

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
July 16, 2019**

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 July 16, 2019, in the Commissioners’ meeting room, 13th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

Mr. Charles Mowbray  
Mr. Brian Clements  
Ms. Michelle Kircher  
John Pagerly, CPA  
Charles Jones, PE  
Michael Gombar, Jr. Esquire

Absent were, Mr. Tony Rymar, Mr. Tony Sacco and Ms. Dale-Ann Farina.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority  
Douglas Paul Rauch, Esquire, Georgeadis/Setley

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

PUBLIC COMMENT

There were no members of the public present for this meeting.

MINUTES

Upon a motion by Mr. Clements, seconded by Mr. Pagerly, the minutes of the regular meetings of May 21, 2019, were approved, with Ms. Kircher abstaining since she was not present for that meeting.

FINANCE

Treasurer’s Report:

Ms. Meeks distributed the Treasurer’s Report and invoices for payment and reviewed them with the Board. Upon a motion by Ms. Kircher, seconded by Mr. Jones, the Board unanimously approved the payment of all invoices and ratified the payment of invoices previously paid and accepted the Treasurer’s Report.

## SOLICITOR'S REPORT

Mr. Rauch reported that since the Authority's last Board meeting, he has been working on various Authority matters along with the Executive Director, including a Right-to-Know request from American Transparency of Boca Raton, Florida requesting information on our employees related to salaries and positions. Mr. Rauch indicated that a similar request was received last year and that this information was provided.

Mr. Rauch then recommended that the Board enter into Executive Session to discuss the current litigation with New Morgan Landfill Company.

At 3:30 PM, the meeting reconvened.

## NEW BUSINESS

### A. MS4 – Sign at recycling center

Ms. Meeks indicated that she had been contacted by Kent Morey from SSM regarding their possible interest in placing a sign at the recycling center as part of the education process for ongoing MS4 required education. Their thought was that they could place a sign on the new pole building which is directly next to our storm water retention pond, which could serve to educate residents of the importance of these types of projects. The Board had no objections on working with them on this type of project.

### B. Will Jarrett – Annual Review

Ms. Meeks recommended a \$1.10 per hour increase for William Jarrett effective July 20, 2019, which would increase his hourly rate to \$22.90 per hour. Ms. Meeks reminded the Board that the only benefits that William Jarrett currently receives is vacation and sick time. Will does not current accept any Health Insurance from the Authority, which is offered. Ms. Meeks indicated that Will has been with the Authority for ten years, nine of those as a full-time employee and does an exceptional job operating the recycling center and takes great pride in his job. Upon a motion by Mr. Clements, seconded by Mr. Gombar, the Board unanimously approved this increase.

Mr. Mowbray recommended that the Authority do something extra for William Jarrett to show our appreciation for his years of service. Upon a motion by Mr. Gombar, seconded by Mr. Jones, the Board unanimously approved presenting Mr. Jarrett with a \$200 gift card at our September Board meeting, as a token of our appreciation.

## OLD BUSINESS

Mr. Mowbray explained that he and Mr. Pagerly had met with Ms. Meeks to discuss the development of a Contingency Plan for the Authority, which was discussed as part of the Executive Director's annual review during our May 21, 2019 Board meeting of the Authority. He explained the vulnerability of the Authority and the Board with one person managing the day

to day operations of the Authority. He also reiterated the discussion of the Board members during our May meeting regarding their concern of how the Authority operates if Ms. Meeks is out of the office for unforeseen circumstances, whether that be short or long term. He indicated that he has requested that Ms. Meeks begin working on this and that they plan to meet within the next few weeks to begin compiling the data into a document to be presented to the Board by year end. He indicated that Mr. Pagerly has offered to assist in this project and requested assistance from any other members that might be interested in assisting.

### EXECUTIVE DIRECTOR

Ms. Meeks indicated that she has received approval from both the Governor Mifflin School District and the County and has set the following dates for our 2020 collection events.

#### Household Hazardous Waste Collection

April 18, 2020 – Governor Mifflin Intermediate School

October 24, 2020 – Berks County Ag Center

#### Paper Shredding Event

April 25, 2020 – Governor Mifflin Intermediate School

October 17, 2020 – Berks County Ag Center

The Board unanimously approved the 2020 special event collection dates and locations.

Ms. Meeks updated the Board on the electronic recycling center. She indicated that 719,000 pounds of material were collected during the first six month of this year from 11,000 residents. She indicated that these numbers are almost identical as this same period in 2018.

Ms. Meeks indicated that she has filed the 2018 performance grant with DEP on behalf of the County. She is continuing to assist our municipalities with their grants, which are due September 28, 2019.

Ms. Meeks indicated that she had submitted the 2020 Budget request to the County Budget office and had received a request for additional documentation. She indicated that she has submitted the updated spreadsheet that was provided last year including actual expenses and revenues dating back to 2015.

Ms. Meeks indicated that she has not heard any additional information from DEP regarding the 902 recycling grant applications that were submitted in April of 2019, which were to be awarded late summer or early fall. She indicated that \$10 million has been transferred from the Recycling Fund to balance the State budget and wasn't sure what effect this might have on these grants.

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. Mowbray indicated that the next Authority meeting will be held on Tuesday, September 17, 2019 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

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