

On April 2, 2020 at 10:03 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Mr. Sweeney**. Meeting was a conference call. Those in attendance were:

Officers	Board of Directors	Committee Chairs, Members, & Visitors
Sean Sweeney	Dan Brown	Elizabeth Osbourne
Michele Nestor	Mike Engel	Scot Sample
Tom Lock	Jill Hamill	Bob Watts
Dayle Anderson	Jim Lambert	Denise Wessels
Bryan Wehler	Chuck Raudenbush	Carolyn Witwer

Not present: Scott McGrath

SECRETARY'S REPORT

Mr. Lock presented the minutes from the March 5, 2020 Board of Directors Meeting. A motion was made by **Mr. Lambert** to approve the minutes as presented. **Ms. Witwer** seconded. Vote was called; the motion passed unanimously.

The March 5, 2020 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Ms. Anderson reviewed the Treasurer's Reports.

Motion was made by **Mr. Lambert** to approve the Treasurer's Report and transactions from February 1 through February 29, 2020, as presented. **Mr. Watts** seconded. Vote was called; the motion passed unanimously.

A motion was requested to approve the Administrative and Marketing Director invoice for March 1 through March 31, 2020, for \$1,759.92. Motion made by **Mr. Lambert** and seconded by **Mr. Sample**. Vote was called; motion passed unanimously.

The Treasurer's Report and Administrative and Marketing Director invoice are attached and hereto made part of the minutes.

COMMITTEE REPORTS

Advisory Board

Mr. Watts reviewed the submitted Advisory Board report.

April 17 is the deadline for submitting events articles to SWANA for highlighting by SWANA.

The Advisory Board report is attached and hereto made part of the minutes.

Articles & Bylaws

There was discussion regarding the changes needed to the bylaws. Treasurer bonding will be added as well as a statement allowing Treasurer to make purchases up to \$500 per transaction without prior Board approval.

Any comments/concerns regarding the bylaws should be sent to **Mr. McGrath**.

The suggested changes to the by-laws will be made and a final copy ready for Board approval at the May meeting.

Communications & Newsletter

The Spring edition of the newsletter is scheduled for the end of April.

Legislative & Policy

DEP has suspended some regulations regarding hours, tonnage, and other items. A link to the DEP form and SWANA's COVID-19 information will be put on the Chapter website.

Membership & Marketing

Ms. Witwer discussed sending emails to expired members encouraging them to renew membership.

Personnel & Nominating

The Nomination Request email is ready to distribute to members in early May.

Fall Conference

Ms. Nestor reported there are a few price changes and new sponsorships. A discussion regarding cancelling the Fall Conference due to COVID-19 followed. **Ms. Nestor** will contact the Hilton and PWIA to discuss the financial ramifications of cancelling.

Mini-Tech Seminars

Ms. Wessels reviewed the Mini-Tech report. Due to COVID-19, the April Mini-Tech is being postponed. All other min-techs are on hold until the COVID-19 situation is resolved.

Mini-Tech Seminar Report is attached and hereto made part of the minutes.

Road-E-O

A motion was made to cancel the 2020 Mi-Atlantic Regional Road-E-O on June 4 & 5, due to COVID-19 concerns. Motion was made by **Mr. Raudenbush** and seconded by **Mr. Sample**. Vote was called; motion passed unanimously.

Mr. Sample offered to host the 2021 Road-E-O.

Safety

Due to COVID-19 concerns, the Hauler Safety Outreach sessions have been postponed.

Scholarships

Applications are due by May 1, 2020.

Young Professionals

Ms. Hamill reported on a YP National call.

Strategic Planning

No report.

CHAPTER CALENDAR

April 2020

- Thursday, 4/2, 10 am - **Board Meeting Conference Call**
- **POSTPONED** Thursday, 4/16, 10 am – **Metals Recovery from MSW Ash Mini-Tech Seminar**
- Distribute Spring Edition of *The Keystone*

May 2020

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/7, 10 am - **Board Meeting, Conference Call**
- Nominating Committee requests nominees for Officers/Directors positions

June 2020

- Thursday, 6/4, 10 am - **Board Meeting, Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- **CANCELED** - 6/4 & 6/5 - **2020 Mid-Atlantic Regional Road-E-O, Blossburg, PA**
- Review annual budget
- Nominating Committee presents Slate of Officers/Directors for election

July 2020

- **No Board Meeting**
- Thursday, July 9, 10 am – **Natural Aquatic Life Treatment System Mini-Tech, Lebanon, PA**
- Wednesday 7/15, Article Deadline for Summer Edition of The Keystone

August 2020

- Thursday, 8/6, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

September 2020

- **9/17 – 9/18, 21th Annual Joint Fall Conference, Hilton Harrisburg**
- **9/18, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- Chapter Fiscal Year Ends

OLD BUSINESS

No old business.

