

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
May 20, 2025**

A regular meeting of the Board of the Berks County Solid Waste Authority (the “Authority”) was called to order at 3:00 p.m. on May 20, 2025, at Cogle’s Recycling, 1000 S 4<sup>th</sup> Street, Hamburg, Pa. 19526. The following members were present:

Charles Jones, PE  
Mr. Ron Rutkowski  
Mr. Tony Sacco  
Mr. Don Moll  
Mr. Charles Mowbray  
Ms. Jane Witheridge  
Brian Clements – Attending by phone  
Michael Gombar, Jr., Esquire – Attended by phone

Absent was Mr. Tony Rymar,

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority  
Soc Georgeadis, Esquire, Georgeadis Law

The Chairman declared a quorum was present and called the meeting to order.

**PUBLIC COMMENT**

No members of the public chose to speak.

**Presentation of 2024 Audit:**

The Chairman introduced Mr. Timothy Kraft of Reinsel Kuntz Leshner (“RKL”), the Authority’s independent auditors, who was participating virtually through Zoom Meeting. The Board members had previously received an electronic copy of the audit report (the “Report”) for their review, prior to today’s meeting, and hard copies of the Final Report, were distributed at today’s meeting. Mr. Kraft reviewed the highlights with the Board of the financial statements presented in the Report. Mr. Kraft indicated that there were no problems encountered during the Audit and the only control deficiencies reported were the same as prior years, which are related to the size of our staff and the lack of segregation of duties.

Mr. Kraft reported his firm issued a clean unqualified opinion with respect to the Report and reported that in 2024 all funds of the Authority were covered under FDIC insurance. He reviewed the balance sheet, the income statement, and the statement of cash flow sections of the Report. Mr. Kraft then explained the Management Discussion and Analysis section of the Report.

Upon a motion by Mr. Moll, seconded by Mr. Rutkowski, the Board unanimously accepted the audit report, as presented.

## MINUTES

Upon a motion by Mr. Sacco, seconded by Ms. Witheridge, the minutes of the regular meeting of March 18, 2025, were unanimously approved.

## FINANCE

### Treasurer's Report:

Mr. Rutkowski distributed the Treasurer's Report and invoices for payment dated May 20, 2025 and reviewed them with the Board. No members of the Board had any questions or comments on the Report.

Upon a motion by Mr. Mowbray, seconded by Mr. Moll, the Board approved the Treasurer's Report, as submitted, with Mr. Rutkowski abstaining.

## SOLICITOR'S REPORT

No report

### Presentation of Commendation – Charles Mowbray

Mr. Jones presented the Commendation, which had been signed by all members of the Board, to Mr. Mowbray and along with the Board members thanked Mr. Mowbray for his twenty-two (22) years of volunteer service, on the Board, sixteen of which, as Chairman.

### Executive Session – Personnel:

At 3:27 PM, upon a motion by Mr. Sacco, seconded by Mr. Rutkowski the Board enter into Executive Session to discuss personnel issues.

At 3:40 PM, upon a motion by Mr. Mowbray, seconded by Mr. Moll, the meeting reconvened.

Upon a motion by Mr. Sacco, seconded by Ms. Witheridge, the Board unanimously agreed to increase the salary of their Executive Director, by 5%, retroactive to April 2, 2025 and provide an additional 40 hours of vacation time, for 2025. Mr. Jones, on behalf of the Board, stated that the Board is very pleased with the performance of their Executive Director and the many projects that have been undertaken, this past year.

## NEW BUSINESS

### a. Update on spring collection events:

Ms. Meeks indicated that pre-registration for our spring collection events, held at Governor Mifflin Intermediate School allowed for a nice flow of traffic, while allowing plenty of room to ensure a smooth and safe collection event. Ms. Meeks indicated that 900 residents attended our household hazardous waste collection disposing of 70,392 pounds of hazardous waste, of which 8,201 consisted of pesticides.

In addition, 1,300 residents attended our shredding event disposing of 50,509 pounds of confidential documents, a decrease of 17,000 pounds from the spring of 2024. Ms. Meeks indicated that the Surge Volleyball team once again participated in the event, which is crucial and allowed for a smooth and successful event.

