

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
JANUARY 17, 2023**

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 17, 2023, 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
Ms. Michelle Kircher
Mr. Tony Rymar
Charles Jones, PE
Michael Gombar, Jr., Esquire
John Pagerly, CPA
Mr. Ron Rutkowski
Mr. Brian W. Clements – attended by phone

Absent were Mr. Tony Sacco and Mr. Don Moll,

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Soc Georgeadis, Esquire, Georgeadis Setley Attorneys and Advisors

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

Public Comment:

No members of the public were present.

The Chairman took this time to thank Mr. Pagerly for his 16 years of service on the Board, all of those serving as Treasurer. He thanked Mr. Pagerly for his leadership as it related to the Authority annual Budget, Audit procedures and his oversight and assistance he has provided to our Executive Director and members of the Board. Mr. Pagerly thanked the members and expressed his sadness in resigning from the Board, one he has thoroughly enjoyed.

The Chairman than welcomed our newest member, Mr. Ron Rutkowski and thanked him for his interest in serving on our Board. Mr. Mowbray then asked Mr. Rutkowski to introduce himself to the Board, which he did.

Reorganization

a. Election of Officers:

The Nominating Committee submitted the following slate of officers for 2023:

Charles Mowbray – Chairman
Michelle Kircher – Vice Chairman
Ron Rutkowski – Treasurer
Charles Jones – Secretary
Tony Sacco – Assistant Secretary

Mr. Jones moved and Mr. Gombar seconded the closing of nominations.

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

b. Appointment of Solicitor:

Upon a motion by Mr. Gombar, seconded by Mr. Jones, the Board unanimously resolved to retain the services of Georgeadis Setley Attorneys and Advisors, for the fiscal year 2023, at an annual retainer of \$25,000. It was also agreed that Georgeadis Setley Attorneys and Advisors will invoice the Authority separately for any large projects that will require the assistance of Georgeadis Setley Attorneys and Advisors that are or are not anticipated at this time, as was the case in 2014 through 2022.

c. Appointment of Auditor:

Upon a motion by Mr. Gombar, seconded by Mr. Rymar, the Board unanimously resolved to retain the services of RKL, to conduct our 2022 Audit, at a rate of \$10,250.00 and to solicit proposals for our 2023 Audit.

Minutes

Upon a motion by Ms. Kircher, seconded by Mr. Jones the minutes of the regular meetings of November 15, 2022, were unanimously approved.

Finance

a. Treasurer's Report:

Ms. Meeks distributed the Treasurer's Report and reviewed it with the Board. Upon a motion by Mr. Jones, seconded by Mr. Rymar, 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. 2023 Authority Budget

Mr. Mowbray indicated that the Finance Committee met to review and develop the 2023 Authority Budget. Mr. Mowbray indicated that the following members were present for this meeting: Mr. Pagerly, Mr. Jones, Ms. Meeks and Attorney Georgeadis, however all members reviewed the document prior to the meeting. Ms. Meeks then reviewed the projected revenue and expenses for the proposed 2023 operating budget with the Board. Ms. Meeks indicated that the Authority has received the \$290,000 allocation from the County for 2023.

Upon a motion by Ms. Kircher, seconded by Mr. Jones, the Board unanimously approved the 2023 Budget, as proposed. A copy of the 2023 operating Budget is attached hereto.

Solicitor's Report

Mr. Georgeadis indicated that he has assisted their Executive Director with standard office procedures and indicated that further discussion on those will be held later in today's meeting.

