

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
NOVEMBER 18, 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 November 18, 2025, at the Berks County Ag Center, 1238 County Welfare Road, 1st Floor meeting room, Leesport, Pa. 19533.

The following members were present:

Mr. Charles Jones
Mr. Ron Rutkowski
Mr. Charles Mowbray
Mr. Brian W. Clements
Mr. Tony Rymar
Mr. Don Moll
Ms. Jane Witheridge

Absent were Tony Sacco and Michael Gombar, Jr., Esquire.

Also present:

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

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

PUBLIC COMMENT

No members of the public were present.

MINUTES

Upon a motion by Mr. Clements, seconded by Mr. Rutkowski, the minutes of the regular meetings of September 16, 2025, were unanimously approved.

FINANCE

Treasurer’s Report:

Mr. Rutkowski distributed the Treasurer’s Report and invoices for payment and reviewed them with the Board. Upon a motion by Mr. Mowbray, seconded by Ms. Witheridge, the Board unanimously accepted the Treasurer’s Report.

Upon a motion by Mr. Rutkowski, seconded by Mr. Rymar the Board unanimously approved awarding the contract to Bodden Residential and Commercial Construction for the

replacement of the existing roof on the northeast section of the recycling center, at a cost of \$12,630.

Upon a motion by Mr. Clements, seconded by Ms. Witheridge the Board unanimously approved the payment of all invoices and ratified the payment of invoices previously paid.

SOLICITOR'S REPORT

Mr. Georgeadis indicated that he has been working with their Executive Director on personnel and contract matters, but has nothing further to report.

NEW BUSINESS

a. 2026 Meeting Schedule:

Upon a motion by Mr. Rutkowski, seconded by Mr. Mowbray the Board unanimously approved the following dates for our 2026 Board meetings and approved advertising those dates, with those meeting to be held at the Berks County Ag Center, 1238 County Welfare Road, Leesport, Pa. 19533, on the following dates:

January 20, 2026	March 17, 2026
May 19 2026	July 21, 2026
September 15, 2026	November 17, 2026

b. Appointment of Committees:

Nominating Committee

Mr. Jones indicated that a Nominating Committee will need to be created and the slate of officers presented at our January 20, 2026 Board meeting. The Chair recommended and the Board unanimously approved appointing Mr. Clements, Mr. Moll, and Mr. Rymar to the Nominating Committee.

Appointment of Finance Committee

Mr. Jones recommended that a Finance Committee once again be created for 2026 to review and recommend the 2026 Budget and work with the Auditor on our 2025 Audit, as well as other financial issues that may arise throughout the year. The Chair recommended and the Board unanimously approved appointing the following Board members to the Finance Committee: Mr. Rutkowski as Treasurer, Mr. Mowbray, and Mr. Jones. Mr. Jones indicated that their Executive Director and Solicitor will also attend those meetings.

c. Update on fall collection events

Ms. Meeks indicated that we, once again, had a good turnout for our fall collections and the contractors did a great job servicing residents and keeping the traffic flowing throughout both events. Ms. Meeks indicated that approximately 1,100 residents participate in our fall hazardous waste collection bringing in 78,669 pounds of waste, for proper disposal, which was an 8,000-pound increase over last years' fall collection. She indicated that the registration process works extremely well and once again allowed for a steady flow of traffic throughout the day. She recommended that we continue to use the registration process moving forward, which allows us to better control traffic and ensures a safe site with better traffic flow. She indicated that most residents prefer to attend the events early in the day and we have a limited number of residents that attend the event closer to noon. She indicated that we are able to increase the number of available spots to handle the same number of residents, within a shorter period of time.

Ms. Meeks indicated that over 800 residents attended the shredding event, which also required pre-registration. 31,400 pounds of paper was shredded during this event. Much like the hazardous waste collection the contractor and volunteers did a great job and traffic flowed seamlessly throughout the day. Ms. Meeks indicated that The Surge Volleyball Club volunteered for our fall event and did a fabulous job and recommended asking them to assist in the future.

Ms. Meeks recommended that we hold two smaller paper shredding events, in addition to the spring and fall shredding event, to see how they would work with only one shred truck on site. This would allow us to experiment, in the event Shred-It, would no longer provide the services needed for our larger spring and fall collections, since they are the only company that is currently providing this type of service, that is needed to handle approximately 1,000 participants. The Board agreed to hire Shred-It for our 2026 spring and fall collections and to retain Responsible Recycling to provide one shred truck, for a small collection in June and September, limiting the attendance to 200 – 250 participants.

e. Reimbursement Requests

Ms. Meeks indicated that the reimbursement request for our fall HHW collection event is completed and will be submitted to the PADEP. Ms. Meeks indicated that the reimbursement request will be in the amount of \$55,058.12, which will leave \$44,941.88 to be carried over to our 2026 spring collection, which is almost \$20,000 less than this year. This grant cover 50% of our expenses for HHW and/or Electronic Recycling.

Ms. Meeks indicated that the County has submitted our 901 Education Grant to the State covering 80% of our education costs for operating our hazardous waste and electronic recycling programs. The total of the grant covering the 2026 and 2027 expenses was \$37,000.

f. Contracts for 2026 hazardous waste collection events

Ms. Meeks recommended that we once again participate in the Pa. Department of Agriculture Contract for our 2026 Household Hazardous Waste collections. MXI did a great job

during our 2025 collections and will once again be the Contractor for the Pa. Department of Agriculture Chemsweep program. Ms. Meeks indicated that there will once again be a cap on the pesticides that will be paid for by the Department of Ag in 2026. Ms. Meeks indicated that the Authority saved \$16,000 in pesticides costs by participating in the Department of Ag program in 2025. We will be contacted by the Department of Ag in January of 2026, with the allocation amount for 2026. Ms. Meeks indicated that both PADEP and MXI have been notified of our 2026 collection schedule and MXI has our dates on their calendar. The Board once again agreed to participate in the Dept. of Agriculture Chemsweep program for our collections.

EXECUTIVE DIRECTOR

Ms. Meeks reported that 246,000 residents have used our electronic recycling center since opening in July of 2010 recycling 9,400 tons of electronics. She indicated that 16,000 residents have used our site already this year, recycling nearly one million pounds of electronics.

Ms. Meeks reported that an allocation in the amount of \$290,000 for the Authority will be presented to the Commissioners for approval in December, for the calendar year 2026.

Ms. Meeks indicated that HB1233 – Battery Producer Stewardship Program was passed by the PA State House Environmental and Natural Resources Protection Committee on May 5, 2025 and is now headed to the House for a vote. This legislation would require battery manufacturers to establish and pay for a statewide program to provide for safe collection, transportation, and recycling of used batteries. Battery producers are already running similar programs in other states that have passed similar legislation. I forwarded a copy of our letter of support, originally sent back in September of 2024 to Representative Manny Guzman, requesting his support on this Bill.

Ms. Meeks reported that she has been assisting our municipalities with their 904 performance grant filings, which are due no later than December 30, 2025.

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.

Next Meeting Date

Mr. Jones indicated that the next Authority meeting will be held on Tuesday, January 20, 2026 at 3:00 PM.

ADJOURNMENT

At 4:00 p.m., upon a motion by Ms. Witheridge, seconded by Mr. Clements the Board unanimously resolved to adjourn.