

On May 7, 2020 at 10:04 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, Visitors</b>	
Sean Sweeney	Dan Brown	Elizabeth Osbourne	Chanda Martino
Michele Nestor	Mike Engel	Scot Sample	
Dayle Anderson	Jill Hamill	Denise Wessels	
	Chuck Raudenbush	Carolyn Witwer	

Not present: Tom Lock, Bryan Wehler, Jim Lambert, Scott McGrath, Bob Watts

### **SECRETARY'S REPORT**

**Mr. Sweeney** presented the minutes from the April 2, 2020 Board of Directors Meeting. A motion was made by **Mr. Raudenbush** to approve the minutes as presented. **Ms. Wessels** seconded. Vote was called; the motion passed unanimously.

The April 2, 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 **Ms. Witwer** to approve the Treasurer's Report and transactions from March 1 through March 31, 2020, as presented. **Ms. Hamill** seconded. Vote was called; the motion passed unanimously.

A motion was requested to approve the Administrative and Marketing Director invoice for April 1 through April 31, 2020, for \$988.54. Motion made by **Mr. Engel** 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. Sweeney** reviewed the submitted Advisory Board report.

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

#### **Articles & Bylaws**

A motion was made to approve the release of the amended bylaws to the members for approval. Motion made by **Mr. Raudenbush** and seconded by **Ms. Nestor**. Vote was called; motion passed unanimously.

The amended bylaws are attached and hereto made part of the minutes.

#### **Communications & Newsletter**

The Spring edition of the newsletter has been distributed.

#### **Legislative & Policy**

Following a brief discussion, **Mr. Raudenbush** made a motion to have the Chapter send a letter of opposition to HB 1822 to the House. **Mr. Sample** seconded. Vote was called; motion passed unanimously.

## **Membership & Marketing**

**Ms. Witwer** continues to send emails to expired members encouraging them to renew membership.

## **Personnel & Nominating**

The Nomination Request email has been distributed to the members.

## **Fall Conference**

**Ms. Nestor** reviewed the meeting she had with PWIA and the Hilton. The Hilton is reserved for 2021 and we will cancel the 2020 Fall Conference due to the situation with COVID-19. The dates for next year are September 8 & 9, 2021.

## **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**

**Mr. Sample** shared that the International Road-E-O has been canceled due to COVID-19.

## **Safety**

No report.

## **Scholarships**

According to **Mr. Brown**, the Chapter has received five applications.

## **Young Professionals**

No report.

## **Strategic Planning**

No report.

## **CHAPTER CALENDAR**

### **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**

- **CANCELED** - 9/17 – 9/18, 21<sup>th</sup> Annual Joint Fall Conference, Hilton Harrisburg
- 9/18, Chapter Annual Business Meeting and Election, TBD
- Chapter Fiscal Year Ends

## **OLD BUSINESS**

No old business.

## **NEW BUSINESS**

Due to the increased number of scam emails received by the Board members, all email addresses will be removed from the Chapter website.

## **NEXT MEETING**

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on June 4, 2020 at 10:00 am. All members are welcome.

## **ADJOURN**

With no further business to address, a motion was made to adjourn the meeting at 10:47 am. Motion made by **Ms. Witwer** and seconded by **Ms. Wessels**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

## MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

May 6, 2020

SUBJECT: Treasurer's Report

1. Balance Sheet as of March 31, 2020.
2. Transactions from March 1 through March 31, 2020
3. Account Reconciliation Summary (available to date)
  - a. First Citizens March 1 through March 31, 2020
  - b. Edward Jones March 1 through March 31, 2020

A MOTION is requested to approve the Treasure's Reports and all transactions from March 1 through March 31, 2020.

4. Administrative and Marketing Director Invoice and Timesheet (for the period of April 1 through April 30, 2020).

A MOTION is requested to approve the payment of the Administrative and Marketing Director's Invoice of \$988.54 as presented.