New Business

a. Update on canopy project

Mr. Meeks indicated that no bids were received for our canopy project that was rebid after discussion at our November Board meeting. Ms. Meeks indicated that she and Terry Naugle from Great Valley Consultants discussed the next step for this project with our Solicitor last Thursday, after we once again did not receive any bids. Attorney Georgeadis indicated that the Authority could negotiate with private contractors to complete this work, however prevailing wage and bonding requirements will still be required. Ms. Meeks indicated that Terry Naugle is working on obtaining two quotes for this project and hopes to have additional information within the next week or so. She indicated that she would contact the Board members once additional information is available.

b. Statement of Financial Interest

Ms. Meeks indicated that the Statement of Financial Interests must be filed by May 1, 2023 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 indicated that the Authority received over \$18,000 for the marketing of our paper in 2022 but reported that the markets are very volatile and we are once again paying to market our mixed paper and receiving only \$60 per ton for our cardboard.

Ms. Meeks reported that 17,500 residents have used our electronic recycling center in 2022, recycling 1.10 million pounds of electronics, which is down slightly from 2021 due to the

decrease in the number of large CRT televisions we are receiving. Since opening in July of 2010, 193,000 residents have used our center bringing nearly 7,700 tons of electronics for recycling.

Ms. Meeks reported that she is working with the County Solicitor's office to update our Lease Agreement with the County as it relates to the expansion of the Bern Township Yard Waste Site. We will also take this opportunity to confirm that the County will include the Authority in the renovation project at the Berks County Ag Center, which is estimated to be completed by the middle 2024. The County has agreed to provide a minimum office space of 300 square feet for the Authority use. The County will also be updating the Farmer's lease to clarify the exact acreage he is leasing.

Ms. Meeks reported that the Authority has received final approval from DEP to hold our spring hazardous waste collection on April 15, 2023 at the Governor Mifflin Intermediate School and our fall collection on October 21, 2023 at the Berks County Ag Center. The shredding events have also been contracted and will be held on April 22, 2023 and October 14, 2023.

Ms. Meeks indicated that the 2022 Annual Recycling reports are due on March 15, 2023 from our 73 municipalities and that she is working with the larger haulers and MRF's in obtaining some of this data.

Ms. Meeks reported that she is currently working with five non-profits that provide emergency food to residents of Berks County, as it relates to the Food Recovery Grants that must be filed by March 17, 2023. The maximum grant this round is \$50,000 per applicant with no match required. These grants cover equipment that is needed to increase the amount of food that would otherwise be discarded by local grocery stores, restaurants, quick shops and others. The last round that was awarded in 2020 allowed for a maximum of \$200,000 per applicant with \$812,000 being awarded to Berks County Agencies of the \$9.6 million awarded statewide.

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, March 21, 2023 at 3:00 PM.

