July 20th, Edition

**This meeting is being audio recorded for the public record.**

# Borough Council Meeting
# Agenda

## July 20th, 2016 – 7:00 pm
Borough Council Chambers, Municipal Building

1. Meeting call to order/Pledge of Allegiance.

2. Comments by Mayor and Council.

3. Comments regarding item not on the agenda

4. Introduction of Clark Elms – Parking Director

5. Dale Umbenhauer, CPA Maillie
   a. 2015 Financial Audit
   b. Liquid Fuels Audit

6. Discus awarding one-year contract based on the three submitted quotes to recycle eWaste collected by the Borough Public Works drop off-program
   (Public Works Committee recommendation approval – 2-0)

7. Discuss Vision Partnership Grant Contract Amendment for Comprehensive Plan

8. Discuss approval of June minutes

9. Consent Agenda:

   a. Approve Running Store Lease Renewal
      (Finance Committee recommendation approval 2-0)

   b. Approve Eclat Chocolate Store lease Renewal
      (Finance Committee recommendation approval 2-0)

   c. Approve Community Initiatives Website
      (Kaizen Committee recommendation approval 2-0)

   d. Approve RAMP Partnership site
      (Kaizen Committee recommendation approval 2-0)

   e. Approve adding handicap sign
      (Parking Committee recommendation to conduct vehicle survey – 2-0)

   f. Approve allowing the County to utilize (1) of the (3) parking spaces reserved for SC Police parking only
      (Parking Committee recommendation approval to allow County to utilize spaces Monday-Thursday – 2-0)

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g. Approve renewal of Chestnut Street Garage contract with the County for 2016 thru 2018
(Parking Committee recommendation approval – 2-0)

h. Discuss request from Food Co-op the temporary usage of the Chestnut Street Garage to store their storage box
(Parking Committee recommendation approval – 2-0)

i. Approve recommendation to award Brandywine Valley the Borough's HVAC Preventative Maintenance Contract for the Public Library, Public Works Department and Municipal Building for a 3-year contract at low bid price of $7,970
(Public Works Committee recommendation approval – 2-0)

j. Approve accepting DEP 902 Recycling Grant Award in the amount of $250,000 to purchase a single-operator leaf vacuum truck and 25-yard roll off dumpster. Borough match to fund educational decal wraps on downtown BigBelly receptacles
(Public Works Committee recommendation approval – 2-0)

k. Approve the Chester County Conservation District's Dirt, Gravel and Low Volume Road Maintenance Grant Award to fund stormwater improvement and green infrastructure projects along Pine Alley at Veteran's Memorial Park and S. Everhart St., between Price and W. Nields St.
(Public Works Committee recommendation approval – 2-0)

l. Approve Rosedale Avenue Safety Initiative
(Public Works Committee recommendation approval – 2-0)

m. Presentation by Public Works Director – fulltime manpower allotment
Public Works Committee recommended Council approve immediate replacement of (4) needed positions. It was also recommended that other positions be filled whenever they become vacant by current employees
(Public Works Committee recommendation approval – 2-0)

n. Approve Special Event Permits

1. Bike Race & Celebration – 8/20/2016
2. Chili Cook-Off – 10/8/2016
3. Christmas Parade – 12/2/2016

Keep allocating $5 fee for special event parking revenue to offset Borough assessed fees on event sponsors

The Borough is looking into using the "Special Event Parking Fees" to help offset the new SEA fees (mainly WCPD OT) for these three large events.

The Iron Hill Twilight Criterium and Beer Garden SEA's will need approval at this meeting in order to apply for their PA LCB permit

**This meeting is being audio recorded for the public record.**

o. Approve new Special Event Permits:

1. Run for Heroes – 5k – 9/11/2016
(This has been reviewed but their request for relief from some of the fees has yet to be decided)
Need WCPD approval to allow Fire Police to help with event

2. Unite for Her – 5k – 9/24/2016
(Police needs WCPD OT request)
(Public Works Committee recommends approval – 2-0)

3. WC Stomps Out Cancer – 5k – 9/30/2016
(Police needs WCPD OT request)
(Public Works Committee recommends approval – 2-0)

4. Turkey Burner – 5k – 11/25/2016
Police needs WCPD OT request)
(Public Works Committee recommends approval – 2-0)

p. Approve Resolution #10-2016 in support of Green Light-Go Grant Application

q. Approve Education Overlay District Proposal

r. Approve Certificates of Appropriateness:
(Smart Growth Committee recommendation approval 2-0)

1. 29 S. High Street – Phineas Gage
Replace existing awning on front façade. Awning will be 48" high and same width as existing awning. Mounted 8' off the ground and dark navy in color.
Approve as presented.

