

On November 7, 2019 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:

<b>Officers</b>	<b>Board of Directors</b>	<b>Committee Chairs, Members, &amp; Visitors</b>	
Sean Sweeney	Jill Hamill	Robert Watts	Chanda Martino
Michele Nestor	Jim Lambert	Denise Wessels	Larry Taylor
	Scott McGrath	Carolyn Witwer	
	Chuck Raudenbush		

Not present: Tom Lock, Bryan Wehler, Dan Brown, Mike Engel, Scot Sample

### **SECRETARY'S REPORT**

**Mr. Sweeney** presented the minutes from the September 5, 2019 Annual Board Meeting. A motion was made by **Mr. Lambert** to approve the minutes as presented. **Ms. Nestor** seconded. Vote was called; the motion passed unanimously.

The September 5, 2019 Annual Board Meeting minutes are attached and hereto made part of the minutes.

### **TREASURER'S REPORT**

No report.

There was a discussion regarding appointing **Ms. Dayle Anderson** of Chester County Solid Waste Authority to the position of Treasurer for the remainder of the term, ending September 2020. **Mr. Watts** will take care of her SWANA membership.

A motion to appoint **Ms. Dayle Anderson** as Interim Chapter Treasurer was made by **Mr. Watts** and seconded by **Mr. Lambert**. Vote was called; motion passed unanimously.

A motion to approve payment of the Administrative and Marketing Director invoice was made by **Ms. Nestor** and seconded by **Mr. Lambert**. Vote was called; motion passed unanimously.

The Administrative and Marketing Director invoice is attached and hereto made part of the minutes.

### **COMMITTEE REPORTS**

#### **Advisory Board**

**Mr. Watts** reviewed Advisory Board report, including the Chapter's need to find a Safety Ambassador and SWANApalooza will have a new name, SOAR.

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

#### **Articles & Bylaws**

A motion was made to obtain local counsel, as required by SWANA, to review the Chapter Bylaws for state law adherence at a maximum cost of \$500. Made by **Mr. Raudenbush**, seconded by **Mr. Lambert**. The Board voted; the motion passed unanimously.

#### **Communications & Newsletter**

**Ms. Witwer** discussed her report on Wastecon planning. The report will be submitted for the Chapter's records for future reference.

## **Legislative & Policy**

**Mr. Raudenbush** reviewed the Advocacy Alerts that have been sent over the past month. There will be many new faces after the November election, also E Waste is becoming an issue again.

## **Membership & Marketing**

No report.

## **Personnel & Nominating**

No report.

## **Fall Conference**

**Ms. Nestor** shared the dates for the 2020 Fall Conference, September 17 & 18, 2020. She reviewed her submitted Conference Committee report.

The Conference Committee report is attached and hereto made part of the minutes.

## **Mini-Tech Seminars**

**Ms. Wessels** reviewed the Mini-Tech report.

The Mini-tech report is attached and hereto made part of the minutes.

## **Road-E-O & Advisory Board**

Delaware Waste Management is scheduled to host the 2020 Road-E-O.

**Mr. Watts** reviewed the Advisory Board report.

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

## **Safety**

No report. The Chapter continues to look for a Safety Ambassador.

## **Scholarships**

No report.

## **Young Professionals**

No report.

## **Strategic Planning**

No report.

## **CHAPTER CALENDAR**

### **November 2019**

- Thursday, 11/7, 10 am - **Board Meeting, Conference Call**
- Audit Committee meeting, immediately following Board Meeting
- Treasurer submits Chapter financial report to the accountant
- Plan to renew Administrative & Marketing Director Contract for next year

### **December 2019**

- **No Board Meeting**
- Submit Chapter annual reports to SWANA International

### **January 2020**

- Thursday, 1/2, 10 am, **Board Meeting Conference Call**
- 1/15, Article Deadline for winter edition of *The Keystone*
- Accountant audits financial report and prepares 990 IRS Tax Filing

### **February 2020**

- Thursday, 2/6, 10 am - **Board Meeting Conference Call**
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members
- Distribute winter edition of *The Keystone*

### **March 2020**

- Thursday, 3/5, 10 am - **Board Meeting Conference Call**

### **April 2020**

- Thursday, 4/2, 10 am - **Board Meeting Conference Call**

### **May 2020**

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/7, 10 am - **Board Meeting, TBD**
- 5/15, Article deadline for summer edition of *The Keystone*
- Nominating Committee presents Slate of Officers and Directors for election

### **June 2020**

- Thursday, 6/4, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- 5/4 & 5/5 - **2020 Mid-Atlantic Regional Road-E-O, DE**
- Review annual budget
- Distribute summer edition of *The Keystone*

### **July 2020**

- **No Board Meeting**

### **August 2020**

- Thursday, 8/6, 10 am - **Board Meeting Conference Call**

### **September 2020**

- **9/17 – 9/18, 21<sup>th</sup> Annual Joint Fall Conference, Hilton Harrisburg**
- **9/18, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- 9/14, deadline to submit articles for fall edition of *The Keystone*
- Chapter Fiscal Year Ends

The Newsletter distribution and article deadline dates will be shifted to accommodate a mid-August distribution date.

### **OLD BUSINESS**

Discussion regarding obtaining local counsel to verify Chapter bylaws adhere to state laws. Motion was passed as described in Articles and Bylaws section.

### **NEW BUSINESS**

No New Business.

