

MEETING MINUTES
Regional Solid Waste Plan Advisory Committee
Steering Committee

Date of Meeting: 1:30 PM, Thursday, May 13, 2010
Meeting Location: Lycoming County Landfill
447 Alexander Drive, Montgomery, PA 17752
Meeting #: **Steering Committee Meeting #1**
Attendees: See Attached Sign-in Sheet
Counties Represented at Meeting: Lycoming
Snyder
Union
Montour
Columbia County – *not present*
DEP Representative – *not present*

Planning Process:

Tanya McCoy-Caretti began the meeting reminding everyone that this Regional Solid Waste Plan is different than what was done in the past in each of the five counties. This is considered a substantial plan revision by the Pennsylvania Department of Environmental Protection (PADEP), which requires specific review and approval steps. Several things can trigger a substantial plan revision process, and this Regional Plan may trigger several of those items. Tanya discussed the members of the consultant team and each of their roles in general, the overall timeline for the project and the Team's commitment to accomplishing the project in the time allotted. Kevin stated that the Regional Solid Waste Advisory Committee is a combination of the Steering Committee and the five Stakeholder Groups together. The Steering Committee and the Stakeholder Committee are advisory committees.

In working with the Steering Committee, the Consultant's Team primary goal is to communicate information it gathers in the planning process, and to receive direction from the Steering Committee on how to proceed based on information gathered. This will make the planning process dynamic and fluid, and hopefully, responsive to addressing issues that arise during the planning process. The Steering Committee's first meeting covered initial responsibilities of the committee, general planning schedule, and planning for initial project meetings. The Consultants will present draft chapter materials for review and comment, as they are prepared. Tanya commented that some chapters of the plan may be completed and presented to the Steering Committee out of order, due to the nature of the information gathering process.

Everyone went around the room to state their name and indicate whom they were representing. Terry Keene introduced the Consultant Team, including those on the Team that were not present today. Terry and Tanya expressed excitement to be a part of this project, and are anxious to get started. This is expected to be both a challenging and a

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rewarding project. It is not believed that a regional solid waste plan of this size has been undertaken before in Pennsylvania.

Important information will come out of the upcoming Stakeholders Group Meetings (municipal, business and industry, waste businesses, recyclers, and citizens stakeholder groups). It is hoped that these meetings will help identify the issues and needs of the groups; will allow dissemination of planning information on the Regional Plan to the groups; and will be a consensus-forming tool, to generate support for the Regional Plan's recommendations. The Steering Committee needs to finalize its selection process, to make sure stakeholder representatives from each county in the planning area are designated to the five Stakeholder Groups.

Schedule:

Terry continued, expressing that it will be a challenge to establish a schedule of project meetings (40+) that will not create conflicts with the many people involved in the meetings. Terry noted that we are starting this project approximately one month later than originally scheduled, due to an extended Consultant award date. This planning project will occur over an 18-month (+/-) period. A preliminary revised project-meeting schedule was handed out for everyone to review and discuss. This schedule allows for spacing for holidays, other commitments of the Consultant Team, etc. The "meat" of the work in this Regional Plan will be conducted in the Summer/Fall of 2010. A draft Regional Plan document submittal is anticipated to be ready to submit to PADEP by the end of January 2011. Terry asked that if anyone on the Steering Committee has specific vacation or other major commitments that may affect meeting schedules, to please let him know.

For the first round of Stakeholder Meetings, it is most critical to get the process going and get the groups established. The schedule reflects the meetings with the Stakeholders, then the Consultants debrief, and then the meeting with the Steering Committee to present the information and ask for guidance. This "cycle" of meetings will take place four times during the drafting of the plan.

The critical-path items on the project schedule right now are the appointment of Stakeholder Group members, the scheduling of public kickoff meetings in each of the five participating counties, and the scheduling of the initial Stakeholder Group meetings. The preliminary draft schedule distributed shows public kickoff meetings starting in as little as three weeks. It was acknowledged that this may not allow enough time for distribution of announcements of the public kickoff meetings to the municipalities in the five counties.

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Kevin McJunkin stated that the intended audience for the public kickoff meetings is municipal officers and appointed Stakeholders. The County Representatives are expected to send notices to each municipality to announce the Regional Plan process and to announce the upcoming public kickoff meetings. It was noted that municipalities throughout the region meet at different times throughout the month, and notices from County Representatives to the municipalities need to be sent out quickly, to allow as much advance notice as possible before the public meetings. Terry handed out a sample letter to be mailed to each municipality in the five counties by the county reps. This planning notice letter is required by PADEP, and can also be used to announce the public kickoff meetings. Terry invited each County Representative to use this letter to assist them in getting their notices out to the municipalities. Terry will make some minor changes to this letter and email it to everyone for their use. Gwen Jones of Snyder County stated they have already sent two (2) notices to their municipalities. Also, they have a county planning committee together and they have already met twice. Kevin McJunkin responded to all County Representatives that he would like their public notice letters mailed out before the end of the month. It was agreed that the Public Kickoff meetings should be held first, and the initial Stakeholder Group meetings should follow.