### b. Act 190 – Reimbursement for HHW and Electronic Recycling

Ms. Meeks indicated that the Act 190 grant, which covers the hazardous waste collection events has a maximum funding of \$100,000 per fiscal year, per County and can also be used to reimburse costs of registered electronic recycling programs, such as ours. Ms. Meeks reported that she has submitted our final reimbursement request for the 2024/2025 fiscal year. \$39,715.77 was for our spring hazardous waste and \$21,764.41 which was fifty-percent of our labor expenses for electronic recycling in 2023.

### c. 2026 County Budget

Mr. Rutkowski briefly reviewed a draft of the Authority's 2026 proposed Budget, to determine the amount of the allocation the Authority will request from the County for 2026. Mr. Rutkowski indicated that the Finance Committee met prior to today's meeting to review this information and the Committee recommended that the 2026 County Budget request include a \$290,000 allocation to the Authority, for operating the County recycling programs, which is the same as 2025. Ms. Meeks indicated that the County budget will also list electric and indirect costs and that she will work with the County Budget office to enter those numbers into the County system. Ms. Meeks indicated that the County budget will also include revenues for host fees, recycling performance grants and \$100,000 from litigation.

Upon a motion by Mr. Rutkowski, seconded by Mr. Clements the Board unanimously approved the 2026 County Budget request.

### d. Annual Report – 2024 Berks County Solid Waste Authority

A copy of the draft 2024 Annual Report of the Authority was previously sent to all Board members in electronic format and reviewed at our March Board meeting. Ms. Meeks reported that she had not received any additional comments from the Board, since that meeting.

Upon a motion by Ms. Witheridge, seconded by Mr. Sacco the Board approved the 2024 Annual Report of the Authority, and requested that their Executive Director post this document on our website and to distribute it to the County Commissioners and our municipalities.

### Old Business

Ms., Meeks reported that on May 1, 2025 she distributed an e-mail to the Board requesting authorization to increase Brian Piekarski hourly rate from \$20.00 per hour to \$22.00 per hour for his one-year anniversary. She requesting that this raise be ratified at this time.

Upon a motion by Mr. Sacco, seconded by Ms. Witheridge, the Board unanimously approved increase Brian's salary effective May 1, 2025.

### EXECUTIVE DIRECTOR

Ms. Meeks reported that since we have two full-time employees operating the recycling center a third part-time employee will only be needed on Saturday's and to fill in as needed. She indicated that Seth Palm Rittle, which has worked for the Authority for a number of years, will be attending college classes this summer, so this schedule will work well for both parties

Ms. Meeks indicated that 6,500 residents have participated in the full-time electronic recycling center, since January of this year, collecting over 300,000 pounds of material, which is similar to 2024. Over 233,000 residents have recycled 18 million pounds of electronics at our center since opening in July of 2010.

Ms. Meeks reported that she has been assisting a number of our municipalities with filing their disbursement requests for their 902 grants, primarily having to do with improvements to their yard waste collection sites.

Ms. Meeks reported that the PADEP should be opening the 2024 Performance Grant applications soon and she will be busy assisting our municipalities in getting those filed, in addition to the County's application.

Ms. Meeks recommended that the Board set the following dates for our 2026 collection events, so that magnets and other advertising material can be distributed during our fall 2025 collections:

**Spring Events:** April 11, 2026 – Household Hazardous Waste / April 18, 2026 – Shredding

**Fall Events:** October 10, 2026 – Shredding / October 17, 2026 – Household Hazardous Waste

Ms. Meeks indicated that the other items outlined in her report have been discussed throughout today's meeting and offered to answer any questions that members may have, regarding her report.

Next Meeting Date

Mr. Jones indicated that the next Authority meeting will be held on Tuesday, July 15, 2025 at 3:00 PM, at the Berks County Agricultural Center, 1238 County Welfare Road, Leesport, Pa.

ADJOURNMENT

At 4:30 pm., upon a motion by Mr. Rutkowski, seconded by Mr. Moll, the Board unanimously resolved to adjourn.