

**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

July 28, 2014

**Members Present:**

Mr. Jim McGowen, Dr. Peter Vila, Mr. Rusty Morgan, Mr. Robert Graf, Mr. Billy Madert

**Guests Present:**

Mr. Walt Pellish, Mr. Ken White, Ms. Lisa Kardell, Mr. Chris Chiodo

Chairman Jim McGowen called the meeting to order at 7:01 P.M. on the 28th day of July 2014.

**WV DNR Litter Camera:** Sgt. Ken White presented information on the need for litter cameras to replace the old groundhog cameras used to catch people littering. Sgt. White gave several options in regard to cameras that would be suitable for use throughout the county. Mr. Morgan made a motion to purchase a HCO Spartan camera with a cell plan. Seconded, vote taken and motion passed.

**Waste Management-Floor Repair Recap:** Chris Chiodo of Waste Management gave a recap of the floor repair and the timeline of events that took place. Mr. Chiodo informed the board that the delay was caused by issues with what the plans said was in the floor and what was actually in the floor. Mr. Chiodo said that he would have the engineer write a letter to the board detailing the repairs.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held June 23 2014. Mr. McGowen made a motion to approve the minutes. Seconded, vote taken and motion passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month of June 2014. The board was also presented with the Fiscal Year 2014 report. Mr. McGowen made a motion to approve the Financial Report. Seconded, vote taken and motion passed.

**Tonnage Review:** The board was presented a copy of the JCSWA tonnage report and Recycling Tonnage Report for their records.

**DEP – CED Grant Resolution:** The board discussed the possibilities for the CRT grant. Mr. Madert explained that the Solid Waste Management Board was unable to fund the CRT portion of the Grant submitted in May 2014, and because of that fact the Authority will need to submit a CRT grant that would cover all of the expenses related to the electronic recycling program. Other than discussion of the grant possibilities no action was taken and the grant will be reviewed at the August meeting.

**Accounting Bid Review:** Mr. Madert reported on his phone call with a reference of Darnell and Company, the reference returned positive remarks as related to accounting services provided by Darnell and Company. Mr. McGowen made a motion to accept the bid submitted by Darnell and Company, Seconded, vote taken and motion passed.

**Directors Report:** See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 8:57 pm. Next scheduled meeting will be **August 25, 2014 at 7:00 pm.**

APPROVED  
*Wm* 8/25

# Director's Report

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July 23, 2014

- a. **Yard Waste Grinding-** \$54,787.85, a good bit over our estimates. A few options:
- i. Continue as we are and continue to request grant funds
  - ii. Create a minimum charge (\$5) and stay with \$32/ton
  - iii. Increase rate to somewhere around \$45/ton
  - iv. Increase rate and create a minimum charge

The board discussed the options and asked Mr. Madert to provide a more detailed financial analysis to be presented at the August meeting.

- b. **SWMB Grant Awarded-** Only money for batteries and paint hardener- no CRT fee.
- c. **Office Computer-** Got a virus on the office computer had to get a new computer. Also personal computer failure and we need a mac operating system to run the web site software. \$500-\$700 to get mac for the website.

APPROVED  
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**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

August 25, 2014

**Members Present:**

Mr. Jim McGowen, Dr. Peter Vila, Mr. Rusty Morgan, Mr. Robert Graf, Mr. Bill Weston, Mr. Billy Madert

**Guests Present:**

Chairman Jim McGowen called the meeting to order at 7:09 P.M. on the 25th day of August 2014.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held July 28 2014. Mr. Weston made a motion to approve the minutes. Seconded, vote taken and motion passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month of July 2014. Mr. McGowen made a motion to approve the Financial Report. Seconded, vote taken and motion passed.

**Tonnage Review:** The board was presented a copy of the JCSWA tonnage report and Recycling Tonnage Report for their records.

**DEP – CED Grant Resolution:** The board reviewed numbers for the CRT grant. The board discussed the possibility of charging a fee for the processing of the CRTs. The board also discussed the future of the program regardless of the grant and how the cost could be covered. Mr. McGowen made a motion to approve the Resolution Authorizing an Application for the WVDEP Covered Electronics Devices Grant. Seconded, vote taken and motion passed. Mr. McGowen made a motion to temporarily suspend the electronics recycling program until the end of the current CED Grant cycle. Motion Seconded, For- 1, Against- 3, ~~1-Abstain~~. Motion not accepted.

