

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE RESCHEDULED MEETING OF
January 25, 2022**

A rescheduled 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 January 25, 2022.

The following members were present:

Mr. Charles Mowbray
Ms. Michelle Kircher
Mr. Brian W. Clements
Charles Jones, PE
Michael Gombar, Jr., Esquire

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

Also present:

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

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 11:00 a.m. deadline, in accordance with our meeting notice published in the Reading Eagle on January 21, 2022.

Reorganization

a. Election of Officers:

The Nominating Committee submitted the following slate of officers for 2022:

Charles Mowbray – Chairman
Michelle Kircher – Vice Chairman
John Pagerly – Treasurer
Charles Jones – Secretary
Tony Sacco – Assistant Secretary

Mr. Jones moved and Mr. Clements seconded the closing of nominations.

Upon a motion by Mr. Clements seconded by Mr. Gombar, the above slate of officers were unanimously elected and approved.

b. Appointment of Solicitor:

Upon a motion by Mr. Jones, seconded by Mr. Gombar, the Board unanimously resolved to retain the services of Georgeadis Setley Attorneys and Advisors, for the fiscal year 2022, at an annual retainer of \$25,000. It was also agreed that Georgeadis Setley Attorneys and Advisors will invoice the Authority separately for any large projects that will require the assistance of Georgeadis Setley Attorneys and Advisors that are or are not anticipated at this time, as was the case in 2014 through 2021.

c. Appointment of Auditor:

Upon a motion by Ms. Kircher, seconded by Mr. Jones, the Board unanimously resolved to retain the services of RKL, to conduct our 2021 Audit, at a rate of \$9,275.00.

Minutes

Upon a motion by Mr. Clements, seconded by Mr. Gombar the minutes of the regular meetings of November 16, 2021, were unanimously approved.

Finance

a. Treasurer's Report:

Ms. Meeks distributed the Treasurer's Report and reviewed it with the Board. Upon a motion by Ms. Kircher, seconded by Mr. Clements, the Board unanimously approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Year End Treasurer's Report, subject to Audit.

b. 2022 Authority Budget

Mr. Mowbray indicated that the Finance Committee, which is made up of Mr. Pagerly, Mr. Jones, Ms. Meeks and himself met to review and develop the 2022 Authority Budget. Attorney Georgeadis, was also present for the Committee meeting. Ms. Meeks then reviewed the projected revenue and expenses for the proposed 2022 operating budget with the Board. Ms. Meeks indicated that the Authority has received the \$300,000 allocation from the County for 2022.

Upon a motion by Mr. Gombar, seconded by Ms. Kircher, the Board unanimously approved the 2022 Budget, as proposed. A copy of the 2022 operating Budget is attached hereto.

Solicitor's Report

Mr. Georgeadis indicated that he and our Executive Director have completed the compilation of documents related to waste disposal agreements that currently exist between the County and/or the Authority and any disposal facility. This also includes copies of Harms

Benefits for the Berks County landfills. This information will be shared with County Departments that might have an interest in this information, such as the County Commissioners' Solicitor, County Clerk and County Planning Department. Mr. Georgeadis reported that on January 5, 2022, New Morgan Landfill Company filed in the Supreme Court of Pennsylvania a Petition for allowance of appeal. Mr. Georgeadis indicated that he continues to assist our Executive Director with any questions and projects that arise, but had nothing further to report for today's meeting.

New Business

a. Update on SWAC meeting

Mr. Mowbray indicated that the first Solid Waste Advisory Committee (SWAC) meeting, that was held earlier today, went well and was a good kickoff to the revision process. Everyone present at today's meeting was also present at the prior SWAC meeting, which was also held virtually, at 2:00 PM today.

b. Approve dates for Spring HHW & Shredding events

Upon a motion by Mr. Jones, seconded by Ms. Kircher the Board unanimously approved the following dates for our spring collections to be held at the Governor Mifflin Intermediate School:

Household Hazardous Waste – April 9, 2022
Paper Shredding Event – April 16, 2022

c. Statement of Financial Interest

Ms. Meeks indicated that the Statement of Financial Interests must be filed by May 1, 2022 and can be filed electronically at www.ethics.pa.gov. She indicated that she will be sending out a reminder with the website to our members.

d. Personnel Code – update

Ms. Meeks indicated that on November 23, 2021 Board members reviewed and submitted comments via e-mail, on an update to the Personnel Code, which included the following new language:

7. Probation.

- a. The first three months, as a new hire and/or change in position, full-time employees, at the Berks County Solid Waste Authority are hired under an introductory period, which will be used to verify their skills, capabilities and suitability for our Company. Likewise, this gives new employees the opportunity to evaluate the Company as a place to work. During this time, that employee will not be eligible for benefits unless otherwise agreed to by the Company in its discretion. As previously stated in this

Handbook, during the introductory period as at any time during employment, your job may be terminated at any time without any reason and without notice.

Upon a motion by Mr. Clements, seconded by Ms. Kircher the Board unanimously approved this change to the Authority's Personnel Code.

Executive Director's Report

Ms. Meeks indicated that the Authority received over \$4,000 for the marketing of our mixed paper in 2021 and paid \$4,000 in 2020 to market this same amount of material. She indicated that the Authority is currently receiving \$65 per ton for our mixed paper and \$135 per ton for our baled cardboard. In 2021, the Authority received \$14,000 for the sale of our cardboard, an increase of \$11,000 from 2020.