NEW BUSINESS

Extensive discussion regarding the possibility of cancelling 2020 Fall Conference due to COVID-19 concerns. Financial concerns about the hotel contract and whether PWIA would share in the financial burden of cancelling. **Ms. Nestor** will contact the Hilton and PWIA to determine the impact on the Chapter.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on May 7, 2020 at 10:00 am. All members are welcome.

ADJOURN

With no further business to address, the meeting adjourned at 11:30 am.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

April 2, 2020

SUBJECT: Treasurer's Report

1. Balance Sheet as of February 29, 2020.
2. Transactions from February 1 thru February 29, 2020
3. Account Reconciliation Summary (available to date)
 - a. First Citizens February 1 through February 29, 2020
 - b. Edward Jones February 1 through February 29, 2020

A MOTION is requested to approve the Treasure's Reports and all transactions from February 1 through February 29, 2020.

4. Administrative and Marketing Director Invoice and Timesheet (for the period of March 1 through March 31, 2020).

A MOTION is requested to approve the payment of the Administrative and Marketing Director's Invoice of \$1,759.92 as presented.

DAYLE L. ANDERSON,

TREASURER (INTERIM)

Summary Balance SheetAs of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	104,264.93
Accounts Receivable	8,345.00
Other Current Assets	210.01
	<hr/>
Total Current Assets	112,819.94
	<hr/>
TOTAL ASSETS	112,819.94
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	13,877.38
	<hr/>
Total Current Liabilities	13,877.38
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Total Liabilities	13,877.38
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Equity	98,942.56
	<hr/>
TOTAL LIABILITIES & EQUITY	112,819.94
	<hr/> <hr/>

PA Keystone Chapter of Solid Waste Association of N.America

04/01/20

Transactions by Account

Accrual Basis

As of February 29, 2020

Type	Date	Num	Name	Memo	Split	Amount
1003 · First Citizens						
Bill Pmt -C...	02/06/2020	1061	Chanda Mart...		20000 · Accounts Paya...	-1,426.42
Bill Pmt -C...	02/11/2020	1062	Weiss Burke...	Keystone SWANA Byla...	20000 · Accounts Paya...	-820.00
Bill Pmt -C...	02/03/2020	EFT	LAW PAY	Dec CC Fees	20000 · Accounts Paya...	-7.52
Bill Pmt -C...	02/25/2020	EFT	Phone.com, ...	ACH Payment for Pho...	20000 · Accounts Paya...	-14.93
Deposit	02/27/2020			Deposit	-SPLIT-	230.00
Deposit	02/18/2020			Deposit	-SPLIT-	55.00
Deposit	02/21/2020			Deposit	1200 · Undeposited Fu...	15.00
Deposit	02/13/2020			Deposit	4301 · Program Income	1,622.60
Total 1003 · First Citizens						-346.27
1005 · Edward Jones						
Deposit	02/29/2020			Deposit	7020 · Change in Inves...	752.31
Total 1005 · Edward Jones						752.31
TOTAL						406.04

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1003 · First Citizens, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						75,870.25
Cleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	02/03/2020	EFT	LAW PAY	X	-7.52	-7.52
Bill Pmt -Check	02/06/2020	1061	Chanda Martino	X	-1,426.42	-1,433.94
Bill Pmt -Check	02/11/2020	1062	Weiss Burkett, LLC	X	-820.00	-2,253.94
Bill Pmt -Check	02/25/2020	EFT	Phone.com, Inc	X	-14.93	-2,268.87
Total Checks and Payments					-2,268.87	-2,268.87
Deposits and Credits - 4 items						
Deposit	02/13/2020			X	1,622.60	1,622.60
Deposit	02/18/2020			X	55.00	1,677.60
Deposit	02/21/2020			X	15.00	1,692.60
Deposit	02/27/2020			X	230.00	1,922.60
Total Deposits and Credits					1,922.60	1,922.60
Total Cleared Transactions					-346.27	-346.27
Cleared Balance					-346.27	75,523.98
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/12/2019				700.00	700.00
Total Deposits and Credits					700.00	700.00
Total Uncleared Transactions					700.00	700.00
Register Balance as of 02/29/2020					353.73	76,223.98
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	03/05/2020	1063	Chanda Martino		-1,663.54	-1,663.54
Total Checks and Payments					-1,663.54	-1,663.54
Total New Transactions					-1,663.54	-1,663.54
Ending Balance					-1,309.81	74,560.44

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1005 · Edward Jones, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,919.39
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/29/2020			X	752.31	752.31
Total Deposits and Credits					752.31	752.31
Total Cleared Transactions					752.31	752.31
Cleared Balance					752.31	53,671.70
Register Balance as of 02/29/2020					752.31	53,671.70
Ending Balance					752.31	53,671.70



