

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
NOVEMBER 19, 2024**

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 19, 2024, 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
Mr. Brian W. Clements
Mr. Ron Rutkowski
Mr. Charles Jones
Mr. Tony Rymar
Mr. Tony Sacco
Ms. Jane Witheridge
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 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. Jones, seconded by Ms. Witheridge, the minutes of the regular meetings of September 17, 2024, 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. Clements, seconded by Mr. Sacco, the Board approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Treasurer’s Report.

SOLICITOR’S REPORT

No report

NEW BUSINESS

a. 2025 Meeting Schedule:

Upon a motion by Mr. Clements, seconded by Mr. Jones the Board unanimously approved the following dates for our 2025 Board meetings, with those meeting being held at the Berks County Ag Center, 1238 County Welfare Road, Leesport, Pa. 19533.

January 21, 2025

March 18, 2025

May 20, 2025

July 15, 2025

September 16, 2025

November 18, 2025

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 21, 2025 Board meeting. Mr. Mowbray also indicated that after fifteen years, as Chairman, he will be stepping down from that position in 2025. The Chair recommend and the Board unanimously approved appointing Mr. Clements, Mr. Moll, and Mr. Rymar to the Nominating Committee.

Appointment of Finance Committee

Mr. Mowbray recommended that a Finance Committee once again be created for 2025 to review and recommend the 2025 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 2025, 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 902 grant awards

Ms. Meeks reported that twelve municipalities in Berks County received \$1.67 million in 902 equipment grants, that were awarded earlier this month. A total of 126 grants were awarded statewide in the amount of \$18.9 million, with Berks County applicants receiving nearly 10% of those funds. Below is a listing of those grants:

Southcentral Region

37	Berks County Solid Waste Authority Berks County	Recycling Center	\$37,732
38	Bernville Borough Berks County	Leaf Waste Collection and Education Program	\$73,103
39	Colebrookdale Township Berks County	Curbside Recycling Collection and Education Program	\$41,901
40	Exeter Township Berks County	Curbside Leaf Collection and Processing, Recycling Collection and Education	\$197,660
41	Leesport Borough Berks County	Yard Waste Drop-off and Education Program	\$146,382
42	Lower Heidelberg Township Berks County	Curbside Leaf Collection Program	\$200,000
43	Mohnton Borough Berks County	Curbside Leaf Collection and Education Program	\$137,561
44	Muhlenberg Township Berks County	Yard Waste Drop-off and Education Program	\$190,574
45	Reading City Berks County	Curbside Leaf and Recycling Collection and Education Program	\$198,881
46	South Heidelberg Township Berks County	Curbside Recycling Collection and Education Program	\$135,539
47	Spring Township Berks County	Education, Yard Waste Drop-off and Curbside Collection Program	\$200,000
48	Wyomissing Borough Berks County	Recycling Collection and Education Program	\$117,788

d. 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 70,177 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 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. 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. 32,276 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.

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 \$38,519.84 which will leave \$61,480 to be carried over to our 2025 spring collections or electronic recycling expenses. These grants cover 50% of our expenses.

Ms. Meeks indicated that there are also education expenses totaling \$ 7,871.96, which is 80% of our costs for HHW and electronics, and \$3,712.00 which is 80% of our coverage costs for the Solid Waste Plan revision, that will also be submitted for reimbursement to PADEP.

Ms. Meeks also reviewed with the Board the costs associated with the development of past Solid Waste Management Plan revisions, indicating that the Authority spent \$120,179 developing the 2005 Solid Waste Plan revision, \$264 on the 2014 revision and \$33,588 on the 2024 revision. She indicated that 901 planning grants were approved by DEP covering 80% of these expenses.

f. Contracts for 2025 collection events

Ms. Meeks recommended that we once again participate in the Pa. Department of Agriculture Contract for our 2025 Household Hazardous Waste collections. MXI did a great job during our 2024 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 2025. Ms. Meeks indicated that the Authority saved \$12,000 in pesticides costs by participating in the Department of Ag program in 2024. We will be contacted by the Department of Ag in January of 2025, with the allocation amount for 2025. Ms. Meeks indicated that both PADEP and MXI have been notified of our 2025 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 15,000 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, 2024.

Ms. Meeks indicated that she was interested in purchasing the fork lift, originally budgeted for 2025, yet this year if possible. She indicated that she received a quote from Lift, Inc. in the amount of \$37,392, but the unit is not available until February 2025. She indicated that the quote she received is through the COSTAR purchasing program, so no bidding is required. Mr. Sacco suggested contacting Mid Atlantic in York, Pa. to see what their availability of a fork lift is.

Upon a motion by Mr. Rutkowski, seconded by Mr. Sacco, the Board unanimously approved spending up to \$40,000 on a fork lift, when available.

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 21, 2025 at 3:00 PM.

ADJOURNMENT

At 3:55 p.m., upon a motion by Mr. Rutkowski, seconded by Mr. Rymar the Board unanimously resolved to adjourn.