



BERKELEY COUNTY SOLID WASTE AUTHORITY
19 RECOVERY WAY
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**MINUTES OF
REGULAR MEETING**

Wednesday, September 17, 2025

6:00 PM

1) Call To Order:

The September 17, 2025 regular monthly meeting of the Berkeley County Solid Waste Authority (BCSWA) was called to order at 6:00 pm by Chairman, Mark Barney at the 19 Recovery Way Office, Martinsburg, WV.

2) Roll Call:

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

Board members absent: Lou Scavnicky

Staff Present: Althea Bayer

Visitors Present: Chris Hogbin, Shawn Hogbin

3) 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 Matthew Grove.
Vote: Unanimous approval. Motion passed.

5) Consideration of the Minutes of the Regular Meeting of August 20, 2025:

Michele Atha motioned to accept the minutes of the regular meeting August 20, 2025.
Seconded by Clint Hogbin. Vote: Unanimous approval. Motion passed.

Consideration of the Minutes of the Special Meeting of August 27, 2025:

Clint Hogbin motioned to accept the minutes of the special meeting August 27, 2025. Seconded by Matthew Grove. Vote: AYE: Clint Hogbin, Mark Barney, and Matthew Grove. Nay: None. Michele Atha abstained from the vote because she was not present at the meeting. Motion passed.

6) Reports:

A) Litter Control Program Report and Any Action Thereon:

The Chairman Mark Barney stated the Berkeley County Public Service Stormwater District (BCPSSWD) check was received for 12,000.00 and deposited in the Litter Control Account.

The Chairman Mark Barney stated the Tire Event is scheduled for November 1, 2025 at the South Berkeley Recycling Center.

The Chairman, Mark Barney, presented the roadside litter report for the month of August 2025. The monthly collection was 141 bags, 17 tires and 107 bulky items. The total bag count now stands at 15,671 bags and 2,739 bulky items. There was a total of 19.35 miles along 4 roads and 2 dumpsites.

The Chairman Mark Barney presented the stream cleanup report for August 2025. The report shows 5 stream cleanup trips with 15 bags, 26 bulky items, 22 tires. There was a total of 18.5 miles covered.

The total collection for both litter control programs is now estimated 994,766 lbs. filling 386 containers and two tractor trailers with tires. He noted that Apple Valley has contributed \$26,036.58 in landfill fees since 2018.

The Chairman Mark Barney presented the litter control enforcement report as prepared by Althea Bayer for the month of July. The report showed 10 complaints registered for the month, with 5 cleaned to date, 3 in progress and 2 that were not litter issues.

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

Clint Hogbin stated he had a meeting with Kevin Graney and Rabun Lewis. Stahl Shafer are working on the application processes for the DEP facility permit. Trinity Consultants are working on the DEP air permit.

There are three phases that BurCell has in the works.

1A- Permits. Begin transloading station (6-8 months)

1B- Getting BurCell in and equipment commissioned (8-12 months)

2-Full digester in, all equipment in. start taking 500 tons a day – Solid fuel and gas.

Mark Barney stated we should be expecting a letter from the Attorney General's office regarding BCSWA's ownership of the equipment.

Clint Hogbin will contact Mark Holstein of the Solid Waste Management Board (SWMB) to inquire about the siting plan changes.

Chairman Mark Barney stated the Berkeley County Commission invoice was mailed requesting \$56,087.32.

Solid Waste Management Board training is scheduled for September 23, 2025 at Logan Lodge. Clint Hogbin plans to attend.

Information was received from Niki Davis at the SWMB about items that the Berkeley County Solid Waste Authority wants to sell and those directions and guidance will be followed.

Chairman Mark Barney stated the NPDES application for GVRC was rejected for being late. The application was redone on a new form and the fee was paid at the renewal rate as per the water and waste staff.

Chairman Mark Barney stated the South Berkeley Recycling Center (SBRC) permitting is not completed and will need the new form.

Chairman Mark Barney stated the Shred event was held at the SBRC on 9/13. There were 112 participants and 3.8 tons received.

Chairman Mark Barney stated the Bulky Good Event is scheduled for October 4th, 2025 at the SBRC.

Chairman Mark Barney stated camera equipment has been ordered for both sites.

