

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 16, 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 May 16, 2023, in the First Floor Meeting Room at the Berks County Agricultural Center, 1238 County Welfare Road, Leesport, Pa. 19533. The following members were present:

Mr. Charles Mowbray
Mr. Brian Clements
Mr. Tony Sacco
Mr. Don Moll
Charles Jones, PE

Absent were Ms. Michelle Kircher, Mr. Tony Rymar, Mr. Ron Rutkowski and Michael Gombar, Jr., Esquire.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Soc Georgeadis, Esquire, Georgeadis Setley Attorneys and Advisors
Mr. Dave Zwicky, Zwicky Processing & Recycling, Inc.

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

PUBLIC COMMENT

No members of the public chose to speak.

Presentation from Dave Zwicky

Dave Zwicky gave a quick presentation on his proposed biomass Torrefaction and Gasification processes he is currently working on. He indicated that his current facility sits on 140 acres of which 135 are currently permitted. He is currently permitted to accept residual and municipal solid waste. Greater than 97% of the material that is currently being processed at his facility is de-wasted and goes out as a beneficial reuse with less than 3% having to be landfilled. He is currently processing approximately 4,500 tons per week, but could process 130 to 140 tons per hour, if needed. He currently has 38 employees at his Maiden Creek Facility, Zwicky Processing and Recycling, Inc. which is the proposed site of his expansion. He explained he is currently working with the Pennsylvania Department of Environmental Protection on obtaining his air permit, however, the Torrefaction process is currently in the testing phase.

The Board requested their Executive Director to set up a tour of the facility and thanked Mr. Zwicky for attending the meeting.

MINUTES

Upon a motion by Mr. Clements, seconded by Mr. Moll the minutes of the regular meeting of March 16, 2023, were unanimously approved.

FINANCE

Treasurer's Report:

Ms. Meeks distributed the Treasurer's Report and invoices for payment dated May 16, 2023 and reviewed them with the Board. No members of the Board had any questions or comments on the Report.

Upon a motion by Mr. Clements, seconded by Mr. Rymar the Board approved the Treasurer's Report, as submitted and approved the purchase of an additional \$50,000 Certificate of Deposit at FNB Bank for a twelve-month term with a 4.95% interest rate. Mr. Sacco recused himself from the vote.

SOLICITOR'S REPORT

No report

Executive Session – Personnel:

At 3:50 PM, the Chairman recommended that the Board enter into Executive Session to discuss personnel issues.

At 4:10 PM, the meeting reconvened.

Upon a motion by Mr. Clements, seconded by Mr. Jones, the Board unanimously agreed to make permanent the increase of 40 personal hours per year and to increase the salary by \$8,000 for their Executive Director effective April 2, 2023. The Board also approved allowing their Executive Director to carry over a maximum of 80 hours of unused vacation/sick time at the end of the year, if needed. Mr. Mowbray stated that the Board is very pleased with the performance of their Executive Director and the projects that have been undertaken this past year.

NEW BUSINESS

- a. Update on spring collection event and reimbursement request:
 - i. Ms. Meeks indicated that pre-registration for our spring collection events, held at Governor Mifflin Intermediate School allowed for a nice flow of traffic, while allowing plenty of room to ensure a smooth and safe collection event. Ms. Meeks indicated that 1,000 residents attended our household hazardous waste collection disposing of 77,579 pounds of hazardous waste. Ms. Meeks indicated that the hazardous waste collection costs came in under budget, largely due to a continuous decrease in the amount of latex paint received.

The Act 190 grant which covers the hazardous waste collection events has a maximum funding of \$100,000 per fiscal year, per County and can also be used to reimburse costs of registered electronic recycling programs. Ms. Meeks reported that she will draw down the balance of \$62,268.55 on our spring hazardous waste expenses and prior electronic recycling expenses.

ii. Update on spring shredding event

Ms. Meeks indicated that much like our hazardous waste collection, pre-registration for our spring shredding events, held at Governor Mifflin Intermediate School also allowed for a nice flow of traffic, while allowing plenty of room to ensure a smooth and safe collection event. Ms. Meeks indicated that 1,300 residents attended our shredding event disposing of 60,629 pounds of confidential documents.

Ms. Meeks indicated that VRC provided their shredding services, which included one shredding truck, three box trucks and a eight workers at a cost of \$2,000, which was well below their typical billing rate. Ms. Meeks indicated that the Conrad Weiser Football team once again participating in the event, which is crucial and allowed for a smooth and successful event.

b. Approval of DEP 902 equipment grant reimbursement

Ms. Meeks reported that our canopy project has been completed at a cost of \$33,590 of which \$32,885, will be reimbursed by DEP. The grant currently has a balance of \$7,308 to be spent on new carts for the paper recycling program at the drop-off center. Upon a motion by Mr. Sacco, seconded by Mr. Moll the Board unanimously approved submitting the disbursement request to DEP for the canopy project and ordering 100 carts at a cost of \$7,296, which will also be reimbursed by DEP and will close this grant.

c. 2024 County Budget

Ms. Meeks briefly reviewed a draft of the Authority's 2024 proposed Budget, to determine the amount of the allocation the Authority will request from the County for 2024. Ms. Meeks indicated that the Finance Committee met last week to review this information and the Committee recommended that the 2024 County Budget request include a \$290,000 allocation to the Authority, for operating the County recycling programs, which is the same as 2023. Ms. Meeks indicated that the County budget will also list the alarm system at the recycling center, all electric and indirect costs and that she will work with the County Budget office to enter those numbers into the County system. Ms. Meeks indicated that the County budget will also include revenues for host fees, recycling performance grants and \$100,000 from litigation.

Upon a motion by Mr. Sacco, seconded by Mr. Clements the Board unanimously approve the 2024 County Budget request.

d. 901 Planning Grant – HHW education costs

Ms. Meeks reviewed the DEP 901 Planning Grant disbursement request which will cover 80% of our educational costs for our hazardous waste and electronic collection programs. She indicated that the disbursement request for our spring hazardous waste collection is \$2,280 which is 80% of our actual expenses.

Old Business

a. Solid Waste Management Plan revision

Mr. Mowbray indicated that the Solid Waste Advisory Committee met prior to today's Authority meeting to review the draft Plan and discuss the next step of the process, which will include securing disposal capacity for the next planning period. He indicated that Garrett Trego from Manko Gold, who is representing the Authority in the planning process, was present at the meeting and gave the Committee direction and recommendations, which included advertising in the Pa Bulletin this summer which will request disposal facilities to enter into non-exclusive disposal capacity agreements. The Committee approved moving forward with the proposed recommendations.

EXECUTIVE DIRECTOR

Ms. Meeks reported that our 2022 audit has been completed by Reinsel Kutz Leshner and will be presented at our July Board meeting.

Ms. Meeks also reported that Robesonia Borough's Land Application of Leaf Waste permit has been approved by DEP.

She also indicated that she is assisting Richmond Township who is looking into starting a recycling program for their residents.

Ms. Meeks indicated that 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, July 18, 2023 at 3:00 PM.

ADJOURNMENT

At 4:40 pm., upon a motion by Mr. Moll, seconded by Mr. Jones the Board unanimously resolved to adjourn.