

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
NOVEMBER 15, 2022**

A regular meeting of the Board of the Berks County Solid Waste Authority (the “Authority”) was called to order at 3:00 p.m. on November 15, 2022, in the Commissioners’ meeting room, 13th Floor, County Services Center, 633 Court Street, Reading, Pennsylvania.

The following members were present:

Mr. Charles Mowbray  
Ms. Michelle Kircher  
Mr. Brian W. Clements  
Mr. Don Moll  
Mr. Charles Jones  
Mr. Tony Rymar  
Mr. Tony Sacco  
Michael Gombar, Jr., Esquire

Absent was John Pagerly, CPA

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 chose to speak.

MINUTES

Upon a motion by Ms. Kircher, seconded by Mr. Sacco, the minutes of the regular meetings of September 20, 2022, 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 Mr. Moll, seconded by Ms. Kircher, the Board approved the payment of all invoices, ratified the payment of invoices previously paid and accepted the Treasurer’s Report.

## SOLICITOR'S REPORT

Mr. Georgeadis reported that he had met with Garrett Trego and Ms. Meeks to review the draft Solid Waste Management Plan, in preparation for today's Solid Waste Advisory Committee meeting. He noted that the other issue that he has been working on will be addressed later in today's meeting.

### NEW BUSINESS

#### a. 2023 Meeting Schedule:

Upon a motion by Mr. Clements, seconded by Mr. Rymar the Board unanimously approved the following dates for our 2023 Board meetings, with the location of those meeting yet to be determined and authorized their Executive Director to advertise those dates:

January 17, 2023	March 21, 2023
May 16, 2023	July 18, 2023
September 19, 2023	November 21, 2023

#### 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 17, 2023 Board meeting. The Chair recommend and the Board unanimously approved appointing Mr. Jones and Mr. Sacco to the Nominating Committee.

#### c. Appointment of Finance Committee

Mr. Mowbray recommended that a Finance Committee once again be created for 2023 to review and recommend the 2023 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 2023, indicating that the Committee typically only meets three times per year. Once to review the Audit and twice to review and recommend the annual budget. Mr. Sacco volunteered to sit on the Finance Committee for 2023. The Chair recommended and the Board unanimously approved appointing the following Board members to the Finance Committee: Mr. Sacco, Mr. Mowbray, Mr. Jones and Mr. Pagerly or his replacement, as Treasurer. 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 the contractors did a great job servicing residents and keeping the traffic flowing throughout both events. Ms. Meeks indicated that more than 1,000 residents participate in our fall hazardous

waste collection bringing in 69,350 pounds of waste, for proper disposal. She indicated that the registration process works 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 traffic flow. 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 closer to noon. 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 fills, if needed.

Ms. Meeks indicated that over 700 residents attended the shredding event, which also required pre-registration. 26,762 pounds of paper was shredded during this event. Much like the hazardous waste collection the contractor and volunteers did a great job and traffic flowed seamlessly throughout the day.

e. Reimbursement Requests

Ms. Meeks indicated that the reimbursement request for our fall HHW collection event is completed and will be submitted to the DEP. Ms. Meeks indicated that the reimbursement request will be in the amount of \$ 37,731.50 which will leave approximately \$62,300.00 to be carried over to our 2023 spring collections or electronic recycling expenses. Upon a motion by Mr. Rymar, seconded by Ms. Kircher, the Board authorized their Executive Director to submit the reimbursement request.

Ms. Meeks indicated that there are also education expenses totally \$ 6,103.00, which is 80% of our costs for HHW that should be submitted for reimbursement. Upon a motion by Mr. Jones, seconded by Mr. Moll, the Board authorized their Executive Director to distribute the necessary forms to the County for submittal to DEP.

f. Contracts for 2023 collection events

Ms. Meeks recommended that we once again participate in the Pa. Department of Agriculture Contract for our 2023 Household Hazardous Waste collections. MXI did a great job during our 2022 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 2023. Ms. Meeks indicated that the Authority saved \$20,000 in pesticides costs by participating in the Department of Ag program in 2022. We will be contacted by the Department of Ag in January of 2023 with the allocation amount for 2023. Ms. Meeks indicated that both DEP and MXI have been notified of our 2023 collection schedule and MXI has our dates on their calendar. The Board once again agreed to participate in the Dept. of Agriculture Chemsweep program for our collections.

g. Discussion on canopy project

Ms. Meeks reported that at our September Board meeting the Board approved going out for bid for our canopy roof project at the Recycling Center. Bids were advertised on September 27<sup>th</sup> and October 11<sup>th</sup> with bids due on November 1, 2022. Unfortunately, no bids were received

at that time. Ms. Meeks indicated that Terry Naugle from Great Valley Consultants had discussed the project and the lack of bids with four construction contractors in Berks and it was their recommendation that the project be rebid in mid-December with bids due on January 12, 2023. Upon a motion by Mr. Clements, seconded by Tony Rymar, the Board unanimously approved re-bidding the canopy project, as presented.

h. Renewal of Lease Agreement – Upper Tulpehocken Township

Ms. Meeks indicated that the current lease agreement with Upper Tulpehocken Township is scheduled to terminate on December 31, 2022. Ms. Meeks explained that this lease agreement was entered into in January of 2018 for the purpose of allowing Upper Tulpehocken Township to expand their recycling program and install an access control panels to control illegal dumping. Ms. Meeks recommended that this lease be extended for an additional five years.

Attorney Georgeadis distributed a copy of the first amendment to the lease agreement and review it with the Board. Upon a motion by Mr. Clements, seconded by Ms. Kircher, the Board unanimously approved this extension and authorized their Executive Director to sign the document, which was prepared by our Solicitor.

i. DEP – 901 Planning Grant – Solid Waste Management Plan

Ms. Meeks indicated that Attorney Georgeadis and she had met with DEP back in June for a pre-application meeting for reimbursement of 80% of costs involved in the development of the County Solid Waste Management Plan revision. She is recommending that the Authority submit a grant application in the amount of \$ 30,719 to the County Commissioners for approval and submittal to DEP. Upon a motion by Mr. Sacco, seconded by Mr. Clements, the Board unanimously approved sending this application to the County for approval and submittal to DEP.

EXECUTIVE DIRECTOR

Ms. Meeks reported that 189,000 residents have used our electronic recycling center since opening in July of 2010 recycling 7,600 tons of electronics. She indicated that 13,000 residents have used our site already this year, recycling nearly 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 30, 2022. In addition, she is assisting 11 of our municipalities with finishing up their Round 59 equipment grants.

Ms. Meeks reported that she assisted four of our municipalities in submitting their 902 recycling grants totally \$1.12 million dollars. She indicated that only those municipalities that did not receive approval under the last round in 2021 were eligible to apply for this round of grants. Fourteen applicants in Berks County received a total of \$3.2 million under the last round.

Ms. Meeks reported that the Solid Waste Advisory Committee had met for the second time, immediately prior to today's Board meeting. She indicated that it was a successful meeting

and that the first draft of the Plan had been reviewed at that meeting. Ms. Meeks distributed copies of the draft plan to those Board members not in a attendance at that meeting.

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 17, 2023 at 3:00 PM, with the meeting location to be determined.

#### ADJOURNMENT

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