Betsy Hack, Montour County, inquired about having to advertise Public Notice for the meetings. Tanya stated that there is no formal requirement to advertise the kickoff meetings in a local paper; however, each County is welcome to do that if they so choose. Tanya also stated that the Stakeholders group meetings don't have to be advertised. It is not a decision-making body, so public notices are not necessary. Kevin suggested that they can have the Commissioners announce it in their meetings also. Kevin commented that typically, when notices are placed, they should be run in the paper no less than one (1) week before the meeting but no more than 60 days. Terry agreed to prepare a sample public ad for the public meetings, should a county want to advertise the kickoff meeting this way. Terry asked that a copy of a sample municipal notification letter (and any newspaper ads) from each county be provided to him, to be included in the public participation appendix of the Regional Plan. Betsy Hack, Montour County, expressed her concern by stating she is overwhelmed. Kevin commented that if Betsy will provide a list, he would be happy to assist her in getting her municipal mailings completed. Montour County also advised that they do not have a large "electronic" presence.

It was agreed that three weeks' notice (from today's meeting) is not enough time to schedule the public kickoff meetings. It was agreed to shift the public kickoff meetings to the week of June 21, and to schedule the initial Stakeholder Group meetings during the week of June 28. It was agreed that Tuesdays, Wednesdays and Thursdays were good meeting dates and that we would double-up on Wed. and Thurs. in order to accommodate all five (5) counties' kickoff meetings in one week.

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The Steering Committee tentatively scheduled:

1 st Public Kickoff Meeting	6/22	Lycoming County	4PM	Executive Plaza
				<i>(Note: was originally scheduled for 7 pm)</i>
2 nd Public Kickoff Meeting	6/23	Snyder County	4PM	Snyder Cty. Courthouse
3 rd Public Kickoff Meeting	6/23	Union County	7PM	TBD
4 th Public Kickoff Meeting	6/24	Montour County	4PM	Commissioners Conf Rm
5 th Public Kickoff Meeting	6/24	Columbia County	7PM	TBD

(confirm time and place with County rep.)

Stakeholder Group Process and Appointments:

Waste Haulers Group - Kevin stated that he took the liberty of sending letters to all designated haulers in the region for the waste industry Stakeholder Group (except for Columbia County reps.).

Snyder County - Gwen stated that she has her Stakeholders invited:

- 5 municipal
- 4 recycling
- 4 waste haulers
- 2 business and industry (1 farmer)
- 3 residents (1 teacher)

Union County - Bob Huntington indicated he is close to having this complete:

- 4 municipal
- 2 recycling (possibly 3)
- 3 business and industry
- 3 solid waste (possibly 4)
- 2 citizens

Lycoming - Kevin indicated he has not gotten a whole lot of feedback yet to his requests for stakeholder designations, but will complete his appointments soon.

Montour County – Betsy indicated her progress:

- 4 haulers
- 4 municipal (names given to a Commissioner)

Columbia County – The status of these appointments is not known at this time.

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Kevin expressed concern as to how we handle if we have someone who is very interested but we have already met the number of people on the Committee that we need. It was determined that we can invite that interested person but to let them know that they are not a voting member. Terry stated that it would be best that if a person just has an axe to grind (i.e. one issue), they should be welcome to attend a meeting and make a statement, but it would probably not be beneficial to the long-term planning process to have them on a committee.

Terry reminded the group that local universities were not specifically identified as a member of a stakeholder group, but if interested, would most likely fit into a group with interests in recycling/composting (the Recyclers Stakeholder Group). Bob Huntington from Union County commented that he has two (2) faculty members from Bucknell on his Committee. Steve Tucker recommended inviting the boy scouts to join one of the stakeholder groups. Steve also commented that Chandler Couch is a student at Lycoming College who performs recycling with the help of the Physical Plant Personnel. Tanya mentioned that she has requested a list of all universities that are active in PROP's university recycling committee. Terry also mentioned that everyone should keep in mind hospitals and prisons to be potential members of their committees. Gwen mentioned that "The Center" is considered State, and it would be a conflict of interest for a state employee to join such a group.