### **NEXT MEETING**

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on January 2, 2020 at 10:00 am. All members are welcome.

**ADJOURN**

There being no further business, motion was made to adjourn the meeting at 10:54 am by **Mr. Lambert**. Motion was seconded by **Ms. Hamill**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

# ADMINISTRATIVE AND MARKETING DIRECTOR INVOICE

DATE: 11/1/2019

**TO:**  
**Pennsylvania Keystone Chapter of SWANA**

1610 Russell Road  
Lebanon, Pa 17046

**Chanda J. Martino**

5 Heart Lane  
Lebanon, PA 17046  
**717.507.7462**

DESCRIPTION	HOURS/MILES	RATE	AMOUNT
Hours for October 1, 2019 – October 31, 2019	57	36.05	2,054.86
Mileage	161.8	.580	93.84
Phone		60.00	60.00
Internet		30.00	30.00
		TOTAL	2,238.70

EXPENSES DESCRIPTION	AMOUNT
2019 Sept – Hilton – Fall Conference valet	20.00
TOTAL	20.00

**TOTAL DUE:**

**\$2,258.70**

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

October 1, 2019 - October 31, 2019

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
1-Oct		receipts for FC, scan financial docs, website updates, email, update calendar	1.5	0.5		0.25	2.25
3-Oct		email, check prep, FC call, FC email	3.5	0.5			4
7-Oct	7.2	GLRA - mail, checks - email, checks signed, MT CEU request, board meeting prep	2.5			0.5	3
8-Oct	19	GLRA, FCCB - pick up checks, mail - updates, approval emails, MT lunch, badges, website updates	5			1.75	6.75
9-Oct		email, checks processing, website updates, MT email, and prep	0.5			1.75	2.25
10-Oct	106.8	Penn Waste Mini-Tech				6.75	6.75
11-Oct		email, FC CEU, bylaws updates, treasurer call, financial docs email, website mods	3.75	0.25			4
14-Oct		email, Wild Apricot invoice, credit card issue, hilton receipt, financial files	2.5	0.25			2.75
15-Oct	7.2	GLRA - mail - Wild Apricot payment, membership issue, financial files, google sync, file back up	4.25				4.25
16-Oct	7.2	GLRA - mail - meeting minutes, website updates, outstanding FC invoices, email	2.75	0.75			3.5
21-Oct		email, outstanding invoices	1.25	0.5			1.75
24-Oct		keyboard troubleshooting, email, FC CEU, driver updates	2	0.25			2.25
25-Oct	7.2	GLRA - mail, minutes, CEU request for MT, meeting packet, annual review, email	3.5			0.25	3.75
28-Oct		email, monthly invoices	1.5				1.5
29-Oct		bylaws changes, email, BOD meeting prep, keyboard order, timesheet	3				3
30-Oct		email, MT lunch, bylaws, outstanding invoices, MT email	1	0.5		0.5	2
31-Oct	7.2	GLRA - mail, email, bylaws disc. Financial docs, keyboard	3.25				3.25
Total October Hours			41.75	3.5	0	11.75	57
Total Miles <b>161.8</b>			\$ 1,505.09	\$ 126.18	\$ -	\$ 423.59	

TIME	\$ 2,054.86
MILEAGE	\$ 93.84
PHONE	\$ 60.00
INTERNET	\$ 30.00

**OCTOBER TOTAL \$ 2,238.70**

1st QTD Hours	77.75	24	9.75	38.5	<b>150</b>
2nd QTD Hours	98.5	25	32.5	34.25	<b>190.25</b>
3rd QTD Hours	87.25	177	0.5	4.25	<b>269</b>
4th QTD Hours	41.75	3.5	0	11.75	<b>57</b>
YTD hours	263.5	226	42.75	77	<b>609.25</b>

- (b) the planning, development, implementation, regulation or operation of solid waste management systems.

An Agency member shall designate an individual as its representative.

**1.8 Corporate Member.** A Corporate Member shall be any for-profit organization that

- (a) furnishes goods or services for solid waste management, and
- (b) has interests coinciding with the objectives of the Association.

A Corporate Member shall designate an individual as its representative.

**1.9 Student Member.** A Student Member shall be a full-time student who is enrolled in courses pertinent to, and who has an interest in, the objectives of the Association. A Student Member may attend meetings, seminars and equipment shows of the Association and its Chapters. A Student Member shall be exempt from any registration fees, but shall pay for meals consumed. A Student Member shall have all the rights and privileges of membership except the right to vote and hold office.

**1.10 Life Member.** Life Members shall have all rights and privileges of membership. Such members shall be exempt from dues.

- **1.10.1** The ~~International Board of Directors (IB)~~ **SWANA Board** may grant life membership to members of the Association. No more than two life memberships may be awarded by the Association in a fiscal year. One shall be awarded to the Past President at the completion of his/her term. If a Past President does not complete a full term of office, the ~~IB~~ **SWANA Board** may nevertheless award a life membership. Criteria for the award of a Life Membership shall be established in the Association Policy Manual.
- **1.10.2** No more than one life membership shall be granted by a Chapter in a fiscal year. Dues for Life Memberships awarded by a Chapter shall be paid by the Chapter that awards the membership.

**1.11 Honorary Member.** Honorary Members shall have all rights and privileges of membership. Such members shall be exempt from dues.

The ~~IB~~ **SWANA Board** may grant honorary membership to nonmembers of the Association including SWANA Staff. Honorary membership is for life. Not more than one Honorary Membership per fiscal year shall be granted. Criteria for the award of Honorary Membership shall be established in the Policy Manual.

