

**BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
July 21, 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 July 21, 2020.

The following members were present:

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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
Socrates Georgeadis, Esquire, Georgeadis Setley

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 p.m. deadline, in accordance with our meeting notice published in the Reading Eagle on July 13, 2020.

MINUTES

Upon a motion by Ms. Kircher, seconded by Mr. Sacco, the minutes of the regular meetings of May 19, 2020, 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. Sacco, seconded by Mr. Pagerly, the Board approved the payment of all invoices and ratified the payment of invoices previously paid and

accepted the Treasurer's Report. Mr. Jones abstained due to his relationship with Great Valley Consultant as it relates to their invoice.

SOLICITOR'S REPORT

Mr. Georgeadis reported that since the Authority's last Board meeting, he has been working on various Authority matters along with the Executive Director, including the Invitation to Bid for our electronic recycling vendor. Mr. Georgeadis reported that the PADEP has issued the permit modification to the Conestoga Landfill related to their permit application dated June 2017 related to their Groundwater Sampling Frequency Reduction request. The Department noted in their approval that "at this time, the Department is not taking action on the Harms Benefits Update Conestoga submitted as part of the June 2017 application".

Mr. Georgeadis then recommended that the Board enter into Executive Session to discuss the current litigation with New Morgan Landfill Company.

At 3:20 p.m., the meeting reconvened.

NEW BUSINESS

a. Electronic Waste Contract

Ms. Meeks indicated that a draft of the ITB for our electronic waste contract has been developed. Ms. Meeks briefly reviewed the ITB with the Board indicating that the contract will require the contractor to accept all of the same types of electronics that are currently accepted under our existing contract and that this contract will be a one year contract with two one year options for renewal. The bids for our Electronic Recycling Dismantler are due on September 9, 2020 and will be received and time stamped at the office of our Solicitor and will be opened that same day virtually.

The Chairman requested the formation of a Committee to evaluate the bids once received and to make a recommendation to the Board, on the award of that contract, at our September Board meeting. Mr. Jones, Mr. Gombar, Ms. Kircher agreed to serve on this Committee along with their Executive Director and Solicitor.

The Board unanimously agreed to advertise the availability of the ITB with proposals being due on September 9, 2020 for review and approval at our September 15, 2020 Board meeting. Ms. Meeks indicated that in addition to our current vendor she will also send electronic copies to approximately eight firms in our region that may be interested in our project.

b. New permit requirements for HHW

Ms. Meeks indicated that all permits for one day hazardous waste collection events are required to be resubmitted to include a COVID-19 enhancement section. Ms. Meeks reviewed the list of requirements with the Board which will include pre-registration, masks, a plan to control access to the site to a maximum of 250 people at any time, additional signage and

publicity for the new requirements and an increase in the MXI safety plan. She indicated that no one will be permitted out of their vehicles while on the site, communication between the participant and our volunteers/workers will be restricted and no handouts or surveys will be conducted. Ms. Meeks indicated that only Counties in the green phase will be permitted to hold events. If Berks County returns to the yellow phase, no collections will be permitted. The Board unanimously agreed to submit our updated safety plan and work towards holding the collection event on October 24th and 25th, 2020.

Ms. Meeks recommended using a company called 10to8 to assist with our registration since it allows for continuous communication with our registrants, if something needs to be communicated prior or during the events.

c. Fall paper shredding event

Ms. Meeks indicated that unlike the household hazardous waste collection, it is very difficult to keep participants in their vehicles and to keep the 6' distance during our event. Since many participants want to witness their materials being destroyed, which requires them to be out of their vehicle standing in line to be serviced. Ms. Meeks indicated that there are many businesses that provide shredding services throughout the year, for a fee and recommended canceling our fall paper shredding event and advertise the alternative locations that residents can use to destroy their confidential documents for a fee.

Upon a motion by Mr. Clements, seconded by Mr. Jones the Board unanimously agreed to cancel our fall paper shredding event due to COVID-19 and to wait to set our 2021 dates until early next year.

d. New payroll company

Ms. Meeks indicated that she recently switched payroll services to Integra Business Solutions located in Wyomissing. Their monthly rate is approximately half of what we were paying Paychex and have a very similar platform. Their employee has been extremely helpful in setting up our new payroll including bringing all needed reports over from our Paychex platform.

e. Will Jarrett – Annual Review

Ms. Meeks recommended a \$1.00 per hour increase for William Jarrett effective July 20, 2020, which would increase his hourly rate to \$23.90 per hour. Ms. Meeks reminded the Board that the only benefits that William Jarrett currently receives is vacation and sick time. Will does not current accept any Health Insurance from the Authority, which is offered. Ms. Meeks indicated that Will has been with the Authority for eleven years, ten of those as a full-time employee and does an exceptional job operating the recycling center and takes great pride in his job. Upon a motion by Mr. Clements, seconded by Mr. Pagerly, the Board unanimously approved this increase.

EXECUTIVE DIRECTOR

Ms. Meeks indicated that she is currently working with EDI regarding the possibility of them closing our gates each evening at 8:00 p.m. She indicated that restricting access to the site is working very well and is hoping that EDI will be able to assist with this task. Mr. Clements recommended offering a donation of \$150 per month to EDI for their assistance with this task.

Ms. Meeks updated the Board on the electronic recycling center. She indicated that 2,000 residents have used the site in the past five weeks since reopening collecting 180,000 pounds of electronics. A total of 550,000 pounds of waste has been collected so far this year.

Ms. Meeks indicated that she currently has part-time workers helping with baling our cardboard and paper in the absence of the Jail since the COVID-19 shutdown. She indicated that most days from 8:00 a.m. until 1:00 p.m. the cardboard and paper is being directed either into 96 gallon totes or the cardboard baler, which greatly reduces the amount of material that must be touched by our staff.

Ms. Meeks indicated that she has filed the 2019 performance grant with DEP on behalf of the County. She is continuing to assist our municipalities with their grants, which are due December 31, 2020, which must be filed electronically through the DCED website, which is new for this year.

Ms. Meeks indicated that she continues to receive questions from DEP regarding the 902 recycling grant applications that were submitted in May of 2020, which are scheduled to be awarded this fall.

Ms. Meeks indicated that she is also continuing to assist five of our municipalities with their 902 grant disbursement requests for equipment and projects that were previously approved.

Ms. Meeks indicated that she is currently assisting South Heidelberg Township with improvements to their yard waste program including securing their drop-off site and obtaining a permit for the land application of their leaves.

Ms. Meeks indicated that the Food Waste Infrastructure grants that were submitted in April have been awarded. A total of \$9.6 million was awarded statewide with \$812,000 being awarded to eight non-profits in Berks County.

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, September 15, 2020 at 3:00 p.m. and will most likely once again be held virtually.

ADJOURNMENT

At 4:15 p.m., upon a motion by Mr. Jones, seconded by Ms. Kircher the Board unanimously resolved to adjourn.