

BUCKS COUNTY CONSORTIUM

Thursday, February 2, 2006

Meeting Minutes

A meeting of the Bucks County Consortium was held at the Doylestown Borough on February 2, 2006. The following individuals were present:

Charles Barrett, Commerce Bank
Vivian Bell, Warrington Township
Alan Bleam, Plumstead Township
John Boyle, Newtown Township
Eileen Bradley, Wrightstown Township
Ralph Carp, Warwick Township
John Cornelius, New Britain Township
John V. Cornell, East Rockhill Township
Gary M. Crossland, Newtown Township
Joseph Czajkowski, Upper Makefield Township
Dave Drye, Chalfont Borough
Frank Farry, Middletown Township
Wayne Fultz, New Britain Township
Pat Girardi, Northampton Township
Robin Glenn, Solebury Township
John Granger, Solebury Township
Tim Hagey, Warminster Municipal Authority
Tom Harwood, Newtown Township
Ryan Ingham, Hough & Associates
Richard John, Doylestown Township
Bob Johnson, Jr., Upper Makefield Township
Paul Leva, Lower Makefield Township
Stephanie Mason, Doylestown Township
Chris McLean, Lower Makefield Township
Linda McNeill, Tinicum Township
George Mount, Morrisville Borough
Bob Pellegrino, Newtown Township
Richard Sabol, Upper Southampton Township
Carl Sames, Warrington Township
Stephen Sechriest, Richland Township
Brian Shapiro, Dublin Borough
Dale Smith, Premier Bank
Ray Stepnoski, Buckingham Township
Elizabeth Sunday, Plumstead Township
Erich Wendel, Middletown Township
Gail Weniger, Warwick Township
Andy Witt, Warminster Township

Preliminary Remarks

Gail Weniger called the meeting to order, announced the morning's agenda, and thanked Doylestown Borough for sponsoring the February meeting of the Bucks County Consortium.

Approval of Minutes

Joe Czajkowski made a motion, seconded by Bob Pellegrino, to approve the *Minutes of January 5, 2006*. Motion carried.

Treasurer's Report

The Treasurer's Report for January was presented.

A motion was made by Stephanie Mason, and seconded by Frank Farry, to approve the Treasurer's Report for January. Motion carried.

Presentation: "Laws and Procedures of Secure Records Destruction"

Don Adriaansen of Titan Mobile Shredding, LLC, provided a Power Point presentation on the laws and procedures for secure document destruction. The presentation began by asking and answering five questions.

1. What is comprehensive document destruction?

Answer: a) Defining and following a uniform in-office procedure for collection of confidential documents and data. b) Processing the documents and data through a device that will destroy the information and not provide for reconstruction.

2. Why should documents be destroyed?

Answer: a) Legal compliance b) Avoid fines and lawsuits c) Protect the privacy of consumers d) protect confidential information e) protect against identity theft f) protect trademarks or brands g) and maintain integrity.

3. Who should shred?

Answer: a) Healthcare providers b) banks, credit unions, and financial institutions c) government offices d) lawyers, accountants, and insurance companies e) realtors, mortgage companies, and title insurance companies f) auto dealers, auto rental agencies, and repair shops g) retail, grocery, and appliance stores h) and pharmaceutical, bio-tech and high-tech companies.

4. What to shred?

Answer: All items that contain name, address, social security number, or credit card numbers – and this would include payroll records, personnel files, employee applications, credit reports, W-

2/W-4s, insurance records and information, drivers' license numbers, and retirement/pension fund information. Also, strategic plans, A/P and A/R reports, tax records or information, invoices and receipts, contracts, shipping and receiving documents, training manuals, correspondence, financial statements, bank statements, checks, purchase orders, proposals, quotations, inventory information, and fax confirmations.

5. How do I handle and how long should documents be retained?

Answer: Limit access, store in locked filing cabinets, and refer to retention schedule.

After raising and discussing answers to these five questions Mr. Adriaansen identified and elaborated on the following: document destruction is provided for in Federal laws (Health Insurance and Accountability Act, Gramm-Leach Bailey, Check 21, Fair and Accurate Credit Transportation Act, and FTC Disposal Rule), in Pennsylvania bills (House Bills 1921, 1975, 2134, and Senate Bill 601), the common methods of document disposal, why using recycling bins picked up by a trash collection company is not a viable method, why in office shredding and off site document destruction are not effective or viable methods, the best method for document destruction (on-site third party document destruction), areas of local government document concern, the advantages of using Titan Mobile Shredding, how his company's document destruction process works, how to get started, how to obtain additional information, and available discounts and pricing for Bucks County Consortium members.

John Granger and other attendees discussed the Pennsylvania Historical and Museum Commission's rules and regulations, and how they might apply to Consortium members.

Presentation: "Important Changes: Consortium Fuel Bids"

Argyris "Gary" Kligos of Sunoco, Inc. reported on recent changes that may affect the Consortium's fuel bidding process. These included mandated changes to diesel product specifications, increased supplier risk, and more appropriate indexing. Mr. Kligos presented this information in a Power Point format. Highlights of the presentation included graphic representation of fuel stocks and price, the increasing volatility of fuel supplies and prices, the factors influencing volatility (Hurricane Katrina and Rita, foreign demand, public perceptions, regional demand, etc.), Sunoco's refining capacity and refining emphasis, how Sunoco manages its business, and recent changes with such products as diesel fuel and products using the MTBE additive. Ray Stepnoski and other attendees discussed and questioned the role of bio-diesel and other alternative fuels, and adaptations to vehicle equipment exhaust systems, etc.

New & Old Business

Gail Weniger stated that the Consortium's March meeting will focus on the topic of Act 537, and will be held at Doylestown Township.

Stephanie Mason made a motion, seconded by Bob Pellegrino, to contribute \$2,505 to APMM. Motion carried.

Stephanie Mason made a motion, seconded by Joe Czajkowski, to adjourn the meeting at 11:30AM. Motion carried.

Adjourn

Stephanie Mason made a motion, seconded by Joe Czajkowski, to adjourn the meeting at 11:30AM. Motion carried.

Respectfully submitted,