**Audit Bid Review:** Mr. Madert presented the two qualifying bids for the Audit. Mr. Weston made a motion to appoint Mr. McGowen, Dr. Robert Graf, and Mr. Madert to the Audit Committee. Seconded, vote taken and motion passed. The committee took the time to review and score the bids and presented the results to the board. Dr. Vila made a Motion to approve the recommendation of the Audit Committee and to accept the Bid of Lisa K. Thornburg CPA. Seconded, vote taken and motion passed.

**Directors Report:** See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 9:12 pm. Next scheduled meeting will be **September 22, 2014 at 7:00 pm.**

**APPROVED**  


# Director's Report

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August 25, 2014

- A. Litter Camera-** I will be setting up the new litter camera with Ken White tomorrow. The County has asked me to attend a commission meeting to talk about the use of litter cameras to combat litter in the county, will update next meeting.
- b. HR Up Date-**
  - a. There is a new Hire, Daniel Saylor, starting at \$8.50 and will start on Tuesday the 2<sup>nd</sup> of September.
  - b. Ronnie is looking at Un-retiring and I will be helping him figure out what the process is. Ronnie wanted me to ask the board if it was okay for him to come back full time to work.
- c. Tires-** We are working with the DEP on a solution and with our tire hauler to get these tires out of here.
- d. Shepherd Electronics-** Shepherd University did drop off a truck or two of computer monitors and I will be in touch with them to inform them of the costs and let them know how our program works.
- e. Krud Kutter-** Did give us a banner and some drink koozies (cool) that we will give away with the hardener. Still working with HD to get the Hardener.

**APPROVED**  


**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

September 22, 2014

**Members Present:**

Mr. Jim McGowen, Dr. Peter Vila, Mr. Rusty Morgan, Mr. Robert Graf, Mr. Bill Weston, Mr. Billy Madert

**Guests Present:**

Chairman Jim McGowen called the meeting to order at 7:08 P.M. on the 22th day of September 2014.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held August 25 2014. Dr. Vila made a motion to approve the minutes. Seconded, Discussion, Mr. Morgan asked to remove the abstain vote on the motion to temporarily suspend the electronics program because it is not the correct use of the term, it was simply that one member did not vote. Vote taken and corrected minutes passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month of August 2014. Mr. Madert noted that the increase in Net income during the month of August was due in part to increased trash across the scale and an increase in the percentage of trash going to LCS landfill. Mr. McGowen made a motion to approve the Financial Report. Seconded, vote taken and motion passed.

**Tonnage Reports:** The board was presented a copy of the JCSWA tonnage report and Recycling Tonnage Report for their records.

**Expansion of Operating Hours (From 8am- 7am):**

**County Commission Litter Cameras:** Mr. Madert informed the board that he went to the County Commission Meeting to talk to the commission about the litter camera we bought for the DNR. At the meeting the Commission motioned to use \$1500.00 to purchase two litter cameras. The Commission asked the JCSWA to purchase and set up the cameras. Dr. Graf made a motion to accept the money from the County Commission for the litter Cameras and to discuss with Ken about the number of cameras needed, Motion seconded, Vote taken, motion passed.

**Harpers Ferry Middle School- Recycling Bins-** Republic Services did say that they will be able to get some bins for the hallways at Harpers Ferry Middle, will update as information is available.

**Directors Report:** See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 9:40 pm. Next scheduled meeting will be **October 27, 2014 at 7:00 pm.**

**APPROVED**  
*10/27/14*

# Director's Report

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September 22, 2014

- A. Electronics Update- .**
- b. Apple Valley MRF and Recycling CoOp Update-**
  - a. The new MRF is open.
  - b. Frank Welch and I visited the MRF together and took the tour, smaller than Kit Kat but much closer. 160 tons/day capacity.
  - c. Eliminates the need for the Co OP to operate from 6-8 at the transfer station. Both us and Shepherdstown will benefit because of the reduced transportation cost.
  - d. Worked out an initial \$20/ton fee for our material
- c. Pig Idea-** Looking at using food waste from shepherd to feed pigs, still just talking about the logistics. Peter and I will update the board as we learn more.
- d. SWMB Grant-** Working on getting all 500 paint hardeners for the amount in our grant.
- e. America Recycles Day-** November 15, 2014. Rigid plastics and batteries will be collected. I am working on a location and advertising for the event. Update October Meeting.
- f. HR Updates-** Notified the board that the new hire resigned after one week. With the slower months coming up; we will hold off to hire until the spring.
- g. Audit Update-** Still unsure when the FYE June 30, 2014 compilations for Audit will be ready. We have been granted an extension for the Audit to be complete by November 30, 2014.