2. 122 E. Gay Street – Opa Opa Restaurant
Replace existing door
Approve as presented

3. 131 W. Gay Street – The Brow Bar
Replace building mounted sign
Approve with following conditions: Entire frieze be sheathed with horizontal boards and letters be applied and new perimeter be changed to be thicker than the backdrop.

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4. 200 N. High Street – Univest Bank
   Replace a total of "7" signs
   Approve with conditions: Wall mounted sign on North and South facades, Chestnut Street and Patton Alley facing respectively, would not be illuminated; sign facing High Street will remain illuminated as presented; ATM sign approved as submitted with the exception that it not be backlit and illumination come from existing canopy light above; ground signs will not have the Univest sign and logo; sign C1 is approved as submitted; signs B1 and B2 are approved without the sign logo but Univest name can be worked into the text to distinguish the Univest drive up and ATM location.

5. 145 E. Gay Street – Country Bagel
   Replace existing fence on East façade; create a walk-up window in place of existing window and replace all first floor siding on East façade
   Approve with conditions; Applicant come back to the Board with final design of the pass through window, rear fence facing the alley and the final cut sheet for the three permanent benches that are replacing existing landscaping; exiting handrail be modified to accommodate new handicap ramp.

s. Zoning Hearings - None

July 20th, Edition

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**UPCOMING MEETINGS**:

| | | | | |
|---|---|---|---|---|
| Wednesday | 7-20-2016 | Council Meeting | 7:00 pm | Council Chambers |
| Tuesday | 7-26-2015 | Planning Commission | 6:30 pm | Council Chambers |
| Tuesday | 7-26-2016 | Public Hearings | 6:00 pm | Council Chambers |
| Thursday | 7-28-2016 | HARB | 7:00 pm | Room #240 |
| Thursday | 7-28-2016 | Sustainability Committee | 6:00 pm | Council Chambers |
| Tuesday | 8-2-2016 | Public Hearing "Busking Ordinance" | 6:00 pm | Council Chambers |
| Tuesday | 8-2-2016 | Special meeting to consider candidates for Ward #3 | 6:30 pm | Council Chambers |
| Wednesday | 8-3-2016 | Railroad Commission | Cancelled | Cancelled |
| Wednesday | 8-3-2016 | Recreation Commission Committee | 6:30 pm | Room #234 |
| Thursday | 8-4-2016 | Comp Plan Committee | 6:00 pm | Room #240 |
| Tuesday | 8-9-2016 | BID Board | 8:00 am | 119 N. High St. |
| Tuesday | 8-9-2016 | Public Works/Recreation/ WW Committee | 5:30 pm | Council Chambers |
| Tuesday | 8-9-2016 | Kaizen Committee | 6:30 pm | Council Chambers |
| Tuesday | 8-9-2016 | Parking Committee | 7:30 pm | Council Chambers |
| Wednesday | 8-10-2016 | Public Safety Committee | 5:30 pm | Council Chambers |
| Wednesday | 8-10-2016 | Finance Committee | 6:30 pm | Council Chambers |
| Wednesday | 8-10-2016 | Smart Growth Committee | 7:30 pm | Council Chambers |
| Monday | 8-15-2016 | Shade Tree Commission | 6:30 pm | Room #240 |
| Tuesday | 8-16-2016 | Council Worksession | 7:00 pm | Council Chambers |
| Wednesday | 8-17-2016 | Council Meeting | 7:00 pm | Council Chambers |
| | | | | |
| | | | | |

Sycamore International Inc.
431 W Baltimore Pike
West Grove, PA 19390
Phone: 866.620.8434
www.sycamoreinternational.com

# Borough of West Chester Proposal for IT Asset Management and Security Services

Prepared for:
Meghan Fogarty
Public Works Department

By: Jim Maguire

July 2016

**BACKGROUND:**

Sycamore International Inc., hereafter referred to as Sycamore, is very familiar with surplus equipment disposal programs, particularly in the Greater Philadelphia area, where we have overseen the recycling of thousands of tons of e-waste over the past several years. We recognize that the current economic environment is still very challenging, and responsible recycling can be very costly. It is therefore more important than ever that we work together to ensure maximum savings in the process of equipment disposal for our region.