Bill To

Date: 4/1/2020

Pennsylvania Keystone Chapter of SWANA
1610 Russell Road, Lebanon, PA 17046

Admin & Marketing	Amount
Hours for March 1, 2020 - March 31, 2020	\$1,661.57
Mileage	\$8.35
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	\$1,759.92

Expenses	Amount
	\$0.00
Total Expenses	\$0.00

MARCH TOTAL:

\$1,759.92

**Pennsylvania Keystone Chapter of SWANA
Administrative and Marketing Director**

March 1, 2020 - March 31, 2020

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
2-Mar		email, docs to TR, timesheet, invoice, voicemail	1.25				1.25
3-Mar		MT email, BOD meeting prep	1.75			0.25	2
4-Mar	7.2	GLRA - mail, email, invoice, timesheet, employment post, BOD packet, MT updates to website	2.5			0.75	3.25
5-Mar		software updates, email, BOD meeting prep, MT ad, sched email, events, BOD meeting, FC call	4	1		1	6
9-Mar		printer issue, email, website updates, roadeo FB, email ads, MT ad, roadeo email	2.5		1.75	0.5	4.75
10-Mar		FC price updates, reg update, roadeo webpage, roadeo ads for mail and email	1	0.75	3	0.5	5.25
11-Mar	7.2	GLRA - mail, pricing, email	0.75	0.5			1.25
16-Mar		website updates, email	1.25				1.25
18-Mar		MT postponed, email, website updates, email	0.25			0.75	1
19-Mar		FC website update, email	0.25	0.25			0.5
20-Mar		email	0.5				0.5
23-Mar		email, BOD agenda and email, website updates, minutes, timesheet	3.5			0.5	4
24-Mar		nominations email, BOD reports, FC reg, FC org and planning, software updates	1.25	2.5			3.75
26-Mar		FC reg edits, email, bylaws	0.75	0.5			1.25
27-Mar		email, BOD prep	1				1
30-Mar		BOD meeting prep, email, website mods	2.25				2.25
31-Mar		FC reg edits, email, FC ex sp web pages and reg, website mods		5.5			5.5

Total Miles **14.4**

44.75

Total March Hours	24.75	11	4.75	4.25	44.75
	\$ 918.97	\$ 408.43	\$ 176.37	\$ 157.80	

TIME	\$ 1,661.57
MILEAGE	\$ 8.35
PHONE	\$ 60.00
INTERNET	\$ 30.00

MARCH TOTAL \$ 1,759.92

1st QTD Hours	90.25	15.5	8.25	8.75	122.75
2nd QTD Hours	0	0	0	0	0
3rd QTD Hours	0	0	0	0	0
4th QTD Hours	0	0	0	0	0
YTD hours	90.25	15.5	8.25	8.75	122.75

Advisory Board Report April 2, 2020

Recent Activity

- SWANA paid back \$50,000 of the Board restricted funds they borrowed in early March
- SWANA has been advocating for waste and recycling workers to be classified as essential workers.
- SWANA developed a template letter so employees of the waste and recycling industry could show authorities that they are essential workers.
- SWANA has closed SWANA has a new logo
- SWANA like everyone else is supplying Coronavirus information
- SWANA has a new website design

Calendar of Events:

2020 Mid-Atlantic Regional Road-E-O will be held at the Northern Tier Solid Waste Authority's Blossburg, PA June 4 & 5, 2020

2020 October El Paso, TX - International Road-E-O

Future WASTECONs & SWANApalooza:

2020: Dallas – WASTECON December 7-10

2021: Kansas City – SOAR (Sustainability Operations Actions and Resources – replaces SWANApalooza going forward) April 12-15

2021: Orlando – November 1-4

2024: Orlando – TBD

THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE BILL

No. 2368 Session of
2020

INTRODUCED BY KAIL, O'NEAL, BERNSTINE, BROOKS, SCHLEGEL CULVER,
DONATUCCI, DOWLING, DUNBAR, GAYDOS, HEFFLEY, JAMES, MATZIE,
MIHALEK, MUSTELLO, READSHAW, REESE, RIGBY, ROEBUCK, ROTHMAN,
SAYLOR, STAATS, STRUZZI AND WHITE, MARCH 23, 2020

REFERRED TO COMMITTEE ON ENVIRONMENTAL RESOURCES AND ENERGY,
MARCH 23, 2020

AN ACT

1 Amending the act of July 28, 1988 (P.L.556, No.101), entitled
2 "An act providing for planning for the processing and
3 disposal of municipal waste; requiring counties to submit
4 plans for municipal waste management systems within their
5 boundaries; authorizing grants to counties and municipalities
6 for planning, resource recovery and recycling; imposing and
7 collecting fees; establishing certain rights for host
8 municipalities; requiring municipalities to implement
9 recycling programs; requiring Commonwealth agencies to
10 procure recycled materials; imposing duties; granting powers
11 to counties and municipalities; authorizing the Environmental
12 Quality Board to adopt regulations; authorizing the
13 Department of Environmental Resources to implement this act;
14 providing remedies; prescribing penalties; establishing a
15 fund; and making repeals," in general provisions, further
16 providing for definitions.

