



BERKELEY COUNTY SOLID WASTE AUTHORITY
19 RECOVERY WAY
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Minutes of Regular Monthly Public Meeting

Wednesday, June 18, 2025

1) Call To Order:

The June 18, 2025 regular monthly meeting of the Berkeley County Solid Waste Authority (BCSWA) was called to order at 6:00 pm by Vice Chairman, Mark Barney at 19 Recovery Way Office, Martinsburg, WV.

2) Roll Call:

Board members in attendance: Michele Atha, Mark Barney, Lou Scavnicky and Clint Hogbin.

Board members absent: Matthew Grove.

Staff Present: Lynne Lashley, Althea Bayer, Laura Bayer/phone.

Visitors Present: Chris Hogbin.

2) Secretary of State Meeting Notice:

Secretary of State Meeting notice was posted February 21, 2025.

4) Agenda Approval:

Michele Atha motioned to accept the agenda as posted. Seconded by Clint Hogbin
Vote: Unanimous approval. Motion passed.

5) Consideration of the Minutes of the Regular Meeting of May 27, 2025:

Clint Hogbin motioned to accept the minutes of the regular meeting May 27, 2025.
Seconded by Michele Atha. Vote: Unanimous approval. Motion passed.

6) Reports:

A) Litter Control Program Report and Any Action Thereon:

The Vice Chairman presented the roadside litter report for the month of May 2025. The monthly collection was 386 bags, 12 tires and 133 bulky items. The total bag count now stands at 15,225 bags and 2,437 bulky items.

The Vice Chairman Mark Barney presented the stream cleanup report for May 2025. The report shows zero (0) stream cleanup trips due to the stormy weather and flooding combined with staff's personal obligations.

The total collection for both litter control programs is now estimated 966,855 lbs., filling 391 containers and two tractor trailers with tires. He noted that Apple Valley has contributed \$25,138.23 in landfill fees since 2018.

The Vice Chairman Mark Barney presented the litter control enforcement report as prepared by Lynne Lashley for the month of May. The report showed 6 complaints registered for the month, with 6 cleaned to date.

Lynne Lashley stated there was a tire collection event held at the South Berkeley Recycling Center on May 31, 2025. There were 3,079 tires collected from 268 cars.

Lynne Lashley stated there was a bulky goods event held at the Grapevine Road Recycling Center on June 14, 2025. There were 225 bulky items, 179 electronic items, 36 appliances, 35 freon units collected from 169 cars.

Lynne Lashley stated that Lt. Jarret Jones was moved out of litter control due to a promotion and Lt. Anaya will replace him.

Michele Atha reported that Matthew Umstead has homeowners permission to cross their land to clean up the log jam on the Opequon. Clint Hogbin suggested that stream cleanup position themselves ¼ mile downstream as the logs are pulled to catch the litter debris.

B) Recycling Program and Resource Recovery Report And Any Action Thereon:

Clint Hogbin, Lynne Lashley and Chris Hogbin stated that a meeting with BurCell representative Kevin Graney and Rob Milne from Stahl Shafer Engineering was completed. The Public Service Commission (PSC) sent a letter stating BurCell does not need a Certificate of Need. Kevin Graney will email the letter to the BCSWA. The DEP determined that there is a need for an air permit, a mixed use permit and a solid waste permit. These permits should take about 6 months. Berkeley County engineering staff Laura Hoffmaster and Doug Smith need to check storm water management about the administrative processing. The road should be paved but, if it is not, BurCell will need to obtain a waiver. Kevin Graney met with Trex about accepting the plastic film removed from the trash. BurCell has met with multiple potential customers including Argos, Heidelberg Cement, Karmusi and a couple others. There was some discussion about electric and gas. BurCell is working with Apple Valley Waste for inbound and outbound hauling. The permitting process will be approximately 6 months. Construction will take approximately 12-18 months. In 3 years they expect to get 500 tons/day of trash. The Attorney General of West Virginia and the Solid Waste Authority will review a letter that gives a certain number of days to the bond holders/bank to remove equipment.

The Vice Chairman stated he will work on an RFP for security cameras for both recycling centers.

Lynne Lashley stated that employee Steve Mason has returned to work after being off for 6 weeks on medical leave.

Lynne Lashley stated that a replacement person, Bill Unger, has been hired to take care of the sea container paint job.

Lynne Lashley stated the ground water permit process is still being worked on. Clint Hogbin stated that this is a priority, and needs completed ASAP.

C) Treasurer's Report: Consideration of the Monthly Budget Reports And Any Action Thereon:

Lynne Lashley stated she is going to put \$1.00 into the SWMB grant account to hold it open.

Lynne Lashley stated the litter control unpaid bills should be amended to add \$135.00 to pay Ronnie Long for the bulky good event. The recycling unpaid bills should be amended to remove the check for Ronnie Long for \$135.00. The general unpaid bills should be amended to include WVCORP.

The Vice Chairman Mark Barney presented the June Summary of Accounts report as prepared by the Treasurer.

The Vice Chairman Mark Barney presented the May Litter Control Budget Report, General Account Budget Report and the Recycling Account Budget Report.