**LOW-COST ASSET DISPOSAL:**

By extending the life of older hardware systems, and enabling re-use, Sycamore is able to reduce waste and offer significant cost savings for the process of data sanitization and equipment disposal. Rather than charge the organizations we serve, Sycamore attempts to generate revenue for recycling and remit the payment back to you.

- "Figure A" describes our per-pound flat-rate of $0.03 per-pound payment. For examples comparing average competitor charges for data destruction, packaging, transport, and recycling to our own pricing, consult "Figure A" below:

Figure A - Per-Pound Pricing: July 2016

| Type of Electronic Equipment | Sycamore International Payment (Per Pound; Except CRT Devices)* | Average Competitor Charges (Per Pound) |
|---|---|---|
| Tower/Desktop Computers | $0.03 Payment Per-Pound | $0.12/lb Charge |
| Laptop/Netbook Computers | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Server Equipment | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Networking Equipment | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Hard Drives | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Handheld Electronics | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Printers/Fax/Scanners/Copiers | $0.03 Payment Per-Pound | $0.15/lb Charge |
| CRT Monitors | $5.00 CHARGE PER-UNIT* | $0.30/lb Charge |
| CRT Televisions | $5.00 CHARGE PER-UNIT* | $0.30/lb Charge |
| LCD Monitors | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Audio/Video Devices | $0.03 Payment Per-Pound | $0.10/lb Charge |
| UPS Devices/Surge Protectors | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Wires/Cabling | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Microwaves | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Peripherals | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Circuit Boards | $0.03 Payment Per-Pound | $0.10/lb Charge |
| RAM | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Inkjet Cartridges/Toner | $0.03 Payment Per-Pound | $0.10/lb Charge |
| Batteries | $0.03 Payment Per-Pound | $0.10/lb Charge |

List is not comprehensive, and Sycamore offers recycling for a nearly limitless variance of technological/electrical equipment. Market prices subject to change, established July, 2016.

**CONVENIENCE AND SIMPLICITY:**

In the interest of establishing the most efficient and streamlined pickup procedures for your staff, we at Sycamore are very adaptable to the needs of individual organizations.

Sycamore trucks are operated by our staff alone. These trucks can transport approximately 12 pallets at a time, would utilize the same seals as any other shipment for security, and can be deployed at regular intervals as needed. Our staff handles all labor involved: Packaging, palletizing, loading, even removal from deployed areas such as computer labs. Scheduled pickups are typically available within three to fourteen days after initial contact.

Rather than requiring every organization to bring their recycling to the Public Works Office, we can also perform certain equipment removals (depending on volume/equipment type) at location for local businesses and other organizations as a service offered by the Borough Offices.

**SAFETY AND SECURITY:**

Sycamore International utilizes ISO 9001, ISO 14001, and R2 standards for technology recycling, and all equipment is processed domestically at a plant in the greater Philadelphia area - see below for relevant certifications.

In addition to the security found in our facility located in West Grove, PA, Sycamore employs the Department of Defense standard 5220.22-m wipe on all information systems and adheres to NIST 800-53 standards of downstream e-waste recycling. This process writes a series of 'zeroes' over the entire drive, followed by a verification of the write; the series is then redone with 'ones,' verified, then finally followed up with random digits written over the whole drive and verified again. This is the most effective and common method used worldwide for complete elimination of all data, including secret and classified hardware systems.

If required, Sycamore is also capable of physically destroying hard drives via mechanical shredding. All of these processes, in addition to onsite services and data sanitization are covered by comprehensive liability insurance policies held by Sycamore International.

A Sycamore staff member will lay hands on every piece of equipment and not only remove any external labeling present, but will also enter everything into a serialized and comprehensive inventory database. Sycamore will not only provide certification of data destruction and transfer of liability onto ourselves, we also include this generated inventory with breakdown by serial number.

