

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 19, 2020**

A regular meeting of the Board of the Berks County Solid Waste Authority (the “Authority”) was held virtually and was called to order at 3:00 p.m. on May 19, 2020.

The following members were present:

Mr. Charles Mowbray
Ms. Michelle Kircher
Mr. Brian Clements
Mr. Tony Sacco
Mr. Don Moll
Michael Gombar, Jr.
John Pagerly, CPA
Charles Jones, PE

Absent was Mr. Tony Rymar.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Mr. Alan Carman, Reinsel Kuntz Leshar
Mr. Michael Martinski, Reinsel Kuntz Leshar
Ms. Kelly Godfrey, Reinsel Kuntz Leshar

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

PUBLIC COMMENT

No questions or comments were received prior to today’s 12:00 PM deadline, in accordance with our meeting notice published in the Reading Eagle on May 14, 2020.

MINUTES

The Chairman asked if there were any questions or comments on the minutes of the regular meetings of January 21, 2020. The Chairman stated that the approval of these minutes will be added to the consent agenda with a roll call vote later in today’s meeting.

FINANCE

Presentation of 2019 Audit:

The Chairman introduced Ms. Kelly Godfrey of Reinsel Kuntz Lesher (“RKL”), the Authority’s independent auditors. The Board had previously received an electronic copy of the audit report (the “Report”) for their review. Ms. Godfrey reviewed the highlights with the Board of the financial statements presented in the Report.

Mr. Mowbray indicated that the Finance Committee met virtually with Mr. Carman, Ms. Godfrey and Mr. Martinski of RKL to review our 2019 Audit last week. Ms. Godfrey 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.

Ms. Godfrey reported her firm issued a clean unqualified opinion with respect to the Report and reported that in 2019 all funds of the Authority were covered under FDIC insurance. She reviewed the balance sheet, the income statement and the statement of cash flow sections of the Report. Ms. Godfrey then explained the Management Discussion and Analysis section of the Report.

Upon a motion by Mr. Jones, seconded by Mr. Sacco, the 2019 Financial Statement was approved and accepted by the following vote:

Yeas: Ms. Kircher, Mr. Pagerly, Mr. Clements, Mr. Sacco, Mr. Gombar, Mr. Jones, Mr. Moll and Mr. Mowbray - 8.

Nays: None - 0

Treasurer’s Report:

Ms. Meeks distributed the Treasurer’s Report and invoices for payment dated March 17, 2020 and May 19, 2020 and reviewed them with the Board. No members of the Board had any questions or comments on the Report.

Ms. Meeks also indicated that the Bonuses for William Jarrett and Shyam Ollenu that were discussed during our March 31, 2020 conference call, which was held, to discuss the temporary closure of our recycling center at 1316 Hilltop Road, Leesport were paid on April 9, 2020 in the amount equal to three weeks of pay, for each.

Upon a motion by Mr. Sacco, seconded by Mr. Pagerly the Board approved the minutes of the January 21, 2020 Board meeting and the Treasurer’s Report, by the following vote:

Yeas: Ms. Kircher, Mr. Pagerly, Mr. Clements, Mr. Sacco, Mr. Gombar, Mr. Jones, Mr. Moll and Mr. Mowbray - 8.

Nays: None - 0

SOLICITOR'S REPORT

Ms. Meeks indicated that our Solicitor was called away at the last minutes for a family emergency and will not be present for today's meeting.

Ms. Meeks reported that on May 15, 2020 in regards to the New Morgan Landfill Inc. appeal, the Berks County Prothonotary submitted to the Prothonotary of the Commonwealth Court the Index with the Record, which consisted of nearly 500 documents.

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. Sacco, the Board unanimously agreed to increase the salary of their Executive Director, by \$5,000 per year retroactive to April 1, 2020. 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, including her involvement in the jury trial.

The motion was approved by the following vote:

Yeas: Ms. Kircher, Mr. Pagerly, Mr. Clements, Mr. Sacco, Mr. Gombar, Mr. Jones, Mr. Moll and Mr. Mowbray - 8.

Nays: None - 0

Ms. Meeks indicated although she very much appreciates the support she receives from the Board, she does not believe this is the correct time to approve any increases in her salary. Several Board members indicated that the members had discussed this carefully and in detail and believe it is appropriate. Ms. Kircher indicated that County employees receive annual raises and believes this is appropriate.