17 The General Assembly of the Commonwealth of Pennsylvania
18 hereby enacts as follows:

19 Section 1. The definitions of "municipal recycling program"
20 and "municipal waste" in section 103 of the act of July 28, 1988
21 (P.L.556, No.101), known as the Municipal Waste Planning,
22 Recycling and Waste Reduction Act, are amended to read:
23 Section 103. Definitions.

1 The following words and phrases when used in this act shall
2 have the meanings given to them in this section unless the
3 context clearly indicates otherwise:

4 * * *

5 "Municipal recycling program."

6 (1) Any of the following that is operated by or on
7 behalf of a municipality:

8 (i) A source separation and collection program for
9 recycling municipal waste or source-separated recyclable
10 materials[, or a].

11 (ii) A program for the source separation and
12 collection of post-use polymers or recovered feedstocks.

13 (iii) A program for the source separation and
14 collection of materials that are demonstrated to replace
15 fossil fuels as an alternative energy source.

16 (iv) A program for designated drop-off points or
17 collection centers for recycling municipal waste or
18 source-separated recyclable materials[, that is operated
19 by or on behalf of a municipality].

20 (2) The term includes any source separation and
21 collection program for composting yard waste that is operated
22 by or on behalf of a municipality. The term shall not include
23 any program for recycling construction/demolition waste or
24 sludge from sewage treatment plants or water supply treatment
25 plants.

26 "Municipal waste." Any garbage, refuse, industrial lunchroom
27 or office waste and other material, including solid, liquid,
28 semisolid or contained gaseous material, resulting from
29 operation of residential, municipal, commercial or institutional
30 establishments and from community activities and any sludge not

1 meeting the definition of residual or hazardous waste in the
2 Solid Waste Management Act from a municipal, commercial or
3 institutional water supply treatment plant, wastewater treatment
4 plant or air pollution control facility. The term does not
5 include source-separated recyclable materials or post-use
6 polymers or recovered feedstocks where the polymers or
7 feedstocks are converted through technologies such as pyrolysis
8 or gasification.

9 * * *

10 Section 2. This act shall take effect in 60 days.

Mini-tech Committee Report April 2020

Past Mini-techs - None

Scheduled Mini-techs

- April 16 - LCSWMA – removal of metal fines from incinerator ash (5 signed up so far) – **POSTPONED TO FALL**
- July 9 - Plant-based leachate treatment options – Leachate Management Specialists, LLC
- Fall 2020 (date TBD) – York County recycling plant upgrades
- TBD - Lanchester trees planted in final cover, monthly drone surveys, 70-ft. long sliding board, and closure project

Planning Stages

Rochem Reverse Osmosis Plant in Scranton or Hegins

Other ideas

Radiation Monitoring

E-waste facility tour

Anaerobic Digester: Brubaker Farm Tour (Lancaster County), Reinhold Farm Tour (Juniata County) or City of Philadelphia digester, or Milton Sewer Authority?

Wind Defender (Elliot Pugh)

SWANA 3-day Managing Composting Programs Certification Course

- SWANA charges Chapter \$425/manual
- National rate is \$859 for members and \$1,059 for non-members, plus exam (\$250 members, \$400 non-members). Chapter can charge less.

Survey sent to all members – 20 responses to date (11 interested in course, 9 are not)

Interested and # of attendees (potential # of Attendees = 15-19)

- City of Pittsburgh (2 individuals responded) (2-4)
- LCSWMA (1)
- Centre County Recycling & Refuse Authority (3)
- Allegheny County Health Dept. (1)
- Chestnut Hill Township (1)
- Chrin (1)
- City of Harrisburg (1-2)
- Millcreek Township (1-3)
- City of Lancaster (1)
- CCSWA (3)

Preferred Month: **October (12 responses)**

Potential Instructor: Jessica Moore, University of MD, Manager of Recycling and Administration – email sent to gauge interest

Pennsylvania Keystone Chapter SWANA

FY 2019 – 2020 Calendar

April 2020

- Thursday, 4/2, 10 am - **Board Meeting Conference Call**
- **POSTPONED** Thursday, 4/16, 10 am – **Metals Recovery from MSW Ash Mini-Tech Seminar**
- Distribute Spring Edition of *The Keystone*

May 2020

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