**1.12 Retired Member.** A Retired Member shall be any individual member of the Association who has retired from service (ceased full-time employment) in the field of solid waste management. A Retired Member shall have all rights and privileges of active members of the Association and its Chapters.

**1.13 Membership Revisions.** These bylaws shall be amended to reflect any membership revisions

established by the Association.

## **Article II - Dues & Assessments**

**2.1 Schedule of Dues.** Dues for each membership category shall be established in the Association Policy Manual. The Chapter may establish and levy dues, assessments and fees in addition to amounts due to the Association.

**2.2 Fiscal Year.** The Chapter's fiscal year shall be October 1 through September 30; however, the Chapter's fiscal year shall be governed by the Association's Policy and Procedure Manual. The Chapter's practices and procedures shall be consistent with the policies established from time to time by the Association's Board of Directors.

**2.3 Dues Payment Confers Benefits.** Except as otherwise provided in these bylaws, the payment of dues entitles a member to all privileges and benefits of membership in the Association and this Chapter.

**2.4. Dues and Assessments Management.** The timing and manner of invoicing and paying dues shall be governed by the Association Policy Manual. Chapter practices and procedures shall be consistent with dues and assessments policies established from time to time by the Association's board of directors.

## **Article III - Officers**

**3.1 Generally.** The officers shall consist of a President, a Vice President, a Secretary, a Treasurer and the immediate Past President. Chapter officers shall be members in good standing.

**3.2 President.** The President shall call and preside at all membership meetings and board meetings, shall nominate all committees, shall execute or approve on behalf of the Chapter all contracts, bonds and other written instruments approved by the board, shall supervise and manage the business affairs of the Chapter, and shall perform such other duties incident to the office of President as may be prescribed from time to time by the board.

**3.3 Vice President.** The Vice President shall assume the duties of the President in his/her absence, shall be the principal advisor to the President on Chapter affairs, and shall perform other tasks incidental to the office of Vice President as may be prescribed by the board.

**3.4 Secretary.** The Secretary shall keep full and correct minutes of all proceedings of the Chapter, its members, directors and committees, shall issue notices required by law and these bylaws, shall maintain Chapter records other than financial records, shall prepare and submit required annual, periodic or special reports, and shall perform such other duties as may be prescribed by the board.

### **3.5 Treasurer**

- **3.5.1** The Treasurer's duties shall include, but not be limited to attending membership meetings and board meetings, collecting all monies due and owing to the Chapter, paying amounts due



to the Association, and paying all just and valid debts and obligations of the Chapter upon approval thereof by the board.

- **3.5.2** The Treasurer, without prior approval of the board, may incur an indebtedness not to exceed \$500.00 per month for ordinary Chapter expenses.
- **3.5.3** The Treasurer shall keep a correct and complete record of all monetary transactions, shall have general charge of the books of accounts and financial records of the Chapter, shall render periodic and required financial reports of the Chapter, and shall render periodic and required reports to the board, to the Association, and to the membership showing the financial condition of the Chapter. Reports to the board shall be rendered as often as the board deems necessary.
- **3.5.4** The Treasurer shall prepare and submit such financial reports as required by federal and state laws.
- **3.5.5** The Chapter's Fiduciary Officer, the Treasurer shall make available all books of accounts and records for a complete fiscal audit every other year of the two-year term served or at such other times as deemed necessary by the board. On the other year of the term, a fiscal review will be completed.
- **3.5.6** The Treasurer shall be bonded during his term of office in an amount deemed sufficient by the Chapter's Board of Directors.

**3.6 Vacancies.** The board shall declare and fill vacancies in any office, except that the Vice President shall succeed the President. Appointees shall hold office for the remaining portion of the former officer's term.

**3.7 Past President.** The Past President shall be the most immediate Past President eligible to hold office in the Chapter. If a serving Past President resigns or is unable to continue in such office, the next preceding Past President shall be eligible to assume the duties of the Past President.

#### **Article IV - Directors**

**4.1 Generally.** The board of directors shall manage the activities, property and affairs of the Chapter. The President or, in his/her absence, the Vice President shall chair the board and preside at all meetings. The board shall meet at the call of the chair and not less than twice a year. Special meetings of directors may be called by the President or any two directors. Upon receipt of such call for a special meeting, the Secretary shall give notice to all directors of the place, date and time of such meeting. A majority of the number of directors fixed under these bylaws shall constitute a quorum for the transaction of business. All questions, except the removal of a director or an officer or the expulsion of a member, shall be decided by majority vote of directors present at a meeting at which a quorum exists. Any action that can or must be taken at a directors meeting may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the directors. The board may meet via telephone conference or by any other mechanism whereby all participants can hear each other. Notice of a meeting need not be given to any director who, before or after the meeting, signs a waiver of notice and such waiver is filed with the records of the meeting. Written notice may be given in person, by first class or express mail, by courier service with charges prepaid, or by faxtransmission.

**4.2 Number.** The Chapter shall have eight elected directors who, together with the Chapter Director,

Young Professional Director and the President, immediate Past President, Vice President, Secretary and Treasurer, shall constitute a 15-member board.

**4.3 Qualification.** All directors shall be members in good standing. Four of the elected directors shall be Regular Members or Agency Member designees and four shall be Corporate Members or Sustaining Member designees.