NEW BUSINESS

a. Year End Report

Ms. Meeks reported that a copy of the draft 2019 Annual Report was previously sent to all Board members in electronic format and that a copy was also sent with their Board package for discussion at today's meeting. Ms. Meeks briefly reviewed the summary with the Board. No comments or suggestions were presented by the Board during the meeting and Ms. Meeks indicated that she would update the Financial Summary section on page 17 to include the 2019 audit numbers and post the Report on our website and forward an electronic copy to the County. She also indicated that she believes this document will be helpful once a meeting can be scheduled with the County Commissioners in the future.

b. 2021 County Budget:

Ms. Meeks briefly reviewed a draft of the Authority's 2021 proposed Budget, to determine the amount of the allocation the Authority will request from the County for 2021. Ms. Meeks indicated that the Finance Committee met virtually last week to review this information and the Committee recommended that the 2021 County Budget request include a \$280,000 allocation to the Authority, for operating the County recycling programs and that the savings from our center being closed for COVID-19 be used to offset some of our 2021 expenses. 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 of \$4.9 million for host fees \$44,000 from recycling performance grants, \$100,000 from litigation and \$300 in fees for the sale of recyclables. Upon a motion by Mr. Clements, seconded by Ms. Kircher the Board unanimously agreed, subject to clarification by the finance Committee on the salary line item, to approve the 2021 County Budget request. The motion was approved by the following vote:

Yeas: Ms. Kircher, Mr. Pagerly, Mr. Clements, Mr. Sacco, Mr. Gombar, Mr. Jones, Mr. Moll and Mr. Mowbray - 8.

Nays: None - 0

c. Approval of fencing project

Ms. Meeks indicated that the fencing project that we discussed during our March 31, 2020 conference call, is scheduled to be installed on May 29, 2020 and is expected to take approximately 1 week for full installation. She indicated that there was a short delay in getting our zoning permit, due to reduction in staffing.

d. Roof project

Ms. Meeks indicated Great Valley Consulting (GVC) has completed the bid specifications for the roof project we contemplated undertaking prior to COVID-19. She indicated that the cost estimate provided by GVC came in at \$34,858 which was significantly over our original quote of \$23,252, of which ninety percent would have been covered under our existing 902 recycling grant. She indicated in light of the current situation she believes it would be best to delay this project at this time, since it is not a necessity.

Upon a motion by Mr. Pagerly, seconded by Mr. Moll the Board unanimously approved the Year End Report, the fencing project and recommended delaying the roof project. The motion was approved by the following vote:

Yeas: Ms. Kircher, Mr. Pagerly, Mr. Clements, Mr. Sacco, Mr. Gombar, Mr. Jones, Mr. Moll and Mr. Mowbray - 8.

Nays: None - 0

EXECUTIVE DIRECTOR

Ms. Meeks indicated that the recycling center has been cleared of all materials and we are currently awaiting our zoning permit so that the fence can be installed, to control access.

Ms. Meeks indicated that we are on schedule for our October 17th and October 24th special waste collections with the possibility of offering a Saturday and Sunday collection for hazardous waste to reduce the crowds and ensure all residents are serviced safely.

Ms. Meeks briefly reviewed the protocol we are looking to enact upon reopening the recycling center which would include restricting access to the site while our employees are baling paper and cardboard, requiring residents to remain in their vehicles at the electronic recycling center and doing very little advertising of our reopening, as to not overwhelm our employees and our site.

Ms. Meeks indicated that we had nine (9) municipalities that applied for 902 equipment grants which are due May 22, 2020, those being Amity, Exeter, Kenhorst, Maiden creek, Muhlenberg, Reading South Heidelberg Wyomissing and Cumru. These nine grants totaled \$1.83 million.

Ms. Meeks indicated that she has submitted our Act 190 grant application requesting reimbursement for \$33,110 of expenses incurred operating the electronic recycling center. The Act 190 grants cover 50% of the cost of hazardous waste and electronics up to a maximum of \$100,000 per year, per County and runs from July 1st through June 30th of each year. This request maxed out our \$100,000 maximum eligible funding.

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, July 14, 2020 at 3:00 PM. The Board and public will be notified if that meeting needs to be held virtually rather than in the Commissioner's meeting room, as originally scheduled.

ADJOURNMENT

At 4:45 p.m., upon a motion by Mr. Sacco, seconded by Mr. Pagerly the Board unanimously resolved to adjourn.