**APPROVED**  


**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

October 27, 2014

**Members Present:**

Mr. Jim McGowen, Dr. Peter Vila, Mr. Rusty Morgan, Mr. Robert Graf, Mr. Bill Weston, Mr. Billy Madert

**Guests Present:**

Chairman Jim McGowen called the meeting to order at 7:00 P.M. on the 27th day of October 2014.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held September 22 2014. Dr. Vila made a motion to approve the minutes. Seconded, Vote taken and corrected minutes passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month of September 2014. The Board requested that Mr. Madert show financial information for the same period in the previous year. Mr. McGowen made a motion to approve the Financial Report. Seconded, vote taken and motion passed.

**Tonnage Reports:** The board was presented a copy of the JCSWA tonnage report and Recycling Tonnage Report for their records. The Board requested that Mr. Madert get a more detailed response/explanation for the tonnage discrepancy.

**PSC CRT Fee- Update:** The Board was informed that the PSC has received the fee request and has sent us a list of questions related to the fee. Once the answers to the questions are submitted we should get a ruling.

**County Commission Ethics Letter:** Mr. Pellish who was scheduled to discuss the ethics letter was unable to attend the meeting and discussion was postponed until further notice.

**Directors Report:** See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 8:15 pm. Next scheduled meeting will be **November 24, 2014 at 7:00 pm.**

**APPROVED**



# Director's Report

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October 27, 2014

- a. **SWMB Grant Update-** We were able to get 504 paint hardener samples for a \$1 each, we have some at the scale house and working out dates for farmers markets. Will keep you informed.
- b. **America Recycles Day Event-** Everything is scheduled for Saturday November 15 at Home Depot. We will be collecting Rigid Plastics and Batteries.
- c. **Community Participation Grant Sen. Unger-** Sen. Unger did present us with a Community Participation grant for Litter Cameras, \$2500.00. Still needs to be approved by the gov.
- d. **SWMB Grant-** Working on getting all 500 paint hardeners for the amount in our grant.
- e. **Electronics trailer-** November 15, 2014. Tuscawilla Hills Event, Charge for TVs?
- f. **Conference Review-** Mandatory Disposal session was interesting and the most successful litter programs did have a litter control officer. We have the cameras but maybe we should try to work with the county or sheriff's department to get a litter control officer
- g. **Marcellus Waste Rules Update-** I did go to the capital for the rules hearing about Marcellus Drill Cuttings and Sen. Unger was able to make a change to disallow drill cuttings in any county that has karst geography.
- h. **Cacapon Institute Mulch-** Looking for lots of mulch and a disposal site for yard waste.

APPROVED  
*[Signature]*

**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

December 15, 2014

**Members Present:**

Mr. Jim McGowen, Mr. Rusty Morgan, Mr. Bill Weston, Mr. Billy Madert

**Guests Present:**

Chairman Jim McGowen called the meeting to order at 7:03 P.M. on the 15th day of December 2014.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held October 27 2014. The board was reminded that no meeting was held in November. Mr. Weston made a motion to approve the minutes. Seconded, Vote taken and corrected minutes passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month October and November. Mr. Morgan Made a motion to use the combined report for September, October and November as the current Financial Report. Seconded, Vote taken and motion passed. Mr. Madert informed the board that a new category at the scale and a new account in our records to help track construction waste. Mr. Weston made a motion to approve the Financial Report. Seconded, vote taken and motion passed.

**Tonnage Reports:** The board was presented a copy of the JCSWA tonnage report and Recycling Tonnage Report for their records. Mr. Madert informed the board that he has emailed with Waste Management about the Tonnage discrepancy. Mr. Madert presented a spread sheet that includes waste information from January 1, 2014 to October 31, 2014. Mr. Madert is still working with Waste Management to resolve the issue and will report at the January Meeting.

**PSC CRT Fee- Update:** The Board was informed that the PSC Will make a ruling no later than May 6, 2015.

**Year Ending June 30, 2014 Financial Statements/Audit Update:** The board was informed that the Audit was complete and there are no findings. The board will be presented with a physical copy of the Audit and related documents no later than the regular monthly meeting on January 26<sup>th</sup>, 2015. The Board was presented with a copy of the Financial Statements prepared by our accounts.