**4.4 Term.** The term of office of an elected director shall be two years.

**4.5 Vacancies.** By a vote of two-thirds of its members, the board may declare a vacancy on the board (including the position of Chapter Director) or in any office by reason of (a) two or more consecutive unjustified absences from board or Chapter meetings, (b) conviction of a criminal offense, or (c) conduct manifestly unethical or contrary to the best interests of the Chapter. All vacancies on the board shall be filled by the affirmative vote of a majority of the remaining directors. A director so elected shall serve for the remaining portion of the former director's term.

**4.6 ~~Chapter Director~~ Chapter Advisory Board Delegate.** A ~~Chapter Director~~ **Chapter Advisory Board Delegate** shall be elected from members in good standing. Such individual shall serve as the Chapter's representative on the Association's board of directors, and shall serve on the Chapter's board. The purpose of this position is to provide mechanisms for the expression to the Association of the Chapter's views and opinions and for the explanation to Chapter members of the Association's policies, actions and plans. The board may designate another member, including a director, to serve as alternate ~~Chapter Director~~ **Chapter Advisory Board Delegate**. The ~~Chapter Director~~ **Chapter Advisory Board Delegate** shall serve a two-year term.

*Part of the Chapter's support for SWANA governance is expressed in a Memorandum of Understanding (MOU) by and among all SWANA chapters in this Region. All chapters have signed similar MOUs in their respective regions. The officers and directors are authorized and directed to assure the fulfillment of the MOU terms and conditions, and as they may be amended from time to time.*

**4.7 Young Professional Director.** A Chapter Young Professional Director shall be elected from members in good standing. Such individual shall be 35 years of age or less at the time of election, and serve as the Chapter's Young Professional representative on the Chapter board of directors. The individual shall also be the chair of the Chapter's Young Professionals Committee. The purpose of this position is to provide mechanisms for expressions to the board of the young professional member's views and opinions as they relate to the Chapter's policies, actions and plans. The Chapter Young Professional Director shall serve a two-year term.

#### **4.8 Committees**

- **4.8.1 Generally.** The following standing committees, which shall consist of at least three members, shall be appointed by the President and confirmed by a majority of the other members of the board:
  - (a) ~~Membership~~ **Articles & Bylaws**

- (b) ~~Programs and Arrangements~~ **Audit/Budget/Finance**
  - (c) ~~Articles and Bylaws~~ **Communications & Newsletter**
  - (d) ~~Legislation~~ **Legislative & Policy**
  - (e) ~~Scholarship~~ **Membership & Marketing Strategy**
  - (f) ~~Rodeo~~ **Personnel & Nominating**
  - (g) ~~Executive~~ **Program & Training**
  - (h) ~~Policy~~ **Road-E-O**
  - (i) ~~Education~~ **Scholarship**
  - **Safety**
  - **Strategic Planning**
  - **Young Professionals**
  - **Administrative & Marketing Director Subcommittee**
- The President may appoint such other committees as necessary for conducting the business and affairs of the Chapter. All such committee appointments shall terminate at the end of the fiscal year, unless otherwise specified by the President.
  - **4.7.2 Audit Committee.** The Audit Committee, which shall consist of three members, shall be appointed by the President (who shall designate the Committee chair) and be confirmed by a majority of other members of the board. Preference for appointment should be given to a past Treasurer and a past Secretary. The Committee shall oversee the Chapter's financial affairs and, at such times as the board directs, shall conduct a financial audit. The board shall present an annual report to members on the financial condition of the Chapter, including a balance sheet and an income statement. In addition, the Committee shall tally the results of (a) all elections of directors and officers and (b) voting on such other issues and matters as the board shall direct. All such results shall be reported to the members and the board.

## **Article V - Elections**

**5.1 Qualifications.** Officers and directors of the Chapter shall be elected from members in good standing. No person may serve simultaneously as President and Vice President or as President and Secretary.

**5.2 Election of Officers; Term.** The President, Vice President, Secretary and Treasurer shall be elected by majority vote of the members present in person or by proxy at the last membership meeting of the fiscal year, which shall be the annual business meeting of the Chapter. All officers shall serve for two years and until their respective successors shall have been duly elected and qualified.

**5.3 Election of Directors.** Directors shall be elected by majority vote of the members present in person or by proxy at the annual business meeting.

**5.4 Succession in Office.** Except for the Secretary and the Treasurer, no officer may serve more than one consecutive term in office, but a former officer shall be eligible for a position on the board. Former officers can again be eligible to serve in an officer position provided they have not served in that capacity for at least the length of one term of office. An appointed officer may succeed him/herself.

**5.5 Nominations.** The president shall appoint two members in good standing to serve on a three-person committee for the purpose of nominating officers and/or directors. The Secretary shall be the third member of the Committee and shall serve as its presiding officer. The committee shall submit its recommendations to the board at least 45 days before the annual business meeting of the Chapter. After reviewing such recommendations, the board shall determine the recognized nominees. Notice of nominations shall be given to the members at least 30 days before the annual business meeting. Nominations shall be allowed from the floor at such meeting.

## **Article VI - Meetings of Members**

**6.1. Annual Meeting.** An annual meeting of members shall be held on such date in the month of August or September and at such time and place as the board shall determine. If extenuating circumstances require a change, any such change shall be approved by the board.

**6.2. Meetings of Chapter.** Chapter meetings shall be held on such dates and at such times and places as are determined by the board, but in no event less frequently than twice a year. The board may cancel any meeting for sufficient cause.

