase 2 Construction Project.

CHANGE ORDER

Kinsley's estimated cost to procurement and delivery of the 60-inch RCP to the RHLF is \$993 per lineal foot (LF) of pipe. Based on the engineered design by ARM, 336 LF of pipe will be required, for an extended cost of \$333,648.00 (\$993/LF x 336 LF). CO-2 would allow for the funds authorized to Kinsley under CO-1 to be used to continue the necessary work associated with the Phase 2 Construction Project and is still the recommended course of action based on ARM's understanding of the urgent need for additional airspace at the RHLF.

CONCLUSION

Based on ARM's understanding of the situation at the RHLF, the work completed to date for the Phase 2 project by Kinsley, and the upcoming award of the Phase 2 Construction Project contract, approval of the change order is recommended in order to meet the project milestones.

Respectfully submitted,
ARM Group LLC



William Prendeville, P.E.
Senior Engineer



Brandon Comer, P.E.
Senior Project Manager

QA Review by: Benjamin S. Allen, P.E., Director of Engineering, Solid Waste Practice Area Leader