**2015 Meeting Dates:** The board was presented with a personal copy of the 2015 Meeting schedule.

**Directors Report:** See Attached.

~~Dr. Vila~~ *Mr. McGowen* made a motion to adjourn, seconded and passed. The meeting adjourned at 8:32 pm. Next scheduled meeting will be **January 26, 2015 at 7:00 pm.**

**APPROVED**  
*[Signature]*

# Director's Report

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December 15, 2014

- a. America Recycles Day Event Recap: the event went well, I didn't fill up a container but I was to talk with lots of people and passed out brochures.
- b. CY 2015 DEP Recycling Assistance Grant- Yard Waste Grinding: We received an \$18,000 grant to help with the grinding cost associated with the yard waste recycling program. I will be going to Charleston tomorrow for the presentation and training.
- c. FY2016 County Budget Request: We need to start discussing the, what and if relating to the county budget. If we want to submit we will need to submit in January or early February. I will gather more information and we will talk more in January.
- d. HR End of Year Bonuses: Mr. Madert presented the board with several possibilities for end of year bonuses, Mr. McGowen made a motion to give one week of pay as a year of end bonus, seconded and passed. Mr. Morgan made a motion to give a 1\$ raise to the Scale Operators ar.d Site Forman to start Jan. 1 2015.

**APPROVED**  


**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

February 2, 2015

**Members Present:**

Mr. Jim McGowen, Dr. Peter Vila, Mr. Rusty Morgan, Mr. Bill Weston, Dr. Robert Graf, Mr. Billy Madert

**Guests Present:**

Chairman Jim McGowen called the meeting to order at 7:00 P.M. on the 2nd day of February 2015.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held December 15th 2014. Mr. Weston made a motion to approve the minutes. Seconded, Vote taken and corrected minutes passed.

**Board Officers Election:** Mr. Weston made a motion the to keep Board Officers in their current positions, Chairman Jim McGowen, Vice Chairman Peter Vila, and Treasurer/Secretary Billy Madert. Motion Seconded, vote taken and Motion passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month January. Mr. Morgan Made a motion to approve the Financial Report. Seconded, Vote taken and motion passed. Mr. Madert informed the board that the names of many accounts have changed. The chart of accounts has changed to closer resemble the terms used in the Audit. Mr. Madert informed the board that the new Account will be coming to the February Meeting to go over the first six months Financial Statement. The board discussed the progress of the CRT Fee, Mr. Madert informed the board that he had been in discussion with the PSC and had provided further data to support the fee. It was Mr. Madert's feeling that a decision on the fee was close and he would let the board know as soon as he knew anything. Dr. Vila made a motion to approve the Financial Report. Seconded, vote taken and motion passed.

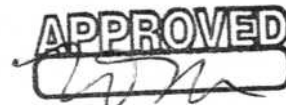
**Tonnage Reports:** The board was presented a copy of the JCSWA Tonnage Report and Recycling Tonnage Report for their records. Mr. Madert presented the board with the daily tonnage check for the month of January.

**Year Ending June 30, 2014 Audit Review:** The Board was presented with the FY 2014 Audit for their records. It was noted that no findings were reported. The Auditor did suggest that the board sign a bank reconciliation at each meeting to strengthen internal controls.

**Surveillance System:** Mr. Madert and Mr. Weston have been looking at surveillance systems to monitor the scales and the recycling area. Mr. Madert gave some price estimated based on what he found on the internet and the board found those prices to be reasonable.

**Directors Report:** See Attached.

Mr. McGowen made a motion to adjourn, seconded and passed. The meeting adjourned at 8:32 pm. Next scheduled meeting will be **February 23, 2015 at 8:46 pm.**

**APPROVED**  


# Director's Report

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February 2, 2015

- a. Litter Control Officer- the board was presented with a copy of the liter control agreement for the Berkeley County Litter Control Officer. Mr. Mader will set up a meeting with the Sheriff and other stakeholders and keep the board informed.
- b. 2015 Grant Schedule Review- The board was presented with a sheet that outlined the upcoming grants
- c. PSC CRT Fee Update- Covered in the Financial Report.
- d. Legislative Update- Marcellus Waste Rules awaiting approval.