Chairman Mark Barney stated the Operation Greenlid email was sent requesting help with pick up and delivery to Jim Whitacre.

Chairman Mark Barney stated Laura Bayer, part time recycling attendant resigned.

Althea Bayer stated Kim Kozak was hired to work full time as a swing attendant between the sites.

Chairman Mark Barney stated both sites are getting help from community service folks and both sites look good.

Althea Bayer stated the other phone was installed by IT giving both offices phone access.

Chairman Mark Barney stated the mulch temperature was recorded at 168 degrees on 9/3/2025 at GVRC. Ross Tabb opened up the pile of old mulch and made shorter rows to avert any possible combustion. Since taking action, temperatures HAVE NOT exceeded to hazardous levels. Clint Hogbin stated that the thermometer that was purchased was 4 feet and should be 3 feet long.

Chairman Mark Barney stated the office staff purchased a used laptop, new scanner, and external hard drive to begin scanning the papers in the shed with the help of a community service person.

Chairman Mark Barney stated two pallet packs for fluorescent tubes and 10 boxes for CFLs were ordered from Terracycle.

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 September Bills To Be Paid and Any Action Thereon:

The Chairman presented the unpaid bills for the following accounts:

GENERAL ACCOUNT UNPAID BILLS

AWVSWA	\$484.15	Conference Fee (2)
BCPSSD	\$32.00	Office Water
BCSWA	\$12,000.00	Litter Control Transfer (BCPSSWD)
BCSWA	\$12,000.00	SWMB Grant Transfer
DEP	\$225.00	DEP Youth Environmental Conference
Potomac Edison	\$76.07	Office Electric
US Bank	\$1,897.36	Supplies/Work Truck
US Cellular	\$202.10	Phones, Plan
WV CoRP	\$84.04	Workers Compensation
Total	\$27,000.72	

RECYCLING ACCOUNT UNPAID BILLS

Abshire Enterprises	\$675.00	Hedgesville Recycle Trailer/Repair
AC&T	\$51.00	Maintenance/ GV
AVW	\$550.00	Electronic Transportation
BCPSSD	\$32.00	Water/SS
BCSWA	\$25,000.00	Transfer to Payroll
Bousum	\$1,500.00	Electronics Transportation
CWP	\$360.00	Transportation for OCC/MP
JC Services	\$325.00	Gaylords for Electronics
Potomac Edison	\$10.00	GVRC
Potomac Edison	\$31.70	SBRC
Lyle Tabb & Sons	\$1,375.00	Lumber, FW, YW
Lyle Tabb & Sons	\$13,166.84	Mulch Grinding/SBRC
Lyle Tabb & Sons	\$18,709.60	Mulch Grinding/GVRC
Roberts Welding	\$400.00	GVRC/Skid Steer
Southern States	\$352.73	Fuel/SBRC
Stephen's Towing	\$2,586.09	Trailer Repair
TQL	\$700.00	Electronic Transportation
US Bank	\$116.53	Supplies for GVRC, SBRC, & SS
WV Corp	\$162.21	Workers Compensation
Total	\$66,103.70	

LITTER CONTROL UNPAID BILLS

WV Corp	\$588.00	Workers Compensation
Total	\$588.00	

WV-SWMB GRANT UNPAID BILLS

Apple Valley Waste	\$1,925.00	Single Stream Transportation
Total	\$1,925.00	

RECYCLING ASSISTANCE GRANT UNPAID BILLS

	\$0.00
Total	\$0.00

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

The CED grant was not filed in time. Clint Hogbin said all staff should be aware of deadlines to ensure this does not happen again.

7) Business Items:

A) Consideration Of Excessing The Unused Canoe Trailer And Any Action Thereon:

Clint Hogbin motioned to authorize staff to post the trailer on Marketplace following the guidelines of the SWMB. Seconded by: Matthew Grove. Vote: Unanimous approval. Motion passed.

8) Other Business: None

9) Public Comment: None

10) Adjournment:

Matthew Grove motioned for adjournment at 7:01 pm. Seconded by Michele Atha. Vote: Unanimous approval. Motion passed.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Mark Barney', written in a cursive style.

Mark Barney Chairman

A handwritten signature in blue ink, appearing to read 'Michele Atha', written in a cursive style.

Michele Atha Secretary