

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
JANUARY 21, 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 January 21, 2025, in the first-floor conference room at the Berks County Agricultural Center, 1238 County Welfare Road, Leesport, Pa. 19533.

The following members were present:

Mr. Charles Mowbray
Charles Jones, PE
Mr. Ron Rutkowski
Mr. Brian W. Clements
Mr. Don Moll
Ms. Jane Witheridge
Michael Gombar, Jr., Esquire

Absent was Mr. Tony Sacco and Mr. Tony Rymar.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority

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

Public Comment:

No members of the public were present.

Reorganization

a. Election of Officers:

The Nominating Committee submitted the following slate of officers for 2025:

Charles Jones – Chairman
Michael Gombar, Jr., Esquire – Vice Chairman
Ron Rutkowski – Treasurer
Tony Sacco – Secretary

Mr. Clements moved and Mr. Moll seconded the closing of nominations.

Upon a motion by Mr. Clements seconded by Mr. Moll, the above slate of officers was unanimously approved.

Mr. Moll on behalf of the entire Board wanted to offer his sincere appreciation to Mr. Mowbray for his years of dedicated leadership.

Mr. Mowbray then turned the meeting over to our new Chairman, Mr. Jones to oversee the remainder of the meeting.

b. Appointment of Solicitor:

Ms. Meeks indicated that Attorney Georgeadis is unable to attend today's meeting, however, he wishes to be retained for the 2025 calendar year, for legal services at the same retainer as 2024. Upon a motion by Mr. Gombar, seconded by Mr. Clements, the Board unanimously resolved to retain the services of Georgeadis Law, for the fiscal year 2025, at an annual retainer of \$25,000. It was also agreed that Georgeadis Law will invoice the Authority separately for any large projects that will require the assistance of Georgeadis Law, that are or are not anticipated at this time, as was the case in 2014 through 2024.

c. Appointment of Auditor:

Upon a motion by Mr. Rutkowski, seconded by Mr. Mowbray, the Board unanimously resolved to retain the services of RKL, to conduct our 2024 Audit, at a rate of \$11,000.00.

Minutes

Upon a motion by Mr. Clements, seconded by Ms. Witheridge the minutes of the regular meetings of November 19, 2024, were unanimously approved.

Finance

a. Treasurer's Report:

Mr. Rutkowski distributed the Treasurer's Report and reviewed it with the Board. Upon a motion by Mr. Clements, seconded by Ms. Witheridge, the Board unanimously approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Year End Treasurer's Report, subject to Audit.

b. 2025 Authority Budget

Mr. Rutkowski indicated that the Finance Committee met to review and develop the 2025 Authority Budget. Mr. Rutkowski indicated that the following members were present for this meeting: Mr. Mowbray, Mr. Jones, Ms. Meeks, Attorney Georgeadis and himself. Mr. Rutkowski then reviewed the projected revenues and expenses for the proposed 2025 operating budget with the Board. Mr. Rutkowski indicated that the Authority has received the \$290,000 allocation from the County for 2025.

Upon a motion by Mr. Mowbray, seconded by Mr. Gombar, the Board unanimously approved the 2025 Budget, as proposed. A copy of the 2025 operating Budget is attached hereto.

Solicitor's Report

No report.

New Business

a. Statement of Financial Interest

Ms. Meeks indicated that the Statement of Financial Interests must be filed by May 1, 2025 and can be filed electronically at www.ethics.pa.gov. She indicated that she will be sending out a reminder with the website to our members.

Executive Director's Report

Ms. Meeks reported that 18,000 residents have used our electronic recycling center in 2024, recycling one million one hundred thousand pounds of electronics, which is similar to 2023. She indicated that although the amount of materials collected remains similar, the amount of televisions has decreased, significantly. In addition, the amount of CRT televisions has decreased from 49% of our televisions to 27% since 2020. The amount of televisions has dropped from 61% to 55% in that same time period. Since opening in July of 2010, 229,000 residents have used our center bringing nearly 8,900 tons of electronics for recycling.

Ms. Meeks reported that the Authority has received final approval from PADEP to hold our spring hazardous waste collection on April 12, 2025 at the Governor Mifflin Intermediate School and our fall collection on October 18, 2025 at the Berks County Ag Center. The shredding events have also been contracted and will be held on April 19, 2025 and October 11, 2025, at those same locations.

Ms. Meeks indicated that the 2024 Annual Recycling reports are due on March 15, 2025 from our 73 municipalities and that she is working with the larger haulers and MRF's in obtaining some of this data.

Ms. Meeks indicated that she has begun working on our 2024 Annual Report of the Authority and that she will work with our Chairman and Solicitor in completing this for review at our March meeting.

Ms. Meeks also reported that the Battery Recycling Act that we commented on back in September of 2024, has not had any action since June. She will continue to monitor this and report back to the Board with any updates.

Ms. Meeks indicated that most of 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.

Mr. Mowbray brought up the idea of looking at other types of collection programs that might benefit the residents of Berks County such as latex paint recycling, carpet recycling, mattresses, or some other difficult waste. After much discussion by the Board, it was agreed that this would be something good to explore in 2025.

