



BERKELEY COUNTY SOLID WASTE AUTHORITY
19 RECOVERY WAY
MARTINSBURG, WEST VIRGINIA 25405
304-267-9370
office@berkeleycountyrecycling.com
www.berkeleycountyrecycling.com



MINUTES

REGULAR MEETING

Wednesday, July 16, 2025

6:00 PM

1) Call To Order:

The July 16, 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, Matthew Grove and Clint Hogbin.

Board members absent: Lou Scavnicky

Staff Present: Althea Bayer, Lynne Lashley (Zoom)

Visitors Present: Chris Hogbin, Shawn Hogbin, Commissioner Jim Whitacre

3) Secretary of State Meeting Notice:

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

4) Agenda Approval:

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

5) Consideration of the Minutes of the Regular Meeting of June 18, 2025 :

Clint Hogbin motioned to accept the minutes of the regular meeting June 18, 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 June 2025. The monthly collection was 148 bags, 3 tires and 111 bulky items. The total bag count now stands at 15,373 bags and 2,548 bulky items. There was a total of 25.9 miles along 16 roads.

The Vice Chairman Mark Barney presented the stream cleanup report for June 2025. The report shows 7 stream cleanup trips with 13 bags, 11 bulky items, 4 tires. There was a total of 21 miles covered. The stream clean up team didn't access the water due to reports of high bacterial contamination and water advisory warnings the weekend of July 5 & 6.

Lou Scavnicky has asked if the BCSWA would like to donate the canoe trailer. There will need to be inquiries with the SWMB into the procedure for donating/selling property.

The total collection for both litter control programs is now estimated 974,078 lbs., filling 376 containers and two tractor trailers with tires. He noted that Apple Valley has contributed \$25,326.04 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 June. The report showed 3 complaints registered for the month, with 1 cleaned to date and no updates for the other 2. Lt Anaya hasn't responded to any litter requests or updates. Upon checking into the matter, Mark Barney found that Lt Anaya's father has passed away. There is a sympathy card on the board table for all to sign.

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

Vice Chairman Mark Barney stated that due to the closing of Potomac Farms, the recycling centers are experiencing a substantial increase in brush. Ross Tabb said they are getting 3x the normal amount. Ross came to GVRC to assess the volume and will set a date soon for grinding. He will also look at SBRC.

Vice Chairman Mark Barney stated the Berkeley County Engineering did a final inspection on the GVRC shed on Tuesday July 1 and sent the BCSWA a certificate of occupancy.

Vice Chairman Mark Barney stated Ryan Richardson will install gutters and shelves at the GVRC office on July 22, 2025 and Bill Unger will paint the fire damaged sea container on July 31, 2025.

Vice Chairman Mark Barney stated next year's shred event is slated for GVRC May 16, 2026 and SBRC September 19, 2026.

Vice Chairman Mark Barney stated Operation Greenlid will start its new season on August 18, 2025.

Vice Chairman Mark Barney stated Steve Mason reported back to full time work at SBRC on July 1. On July 4 he burned his hand lighting fireworks which limited what he could do at work. He is assisting Laura Bayer with packing electronics where she has made a huge impact.

Vice Chairman Mark Barney stated James broke the window of the skid steer. Virginia Tractor is picking it up 7/22/25.

Vice Chairman Mark Barney stated Stormwater plan is near completion. The SWPPP (stormwater pollution prevention plan) needs to be included and then it will be ready. Clint Hogbin stated the report should be in a binder.

Clint Hogbin stated that the door is broken on trailer 3576. This trailer has been called in to Stephen's Towing and is scheduled for pickup.

Clint Hogbin stated that the brush sign is broken into 2 pieces, and this is problematic with the increase of customers dropping off brush.

Clint Hogbin stated the aluminum cans are overflowing at the Grapevine Road Recycling Center.

Clint Hogbin stated we are required to run legal ads but the Journal will only be printed 1 time/week on Wednesdays so staff needs to investigate how this will affect our postings. Commissioner Whitacre advised the board to research fees associated with ads.

Lynne Lashley stated she has found a source for metal barrels and they will be delivered to GVRC.

Lynne Lashley stated the Silverado truck had no coolant in the reservoir when picked up from the mechanic. After filling the reservoir and observing the fluid levels, there appears to be a leak. The coolant warning light has been coming on intermittently. She will call a shop to have it checked out.

