



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



MINUTES OF REGULAR MONTHLY MEETING
Wednesday, August 20, 2025
6:00 PM

1) Call To Order:

The August 20, 2025 regular monthly meeting of the Berkeley County Solid Waste Authority (BCSWA) was called to order at 6:05 pm by Chairman, Mark Barney at 19 Recovery Way Office, Martinsburg, WV.

2) Roll Call:

Board members in attendance: Michele Atha, Mark Barney, Matthew Grove (Zoom), Lou Scavnicky and Clint Hogbin.

Board members absent: None

Staff Present: Althea Bayer, Lynne Lashley

Visitors Present: Chris Hogbin, Susan Carroll

3) Secretary of State Meeting Notice:

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

4) Meeting Notice/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 July 16, 2025 :

Clint Hogbin motioned to accept the minutes of the regular meeting July 16, 2025 as amended. Seconded by Michele Atha. Vote: Unanimous approval. Motion passed.

The Chairman noted his intention to direct the Board to Public Comment to accommodate the visitor.

6) Public Comment:

Susan Carroll stated that she is no longer under the direction of REAP and is now reporting to the Public Information Office.

Susan Carroll stated the deadline for the early enrollment for the Solid Waste Authority Conference at Canaan Valley in Davis, WV is September 12, 2025.

Susan Carroll stated she will be doing presentations at some county schools. The two programs are: "Leave No Trace" and "Skip The Straw".

Susan Carroll stated the Youth Environmental Conference is being held at Blackwater Falls State Park.

Susan Carroll stated September 19, 2025 is the deadline for submissions of pictures for the roadside calendar.

Susan Carroll stated the Adopt a Highway staff is cleaning up their database so they will be reaching out to all groups to ensure they are still active.

7) Reports:

A) Litter Control Program Report and Any Action Thereon:

Chairman presented the roadside litter report for the month of July 2025. The monthly collection was 157 bags, 7 tires and 84 bulky items. The total bag count now stands at 15,530 bags and 2,632 bulky items. There was a total of 18.5 miles along 15 roads and 2 dumpsites.

Chairman Mark Barney presented the stream cleanup report for July 2025. The report shows 5 stream cleanup trips with 21 bags, 12 bulky items, 30 tires. There was a total of 14 miles covered.

The total collection for both litter control programs is now estimated 989,686 lbs. filling 382 containers and two tractor trailers with tires. He noted that Apple Valley has contributed \$25,731.83 in landfill fees since 2018.

Chairman Mark Barney presented the litter control enforcement report as prepared by Lynne Lashley for the month of July. The report showed 5 complaints registered for the month, with 0 cleaned to date.

Lynne Lashley stated that the West Virginia Solid Waste Management Board informed staff the proper protocol for excessing equipment surplus with a value of \$1,000.00 or less, such as the canoe trailer, is posting property for bid on Facebook and let it stay up for 7 days.

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

Chairman Mark Barney stated that Kevin Graney has an update from BurCell but he was unable to reach the Chairman before the meeting.

It was suggested by Clint Hogbin that the Chairman contact the Attorney General's office through Kevin Graney to ask if the equipment in the former Entsorga building is the property of the Berkeley County Solid Waste Authority.

Chairman Mark Barney stated he liked the Raleigh County graphics and monthly roadside stats and suggested that we post similar stats on Facebook for our programs.

Chairman Mark Barney stated pay raises are in effect.

Chairman Mark Barney stated the Berkeley County Public Stormwater Department (BCPSWD) was invoiced in July. We should receive payment at the end of August or first of September.

Chairman Mark Barney stated he requested \$72,000.00 from the Berkeley County Commission but only \$50,000 was approved. The Commission granted \$28,043.66 for the program administrator position which was deposited April 9, 2025.

Lynne Lashley stated the sea container has been painted.

Lynne Lashley stated that the Grapevine Road Recycling Center shed gutters have been installed.

Lynne Lashley stated the skid steer at Grapevine Road Recycling Center has a broken windshield and it will need replaced.

Lynne Lashley stated there was a visit from the West Virginia Solid Waste Management Board on 7/28/2025. Mark Holstein and three staff members took a tour of Grapevine Road Recycling Center.

Lynne Lashley stated there was a surveyor from Stahl Sheaffer Engineering that visited the Entsorga building this week.

Lynne Lashley stated the NPDES application for the Grapevine Recycling Center has been completed and sent but the application for the South Berkeley Recycling Center is not completed.

Chairman Mark Barney stated the shred event is scheduled for September 13, 2025 at the South Berkeley Recycling Center. The bulky goods event is scheduled for October 4, 2025 at South Berkeley Recycling Center.

The West Virginia Solid Waste Management Board training is scheduled for September 23, 2025 at Logan Lodge.