**6.3 Special Meetings.** Special meetings of members may be called by the President or by a majority of the board. Upon receipt of such call for a special meeting, the Secretary shall cause notice of the special meeting to be given as hereinafter provided. Upon the written request of members representing not less than ten percent (10%) of all votes entitled to be cast at a meeting, the Secretary shall call a special meeting of members for the purposes specified in such request and shall cause notice thereof to be given as hereinafter provided. The Secretary shall fix the date, time and place of such meeting within 60 days after receipt of such request.

**6.4 Notice of Meetings.** Written notice stating the place, day and time of all meetings and, in the case of a special meeting, a description of the general nature of the business for which the meeting is called, shall be given to each member entitled to vote at such meeting not less than 14 days nor more than 35 days before the scheduled meeting date. Notice of the annual business meeting shall be given to each member not less than 30 days before the scheduled meeting date. Notice shall be given to a member by any method set forth in Section 4.1 of these bylaws.

**6.5. Quorum.** Ten percent (10%) of the votes entitled to be cast on a matter, represented in person or by proxy at any meeting, shall constitute a quorum. If less than a quorum is present, the majority of other members present may adjourn the meeting to a specific date, time and place, and the Secretary shall notify the absent members of such adjourned meeting.

**6.6 Proxies.** Any member may vote in person or by proxy. All proxies shall be filed with the Secretary. A proxy shall be revocable at will, but such revocation shall not be effective unless the Secretary receives written notice thereof. No proxy shall be valid for longer than 11 months from its date.

**6.7 Voting Procedures.** The board may adopt voting procedures that include mail-in written ballots or other reasonable methods.

#### **Article VII - Indemnification**

The Chapter shall indemnify and hold harmless any person who shall be a director or officer of the Chapter or of the Association from and against any and all actions, claims, demands, lawsuits, liability, losses, damages, costs and expenses (including reason-able attorney's fees) that arise or are asserted against such person in connection with Chapter business. However, such officer or director shall not be relieved from any liability to the Chapter imposed by law, including liability for fraud, bad faith or willful neglect.

Any indemnification shall be made by the Chapter only as authorized in each specific case by the board upon a determination that indemnification is proper. Requests for indemnification shall be made in writing to the board within 30 days after the earlier of the following: (a) commencement of any action, suit or proceeding;

#### **Article VIII - Amendments**

Upon due notice to members, these bylaws may be amended upon the affirmative vote of a quorum of the membership. The Secretary shall provide written notice to members of any meeting where any amendment(s) to the bylaws will be considered, and such notice shall include a copy of the proposed amendment(s) or a summary thereof.

#### **Article IX - Conformity**

Chapter operations and activities shall conform with state and federal law, these bylaws, the Association Policy Manual, and the Affiliation Agreement between the Chapter and the Association.

From: Jesse Maxwell <jmaxwell@swana.org>

Sent: Monday, November 4, 2019 5:04 PM

Cc: David Biderman

Subject: [EXTERNAL] Advocacy Alert - Plastic Waste Crises Legislation Discussion Draft



Advocacy Alert

[http://swana.informz.net/SWANA/data/images/Letterhead/letterhead1\\_01.jpg](http://swana.informz.net/SWANA/data/images/Letterhead/letterhead1_01.jpg)

FROM: Jesse Maxwell, Advocacy & Safety Manager, SWANA  
TO: SWANA Core Advocacy Group  
DATE: November 4, 2019  
SUBJECT: **Plastic Waste Crises Legislation Discussion Draft**

U.S. Senator Tom Udall (D-NM) and U.S. Representative Alan Lowenthal (D-CA) are circulating a discussion draft of legislation intended to address the plastic waste crisis. The lawmakers are seeking public comments and stakeholder input on the draft. As a member of the SWANA Core Advocacy Group, you are asked to please review and provide any comments or edits to [jmaxwell@swana.org](mailto:jmaxwell@swana.org) by **Wednesday, November 20**.

An outline of the text is below, but please review in full. A copy of the discussion draft can be viewed [here](#).

#### OUTLINE

##### **Require Producers to Take Responsibility for Collecting and Recycling Materials**

Producers of certain packaging will be required to design, manage, and finance programs to process post-consumer waste. Producers will cover the costs of waste management and clean-up, as well as awareness raising measures for covered material. This includes packaging and consumer paper products, regardless of the recyclability, compostability, and type of material; printed paper; bio-based products; tobacco products, and fishing gear.

The legislation would encourage producers of covered materials to cooperate with those who produce similar products through the creation of Producer Responsibility Organizations that will be responsible for the development of Product Stewardship Plans. For covered materials, the Organizations will be required to provide for the collection of covered materials by offering widespread, convenient and equitable access to opportunities for the collection of covered materials. This includes curbside or multi-family collection, among other options. This can be accomplished by entering an agreement with a governmental or private entity, but the Organization must provide total reimbursement for the cost.

The Organizations must also use no less than 10 percent of its budget for market and recycling infrastructure development and no less than 10 percent for cleanup activities and removal of covered materials at compost and other organics management facilities.

##### **Require Nationwide Container Deposits**

The legislation would institute a 10-cent national deposit requirement for all beverage containers, regardless of material, to be refunded to customers when they return containers. Any unclaimed refunds will go to beverage producers to offset investments in nationwide collection and recycling infrastructure. This legislation encourages states that have already implemented similar initiatives to continue their current systems if they match the federal requirements.

