

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 18, 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 May 18, 2021.

The following members were present:

Mr. Charles Mowbray
Mr. Brian Clements
Mr. Don Moll
Michael Gombar, Jr.
Charles Jones, PE

Absent were Ms. Michelle Kircher, Mr. Tony Sacco, 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
Mr. Alan Carman, Reinsel Kuntz Leshner
Mr. Michael Martinski, Reinsel Kuntz Leshner
Mr. Luke Byrne, Reinsel Kuntz Leshner

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 December 29, 2020.

MINUTES

Upon a motion by Mr. Gombar, seconded by Mr. Jones, the minutes of the regular meeting of March 16, 2021, were unanimously approved, as corrected.

FINANCE

Presentation of 2020 Audit:

The Chairman introduced Mr. Luke Byrne of Reinsel Kuntz Leshner (“RKL”), the Authority’s independent auditors. The Board had previously received an electronic copy of the audit report (the “Report”) for their review. Mr. Carman thanked the Authority for, once again allowing RKL to perform the Authority’s yearly Audit. Mr. Byrne 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. Byrne and Mr. Martinski of RKL to review our 2020 Audit last week. Mr. Byrne 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.

Mr. Byrne reported his firm issued a clean unqualified opinion with respect to the Report and reported that in 2020 all funds of the Authority were covered under FDIC insurance. He reviewed the balance sheet, the income statement and the statement of cash flow sections of the Report. Mr. Byrne then explained the Management Discussion and Analysis section of the Report.

Treasurer’s Report:

Ms. Meeks distributed the Treasurer’s Report and invoices for payment dated May 18, 2021 and reviewed them with the Board. No members of the Board had any questions or comments on the Report.

Upon a motion by Mr. Moll, seconded by Mr. Gombar the Board approved the Treasurer’s Report and accepted the 2020 Audit.

SOLICITOR’S REPORT

Attorney Georgeadis reported that he was asked by our Executive Director to review the Authority’s mask policy, as it relates to employees working at the recycling center. Attorney Georgeadis recommended that the Authority continue to require employees to wear masks while working at the center and to review this after any changes that might be recommended by the State. The Board agreed to follow Pennsylvania’s policies and recommended their Solicitor meet with their Chairman and Executive Director to discuss this further, once any changes are made by the Governor.

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. Gombar, the Board unanimously agreed to increase the number of paid personal hours by 40 hours per year, for their Executive Director starting April 1, 2021 through April 2, 2022. 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 the improvements that have been made during COVID.

NEW BUSINESS

a. Update on spring collection event and reimbursement request:

Ms. Meeks indicated that pre-registration for our spring collection events, held at Governor Mifflin Intermediate Center allowed for a nice flow of traffic, while allowing plenty of room to ensure a smooth and safe collection event. Ms. Meeks indicated that 1,200 residents attended our household hazardous waste collection disposing of 53,234 pounds of hazardous waste. Ms. Meeks indicated that the hazardous waste collection costs came in well under budget, largely due to a significant decrease in the amount of latex paint received. 47,000 pounds less latex paint was received at our spring collection than was collected from this same period in 2019, collecting 23,586 pounds down from 70,772 pounds at a saving of \$.70 per pound (\$33,000)

Ms. Meeks reported that we currently have a balance of \$51,905 of our \$100,000 per year grant, which covers 50% of our operating costs of our hazardous waste collections. 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 \$51,905 on either our spring hazardous waste expenses and/or prior electronic recycling expenses.

b. Update on fall shredding event

Ms. Meeks indicated that she has been working with Vital Records Corporation, VRC, to plan a fall shredding event. Ms. Meeks recommended the event be held on October 16, 2021 at the Berks County Agricultural Center, which would be the weekend before the hazardous waste collection. Ms. Meeks indicated that VRC will provide shredding services at a cost of \$2,000, which will include trucks and staffing for an estimated 1,500 residents. Ms. Meeks recommended requiring pre-registration, like our hazardous waste collection. Ms. Meeks indicated that the Conrad Weiser Foot Ball team is once again interested in participating in the event, which is crucial.

Upon a motion by Mr. Gombar seconded by Mr. Moll the Board unanimously approved hiring VRC to conduct our fall shredding event, with pre-registration.

c. Year End Report

Ms. Meeks reported that a copy of the draft 2020 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 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.

d. 2022 County Budget

Ms. Meeks briefly reviewed a draft of the Authority's 2022 proposed Budget, to determine the amount of the allocation the Authority will request from the County for 2022. Ms. Meeks indicated that the Finance Committee met virtually last week to review this information and the Committee recommended that the 2022 County Budget request include a \$300,000 allocation to the Authority, for operating the County recycling programs, which is the same as 2021. 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, \$100,000 from litigation and revenue for the sale of recyclables, from the Services Center. Upon a motion by Mr. Clements, seconded by Mr. Jones the Board unanimously agreed to approve the 2022 County Budget request. The motion was unanimously approved

Old Business

Ms. Meeks reviewed the list of Solid Waste Advisory Committee members with the Board from our 2014 Solid Waste Plan Revision. She indicated that Act 101 requires the members to represent certain categories of municipal and private sectors. The Board agreed to have their Executive Director reach out to some possible members and report back at our July meeting. Ms. Meeks indicated that the Commissioners would need to appoint the SWAC members and then DEP and our municipalities would need to be notified of our intent to begin the revision process, which will be required to be completed by October of 2024.

EXECUTIVE DIRECTOR

Ms. Meeks indicated that she has been working on compiling all Agreements, Contracts and Harms Benefit Agreements, as their relate to in-County landfills. Once compiled their Solicitor has offered to catalog these documents for distribution to all pertinent Departments for their files.

Ms. Meeks indicated that we are currently short staffed and has been working with Express Employment to replace both Shyam Olenu, who left in March and Patrick Mahon, who will be leaving on June 1st, but so far have not had any success. She recommended in light of this staffing issue that the Authority look to require pre-registration for our electronic recycling

center, to control both the number of participants and traffic flow. The Authority agreed to set up the pre-registration process if needed, and also asked their Executive Director to distribute the job description to each member, in case a member knows of interested candidates.

Ms. Meeks indicated DEP will be opening another round of 902 equipment grants in June with applications due September 2021. She indicated that all municipalities will be eligible to apply and she expects a good response from Berks County. She also indicated that she will put a grant together on behalf of the Authority for review at our July 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, July 20, 2021 at 3:00 PM and recommended that this meeting be held in person rather than virtually.

ADJOURNMENT

At 5:05 pm., upon a motion by Mr. Clements, seconded by Mr. Jones the Board unanimously resolved to adjourn.