Lynne Lashley stated trailer 3576 was picked up by Stephens to repair the door.

Lynne Lashley stated the truck has been repaired at Cupps. There were several things replaced: a leaking coolant hose and connection, a leaking radiator, and the driver's side window motor.

Lynne Lashley stated she and Althea are now notaries.

Lynne Lashley stated cameras have been approved by Travis Cooper after submitting a camera justification letter and form. Atlantic Security met her at both recycling centers to finalize installing the cameras.

Lynne Lashley stated Operation Greenlid received 7 responses after sending an invitation to participate. Chairman Mark Barney is to contact Jim Whitacre about transporting recycling for Operation Greenlid.

Lynne Lashley stated brush grinding has been completed at GVRC and SBRC.

Chairman Mark Barney stated Letters to Entsorga have been returned but, Letters to US Bank have been accepted.

Lynne Lashley stated the WV CoRP audit has been completed and approved.

Lynne Lashley stated Steve Mason was fired due to his second sexual harassment charge filed with the Berkeley Sheriff's Department by a community service person. Keyshawn Ewell was hired to work Saturdays at Hedgesville.

Mark Barney stated clean up on the Grant Acres log jam is starting soon. Matthew Umstead will inform the office when he knows the date. Lou has discovered another much larger log jam about 1/4 mile upstream of Grant Acres. Matthew will meet the WV Conservation Agency point person, Steven Starcher, at the new site to assess.

Clint Hogbin reminded staff that the temperature of the mulch pile should be checked on a regular basis.

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

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

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

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

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

The Chairman presented the unpaid bills for the following accounts:

GENERAL ACCOUNT UNPAID BILLS

AWVSWA	\$675.00	Conference Fee (3)
BCPSSD	\$32.00	Office Water
BCSWA	\$39,606.00	Recyc Asst Grant Transfer
Potomac Edison	\$94.54	Office Electric
US Bank	\$390.08	Supplies
US Cellular	\$202.10	Phones, Plan
WV CoRP	\$348.00	General Liability, Property, Auto
Total	\$41,347.72	

RECYCLING ACCOUNT UNPAID BILLS

Abshire Enterprises	\$600.00	Hedgesville Recycle Trailer/Repair
AC&T	\$102.00	Maintenance/SB & GV
Amerit	\$1,100.00	Trailer Repair
AVW	\$1,925.00	Single Stream Transportation
AVW	\$49.00	Electronic Transportation
BCPSSD	\$32.00	Water/SS
BCSWA	\$20,000.00	Transfer to Payroll
DEP/Water & Waste	\$450.00	Permit Fee/GVRC & SBRC
Zach Frye	\$106.99	Reimbursement/Freon Gauge Set
Potomac Edison	\$10.00	GVRC
Potomac Edison	\$32.55	SBRC
Lyle Tabb & Sons	\$1,500.00	Lumber, FW, YW
Bill Unger	\$675.00	Sea Container Paint, Gutters/GVRC
Roberts Welding	\$430.00	SBRC/Skid Steer
Southern States	\$538.60	Fuel/GVRC & SBRC
US Bank	\$73.70	Supplies for GVRC, SBRC, & SS
Valicor	\$76.42	Antifreeze Transportation
Virginia/Maryland Tractor	\$2,135.73	Repair Skid Steer/SBRC
Total	\$29,836.99	

LITTER CONTROL UNPAID BILLS

Total \$0.00

WV-SWMB GRANT UNPAID BILLS

Total \$0.00

CED GRANT UNPAID BILLS

AVW	\$1,100.00	Electronic Transportation
Total	\$1,100.00	

RECYCLING ASSISTANCE GRANT UNPAID BILLS

Total \$0.00

Michele Atha motioned to authorize the Treasurer to make payment of the August bills as presented. Seconded by: Clint Hogbin. Vote: Unanimous approval. Motion passed.

8) Business Items:

A) Consideration Of Attendance of WV-SWMB Sept. 23, 2025 Training And Any Action Thereon:

Matthew Grove motioned to authorize travel for any board member or staff who would like to attend the WV-SWMB training. Seconded by: Michele Atha. Vote: Unanimous approval. Motion passed.

B) Consideration Of A Proposed Memo Regarding Staff Having Extended Onsite Discussions During Work Hours With Family/Friends And Any Action Thereon:

Matthew Grove motioned to have Lynne Lashley and Althea Bayer review the employee handbook. Seconded by: Lou Scavnick. Vote: Unanimous approval. Motion passed.

9) Other Business:

A letter of commendation was received from the public citing how helpful they found the Grapevine Road Recycling Center attendant James Dixon.

10) Public Comment: None

11) Adjournment:

Matthew Grove motioned for adjournment at 8:08 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 long horizontal flourish extending to the right.

Mark Barney Chairman

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

Michele Atha Secretary