##### **Ban Certain Products**

Beginning in January 2022, the most common single-use plastic products that end up in the environment would be banned from sale and distribution. The ban would apply to lightweight plastic carryout bags, food and drinkware from expanded polystyrene, cutlery, plates, straws, drink stirrers and cotton buds with exceptions for persons with disabilities.

##### **Recycling Collection Guidance**

The legislation instructs the EPA Administrator, Secretary of Commerce, and Producer Responsibility Organizations to issue nonbinding guidance to standardize recycling collection across communities and states.

##### **Carryout Bag Fee**

The legislation would impose a fee on the distribution of non-reusable carryout bags, which would fund litter clean-up and recycling infrastructure.

##### **New Minimum Recycled Content Requirement**

Containers will be required to include an increasing percentage of recycled content in their manufacture before entering the market.

##### **Protect Existing State Actions**

The bill would not preempt existing state and local laws that set more stringent standards, requirements, and additional product bans.

##### **Moratorium on New Plastic Facilities**

The legislation will enact a moratorium on new plastic manufacturing and/or processing facilities while requiring EPA to update regulations to reduce factory-produced plastic contamination in waterways. It will also direct the EPA to update existing Clean Air and Clean Water Act emissions standards to ensure that plastic-producing facilities integrate the latest technology to prevent further pollution.

This discussion draft is one of several proposals in Congress to address recycling and plastic waste issues, including the RECOVER Act and Save Our Seas 2.0 Act, both of which SWANA is supportive of. We will continue to follow this legislation should it be introduced and provide updates to the Core Advocacy Group as necessary.

cc: David Biderman

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# Bill Information




## Regular Session 2019-2020 House Bill 1322

**Short Title:** An Act providing for the return of beverage containers and for the powers and duties of the Department of Environmental Protection; imposing a returnable beverage container assessment on distributors; providing for duties of returnable beverage distributors; establishing the Returnable Beverage Container Fund; and providing for a returnable deposit value on returnable beverage containers, for redemption of empty returnable beverage containers, for redemption centers, for payment of claims from the fund and for annual report to General Assembly.

**Prime Sponsor:** [Representative ULLMAN](#)

**Last Action:** Referred to [FINANCE](#), April 29, 2019 [House]

**Memo:** [Implementing a Beverage Bottle and Can Deposit Program in Pennsylvania](#)

Printer's No.:	Printer's No.	Text	(H) Amendments	(S) Amendments	(H) Fiscal Note	(S) Fiscal Note	Actuarial Note
	1604*	  					

\* denotes current Printer's Number

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From: Jesse Maxwell <jmaxwell@swana.org>

Date: October 10, 2019 at 4:49:10 PM EDT

Cc: David Biderman <dbiderman@swana.org>

Subject: [EXTERNAL] Advocacy Alert - SWEEP Local Government & Industry Requirements Standard



## Advocacy Alert

FROM: Jesse Maxwell, Advocacy & Safety Manager, SWANA  
TO: SWANA Core Advocacy Group  
DATE: October 10, 2019  
**SUBJECT: SWEEP Local Government & Industry Requirements Standard**

With the approval of SWANA's Executive Committee, SWANA has been participating in the development of a voluntary standard known as the Solid Waste Environmental Excellence Protocol (SWEEP). As a member of SWEEP's National Consensus Committee (NCC), SWANA submitted a vote to disapprove the ballot draft of the standard on July 15, 2019. At the time we provided both substantive and non-substantive comments to support our vote as was requested. This was done with input from the Core Advocacy Group. A copy of those comments and the response from SWEEP to each one can be viewed [here](#).

Since that vote was submitted, the group developing SWEEP has announced that based on comments from the National Consensus Committee ballots, the Local Government SWEEP requirements that SWANA originally voted on would be combined with Industry SWEEP requirements into one new document. The previous intention was to develop and vote on the Local Government standard and then develop and vote on the Industry standard separately. The stated purpose of combining this is to allow SWEEP to function more effectively as a complementary and reinforcing standard.

As a result of this change, a consolidated version of the standard has been issued offering a new opportunity to provide comments. A new ballot draft will then be later developed and sent out for a new vote among the members of the NCC. At that time the Core Advocacy Group will again be consulted.

Please work with your Chapter or Technical Division and review the new proposed version of the SWEEP standard which can be downloaded from the SWEEP website [HERE](#). Any comments or recommended edits are requested to be sent to [jmaxwell@swana.org](mailto:jmaxwell@swana.org) by **October 24, 2019**.

Please note that, though SWANA is participating in the National Consensus Committee, this does not represent an endorsement or recommendation of the standard.





From: Jesse Maxwell <jmaxwell@swana.org>

Sent: Monday, November 4, 2019 5:04 PM

Cc: David Biderman

Subject: [EXTERNAL] Advocacy Alert - Plastic Waste Crises Legislation Discussion Draft



Advocacy Alert

[http://swana.informz.net/SWANA/data/images/Letterhead/letterhead1\\_01.jpg](http://swana.informz.net/SWANA/data/images/Letterhead/letterhead1_01.jpg)

FROM: Jesse Maxwell, Advocacy & Safety Manager, SWANA  
TO: SWANA Core Advocacy Group  
DATE: November 4, 2019  
SUBJECT: **Plastic Waste Crises Legislation Discussion Draft**

U.S. Senator Tom Udall (D-NM) and U.S. Representative Alan Lowenthal (D-CA) are circulating a discussion draft of legislation intended to address the plastic waste crisis. The lawmakers are seeking public comments and stakeholder input on the draft. As a member of the SWANA Core Advocacy Group, you are asked to please review and provide any comments or edits to [jmaxwell@swana.org](mailto:jmaxwell@swana.org) by **Wednesday, November 20**.