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**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

February 23, 2015

**Members Present:**

Mr. Jim McGowen, Dr. Peter Vila, Mr. Rusty Morgan, Mr. Bill Weston, Dr. Robert Graf, Mr. Billy Madert

**Guests Present:**

Chairman Jim McGowen called the meeting to order at 7:00 P.M. on the 23rd day of February 2015.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held February 2nd 2014. Mr. McGowen made a motion to approve the minutes. Seconded, Vote taken and corrected minutes passed.

**Financial Statement for the first six months FY 2015:** Mr. David Darnell presented the Financial Statements and reviewed the report with the Board. The board had some specific questions about depreciation and Mr. Madert will be working with Mr. Darnell on the Authority's depreciation schedule.

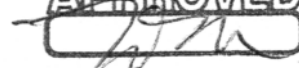
**Financial Reports:** The Operational and Recycling Financial Report was presented for the month January. Mr. Morgan Made a motion to approve the Financial Report. Seconded, Vote taken and motion passed. Dr. Vila made a motion to approve the Financial Report. Seconded, vote taken and motion passed.

**Tonnage Reports:** The board was presented a copy of the JCSWA Tonnage Report and Recycling Tonnage Report for their records.

**Transfer Station Sign:** The Board was presented with two options for the new sign and the board selected the design for the sign with a few changes.

**Directors Report:** See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 8:50 pm. Next scheduled meeting will be **March 23, 2015 at 7:00 pm.**

**APPROVED**  


# Director's Report

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February 23, 2015

- a. Yard Waste Grinding- Grinding is just about done, and Cam noted that it was the best that it had been in a while. Mainly due to the fact that it was out of the mud and the material hadn't been sitting there too long. He estimated the cost would be between \$12K-\$15K. I have them also repairing the road back in the mulch area.
- b. Meeting with the Sheriff- We have the meeting scheduled for March 3<sup>rd</sup>, I will keep you informed.
- c. AAH Map- Looking to host a meeting when the map is complete.
- d. CommuniTree Project: Asked for about 12-15 yards of mulch for local projects.
- e. DEP Summer Camp- I'll be heading down in June. Still looking for funding for the group of kids from Jefferson County. Harmony Dressler sent out a letter to many Jefferson County Businesses, not much reply as of yet.
- f. Teen Court- We are now an official location for Teen Court Community Service hours.

APPROVED  
*[Signature]*

JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430

March 23, 2015

**Members Present:**

Dr. Peter Vila, Mr. Bill Weston, Dr. Robert Graf, Mr. Billy Madert

**Guests Present:** Mike Brennan-Apple Valley Waste

Mr. Madert called the meeting to order at 7:02 P.M. on the 23rd day of March 2015.

**Apple Valley Waste:** Mike Brennan spoke with the board about the new recycling plant and invited the board to visit the plant in the near future. The Board and Mr. Brennan talked about the recycling process and current recycling markets. Mr. Brennan also informed the board that Apple Valley Waste will be increasing the tons that will be coming through the transfer station.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held February 23rd 2014. Dr. Vila made a motion to approve the minutes. Seconded, Vote taken and corrected minutes passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month February 2015. Mr. Morgan Made a motion to approve the Financial Report. Seconded, Vote taken and motion passed. Dr. Vila made a motion to approve the Financial Report. Seconded, vote taken and motion passed.

**Tonnage Reports:** The board was presented a copy of the JCSWA Tonnage Report and Recycling Tonnage Report for their records.

**Litter Control Officer:** Jim, Bill, Rusty and Billy met with the Sheriff and the Sheriff was supportive of the idea of a litter control officer. There was still uncertainty about where money would come from for the program. It was determined that a detailed scope of work/program outline needs to be created, to help identify goals and costs.

**SWMB Grant 2016:** Discussed ideas for the 2015 SWMB grant, including battery recycling, a mulch bagger. A final draft will be presented at the April meeting for approval.

**Directors Report:** See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 8:46 pm. Next scheduled meeting will be **April 27th, 2015 at 7:00 pm.**

APPROVED  
 3/27/15

# Director's Report

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March 23, 2015

- a. Adopt-A-Highway Map- The map is just about finished and the Keep Jefferson Beautiful group is planning to have a meeting, sometime around. Would like to provide people with a copy of the map. Maybe print outs or flash drive.
- b. Community Participation Grant- Submitted to the County who will submit to the State. There is a local match required about \$260 that we have committed to.

