

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
July 18, 2023**

A regular meeting of the Board of the Berks County Solid Waste Authority (the “Authority”) was called to order at 3:05 p.m. on July 18, 2023, in the First Floor Meeting Room at the Berks County Agricultural Center, 1238 County Welfare Road, Leesport, Pennsylvania.

The following members were present:

Mr. Charles Mowbray  
Mr. Ron Rutkowski  
Mr. Brian Clements  
Mr. Don Moll  
Charles Jones, PE  
Michael Gombar, Jr.  
Mr. Tony Rymar – Participated virtually

Absent were Mr. Tony Sacco and Ms. Michelle Kircher.

Also present:

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

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

PUBLIC COMMENT

No members of the public chose to speak.

MINUTES

Upon a motion by Mr. Jones, seconded by Mr. Moll, the minutes of the regular meetings of May 16, 2023, were unanimously approved.

FINANCE

Presentation of 2022 Audit:

The Chairman introduced Mr. Michael Martinsky of Reinsel Kuntz Leshner (“RKL”), the Authority’s independent auditors. Mr. Mowbray indicated that the Finance Committee met with Mr. Martinsky of RKL to review our 2022 Audit last week. The Board had previously received an electronic copy of the audit report (the “Report”) for their review. Mr. Martinsky reviewed the highlights with the Board of the financial statements presented in the Report. Mr. Martinsky

indicated that there were no problems encountered during the Audit and the only control deficiencies reported were the same as prior years, which are related to the size of our staff and the lack of segregation of duties.

Mr. Martinsky reported his firm issued a clean unqualified opinion with respect to the Report and reported that in 2022 all funds of the Authority were covered under FDIC insurance. He reviewed the balance sheet, the income statement and the statement of cash flow sections of the Report. Mr. Martinsky then explained the Management Discussion and Analysis section of the Report.

Upon a motion by Mr. Rutkowski, seconded by Mr. Clement, the Board unanimously accepted the audit report, as presented.

#### Treasurer's Report:

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

#### SOLICITOR'S REPORT

No Report.

#### NEW BUSINESS

a. Will Jarrett – Annual Review

Ms. Meeks indicated that Will Jarrett has been with the Authority for fourteen years, thirteen of those as a full-time employee and does an exceptional job operating the recycling center and takes great pride in his job. Ms. Meeks reminded the Board that Will currently receives vacation and sick time, 75% of his Medicare costs and 100% of his supplemental health insurance, which is minimal. Mr. Mowbray indicated that Will's current hourly rate is \$27.00. After much discussion, upon a motion by Mr. Clements, seconded by Mr. Gombar, the Board unanimously approved an increase in Will's hourly rate to \$28.35 per hour.

b. Permit for HHW

Ms. Meeks indicated that all permits for our one-day hazardous waste collection event, to be held on October 21, 2023, have been submitted and approved by DEP. Ms. Meeks indicated that mandatory pre-registration is currently open and we anticipate registering approximately 1,500 residents, running from 8:00 AM until Noon. Additional spaces can be made available if needed, once we get closer to the event.

Ms. Meeks indicated that we are once again using the Eventbrite website for registration, which has worked very well over the past two years. E-mails will also be sent to everyone that has registered for a prior collection, making them aware of our fall collections.

c. Fall paper shredding event

Ms. Meeks indicated that VRC is once again interested in running our fall paper shredding event at a cost of \$2,000. The event will be held on October 14, 2023 with VRC providing two shredding trucks, two – 26’ box trucks, one – 16’ box truck and eight employees. The Conrad Weiser Football Team will also be helping during the event. Registration for this event will also be required and we will limit it to the first 1,500 registrants. Each vehicle will be permitted to have a maximum of five (5) boxes of documents for shredding. Registration for this event is currently open.

d. 2024 Special Collection Dates

Ms. Meeks recommended setting the following dates for our 2024 collections and recommended handing out magnets this fall with those dates:

Hazardous Waste Collection:

April 13, 2024 – Governor Mifflin Intermediate School  
October 19, 2024 – Berks County Agricultural Center

Paper Shredding Event:

April 20, 2024 – Governor Mifflin Intermediate School  
October 12, 2024 – Berks County Agricultural Center

e. Update on proposed transfer station in Cumru Township:

Mr. Mowbray gave the Board an updated on the meeting that was held last week with Zack Moore the developer of the proposed transfer station to be located in Cumru Township. Mr. Mowbray and Attorney Georgeadis discussed the developments that need to be completed prior to construction of such a project, including but not limited to Land Development, Pennsylvania Department of Transportation approvals and a DEP waste permit. Ms. Meeks indicated that we informed Mr. Moore during the meeting that transfer stations cannot provide capacity assurances, as part of our Planning process and we recommended that he share the advertisement, regarding securing capacity agreements as part of our current planning process, which I provided to him, with the Casella landfill in McKean County, Pa, if that is his intended disposal facility. The Board asked their Solicitor to keep them apprised of any approvals received on this project.

Mr. Mowbray reminded the Board that it is not the mission of the Authority to endorse solid waste projects, within the County, but rather to ensure disposal capacity agreements exist, to meet our Planning requirements.

f. Flooring project:

Ms. Meeks indicated that she has been working with Great Valley Consultants on developing a budget estimate for the replacement of the floor in the top floor of the barn at the Recycling Center. She indicated that the proposed budget is \$24,483 for the complete removal and replacement of the existing floor and recommended moving forward with this project. Upon a motion by Mr. Clements, seconded by Mr. Rutkowski, the Board unanimously approved moving forward with obtaining proposals for the completion of this project.

EXECUTIVE DIRECTOR

Ms. Meeks updated the Board on the electronic recycling center. She indicated that 8,500 residents have used the site, in the first six months of this year, collecting 485,000 pounds of electronics, which is identical to 2022.

Ms. Meeks indicated that she has filed the 2022 performance grant with DEP on behalf of the County. She is continuing to assist our municipalities with their grants, which are due December 31, 2023, which must be filed electronically through the DCED website.

Ms. Meeks indicated that she is working with fourteen of our municipalities on their 902 grants, which will either terminate in early 2024 or have recently been awarded.

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 19, 2023 at 3:00 PM.

ADJOURNMENT

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