Ms. Meeks indicated that she is currently working with four (4) of our municipalities regarding their disbursement requests for their 2019 902 recycling grants that will expire in March of this year. In addition, she is also assisting DEP with follow up information that is needed for them to process the 902 recycling grants that were submitted in September of 2021.

Ms. Meeks reported that 20,100 residents have used our electronic recycling center in 2021, recycling 1.35 million pounds of electronics, which is roughly the same amount of material collected in 2020 from 2,000 more residents. Since opening in July of 2010, 175,400 residents have used our center bringing nearly 7,181 tons of electronics for recycling.

Ms. Meeks indicated that the 2021 Annual Recycling reports are due on April 1, 2022 from our 73 municipalities and that she is working with the larger haulers and MRF's in obtaining this data.

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, March 15, 2022 at 3:00 PM and will be held in person.

Adjournment

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

BERKS COUNTY SOLID WASTE AUTHORITY

BUDGET REQUEST SUMMARY

2022-EXPENSES

	2021 Budget	Actual 12-1-2021	2022 Budget
Audit	\$9,000.00	\$ 9,000.00	\$9,275.00
Advertising	\$14,000.00	\$ 9,433.00	\$12,000.00
Collection Events			
- HHW Collection	\$180,000.00	\$ 134,220.00	\$150,000.00
-Tire Collection	\$7,000.00	\$ 7,459.00	\$12,000.00
-Pharmaceutical Collection	\$100.00	\$ 100.00	\$100.00
-Paper Shredding	\$5,000.00	\$ 3,100.00	\$7,000.00
Depreciation	\$41,434.00	\$ 56,401.00	56,069.00
E-waste - Bulbs / Batteries	\$26,000.00	\$ 17,240.00	\$27,000.00
E-waste - Full-time Center	\$44,000.00	\$ 36,070.00	\$44,000.00
Employer Tax Liability	\$16,700.00	\$ 15,959.00	\$17,598.00
Insurance - Health & Disability *	\$18,150.00	\$ 14,486.00	\$24,297.00
Insurance - Liability & Comp	\$18,597.00	\$ 19,013.00	\$20,000.00
Legal Fees	\$30,000.00	\$ 22,880.00	\$30,000.00
Office Supplies	\$3,000.00	\$ 2,121.00	\$2,500.00
Parking	\$516.00	\$ 516.00	\$516.00
Payroll Services	\$2,000.00	\$ 2,004.00	\$3,000.00
Pension	\$3,500.00	\$ -	\$3,500.00
Postage	\$100.00	\$ -	\$100.00
Recycling - Hilltop Rd.	\$66,590.00	\$ 43,885.00	\$54,500.00
Salaries	\$217,470.00	\$ 194,728.00	\$230,032.00
Telephone	\$1,700.00	\$ 939.00	\$2,000.00
Travel	\$1,200.00	\$ 1,335.00	\$1,200.00
Sponsorships (In-kind services)	\$15,000.00	\$ 7,078.00	\$15,000.00
Miscellaneous	\$350.00	\$ 100.00	\$350.00
902 Recycling Grant - *2022 Capital Expenses			\$ 93,978.00
Total	\$721,407.00	\$ 598,067.00	\$816,015.00
Without Depreciation number	\$679,973.00	\$ 541,666.00	\$759,946.00

BERKS COUNTY SOLID WASTE AUTHORITY
BUDGET REQUEST SUMMARY

2022-REVENUES

Account Name	2021 Budget	Actual	
		12/1/2021	2022 Budget
Allied Waste	\$ 100,000.00	\$ 100,000.00	\$100,000.00
County Contribution	\$ 300,000.00	\$ 300,000.00	\$300,000.00
E-waste - Rebates		\$ -	
E-waste - Bulbs/Batteries	\$ 24,000.00	\$ 9,505.00	\$9,500.00
E-waste - Fees	\$ 500.00	\$ 279.00	\$250.00
E-waste - Act 190 Grant	\$ 10,000.00	\$ 28,228.00	\$25,000.00
HHW - Act 190 Grant	\$ 90,000.00	\$ 71,772.00	\$75,000.00
901 Education Grant	\$ 11,200.00	\$ 5,819.00	\$10,000.00
902 Recycling Grant	\$ -	\$ 3,079.00	
Interest/Donations	\$ 1,000.00	\$ 1,491.00	\$1,440.00
Marketing of Recyclables	\$ 3,500.00	\$ 18,478.00	\$32,770.00
Sponsorships - (Cash)	\$ 15,000.00	\$ 15,150.00	\$15,000.00
Sponsorships - (In-kind)	\$ 15,000.00	\$ 7,078.00	\$15,000.00
Tire Recycling	\$ 5,000.00	\$ 2,674.00	\$8,000.00
903 Recycling Grant	\$ 70,630.00	\$ 71,173.00	\$73,408.00
Credit Card - Reward		\$ 575.00	\$600.00
Authority funds	\$ 34,143.00		
902 Recycling Grant			\$93,978.00
Total w/o Authority Funds	\$ 645,830.00	\$ 635,301.00	\$759,946.00