DAYLE L. ANDERSON,

TREASURER (INTERIM)

**Summary Balance Sheet**

As of March 31, 2020

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	<u>Mar 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	103,673.96
Accounts Receivable	8,345.00
Other Current Assets	185.01
	<hr/>
<b>Total Current Assets</b>	112,203.97
	<hr/>
<b>TOTAL ASSETS</b>	<b>112,203.97</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	13,877.38
	<hr/>
<b>Total Current Liabilities</b>	13,877.38
	<hr/>
<b>Total Liabilities</b>	13,877.38
	<hr/>
<b>Equity</b>	98,326.59
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>112,203.97</b>
	<hr/> <hr/>

## PA Keystone Chapter of Solid Waste Association of N.America Transactions by Account

Accrual Basis

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Type	Date	Num	Name	Memo	Amount
<b>1003 · First Citizens</b>					
Bill Pmt -Check	03/02/2020	EFT	LAW PAY	Dec CC Fees	-3.19
Bill Pmt -Check	03/05/2020	1063	Chanda Martino		-1,663.54
Bill Pmt -Check	03/25/2020	EFT	Phone.com, Inc	ACH Payment...	-14.93
Total 1003 · First Citizens					-1,681.66
<b>1005 · Edward Jones</b>					
Check	03/27/2020				-632.91
Total 1005 · Edward Jones					-632.91
<b>TOTAL</b>					<b>-2,314.57</b>

## PA Keystone Chapter of Solid Waste Association of N.America

## Reconciliation Detail

1003 · First Citizens, Period Ending 03/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						75,523.98
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	03/02/2020	EFT	LAW PAY	X	-3.19	-3.19
Bill Pmt -Check	03/05/2020	1063	Chanda Martino	X	-1,663.54	-1,666.73
Bill Pmt -Check	03/25/2020	EFT	Phone.com, Inc	X	-14.93	-1,681.66
Total Checks and Payments					-1,681.66	-1,681.66
<b>Deposits and Credits - 2 items</b>						
Deposit	03/03/2020			X	25.00	25.00
Deposit	03/03/2020			X	1,698.60	1,723.60
Total Deposits and Credits					1,723.60	1,723.60
Total Cleared Transactions					41.94	41.94
Cleared Balance					41.94	75,565.92
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
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 03/31/2020					741.94	76,265.92
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	04/01/2020	1064	PA Waste Industry ...		-14,018.51	-14,018.51
Total Checks and Payments					-14,018.51	-14,018.51
Total New Transactions					-14,018.51	-14,018.51
<b>Ending Balance</b>					<b>-13,276.57</b>	<b>62,247.41</b>

**Reconciliation Summary**

1003 · First Citizens, Period Ending 03/31/2020

	<u>Mar 31, 20</u>
<b>Beginning Balance</b>	75,523.98
<b>Cleared Transactions</b>	
Checks and Payments - 3 items	-1,681.66
Deposits and Credits - 2 items	1,723.60
	<u>41.94</u>
<b>Total Cleared Transactions</b>	41.94
<b>Cleared Balance</b>	<u><u>75,565.92</u></u>
<b>Uncleared Transactions</b>	
Deposits and Credits - 1 item	700.00
	<u>700.00</u>
<b>Total Uncleared Transactions</b>	700.00
<b>Register Balance as of 03/31/2020</b>	<u><u>76,265.92</u></u>
<b>New Transactions</b>	
Checks and Payments - 1 item	-14,018.51
	<u>-14,018.51</u>
<b>Total New Transactions</b>	-14,018.51
<b>Ending Balance</b>	<u><u>62,247.41</u></u>



**PA Keystone Chapter of Solid Waste Association of N.America**

**Reconciliation Detail**

1005 · Edward Jones, Period Ending 03/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						53,671.70
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	03/27/2020			X	-632.91	-632.91
Total Checks and Payments					-632.91	-632.91
Total Cleared Transactions					-632.91	-632.91
Cleared Balance					-632.91	53,038.79
Register Balance as of 03/31/2020					-632.91	53,038.79
<b>Ending Balance</b>					<b>-632.91</b>	<b>53,038.79</b>

