

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
NOVEMBER 21, 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 November 21, 2023, at the Berks County Ag Center, 1238 County Welfare Road, 1st Floor meeting room, Leesport, Pa. 19533.

The following members were present:

Mr. Charles Mowbray
Ms. Michelle Kircher
Mr. Brian W. Clements
Mr. Ron Rutkowski
Mr. Charles Jones
Mr. Tony Rymar
Mr. Tony Sacco
Michael Gombar, Jr., Esquire

Absent was Don Moll.

Also present:

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

MINUTES

Upon a motion by Mr. Clements, seconded by Mr. Gombar, the minutes of the regular meetings of September 19, 2023, as corrected, 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. Sacco, seconded by Mr. Jones, the Board approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Treasurer’s Report.

Ms. Meeks reported that the roof on the western addition of the recycling center needs to be replaced including the sheathing. She recommended and the Board approved hiring Great Valley Consultants to develop the scope of work and to receive proposals on this project.

SOLICITOR’S REPORT

Mr. Georgeadis reported that he and their executive director attended a meeting with DEP at the Cumru Township municipal building. The intent of the meeting was to educate County and local governments on the proposed Rail Transfer Station. The Board recommended their Solicitor to submit a right-to-know request to PADEP on this project and also to see if there have been any zoning changes to this property.

NEW BUSINESS

a. 2024 Meeting Schedule:

Upon a motion by Mr. Clements, seconded by Ms. Kircher the Board unanimously approved the following dates for our 2024 Board meetings, with those meeting being held at the Berks County Ag Center, 1238 County Welfare Road, Leesport, Pa. 19533.

January 23, 2024	March 19, 2024
May 21, 2024	July 16, 2024
September 17, 2024	November 19, 2024

b. Appointment of Committees:

Nominating Committee

Mr. Mowbray indicated that a Nominating Committee will need to be created and the slate of officers presented at our January 23, 2024 Board meeting. The Chair recommend and the Board unanimously approved appointing Mr. Jones and Mr. Sacco to the Nominating Committee.

c. Appointment of Finance Committee

Mr. Mowbray recommended that a Finance Committee once again be created for 2024 to review and recommend the 2024 Budget, as well as other financial issues that may arise throughout the year. Mr. Mowbray questioned if anyone on the Board was interested in sitting on the Finance Committee for 2024, indicating that the Committee typically only meets twice per year. Once to review the Audit and proposed budget and once to finalize and recommend the annual budget. 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. Mowbray indicated that their Executive Director and Solicitor also attend these meetings.

c. Update on fall collection events

Ms. Meeks indicated that we 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 more than 1,200 residents participate in our fall hazardous waste collection bringing in 78,817 pounds of waste, for proper disposal. 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 and 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. In addition, we could always extend the hours as the registration fills, if needed.

Ms. Meeks indicated that over 1,000 residents attended the shredding event, which also required pre-registration. 42,446 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.

e. Reimbursement Requests

Ms. Meeks indicated that the reimbursement request for our fall HHW collection event is completed and will be submitted to the DEP. Ms. Meeks indicated that the reimbursement request will be in the amount of \$42,251 which will leave approximately \$57,800 to be carried over to our 2024 spring collections or electronic recycling expenses.

Ms. Meeks indicated that there are also education expenses totaling \$ 8,301.00, which is 80% of our costs for HHW and electronics, that will also be submitted for reimbursement to PADEP.

f. Contracts for 2024 collection events

Ms. Meeks recommended that we once again participate in the Pa. Department of Agriculture Contract for our 2024 Household Hazardous Waste collections. MXI did a great job during our 2023 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 amount of pesticides that will be paid for by the Department of Ag in 2024. Ms. Meeks indicated that the Authority saved \$20,000 in pesticides costs by participating in the Department of Ag program in 2023. We will be contacted by the Department of Ag in January of 2024 with the allocation amount for 2024. Ms. Meeks indicated that both DEP and MXI have been notified of our 2024 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 210,000 residents have used our electronic recycling center since opening in July of 2010 recycling 8,100 tons of electronics. She indicated that 18,000 residents have used our site already this year, recycling nearly one million pounds of electronics.

Ms. Meeks reported that she has been assisting our municipalities with their 904 performance grant filings, which are due no later than December 30, 2023. In addition, she is assisting a few of our municipalities with finishing up their Round 61 equipment grants.

Ms. Meeks reported that we have received comments from PADEP on our Draft Solid Waste Management Plan and she is continuing to work on the Plan updates, which will also address those comments.

Ms. Meeks reported that the Berks Transfer Station has submitted an application for the expansion of their transfer station from 1,000 TPD to 1,500 TPD, to address the concerns of the closing of Western Berks Landfill.

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, January 23, 2024 at 3:00 PM.

ADJOURNMENT

At 4:10 p.m., upon a motion by Mr. Clements, seconded by Ms. Kircher the Board unanimously resolved to adjourn.