Adjournment

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

BERKS COUNTY SOLID WASTE AUTHORITY
BUDGET REQUEST SUMMARY
2023-EXPENSES

| | 2022 Budget | Actual 12/31/2022 | 2023 Budget |
|-------------------------------------|--------------|-------------------|---------------|
| Audit | \$9,275.00 | \$ 9,500.00 | \$ 10,250.00 |
| Advertising | \$12,000.00 | \$ 11,528.00 | \$ 14,000.00 |
| Collection Events | | | |
| - HHW Collection | \$150,000.00 | \$ 132,039.00 | \$ 150,000.00 |
| -Tire Collection | \$12,000.00 | \$ 8,130.00 | \$ 8,000.00 |
| -Pharmaceutical Collection | \$100.00 | \$ 100.00 | \$ 100.00 |
| -Paper Shredding | \$7,000.00 | \$ 6,552.00 | \$ 7,000.00 |
| Depreciation | 56,069.00 | \$ 40,740.00 | \$ 23,196.51 |
| E-waste - Bulbs / Batteries | \$27,000.00 | \$ 18,436.00 | \$ 27,000.00 |
| E-waste - Full-time Center | \$44,000.00 | \$ 33,371.00 | \$ 44,000.00 |
| Employer Tax Liability | \$19,833.00 | \$ 16,843.00 | \$ 17,598.00 |
| Insurance - Health & Disability * | \$24,297.00 | \$ 18,190.00 | \$ 27,910.00 |
| Insurance - Liability & Comp | \$20,000.00 | \$ 16,331.00 | \$ 16,500.00 |
| Legal Fees | \$30,000.00 | \$ 29,810.00 | \$ 43,500.00 |
| Office Supplies | \$2,500.00 | \$ 1,087.00 | \$ 4,700.00 |
| Parking | \$516.00 | \$ 516.00 | \$ - |
| Payroll Services | \$3,000.00 | \$ 2,462.00 | \$ 3,000.00 |
| Pension | \$3,500.00 | \$ 3,580.00 | \$ 3,700.00 |
| Postage | \$100.00 | \$ - | \$ 100.00 |
| Recycling - Hilltop Rd. | \$54,500.00 | \$ 50,953.00 | \$ 46,500.00 |
| Salaries | \$230,032.00 | \$ 208,071.00 | \$229,960.00 |
| Telephone | \$2,000.00 | \$ 1,217.00 | \$ 2,000.00 |
| Travel | \$1,200.00 | \$ 1,437.00 | \$ 1,200.00 |
| Sponsorships (In-kind services) | \$15,000.00 | \$ 22,134.00 | \$22,100.00 |
| Miscellaneous | \$350.00 | \$ 80.00 | 350 |
| 902 Recycling Grant - *2023 Capital | \$ 93,978.00 | \$ 60,501.00 | \$ 44,390.00 |
| Total | \$818,250.00 | \$ 693,608.00 | \$ 747,054.51 |
| Without Depreciation number | \$762,181.00 | \$ 652,868.00 | \$ 723,858.00 |

BERKS COUNTY SOLID WASTE AUTHORITY
BUDGET REQUEST SUMMARY
2023-REVENUES

| Account Name | 2022 Budget | Actual | |
|-----------------------------------|----------------------|----------------------|----------------------|
| | | 12/31/2022 | 2023 Budget |
| Allied Waste | \$ 100,000.00 | \$ 100,000.00 | \$ 100,000.00 |
| County Contribution | \$ 300,000.00 | \$ 300,000.00 | \$ 290,000.00 |
| E-waste - Rebates | | \$ - | \$ - |
| E-waste - Bulbs/Batteries | \$ 9,500.00 | \$ 15,442.00 | \$ 15,000.00 |
| E-waste - Fees | \$ 250.00 | \$ 412.00 | \$ 500.00 |
| E-waste - Act 190 Grant | \$ 25,000.00 | \$ 31,701.00 | \$ 25,000.00 |
| HHW - Act 190 Grant | \$ 75,000.00 | \$ 68,299.00 | \$ 75,000.00 |
| 901 Education Grant | \$ 10,000.00 | \$ 5,427.00 | \$ 22,800.00 |
| 902 Recycling Grant | \$ 93,978.00 | \$ 60,501.00 | \$ 36,088.00 |
| Interest/Donations | \$ 1,440.00 | \$ 4,221.00 | \$ 4,200.00 |
| Marketing of Recyclables | \$ 32,770.00 | \$ 18,306.00 | \$ 17,500.00 |
| Sponsorships - (Cash) | \$ 15,000.00 | \$ 16,556.00 | \$ 17,000.00 |
| Sponsorships - (In-kind) | \$ 15,000.00 | \$ 22,134.00 | \$ 22,100.00 |
| Tire Recycling | \$ 8,000.00 | \$ 4,422.00 | \$ 6,000.00 |
| 903 Recycling Grant | \$ 73,408.00 | \$ 71,656.00 | \$ 75,126.00 |
| Credit Card - Reward | \$ 600.00 | \$ 725.00 | \$ 725.00 |
| Total | \$ 759,946.00 | \$ 719,802.00 | \$ 707,039.00 |
| Authority funds | \$ 2,235.00 | \$ (66,934.00) | \$ 16,819.00 |
| Total with Authority Funds | \$ 762,181.00 | | \$ 723,858.00 |