4:08 PM

05/06/20

**PA Keystone Chapter of Solid Waste Association of N.America**

**Reconciliation Summary**

**1005 · Edward Jones, Period Ending 03/31/2020**

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	<u>Mar 31, 20</u>
<b>Beginning Balance</b>	53,671.70
<b>Cleared Transactions</b>	
<b>Checks and Payments - 1 item</b>	<u>-632.91</u>
<b>Total Cleared Transactions</b>	<u>-632.91</u>
<b>Cleared Balance</b>	<b><u>53,038.79</u></b>
<b>Register Balance as of 03/31/2020</b>	53,038.79
<b>Ending Balance</b>	53,038.79



**Bill To**

**Date: 5/4/2020**

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

<b>Admin &amp; Marketing</b>	<b>Amount</b>
Hours for April 1, 2020 - April 31, 2020	\$881.84
Mileage	\$16.70
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	<b>\$988.54</b>

<b>Expenses</b>	<b>Amount</b>
	\$0.00
Total Expenses	<b>\$0.00</b>

**APRIL TOTAL**

**\$988.54**

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

April 1, 2020 - April 20, 2020

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours										
1-Apr		email, timesheet, invoice, TR docs, meeting packet, meeting packet update	2.5				2.5										
2-Apr		add bylaws, BOD prep, add new members, BOD meeting, update website	3.5				3.5										
3-Apr	7.2	GLRA - mail, webinar email, scholarship questions, roadeo cancellation updates, website mods	3				3										
6-Apr		email, scholarship questions	0.5				0.5										
8-Apr	7.2	GLRA - mail, email, scam email, BOD agenda, meeting prep	1.75				1.75										
14-Apr		toubleshoot email server, FC update	2.25	0.25			2.5										
16-Apr		email, monthly docs, minutes, FC open invoice, website updates	1	0.25			1.25										
22-Apr	7.2	GLRA - mail, email, minutes	1.5				1.5										
23-Apr		email, bylaws, monthly docs, scholarship email, website updates	2.75				2.75										
27-Apr	7.2	GLRA - mail, scholarship applications, newsletter, website updates, FB post	2.75				2.75										
29-Apr		email, newsletter distribution, website update, webinar email	1.25				1.25										
30-Apr		scholarship email	0.5				0.5										
Total April Hours			23.25	0.5	0	0	23.75										
Total Miles <b>28.8</b>			\$ 863.27	\$ 18.57	\$ -	\$ -											
							<table border="1"> <tr> <td>TIME</td> <td>\$ 881.84</td> </tr> <tr> <td>MILEAGE</td> <td>\$ 16.70</td> </tr> <tr> <td>PHONE</td> <td>\$ 60.00</td> </tr> <tr> <td>INTERNET</td> <td>\$ 30.00</td> </tr> <tr> <td><b>APRIL TOTAL</b></td> <td><b>\$ 988.54</b></td> </tr> </table>	TIME	\$ 881.84	MILEAGE	\$ 16.70	PHONE	\$ 60.00	INTERNET	\$ 30.00	<b>APRIL TOTAL</b>	<b>\$ 988.54</b>
TIME	\$ 881.84																
MILEAGE	\$ 16.70																
PHONE	\$ 60.00																
INTERNET	\$ 30.00																
<b>APRIL TOTAL</b>	<b>\$ 988.54</b>																

1st QTD Hours	90.25	15.5	8.25	8.75	<b>122.75</b>
2nd QTD Hours	23.25	0.5	0	0	<b>23.75</b>
3rd QTD Hours	0	0	0	0	<b>0</b>
4th QTD Hours	0	0	0	0	<b>0</b>
YTD hours	113.5	16	8.25	8.75	<b>146.5</b>