**APPROVED**  


**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

April 27, 2015

**Members Present:**

Mr. Jim McGowen, Dr. Peter Vila, Mr. Bill Weston, Mr. Billy Madert

**Guests Present:**

Mr. McGowen called the meeting to order at 7:03 P.M. on the 27th day of April 2015.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held March 23<sup>rd</sup> 2015. Dr. Vila made a motion to approve the minutes. Seconded, Vote taken and motion passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month March 2015. The Grinding expense and road building in the yard waste area was reflected in the March Financial report. Mr. McGowen requested that the road building part of the grinding bill be categorized as ground maintenance. The board agreed and Mr. Madert said he would make the change. Mr. McGowen made a motion to approve the Financial Report. Seconded, Vote taken and motion passed.

**Tonnage Reports:** The board was presented a copy of the JCSWA Tonnage Report and Recycling Tonnage Report for their records. Mr. Madert informed the board that the single stream recycling at the Hagerstown MRF is going well, it has been a little harder to get the tonnage numbers for our container, but when requested the numbers are quickly sent.

Mr. Madert noted that the tonnages are increasing because of the added Apple Valley Tons and additional Waste Management tons. Dr. Vila noted that while the percentage of tons going to LCS is going down the actual number of tons going to LCS is remaining constant.

**SWMB Grant 2016:** Mr. Madert presented the SWMB grant to the board for review. The grant requested funding for a new oil collection building and upgrades to the oil collection containers. Dr. Vila made a motion to approve the resolution authorizing an application for a Solid Waste Authority Grant from the WV Solid Waste Management Board for the Fiscal Year 2016. Seconded, Vote taken and motion passed.

**HR-Part Time Site Attendant:** We will be setting up interviews this week. The board discussed the desired qualifications for applicants, and discussed the application of Ronald Jenkins Jr. Mr. Madert noted that he will keep the board updated as the process continues.

**Directors Report:** See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 8:12 pm. Next scheduled meeting will be **June 1, 2015 at 7:00 pm.**

**APPROVED**  


# Director's Report

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April 27, 2015

- a. Community Participation Grant 2015- the grant request was approved by the County Commission. After speaking with the county grant administrator it appears that the grant will be extended into FY 2016 and will need to be spent by June 30, 2016.
- b. Transfer Station Sign- The new signs are complete and I am in conversation with the highway department about sign placement.
- c. Earth Day – Did have a good event, the weather wasn't the best but I was able to talk with lots of residents.
- d. Adopt-A-Highway Map Meeting- Everything is in order for the meeting on Wednesday at 6:30pm.
- e. SWANA Classes- Mr. Madert asked the board to pay the course fee of \$895.00 for an Organics Collection and Managing Composting Systems certification class offered by the Solid Waste Association of North America (SWANA). Dr. Vila made a motion to pay the course fee, Seconded, vote taken and motion passed.
- f. The DEP inspected the facility on March 24 2015 and no violations were noted.

APPROVED  
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**JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430**

June 19, 2015

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**Members Present:**

Mr. Jim McGowen, Dr. Peter Vila, Mr. Bill Weston, Dr. Bob Graf, Mr. Billy Madert

**Guests Present:** Mr. Roger Gambill

Mr. McGowen called the meeting to order at 7:02 P.M. on the 1th day of June 2015.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held April 27th 2015. Mr. Weston made a motion to approve the minutes. Seconded, Vote taken and motion passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month April 2015. Mr. Madert Noted that the April was a big month for trash and thus the disposal revenue showed a large increase. Mr. Madert presented two new reports that showed a two year comparison of revenue by customer account. The report showed an over increase in revenue from 2014 to 2015. Mr. McGowen made a motion to approve the Financial Report. Seconded, Vote taken and motion passed.

Mr. Madert informed the board that he had met with our Accountant Mr. Darnell in preparation for the FY 2015 Audit. Mr. Madert also presented the idea of having a management document that would categorize funds at the end of each fiscal year. Mr. Madert informed that the board

**Tonnage Reports:** The board was presented a copy of the JCSWA Tonnage Report and Recycling Tonnage Report for their records. Mr. Madert highlighted the fact that the tons have been increasing, and that most of the increase is from the Apple Valley tons. Mr. Madert also noted that the additional Waste Management tons have come to the transfer as of yet.

The board reviewed the electronic recycling report and it was noted the cost/CRT decreased from the previous month.