Sycamore is also HIPAA compliant, and has a staff member with a United States Government Security Clearance and a dedicated locked storage area for any classified information. Sycamore International holds comprehensive insurance policies, certification of which can be provided as-needed

**COMPREHENSIVE SERVICE:**

These security measures are simply a piece of the overall services offered by Sycamore. We serve organizations throughout the entire recycling process in great detail. If needed, before a pickup a purchasing agent can visit with the administration and evaluate equipment during an onsite inspection to work-out any logistical obstacles. We can save the departments of technology, maintenance, and business significant time and money on manpower, and also act as a source of consultation - we are experts in the reclamation market for old technology.

Our polite and friendly staff take care of all labor involved with the physical removal of equipment: we bring our own materials, and package and palletize all units. Whether consolidated near a loading dock, or still in a lab environment: simply allow our skilled staff to do their work and we'll leave you with a cleared storage space.

We can perform multiple pickups in a variety of circumstances (loading docks, stairs, computer labs, etc.) and can organize batch-based pickups at different locations on different days for larger projects.

**PARADIGM SHIFT:**

The above services truly illustrate what sets Sycamore International apart from any other vendors for IT asset management and services. Generally, this process of surplus equipment disposal is a headache, and a generally poor customer-service experience for many of the administrators we speak with. Sycamore is changing this mindset, one organization at a time. The customers we serve consistently rave about our professionalism, prompt responsiveness, and willingness to go above-and-beyond for those we serve.

The references below represent only a small fraction of our growing and loyal customer base - and the reason is simple: we are here to serve with a much needed service, and we will always fulfill our responsibilities inherent in that role. Administrations love working with our team, and each has a

dedicated salesperson to work with, whom they can contact for immediate results at essentially any time, day or night.

**"ANYTHING THAT RUNS ON ELECTRICITY":**

With regard to what kind of equipment Sycamore can pick up and recycle, the list is nearly limitless. This includes, but is not limited to:

- Desktop Computers
- Laptops/Netbooks
- LCD Monitors
- Servers
- Switches/Arrays/Hubs/Routers
- Handheld Electronics
- Printers/Scanners/Fax
- Old monitors/Televisions
- DVD/VCR Players
- Scrap Metals
- Components (RAM, Circuit Boards, Hard Drives, Processors, Power Supplies, etc.)
- Networking and A/V Equipment
- Cables/Wiring
- Projectors
- UPS/Batteries
- Ink Cartridges/Toner
- Security Systems
- Copiers

As seen from the diversity of the above list, essentially, if it can have electricity run through it, we will be able to recycle, and effectively destroy any data on the equipment for an organization we serve. For any additional e-waste materials not included on this list, we can consult with individual administrations on an individual basis to manage an effective process for proper disposal.

**A NIMBLE, LOCAL SOLUTION:**

Sycamore International is a local business, based in Chester County, Pennsylvania. We are organized in such a way that we can serve in various states throughout the United States, but our beginnings and future still rest in serving our community in Pennsylvania. The onsite inspections, complete availability, personalized services, and in-house staff for equipment retrieval services mentioned above are only possible through our case-by-case client initiatives - adaptability and dedicated service to individual administrations is paramount.

Anyone may bring their electronics directly to our West Grove, PA location for free recycling any time, with the only exception being CRT Televisions and Monitors.

**FINAL NOTES:**

In conclusion, Sycamore International represents a fundamental shift in educational technology recycling. For Pennsylvania schools alone we saved over $471,000 for the state educational budget in the last year, and that is excluding all services rendered to Pennsylvania districts during the summer of 2014. The potential benefits offered by Sycamore have no ceiling: from the environmentally sound approach of extending the life of hardware systems, to the constant focus on security of information destruction, as well as the simplicity for technology and business departments that our staff services entail. When new technology is deployed, everyone is in need of disposal services that comply with all state and federal EPA standards - Sycamore is the best, most comprehensive choice for these schools. We appreciate the opportunity presented to serve our region more fully, and are always available to provide more information as needed.