## Advisory Board Report May 7, 2020

### Recent Activity

- SWANA International is experiencing short-term financial challenges related to COVID-19 – draw \$350,000 from Board-Designated reserve fund
  - Postponement of SWANApalooza
  - Canceling 15 training sessions
  - Decrease in membership revenue
- SWANA urges proper disposal of gloves and masks used to slow the spread of COVID-19.
- Glad (the trash bag manufacturer) is establishing a Sanitation Workers Support Fund and has asked SWANA to administer the \$200,000 fund to support sanitation workers effected by COVID-19. Glad commercial - <https://www.glad.com/trash-day-thanks/>
- SWANA is on the FEMA Emergency Task Force for COVOD-19
- SWANA has asked FEMA to consider emergency funding to support communities pay for extra waste created due to COVID-19 and also fund waste companies that are not being paid as a result of businesses going out of business due to COVID-19
- SWANA sent a letter on March 31, 2020 to FEMA asking for funding of solid waste and recycling services due to COVID-19

### Calendar of Events:

Stay Tuned!

### 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



March 31, 2020

The Honorable Peter T. Gaynor  
Administrator  
Federal Emergency Management Agency  
500 C Street S.W.  
Washington, DC 20472

**RE: Funding for Solid Waste & Recycling Services During COVID-19 Pandemic**

Dear Administrator Gaynor,

The Solid Waste Association of North America (SWANA) supports the request that FEMA establish a system to compensate the public and private sector solid waste and recycling industry for providing essential collection and disposal services that may otherwise go unfunded through this COVID-19 pandemic. Solid waste management was identified as an essential critical infrastructure workforce in the Department of Homeland Security's Cybersecurity & Infrastructure Security Agency's (CISA) March 19, 2020 memo, and has been listed as essential in every emergency order issued at the state-level in response to the COVID-19 pandemic. This means that the job of managing America's waste and recycling must continue during the pandemic because of the industry's critical role in protecting public health and safety.

This request was made initially in a March 26 letter to FEMA from the National Waste & Recycling Association (NW&RA). Although NWRA represents some of the companies involved in providing solid waste and recycling services, SWANA is the professional association that represents more than 11,000 individuals employed at both municipal sanitation departments and private companies throughout the United States. Our members, who are located in the field, facilities, and offices in all fifty states, are ensuring that this critical work is completed. About sixty percent of SWANA's members work in the public sector.

The solid waste and recycling industry is united in its commitment to continuing to provide these essential services. We also share a concern about the likely economic consequences of the pandemic. Both the public and private sectors of the solid waste industry will be affected by tightened revenue streams and increased quantities of residential waste due to millions of Americans being under stay-at-home orders. We will continue to meet these demands, while simultaneously incurring additional costs for more worker protections, as our workers on the street and at disposal facilities provide essential collection and disposal services.



SWANA requests that FEMA ensure funding is made available across the country to municipalities and their private sector partners to cover all of the costs incurred to provide these essential services during this national emergency. It is imperative that solid waste management continue uninterrupted at this critical time. FEMA can help protect public health and safety by committing to cover the costs of essential services provided that aren't paid by the service recipients (e.g., customer bad debts).

Thank you for your attention to this letter. If you have any questions, please contact me at (240) 494-2254 or [dbiderman@swana.org](mailto:dbiderman@swana.org).

Sincerely,

A handwritten signature in black ink that reads 'David Biderman'. The signature is fluid and cursive, with a long horizontal flourish extending to the right.

David Biderman  
Executive Director & CEO  
Solid Waste Association of North America

## Mini-tech Committee Report May 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

### 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

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- **CANCELED** 6/4 & 6/5 - **2020 Mid-Atlantic Regional Road-E-O, Blossburg, PA**
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- **No Board Meeting**
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### August 2020

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### 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
- Chapter Fiscal Year Ends