FIRST REGIONAL COMPOST AUTHORITY

Representing Allen, Bushkill, East Allen, Lehigh and Moore Townships

Meeting Minutes of February 20, 2024
9:30 AM
Location: Moore Township Municipal Building

The First Regional Compost Authority held a regular meeting on Tuesday, February 20, 2024, at Moore Township Municipal Building, 2491 Community Drive, Bath, Pa. at 9:30 a.m.

Present at the meeting were Ilene Eckhart (tardy), Richard Gable, Julianne Bender, Alice Rehrig, Andrea Martin (Barry Isett and Associates); Zac Walczer, Site Manager and David Backenstoe, Esq. Absent: Don Heiney. Chairman Richard Gable called the meeting to order.

Reorganization:

A. Chairman: Ms. Bender made a motion to reappoint Mr. Gable as Chairman; seconded by Ms. Rehrig. On the motion, by roll call vote, all members present voted yes.

B. Vice Chairman: Ms. Bender made a motion to reappoint Mr. Heiney as Vice Chairman; seconded by Ms. Rehrig. On the motion, by roll call vote, all members present voted yes.

C. Secretary/Treasurer: Ms. Bender made a motion to reappoint Ms. Rehrig as Secretary/Treasurer; seconded by Ms. Rehrig. On the motion, by roll call vote, all members present voted yes.

D. Solicitor: Mr. Gable made a motion to reappoint Mr. Backenstoe as Solicitor; seconded by Ms. Bender. On the motion, by roll call vote, all members present voted yes.

E. Engineer: Ms. Eckhart made a motion to reappoint Barry Isett and Associates as Engineer; seconded by Ms. Bender. On the motion, by roll call vote, all members present voted yes.

F. Meeting Dates: Mr. Gable made a motion to retain the schedule of the third Tuesdays at 9:30 AM at the Moore Township Building for 2024; seconded by Ms. Bender. On the motion, by roll call vote, all members present voted yes.

G. Auditor: The Authority discussed that an RFP would need to be issued to retain the services of auditor.

H. Financial Institution: Ms. Bender made a motion to approve Neffs National as the financial institution; seconded by Ms. Rehrig. On the motion, by roll call vote, all members present voted yes.

Public to be Heard: No comments from the public.

Minutes: Ms. Rehrig made a motion to approve the December 19, 2023 minutes; seconded by Ms. Bender. On the motion, by roll call vote, all members present voted yes.

Chairman/Vice Chairman Reports: On file.

Treasurers Report/Bills for Approval: Ms. Eckhart made a motion to approve the Treasurers Report and Bills as presented and pay the bills; seconded by Ms. Bender On the motion, by roll call vote, all members present voted yes.

Solicitor: On file.

Engineer: On file.

Business Items:

A. Remaining Grant Funds: Ms. Eckhart indicated she is awaiting the open application period to advertise as necessary to utilize the residual funds.

B. Master Plan Study: Ms. Martin presented the draft Holding Tank Agreement with East Allen Township for discussion. Attorney Backenstoe indicated he reviewed the draft agreement, which appeared to be a fairly standard document for this purpose. Following some additional discussion regarding the timing of the approval Ms. Eckhart made a motion to authorize the Chairman to sign on behalf of the Authority; seconded by Ms. Bender. On the motion, by roll call vote, all members present voted yes. Upon additional consideration regarding the need to have the signature notarized, Ms. Bender made a motion to authorize Ms. Eckhart to sign the agreement on behalf of the Authority; seconded by Mr. Gable. On the motion, by roll call vote, all members present voted yes.

Regarding the building Ms. Martin indicated that no site work was involved and the existing space would be reutilize. Kratzer will connect holding tank and water supply. The Building if not available from the COSTARS program – will need to be formally put out to bid. The current estimate for the trailer is $58,000. Following some further discussion, Ms. Eckhart made a motion to authorize the Engineer to use the presented configuration and to proceed with COSTARS to obtain the building, if available and if not to proceed with solicitation for bids; seconded by Ms. Bender. On the motion, by roll call vote, all members present voted yes. Additionally, Ms. Martin may also proceed with the East Allen Township Zoning and Building Permit process.

Master Site Plan: Ms. Martin reported Ms. Mildner intends to meet with Mr. Walczer to review remaining comments regarding the draft master plan/site plan, now that the building has been determined.

Comments of Member Community Representatives: None.

Public to be Heard: None

Executive Session Personnel: The Authority entered into an executive session to discuss personnel at 10:48 Am. Upon returning from executive session, Ms. Eckhart made a motion to authorize a 4% wage increase retroactive to January 1, 2024, with management remaining the same per the Fall 2023 increase; seconded by Ms. Bender. On the motion, by roll call vote, all members present voted yes with the exception of Ms. Rehrig who abstained.

There being no further business Ms. Bender made a motion to adjourn at 11:00 AM; seconded by Ms. Rehrig. On the motion, by roll call vote, all members present voted yes.

Respectfully submitted,

Ilene M. Eckhart
Member – Allen Township