## Referrals:

**From Dan Maguire - DMaguire@KCSD.Org**
**Supervisor of Technology Services - Kennett Consolidated School District:**

To Whom it May Concern,
Over the past several years we've had the privilege of working with Steve Figgatt and Sycamore International concerning the resale of district technology, and most recently, with a large scale recycling effort of e-waste. Throughout all of our experiences with Sycamore, we've been tremendously pleased with their professionalism, fairness, responsiveness and flexibility. There have been numerous occasions over the past several years when we've needed to make last minute changes and requests, and Sycamore has been more than accommodating in each and every one of those instances. Furthermore, when comparing pricing estimates with local competitors, Sycamore not only offers the most competitive pricing, but has proven their willingness to go above and beyond, especially in the areas of communication and service.
We strongly recommend Sycamore International to any school district searching for a recycling / reseller solution.

**From John J. McGowan IV - JMcGowan@WSDWeb.Org**
**Director of Technology - Wissahickon School District:**

To Whom it May Concern,
...Sycamore International purchased several hundred obsoleted MacBooks from our district for an extremely good price. After requesting information from other similar recycling vendors, we chose Sycamore because of their pricing, organization, and willingness to make the process as easy as possible.
Jim and his associates went out of their way to examine each laptop and box them securely for shipment. Everything was inventoried and the report was provided to us, which we in turn present to our School Board of Directors for approval.
Jim was very accommodating and always available by phone or email, which made the process quite simple; thus, I would highly recommend Jim Maguire and Sycamore International to provide the same financial benefits to other school districts in Pennsylvania looking to dispose or sell obsoleted technology equipment.

**From Wendy Stadnyk - W_Stadnyk@SaratogaSchools.Org**
**IT Administrative Assistant/Accounts Manager - Saratoga Springs City School District**

To Whom It May Concern,
We would highly recommend Jim Maguire and his company Sycamore International as a recycling company. We have worked with them for the past two years with our annual district equipment recycling projects. Jim and his co-workers, after careful planning arrived on time at the pre determined locations, worked quickly and efficiently and completed the process within the time frame agreed to. They offered a fair market price for electronics and willingly took non-valuable items for disposal as well. Jim and company have always been polite, courteous and happy to help. We look forward to working with Jim and Sycamore International again next year.

**References:**

Donna Benyo - Data Processing Department - DBenyo@Wcasd.k12.pa.us
West Chester Area School District - West Chester, PA

Teresa Hudson - Information Technology Coordinator - THudson@Wcupa.edu
West Chester University - West Chester, PA

Amy Pearlman - Head of Support Services, Information Services - APearlman@Brynmawr.edu
Bryn Mawr College - Bryn Mawr, PA

Bridget Pastenkos - District Technology Coordinator - BPastenkos@Franklinlakes.k12.nj.us
Franklin Lakes Public Schools - Franklin Lakes, NJ

Mike Cichocki - Information Technology Manager - (908)-213-2465
Phillipsburg School District - Phillipsburg, NJ

**Additional references available upon request. For more information, please contact us at any time:**

www.SycamoreInternational.com

Jim Maguire, Account Executive
JimM@Sycamoreinternational.com
Office - (866)-620-8434 Ext. 709
Mobile - (484)-716-3448

Sycamore International Inc.
431 W Baltimore Pike
West Grove, PA 19390

# PERRY JOHNSON REGISTRARS, INC.

## Certificate of Registration

Perry Johnson Registrars, Inc., has audited
the Environmental, Health and Safety Management System of:

**TBS Industries**
**4211 Van Kirk Street, Philadelphia, PA 19135 United States**

The organization has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable Accreditation Body requirements. The organization is found to be in conformance with the R2 Standard as applied by the R2 Code of Practices.

**Responsible Recycling© (R2) Rev. 7/2013**

This Registration is in respect to the following scope:

**Asset Recovery, Electronics Resale/Dismantling, Data Destruction, Circuit Board Processing and Brokering**

This Registration is granted subject to the system rules governing the Registration referred to above, and the Organization hereby covenants with the Assessment body duty to observe and comply with the said rules.

PERRY JOHNSON REGISTRARS, INC.

Responsible Recycling R2 Perry Johnson Registrars, Inc.