Next Meeting Date

Mr. Jones, indicated that the next Authority meeting will be held on Tuesday, March 18, 2025 at 3:00 PM.

Adjournment

At 4:15 p.m., upon a motion by Mr. Rutkowski, seconded by Ms. Witheridge, the Board unanimously resolved to adjourn.

BERKS COUNTY SOLID WASTE AUTHORITY

BUDGET REQUEST SUMMARY

2025-REVENUES

Account Name	2024 Budget	Actual 12/31/2024	2025 Budget
Allied Waste	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
County Contribution	\$ 290,000.00	\$ 290,000.00	\$ 290,000.00
E-waste - Rebates	\$ 15,900.00	\$ 13,098.17	\$ 14,000.00
E-waste - Bulbs/Batteries	\$ 8,000.00	\$ 9,648.75	\$ 10,000.00
E-waste - Fees	\$ 500.00	\$ 298.00	\$ 300.00
E-waste - Act 190 Grant	\$ 20,000.00	\$ 30,834.97	\$ 25,000.00
HHW - Act 190 Grant	\$ 80,000.00	\$ 72,974.85	\$ 75,000.00
901 Education Grant	\$ 17,800.00	\$ 9,645.59	\$ 14,000.00
901 Grant - BCSWMP**	\$ -	\$ 21,245.18	\$ 3,712.00
Interest/Donations	\$ 20,000.00	\$ 21,064.02	\$ 20,000.00
Marketing of Recyclables	\$ 5,800.00	\$ 15,656.40	\$ 15,000.00
Sponsorships - (Cash)	\$ 18,000.00	\$ 14,379.00	\$ 15,000.00
Sponsorships - (In-kind)	\$ 20,000.00	\$ 19,970.00	\$ 20,000.00
Tire Recycling	\$ 4,500.00	\$ 4,056.00	\$ 4,500.00
903 Recycling Grant	\$ 76,600.00	\$ 77,720.35	\$ 88,674.00
Credit Card - Reward	\$ 700.00	\$ 975.00	\$ 900.00
902 Grant *	\$ -	\$ -	\$ 37,732.00
Total	\$ 677,800.00	\$ 701,566.28	\$ 733,818.00
Authority funds	\$ 36,300.00	\$ (1,374.22)	\$ (51,513.00)
Total with Authority Funds	\$ 714,100.00	\$ 700,192.06	\$ 682,305.00
* Grant awarded in 2025 - Will have two years to request reimbursement			
** - 2023-2024 Expense Reimbursement			

BERKS COUNTY SOLID WASTE AUTHORITY				
BUDGET REQUEST SUMMARY				
2025-EXPENSES				
		2024 Budget	Actual 12/31/2024	2025 Budget
	Audit	\$ 11,000.00	\$ 11,024.00	\$ 11,000.00
	Advertising	\$ 19,000.00	\$ 13,616.35	\$ 17,500.00
	Collection Events			
	- HHW Collection	\$ 160,000.00	\$ 144,034.56	\$ 160,000.00
	-Tire Collection	\$ 8,000.00	\$ 6,645.00	\$ 8,000.00
	-Pharmaceutical Collection	\$ 100.00	\$ 100.00	\$ 100.00
	-Paper Shredding	\$ 10,000.00	\$ 10,448.62	\$ 12,000.00
	Depreciation	\$ 32,100.00	\$ 32,100.00	\$ 35,114.00
	E-waste - Bulbs / Batteries	\$ 30,000.00	\$ 12,997.76	\$ 12,000.00
	E-waste - Full-time Center	\$ 3,000.00	\$ 4,138.90	\$ 3,000.00
	Employer Tax Liability	\$ 22,100.00	\$ 20,840.72	\$ 21,000.00
	Insurance - Health & Disability *	\$ 28,900.00	\$ 21,810.88	\$ 28,000.00
	Insurance - Liability & Comp	\$ 16,500.00	\$ 17,475.35	\$ 19,000.00
	Legal Fees	\$ 45,000.00	\$ 34,964.42	\$ 30,000.00
	Office Supplies	\$ 6,500.00	\$ 8,802.57	\$ 7,700.00
	Payroll Services	\$ 3,000.00	\$ 2,654.00	\$ 3,000.00
	Pension	\$ 4,000.00	\$ 4,445.39	\$ 5,700.00
	Postage	\$ 1,000.00	\$ 833.21	\$ 100.00
	Recycling - Hilltop Rd.	\$ 50,700.00	\$ 42,960.91	\$ 48,605.00
	Payroll	\$ 246,000.00	\$ 255,896.70	\$ 271,500.00
	Telephone	\$ 2,500.00	\$ 1,657.91	\$ 2,500.00
	Travel	\$ 1,800.00	\$ 1,469.19	\$ 1,600.00
	Sponsorships (In-kind services)	\$ 20,000.00	\$ 19,970.00	\$ 20,000.00
	Miscellaneous	\$ -	\$ 10.00	\$ -
	Site Improvements	\$ 25,000.00	\$ 22,395.62	\$ -
	Lift Truck		\$ 41,000.00	\$ -
	Total	\$ 746,200.00	\$ 732,292.06	\$ 717,419.00
	Without Depreciation number	\$ 714,100.00	\$ 700,192.06	\$ 682,305.00