An outline of the text is below, but please review in full. A copy of the discussion draft can be viewed [here](#).

#### OUTLINE

##### **Require Producers to Take Responsibility for Collecting and Recycling Materials**

Producers of certain packaging will be required to design, manage, and finance programs to process post-consumer waste. Producers will cover the costs of waste management and clean-up, as well as awareness raising measures for covered material. This includes packaging and consumer paper products, regardless of the recyclability, compostability, and type of material; printed paper; bio-based products; tobacco products, and fishing gear.

The legislation would encourage producers of covered materials to cooperate with those who produce similar products through the creation of Producer Responsibility Organizations that will be responsible for the development of Product Stewardship Plans. For covered materials, the Organizations will be required to provide for the collection of covered materials by offering widespread, convenient and equitable access to opportunities for the collection of covered materials. This includes curbside or multi-family collection, among other options. This can be accomplished by entering an agreement with a governmental or private entity, but the Organization must provide total reimbursement for the cost.

The Organizations must also use no less than 10 percent of its budget for market and recycling infrastructure development and no less than 10 percent for cleanup activities and removal of covered materials at compost and other organics management facilities.

##### **Require Nationwide Container Deposits**

The legislation would institute a 10-cent national deposit requirement for all beverage containers, regardless of material, to be refunded to customers when they return containers. Any unclaimed refunds will go to beverage producers to offset investments in nationwide collection and recycling infrastructure. This legislation encourages states that have already implemented similar initiatives to continue their current systems if they match the federal requirements.

##### **Ban Certain Products**

Beginning in January 2022, the most common single-use plastic products that end up in the environment would be banned from sale and distribution. The ban would apply to lightweight plastic carryout bags, food and drinkware from expanded polystyrene, cutlery, plates, straws, drink stirrers and cotton buds with exceptions for persons with disabilities.

##### **Recycling Collection Guidance**

The legislation instructs the EPA Administrator, Secretary of Commerce, and Producer Responsibility Organizations to issue nonbinding guidance to standardize recycling collection across communities and states.

##### **Carryout Bag Fee**

The legislation would impose a fee on the distribution of non-reusable carryout bags, which would fund litter clean-up and recycling infrastructure.

##### **New Minimum Recycled Content Requirement**

Containers will be required to include an increasing percentage of recycled content in their manufacture before entering the market.

##### **Protect Existing State Actions**

The bill would not preempt existing state and local laws that set more stringent standards, requirements, and additional product bans.

##### **Moratorium on New Plastic Facilities**

The legislation will enact a moratorium on new plastic manufacturing and/or processing facilities while requiring EPA to update regulations to reduce factory-produced plastic contamination in waterways. It will also direct the EPA to update existing Clean Air and Clean Water Act emissions standards to ensure that plastic-producing facilities integrate the latest technology to prevent further pollution.

This discussion draft is one of several proposals in Congress to address recycling and plastic waste issues, including the RECOVER Act and Save Our Seas 2.0 Act, both of which SWANA is supportive of. We will continue to follow this legislation should it be introduced and provide updates to the Core Advocacy Group as necessary.

cc: David Biderman

# Conference Committee Report

November 6, 2019

## CONFERENCE FOLLOW-UP

### DATE CHANGE.

After years of discussing how inconvenient having the conference was after Labor Day, we ran into a situation that forced us to consider new dates. After lots of discussion, PWIA agrees that the new days are more preferable than our previous arrangement after Labor Day. I was able to keep the same hotel rates in our contract, but changing to a different week could impact that in the future.

### WHY DID WE ORIGINALLY SCHEDULE THE CONFERENCE AFTER LABOR DAY?

We learned something about our leverage and negotiating power as an event.

When you are booking one meeting room for an event, food and beverage sales are a determining factor in the price of the meeting room. We've been using that same assumption with our event thinking that hotels would view us as a profitable customer.

However, when you book multiple meeting rooms, or in our case, an entire floor, the ratio of meeting rooms to overnight guest room bookings is what determines the value of the event to the hotel.

I discovered the reason we always had the conference immediately after Labor Day was that it is traditionally a low booking period for hotels. So despite our poor guest room to meeting room ratio we filled a void.

Next year, another long standing Hilton customer that normally books within days of our conference shifted their dates because Labor Day is late. Unfortunately, (or fortunately depending on how you look at it) they scooped our dates. Since they bring considerably more booked guest rooms than us, I didn't have much to fight with.

### DEP ATTENDANCE AND TRAVEL

About 30% of our attendees are DEP employees. Of those, about 35-40% are from regional offices other than SCRO or Central Office. Although the DEP travel ban is lifted, that doesn't mean they have the budget to cover the travel expenses of that many individuals. Even if we move the venue to a day drive from Central Office, it is an increased expense due to mileage, etc.

### PARKING

A frequent complaint is the inability to park a large profile vehicle in the parking garage. I am working on a reduced rate for valet parking, but there is limited space for large vehicles. The other option is the parking lot on City Island. I might be able to work out a shuttle to the hotel from the lot.