ANAB ACCREDITED

Terry Bobaige

Terry Bobaige, President

Perry Johnson Registrars, Inc. (PJR)
755 West Big Beaver Road, Suite 1340
Troy, Michigan 48084
(248) 358-3388

The validity of this certificate is dependent upon ongoing surveillance.

| Effective Date: | Expiration Date: | Certificate No.: |
|---|---|---|
| December 4, 2014 | December 3, 2017 | C2014-02905 |

# PERRY JOHNSON REGISTRARS, INC.

## Certificate of Registration

Perry Johnson Registrars, Inc., has audited the Quality Management System of:

**TBS Industries**
**4211 Van Kirk Street, Philadelphia, PA 19135 United States**

(Hereinafter called the Organization) and hereby declares that Organization is in conformance with:

**ISO 9001:2008**

This Registration is in respect to the following scope:

**Asset Recovery, Electronics Resale/Dismantling, Data Destruction, Circuit Board Processing and Brokering**

This Registration is granted subject to the system rules governing the Registration referred to above, and the Organization hereby covenants with the Assessment Body duty to observe and comply with the said rules.

Terry Boborge

Terry Boborge, President

Perry Johnson Registrars, Inc. (PJR)
755 West Big Beaver Road, Suite 1340
Troy, Michigan 48084
(248) 358-3388

PERRY JOHNSON REGISTRARS, INC.

ANAB ACCREDITED

The validity of this certificate is dependent upon ongoing surveillance.

| Effective Date | Expiration Date | Certificate # |
|---|---|---|
| March 16, 2016 | September 14, 2018 | C2016-00092 |

# PERRY JOHNSON REGISTRARS, INC.

## Certificate of Registration

Perry Johnson Registrars, Inc., has audited
the Environmental Management System of:

**TBS Industries**
**4211 Van Kirk Street, Philadelphia, PA 19135 United States**

(Hereinafter called the Organization) and hereby declares that
Organization is in conformance with:

**ISO 14001:2004**

This Registration is in respect to the following scope:

**Asset Recovery, Electronics Resale/Dismantling, Data Destruction, Circuit Board Processing and Brokering**

This Registration is granted subject to the system rules governing the Registration referred to above, and the Organization hereby covenants with the Assessment Body duty to observe and comply with the said rules.

PERRY JOHNSON REGISTRARS, INC.

UKAS MANAGEMENT SYSTEMS

ANAB ACCREDITED

Terry Boboige

Terry Boboige, President

Perry Johnson Registrars, Inc. (PJR)
755 West Big Beaver Road, Suite 1340
Troy, Michigan 48084
(248) 358-3388

*The use of the UKAS accreditation symbol is in respect to the activities covered by the Accreditation Certificate Number 0105.*

The validity of this certificate is dependent upon ongoing surveillance.

| Effective Date | Expiration Date | Certificate #: |
|---|---|---|
| March 16, 2016 | September 14, 2018 | C2016-00091 |

2540-FM-BWM0421 Rev. 6/2011

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

# General Permit
# For
# Processing/Beneficial Use of Residual Waste

**Permit No.** WMGR081D006 **Date Amended** April 21, 2014

**Date Issued** April 21, 2014 **Date Expires** April 21, 2024

The Department of Environmental Protection, Bureau of Waste Management, Division of Municipal and Residual Waste hereby approves the:

☐ Beneficial Use ☒ Processing prior to Beneficial Use ☐ Other

of: Uncontaminated and source separated electronics equipment and components by sorting, disassembling, mechanical processing (sizing, shaping, separating and volume reduction only) or transfer.

for use as: reuse or recycling by salvaging metals, plastics, glass, electronic or mechanical components.

This approval is granted to: TBS Industries, Inc.
4211 Van Kirk Street
Philadelphia PA 19135-3925

subject to the attached conditions and may be revoked or suspended for any project which the Department of Environmental Protection determines to have a substantial risk to public health, the environment, or cannot be adequately regulated under the provisions of this permit.

The processing of wastes not specifically identified in the documentation submitted for this approval, or the beneficial use of wastes not approved in this permit, is prohibited without the written permission of the Department.