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

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

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

Matthew Grove 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 July Bills To Be Paid and Any Action Thereon:

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

GENERAL ACCOUNT UNPAID BILLS

BCPSSD	\$26.00	Office Water
BCSWA	\$39,606.00 (NIT)	Recyc Asst Grant Transfer
Lynne Lashley	\$129.43	Mileage Reimbursement
Potomac Edison	\$87.17	Office Electric
US Bank	\$2,331.10	Supplies
US Cellular	\$202.17	Phones, Plan
WV CoRP	\$7,247.50	General Liability, Property, Auto

Total \$10,023.37

RECYCLING ACCOUNT UNPAID BILLS

Abshire Enterprises	\$2,643.45	HedgesvilleRecycle Trailer/Repair
Amerit	\$330.00	Trailer Repair
AVW	\$2,035.00	Single Stream Transportation
BCPSSD	\$26.00	Water/SS
BCSWA	\$125.00	Reimburse Brush
BCSWA	\$20,000.00	Transfer to Payroll
Earl Conrad	\$200.00	Steel Barrels/Batteries
R Customs	\$656.00	MowerMaintenance/GVRC&SBRC
CWP	\$360.00	Paper Transportation
K&H Mobile Oil Service	\$280.00	Skid Steer Repair/GVRC
Miller Environmental	\$1,168.00	NPDES Sampling
Potomac Edison	\$10.00	GVRC
Potomac Edison	\$19.44	SBRC
Roach Energy	\$707.39	Fuel/GVRC & SBRC
Lyle Tabb & Sons	\$875.00	Lumber, FW, YW
US Bank	\$233.68	Supplies for GVRC, SBRC, & SS
Valicor	\$75.89	Antifreeze Transportation
Virginia/Maryland Tractor	\$1,174.37	Repair Skid Steer/SBRC
WV CoRP	\$834.25	Worker's Comp Insurance

Total \$31,753.47

LITTER CONTROL UNPAID BILLS

Apple Valley Waste	\$1,500.00	Bulky Day/GVRC
Cassidy Bayer	\$482.30	Mileage Reimbursement
Total	\$1,982.30	

WV-SWMB GRANT UNPAID BILLS

Total \$0.00

CED GRANT UNPAID BILLS

AVW	\$550.00	Electronic Transportation
Total	\$550.00	

RECYCLING ASSISTANCE GRANT UNPAID BILLS

Buck's Fabricating	\$31,880.00	Four 40 Yard Rolloff
Total	\$31,880.00	

Clint Hogbin motioned to authorize the Treasurer to make payment of the July bills as discussed. Seconded by: Matthew Grove. Vote: Unanimous approval. Motion passed.

7) Business Items:

A) Consideration Of The Election of Officers And Any Action Thereon:

Vice Chairman Mark Barney stated that the nomination of officers for FY26 were completed in the June 18, 2025 board meeting. The nominations are:

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

Matthew Grove motioned to elect the slate of officers as nominated. Seconded by: Michele Atha. Vote: Unanimous approval. Motion passed.

B) Consideration Of The Proposed FY 26 Budget Adoption And Any Action Thereon:

Michele Atha motioned to adopt the budget as discussed. Seconded by: Matthew Grove. Vote: Unanimous approval. Motion passed.

C) Consideration Of Any Bids For The Recycling Center Security Systems And Any Action Thereon:

Three bids were obtained for the cameras to be procured with the Recycling Assistance Grant and there was discussion about the differences in proposals as two companies required an ongoing monthly fee. Clint Hogbin made a motion to accept the Dynamark Atlantic Security bid, option#3 for \$4,990.00 for each comprehensive recycling center. Seconded by Michele Atha. Vote: Unanimous approval. Motion passed.

D) Consideration Of Signature Authorization For The Chairman/Vice Chairman To Notice Entsorga And US Bank Of Intent To Dispose Of Remaining Personal Property And/ Equipment:

The West Virginia Attorney General recommends the Berkeley County Solid Waste Authority send a second and final letter to Entsorga and US Bank of intent to dispose of remaining personal property and/or equipment with 30 days to respond. Michele Atha motioned to send notice as discussed. Seconded by: Matthew Grove. Vote: Unanimous approval. Motion passed.

8) Other Business:

Clint Hogbin stated that there is a Solid Waste Authority training on September 23, 2025. He highly recommended board members to attend.

Matthew Grove mentioned the Buy Nothing group. Lynne has been recommending this option to customers that call the office about disposing of good usable items.

Mark Barney is going to inquire about funding from the County Commission for the Program Administrator position.

9) Public Comment:

There was no public comment.

10) Adjournment:

Matthew Grove motioned for adjournment at 7:50 pm. Seconded by Michele Atha Vote: Unanimous approval. Motion passed.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Mark Barney', with a stylized, flowing script.

Mark Barney Chairman

A handwritten signature in blue ink, appearing to read 'Michele Atha', with a stylized, flowing script.

Michele Atha Secretary