### BUFFET BREAKFAST

We're doing away with the buffet breakfast and replacing it with a warm brunch/lunch just prior to the closing ceremonies. We'll have an early continental breakfast in the exhibit hall and allow the vendors to tear down at 9:30. The brunch eliminates the need for our BOD luncheon. We will provide beverages and a snack.

### CHANGE OF VENUE

We'll be exploring other facilities, but we have a long list of criteria to fulfill before we make that move.

The high number of DEP attendees and the fact that our members live within driving distance is a factor in the low guest room bookings. On the other hand, it is also a factor in boosting our attendance since the cost of lodging is absent for many.

Although far from scientific, the results of the after-conference survey had one interesting trend. DEP and PWIA member comments focused more on the quality of the program content. SWANA members commented more on food, entertainment and social interaction.

## **Mini-tech Committee Report November 2019**

### **Past Mini-techs**

October 10<sup>th</sup> - Penn Waste – 45-tph single stream system retrofit (SWANA award winner) – 18 attendees

### **Scheduled Mini-techs**

November 5<sup>th</sup> - GLRA – compactor

### **Planning Stages**

Spring 2020 - LCSWMA – removal of metal fines from incinerator ash

### **Other ideas**

Radiation Monitoring

E-waste facility tour?

Growth of trees in final cover – WM site?

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)

# Advisory Board Report November 7, 2019

## Recent Activity

- Reviewed changes proposed to MA-0 – Policy and Procedures for establishing SWANA Policies – no comments
- SWANA Report says there are other options than dropping curbside recycling
- SWANA has developed a Safety Pledge - <https://swana.org/Safety/HaulerOutreach.aspx>
- SWANA, OSHA and NWRA signed a two-year alliance agreement to promote industry safety
- SWANA submitted comments on the EPA's Proposed MSW Landfill Federal Plan
- SWANA's Applied Research Foundation Report on fires at WTE facilities is out
- SWANApalooza 2020 is looking for proposals
- Reviewed T-9.4 – The Long-Term Management of Municipal Solid Waste Landfills – No comments
- SWANA ended FY 2019 \$139,270 in the black
- Total membership is approaching 11,000
- SWANA is updating the website and logo
- SWANA is setting up a PFAS task force
- SWANA has developed a Safety Advocacy Event template for Chapter use
- SWANA is setting up a Diversity, Equity and Inclusion task force
- SWANA Board approved adding the Pacific Basin as the 47<sup>th</sup> Chapter
- SWANA Board accepted Michigan as a provisional Chapter
- SWANA received a \$400,00 grant from US government to help with solid waste management in Columbia. This effort has been expanded to Chile as well. The solid waste training will be visiting facilities in Georgia next year.
- See Dr. Teri Pipe's WASTECON Keynote High-Performance Leadership and Mindfulness in Action - <https://www.youtube.com/watch?v=OPSUv58JXV4>

## Calendar of Events:

November 14, 2019 Washington, DC – 2019 America Recycles Innovation Fair  
2020 October El Paso, TX - International Road-E-O

## Future WASTECONs & SWANApalooza:

2020: Atlanta – SWANApalooza March 23-26  
2020: Dallas – WASTECON December 7-10  
2021: Kansas City – SOAR (Sustainability Operations Actions and Resources) April 12-15  
2021: Orlando – November 1-4  
2024: Orlando – TBD

# Pennsylvania Keystone Chapter SWANA

## FY 2019 – 2020 Calendar

### October 2019

- Chapter fiscal year begins
- **No Board Meeting**
- Thursday, 10/10, 10 am, **Penn Waste Recycling Facility Tour, York, PA**
- Treasurer prepares fiscal audit packets
- Distribute fall edition of *The Keystone*

### November 2019

- Thursday, 11/7, 10 am - **Board Meeting, Conference Call**
- Audit Committee meeting, immediately following Board Meeting
- Treasurer submits Chapter financial report to the accountant
- Plan to renew Administrative & Marketing Director Contract for next year

### December 2019

- **No Board Meeting**
- Submit Chapter annual reports to SWANA International

### January 2020

- Thursday, 1/2, 10 am, **Board Meeting Conference Call**
- 1/15, Article Deadline for winter edition of *The Keystone*
- Accountant audits financial report and prepares 990 IRS Tax Filing

### February 2020

- Thursday, 2/6, 10 am - **Board Meeting Conference Call**
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members
- Distribute winter edition of *The Keystone*

### March 2020

- Thursday, 3/5, 10 am - **Board Meeting Conference Call**

### April 2020

- Thursday, 4/2, 10 am - **Board Meeting Conference Call**

### May 2020

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/7, 10 am - **Board Meeting, TBD**
- 5/15, Article deadline for summer edition of *The Keystone*
- Nominating Committee presents Slate of Officers and Directors for election

### June 2020

- Thursday, 6/4, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- **2020 Mid-Atlantic Regional Road-E-O**
- Review annual budget
- Distribute summer edition of *The Keystone*

## **July 2020**

- **No Board Meeting**

## **August 2020**

- Thursday, 8/6, 10 am - **Board Meeting Conference Call**

## **September 2020**

- **9/17 – 9/18, 21<sup>th</sup> Annual Joint Fall Conference, Hilton Harrisburg**
- **9/18, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- 9/14, deadline to submit articles for fall edition of *The Keystone*
- Chapter Fiscal Year Ends