Steve asked for recommendations for citizens groups. Tanya recommended that for people, such as a resident who is a businessman, this person can be considered a citizen and could also be considered a part of the business and industry group. Suggestions for citizens and local interest groups would be: PA Cleanways local chapter, county conservation district staff, civic groups, Rotary Club, Women's Clubs, Sierra Club, Lion's Clubs, donation centers such as Salvation Army, PSU Agriculture/Extension Service, Kiwanis, Farmer's Association, Weis Market, Wegmans, etc. Tanya advised that Patti Olenick, recently retired from PADEP, is now the Sustainability Coordinator at Weis Markets in Sunbury (Weis has many stores throughout the region).

Terry asked the County Representatives if we could set a firm date to get the list of Stakeholders Group names confirmed. It was agreed by all that the Stakeholder Group appointments from each county should be completed by the end of May. Kevin advised that each county have their Stakeholder designations to him by May 28th.

Data/ Information Gathering:

Terry mentioned that he would like to minimize the time the Consultant Team expends to collect historic data, so we can focus more on the alternatives and recommendations. Tanya stated that as of today, she now has the following background information from the counties:

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- Snyder County – disk and hard copy of the last SW Plan
- Montour County – Betsy provided a copy of the 10-year solid waste plan
- Lycoming County – The last SW Plan and the Comp Plan are on the website
- Union County – Census – she can take that off the web

Debbie Wolf, Snyder County, suggested to Tanya that she could get Retrack recycling data for all counties off the same PADEP database as long as she has one logon and password. Terry commented that he would like 20 years worth of historic population data, and going forward he would like at least 10 years (15-20, preferably), so we don't have to go back and collect more data if PADEP delays ultimate Regional Plan approval. Tanya stated that Montour County has comp. plan projections from 2009. Montour does not have further projections. It was decided that the Consultant Team would look at what data everyone has provided, and then determine remaining data needs.

Upcoming Meetings Confirmation:

Terry and Tanya suggested the Steering Committee meetings be held, normally, on Tuesdays (Wednesdays as a fallback) in the early afternoon. Everyone is OK with that time. It was also suggested that the Steering Committee meetings be rotated around to the different county locations. Locations will be determined. The following is the schedule for the next Steering Committee meetings:

Steering Committee Meeting #2	Montour County
Steering Committee Meeting #3	Union County
Steering Committee Meeting #4	Snyder County
Steering Committee Meeting #5	Columbia County
Steering Committee Meeting #6	Lycoming County
Steering Committee Meetings #7-10	Repeat locations from #2-5

Municipalities/Public Meetings will be held the week of June 21st. Stakeholder Meetings will be held the week of June 28th. Terry and/or Kevin will put these dates on a calendar and email them out to everyone on the Steering Committee and Consultant Team.

Intergovernmental Agreements:

Kevin asked where each County stood with their Intergovernmental Agreements. The response was as follows:

Montour County	OK
Union County	OK
Snyder County	OK
Columbia County	(not present to respond)

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The formal adoption procedure in each county is an ordinance, and the county commissioners have to take action on it.

Union County	not signed yet
Snyder County	not signed yet
Montour County	not signed yet

Kevin stated that Lycoming would send a final version of the agreement, with all edited changes made, to each of the counties for their information. The counties need to then advertise and adopt the ordinance (included as part of the agreement) based on the requirements of the county code. Once all of the counties have passed their ordinance a final version of the agreement signature page will be circulated to each of the counties for signature. Kevin said Lycoming County has not selected an Attorney with special knowledge in solid waste issues yet for the project. This will be needed to address legal ramifications of some probable plan recommendations. He will have it resolved before the next Steering Committee meeting. Kevin welcomes suggestions from the Consultant Team regarding this issue. Tanya reminded all of those present that the State would reimburse, as an eligible expense, legal counsel for assistance with the development of the plan, but not to defend the plan. Tanya also noted that the state would not, under any circumstance, reimburse for legal expenses to defend a plan once adopted by the counties. The attorney should be contracted directly through the County. Steve suggested considering Charles (Chuck) Zeleski with Saltzman, Hughes out of Lewisburg.

Kevin stated that he was happy that the meeting minutes would be all prepared by one entity for consistency. He also suggested that the header for these meeting minutes be called "Regional Solid Waste Plan Advisory Committee" (on the top) and then below that state the group that is involved (i.e.: Steering Committee, Waste Hauler Stakeholder's Group, etc).

Date for the next Steering Committee Meeting is: Wednesday, July 14, 2010 at 1:30 PM in Montour County at the Commissioners Conference Room.

Meeting adjourned at 3:30 PM.

Respectfully submitted,

Cathy Johnson
EfficientC