Clint Hogbin motioned to accept the various Budget Reports for the Litter Control, General and Recycling accounts as presented. Seconded by Michele Atha. Vote: Unanimous approval. Motion passed.

D) Treasurer Report: Consideration of June Bills To Be Paid and Any Action Thereon:

The Vice Chairman presented the unpaid bills for the following accounts:

GENERAL ACCOUNT UNPAID BILLS

Althea Bayer	\$465.39	Mileage Reimbursement
Berkeley County Commission	\$162.75	IT Computer Work
BCPSSD	\$26.00	Office Water
BCSWA	\$5.00	Recyc Asst Grant Paper Statement
BCSWA	\$38,075.00	Transfer to Recycling Account
Potomac Edison	\$66.36	Office Electric

US Bank	\$717.19	Supplies
US Cellular	\$202.17	Phones, Plan
Total	\$39,719.86	

RECYCLING ACCOUNT UNPAID BILLS

Abshire Enterprises	\$450.00	Hedgesville Trailer/Repair
AC&T	\$51.00	GVRC Maintenance
Amerit	\$1,980.00	Trailer Repair
AWVSWA	\$200.00	Association Dues
AVW	\$475.00	Single Stream Transportation
BCPSSD	\$26.00	Water/SS
BCSWA	\$16,200.00	Payroll
Bousum	\$322.92	Trailer Repair/GVRC & SBRC
JC Services	\$325.00	Gaylord Boxes
K&H Mobile Oil Service	\$851.00	Skid Steer Repair/SBRC
Potomac Edison	\$10.00	GVRC
Potomac Edison	\$18.22	SBRC
Roach Energy	\$997.38	Fuel/GVRC & SBRC
Lyle Tabb & Sons	\$1,325.00	Lumber, FW, YW
US Bank	\$512.41	Supplies for GVRC, SBRC, & SS
Total	\$23,743.93	

LITTER CONTROL UNPAID BILLS

Ronnie Long	\$135.00	Bulky Day
Sophia Prieto	\$162.40	Mileage Reimbursement
WVCoRP	\$53.00	Auto Insurance
Total	\$350.40	

WV-SWMB GRANT UNPAID BILLS

AVW	\$1,450.00	Single Stream Transportation
Total	\$1,450.00	

CED GRANT UNPAID BILLS

AVW	\$825.00	Electronic Transportation
Total	\$825.00	

RECYCLING ASSISTANCE GRANT UNPAID BILLS

Inwood Quarry	\$1,993.25	Gravel/GVRC & SBRC
Total	\$1,993.25	

Lynne Lashley recommended not paying the AWVSWA invoice for dues.

Lou Scavnicky motioned to authorize the Treasurer to make payment of the June bills as discussed. Seconded by: Clint Hogbin. Vote: Unanimous approval. Motion passed.

Clint Hogbin motioned to pay the county risk pool renewal insurance at the current rate of last year. Seconded by: Michele Atha. Vote: Unanimous approval. Motion passed.

7) Business Items:

A) Consideration of the Proposed FY 26 budget adoption and any action thereon:

Clint Hogbin stated we need to start working on the budget for FY 2026 with a budget proposal ready for the July meeting. In the meantime, he recommended it was time for pay raises and that he and Lynne Lashley discussed the following:

Zach Frye to be given a \$1.00 raise for a total hourly salary of \$20.00
Cameron Fry to be given a \$1.00 raise for a total hourly salary of \$20.00
Cassidy Bayer to be given a \$1.00 raise for a total hourly salary of \$18.00
Sophia Prieto to be given a \$1.00 raise for a total hourly salary of \$17.00
Lynne Lashley to be given a \$1.00 raise for a total hourly salary of \$31.00
James Dixon to be given a \$1.00 raise for a total hourly salary of \$20.00
Ryan Richardson to be given a .50 raise for a total hourly salary of \$18.50

Lou Scavnicky motioned to accept the pay raises as presented. Seconded by Michele Atha. Vote: Unanimous approval. Motion passed.

B) Consideration of the nomination of officers and any action thereon:

Clint Hogbin nominated Mark Barney as Chairman
Mark Barney nominated Clint Hogbin as Vice Chairman
Mark Barney nominated Michele Atha as Secretary
Michele Atha nominated Lynne Lashley as Treasurer

Michele Atha motioned to accept the nominations of slate of officers. Seconded by Clint Hogbin. Vote: Unanimous approval. Motion passed.

8) Other Business:

Lou Scavnicky stated the truck repairs are done. The 5th wheel assembly probably needs to be removed, and rocker panels will need work to remove the rust.

Lou Scavnicky stated rain gutters and shelves are needed for the Grapevine shed.

Mark Barney stated that he has been reappointed and will take the oath for board renewal.

9) Public Comment:

Laura Bayer stated that the cameras will be valuable to have at both recycling centers for overall efficiency. She also expressed certain improvements to the programs.

10) Adjournment:

Michele Atha motioned for adjournment at 8:19 pm. Seconded by Clint Hogbin Vote: Unanimous approval. Motion passed.

Respectfully submitted,



Mark Barney Chairman

Michele Atha Secretary