**Grinding Bid Review:** Mr. Madert presented the board with the draft grinding bid for edits and review. It was suggested that a date be added to state when the grinding must be complete by. Mr. Madert said that he would add that the grinding would have to be complete by the 15<sup>th</sup> of December 2015.

**June Meeting Date:** Mr. Madert reminded the board the June meeting will be held on Monday June 29<sup>th</sup> 2015 at 7pm.

**Directors Report:** See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 8:29 pm. Next scheduled meeting will be **June 29, 2015 at 7:00 pm.**

**APPROVED**

*[Handwritten Signature]* 6/29/15

# Director's Report

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June 1, 2015

- a. SWANA Training- the training was great and there were people from all over the US. I feel confident that I've passed the certification test but the results will not be available for a few weeks. Will let you know.
- b. FY 2015 SWMB Grant- Passed out the paint hardener and brochures at the Charles Town Farmers Market. The market was very glad to have us and lots of customers were glad to learn about the transfer station and the paint hardener.
- c. Keep Jefferson Beautiful Meeting- The Meeting went great there were about 15-20 people in attendance and two County Commissioners. We are now starting to work on the goal of getting more adoptions.
- d. Litter Camera Update- I did go out with the Dustin (DNR) and help set up two cameras at known dumping sites in the Shenandoah Springs Recreational Area.

**APPROVED**  
*[Signature]* 6/1/15

JEFFERSON COUNTY  
SOLID WASTE AUTHORITY  
KEARNEYSVILLE, WEST VIRGINIA 25430

June 29, 2015

**Members Present:**

Mr. Bill Weston, Mr. Rusty Morgan, Dr. Bob Graf, Mr. Billy Madert

**Guests Present:** Mr. Roger Gambill

Mr. Madert called the meeting to order at 7:01 P.M. on the 29th day of June 2015.

**Minutes:** The board members reviewed the minutes of the regular Board Meeting held June 1st 2015. Dr. Graf made a motion to approve the minutes. Seconded, Vote taken and motion passed.

**Financial Reports:** The Operational and Recycling Financial Report was presented for the month May 2015. The board continued to discuss the idea of depreciation and a reserve account. Mr. Morgan made a motion to approve the Financial Report. Seconded, Vote taken and motion passed.

During the financial report the board discussed the Yard Waste Recycling Program and way we might be able to improve our process to create a better and cleaner product.

**Tonnage Reports:** The board was presented a copy of the JCSWA Tonnage Report and Recycling Tonnage Report for their records. Mr. Madert highlighted the fact that the tons are continuing to increase, and that most of the increase is a result of the Apple Valley tons.

The electronics recycling report included a new column that showed the cost of the CRTs above the revenue collected through the \$10 fee. Mr. Madert noted that the added column would help the board evaluate the expenses related to CRT processing.

The board discussed some of the health and safety issues related to the Electronics Program, specifically related to heavy CRT televisions. The board asked Mr. Madert to produce a policy that would help to address safety concerns, and present it at the July 2015 Meeting.

**New Hire-Philip Parker:** Started last week and he will be working three days a week.

**Directors Report:** See Attached.

**F. New Business:** It was requested that Mr. Madert Create an individual maintenance chart for our different pieces of equipment, to present at the August Meeting.

Mr. Weston made a motion to adjourn, seconded and passed. The meeting adjourned at 8:39 pm. Next scheduled meeting will be **July 27, 2015 at 7:00 pm.**

APPROVED  
*[Signature]* 7/12/15

# Director's Report

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June 29, 2015

- a. Equipment Maintenance Update- Purchased New tires for the backhoe. New cutting edges for the skidsteer and the Backhoe.
- b. Yard Waste Area Clean Up- I will be talking to Cam Tabb about cleaning up the material that is unable to be ground for mulch. The material will be put into the building as trash.
- c. Surveillance Cameras- Bill and I have worked out the details of the cameras and will be ordering them in July.
- d. Ranson Community Garden- The garden is looking for compost and/or mulch donations for a project at the garden.
- e. Jefferson County Prosecuting Attorney Letter- We received a letter Informing us of the rules and regulations should we require the services of the prosecuting attorney's office.
- f. County Garage maintenance agreement- Bill Polk from the County garage contacted me about entering into an agreement that would allow the County garage to dispose of used tires at no charge, in exchange for the county garage working on two of our trucks at no labor cost, with us paying for parts. Action: The board agreed to proceed with the agreement, after legal review.

APPROVED  
2015/7/27/15