

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
NOVEMBER 16, 2021**

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 November 16, 2021.

The following members were present:

Ms. Michelle Kircher
Mr. Brian W. Clements
Mr. Don Moll

Michael Gombar, Jr., Esquire

Mr. Charles Mowbray and Mr. Charles Jones both called into the meeting by speaker phone.

Absent were John Pagerly, CPA, Mr. Tony Rymar and Mr. Tony Sacco

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. Gombar, seconded by Mr. Clements, the minutes of the regular meetings of September 21, 2021, were unanimously approved.

FINANCE

Treasurer’s Report:

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

Ms. Meeks updated the Board on the Authority’s proposed 2022 allocation from the County and indicated, that at the current time, the draft Budget will be submitted to the County Commissioner’s this Thursday for approval and allocates \$300,000, which was the full amount

of our request. She will keep the Board updated of any questions or concerns that may come up during the final budget review by the Commissioner's.

SOLICITOR'S REPORT

Mr. Georgeadis reported that he had been working with their Executive Director on compiling all waste disposal agreements that currently exist between the County and/or the Authority and any disposal facility. This information will be shared with all Departments that might have an interest in this information, such as the County Commissioners', County Clerk, County Planning Department and any other Department that might show an interest in this information.

Personnel

Ms. Meeks recommended changing the current employment status of Klein Exume from part-time laborer to full-time laborer at the recycling center. This full-time position was budgeted as part of our 2022 proposed budget. Ms. Meeks explained that a second full-time position will help to eliminate staffing shortages when employees are on vacation or out sick. Upon a motion by Mr. Clements, seconded by Ms. Kircher the Board unanimously approved hiring Klein Exume as a full-time employee per the Authority's Personnel Code. Mr. Exume was hired on a 120-day probation period.

NEW BUSINESS

a. 2022 Meeting Schedule:

Upon a motion by Mr. Clements, seconded by Ms. Kircher the Board unanimously approved the following dates for our 2022 Board meetings, to be held virtually and authorized their Executive Director to advertise those dates:

January 18, 2022	March 15, 2022
May 17, 2022	July 19, 2022
September 20, 2022	November 15, 2022

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 18, 2022 Board meeting. The Chair recommend and the Board unanimously approved appointing Mr. Jones and Mr. Sacco to the Nominating Committee.

Finance Committee

Mr. Mowbray recommended that a Finance Committee once again be created for 2022 to review and recommend the 2022 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 2022, indicating that the Committee typically only meets twice per year. Once to review the Audit and again to review and recommend the annual budget. Since no additional members showed interested in being a part of this Committee for 2022 the Chair recommended and the Board unanimously approved appointing the following Board members to the Finance Committee: Mr. Pagerly, 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 both contractors did a great job servicing residents and keeping the traffic flowing throughout both events. Ms. Meeks indicated that 1,271 residents participate in our fall hazardous waste collection bringing in 92,465 pounds of waste. She indicated that the registration process worked 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 work flow. In addition, Ms. Meeks recommended and the Board approved reducing the operating hours of the events from 8:00 AM until Noon, rather than 2:00 PM. She indicated that most residents prefer to attend the event early in the day and we have a limited number of residents that attend the event after 12 PM. 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 appointments fills, if needed.

Ms. Meeks indicated that the amount of latex paint that is being received at the events continues to decrease and we will continue to educate residents on the proper disposal methods to continue to see those numbers decrease.

Ms. Meeks indicated that 1,100 residents attended the shredding event, which also required mandatory pre-registration. 57,500 pounds of paper was shredded during this event. Much like the hazardous waste collection the contractor did a great job and traffic flowed seamlessly throughout the day. She also recommended and the Board approved reducing the hours of this event to 8:00 AM until Noon and extend those hours if the number of registrants warrants that.

d. Reimbursement Requests

Ms. Meeks indicated that the reimbursement request for our fall collection event is completed and will be submitted to the DEP, once the checks clear the bank. Ms. Meeks indicated that the reimbursement request will be in the amount of \$ 40,936.18, which will leave approximately \$59,000 to be carried over to our 2022 spring collections. In addition, Ms. Meeks

explained that she will be submitting the reimbursement request for our public education grant in the amount of \$ 3,760, which is 80% of our education costs for HHW.

e. Contracts for 2022 collection events

Ms. Meeks recommended that we once again participate in the Pa. Department of Agriculture Contract for our 2022 Household Hazardous Waste collections. MXI did a great job during our 2021 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 2022. Ms. Meeks indicated that the Authority saved \$20,000 in pesticides costs by participating in the Department of Ag program in 2021. We will be contacted by the Department of Ag by January 15, 2022 with the allocation amount for next year. Ms. Meeks indicated that both DEP and MXI have been notified of our 2022 collection schedule. The Board once again agreed to participate in the Dept. of Agriculture Chemsweep program for our collections.

EXECUTIVE DIRECTOR

Ms. Meeks reported that 155,000 residents have used our electronic recycling center since opening in July of 2010 recycling 7,000 tons of electronics. She indicated that 15,000 residents have used our site already this year, recycling 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 31, 2021. In addition, she is assisting our municipalities will finishing up their Round 58 equipment grants and preparing for the award of the Round 59 grants, which are expected to be awarded shortly.

Ms. Meeks reported that the Solid Waste Advisory Committee has been appointed by the County Commissioners and recommended that the first meeting of the Committee be held at 2:00 PM, prior to our January 18, 2022 Board meeting. The board unanimously agreed to advertise that meeting for 2:00 PM on January 18, 2022 to be held in the Commissioners' Board room.

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 18, 2022 at 3:00 PM in the Commissioners' meeting room.

ADJOURNMENT

At 4:05 p.m., upon a motion by Mr. Moll, seconded by Mr. Gombar the Board unanimously resolved to adjourn.