This permit is issued under the authority of the Solid Waste Management Act (35 P.S. §§6018.101-6018.1003), The Pennsylvania Used Oil Recycling Act (58 P.S. §§471-480), The Clean Streams Law (35 P.S. §§691.1-691.1001), Sections 1905-A, 1917-A and 1920-A of the Administrative Code of 1929 (71 P.S. §§510-5, 510-17 and 510-20) and the Municipal Waste Planning, Recycling and Waste Reduction Act (53 P.S. §§4000.101-4000.1904).

This approval is granted: By: [signature]

☒ Statewide ☐ Regional Title: Environmental Program Manager

THIS PERMIT IS NON-TRANSFERABLE

Commonwealth Computer Recycling LLC

1628 Roseytown Road Unit 8
Greensburg, PA 15601
T: 866.925.2354

c/o Elwyn Industries, 1 Judy Way
Aston, PA 19014
T: 215.970.7223

www.ccrcyber.com

**Client background:**

| | |
|---|---|
| **Client name and description:** | Borough Of West Chester |
| **Project name:** | E-Waste Disposal Project |
| **Proposal / Reference #:** | n/a |
| **Client contact:** | Borough Of West Chester<br>401 East Gay St<br>West Chester, PA 19380<br>Meghan Fogarty<br>610-696-5282<br>mfogarty@west-chester.com |

**CCR qualifications:**

| | |
|---|---|
| **Certifications:** | R2-RIOS, PADEP permit, SBA certified small business |
| **Insurance:** | Coverage includes general liability, data breach liability, pollution, workers compensation, vehicle; PADEP bonded |
| **Compliance:** | Compliant with DOD, HIPAA, SOX, GLBA, FACTA, NIST |
| **Additional information:** | • Established in 2010, Commonwealth Computer Recycling ("CCR") has extensive experience in e-waste management, servicing millions of pounds of electronics since inception. CCR is an NAID member<br>• Clients include educational and government institutions, small businesses and Fortune 500 companies. See Appendix A for references<br>• Project Supervisor is Serdar Bankaci, the founder and owner of Commonwealth Computer Recycling LLC<br>• All CCR employees undergo an extensive background check prior to hiring; all CCR employees with extensive training as set forth by the R2 Responsible Recycling Standard |

**Project scope:**

| | |
|---|---|
| **Prepared by:** | Joe Connors, VP of Business Development |
| **Items for processing:** | |

| | |
|---|---|
| | **Pick up and dispose of Borough e waste. CCR will recycle TVs and any electronics with a plug. Standard fees will apply for large appliances, bulbs and batteries. No smoke detectors.** |
| **Project description:** | CCR is pleased to submit this proposal to provide the following services (ticked boxes) in accordance with the requirements set forth by the Pennsylvania Department of Environmental Protection (DEP):<br>☒ Electronics waste recycling<br>☐ Environmental annual impact report<br>☒ Certificate of recycling<br>☐ Asset report, including certificate of destruction<br>☐ On-site hard drive shredding<br>☐ Off-site hard drive shredding<br>☐ Secured warehouse storage<br>☐ Universal waste disposal (lighting, batteries)<br>☐ Containerization<br>☒ Transportation |
| **Transportation, recycling and disposal of material:** | All items collected will be processed in accordance with PADEP, EPA, and R2 Responsible Recycling Standards. Copies of CCR's permit and accreditation are attached at the end of this document |
| **Price:** | **Transportation Charge: $ 125.00**<br>**EPA FEE $50.00**<br>**UPS Units $10.00 each**<br>**All e waste including TV/CRT at 20 cents per pound.**<br><br>**Payment terms: Net 10 days.** |
| **Additional information:** | Contract Term: 7/1/16 through 6/30/17 |

The parties have executed this Agreement as of the date first set forth above.

Customer: Borough of West Chester

| |
|---|
| Name: |
| Title: |
| Date: |

Vendor: CCR

| |
|---|
| Name: Joe Connors |
| Title: VP of Business Development |
| Date*: 6/24/16 |

* Proposal expires 14 days after signature cited above by CCR

**Appendix A: References**

GSA
US District Court-Eastern District of PA Byrne-Green
Federal Complex 601 Market St.
Philadelphia, PA 19106
Nancy Wilkinson
215-861-3587
Nancy.wilkinson@gsa.gov

Data Networks
309 International Circle
Hunt Valley, MD 21030
Rich McCoy 800-283-6387
rmccoy@datanetworks.com

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