

**BERKS COUNTY SOLID WASTE AUTHORITY  
MINUTES OF THE REGULAR MEETING OF  
May 17, 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 May 17, 2022, in the offices of Georgeadis Setley, 4 Park Plaza, 2<sup>nd</sup> Floor, Wyomissing, Pa. The following members were present:

Mr. Charles Mowbray  
Mr. Tony Sacco  
Mr. Don Moll  
Michael Gombar, Jr.

The following members attended the meeting virtually.

Mr. Brian Clements  
Mr. tony Rymar  
Charles Jones, PE

Absent were Ms. Michelle Kircher 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. Michael Martinski, Reinsel Kuntz Leshner

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 Mr. Sacco, seconded by Mr. Gombar, the minutes of the regular meeting of March 15, 2022, were unanimously approved.

## FINANCE

### Presentation of 2021 Audit:

The Chairman introduced Mr. Michael Martinsky of Reinsel Kuntz Leshner (“RKL”), the Authority’s independent auditors. Mr. Mowbray indicated that the Finance Committee met with Mr. Martinsky of RKL to review our 2021 Audit last week. The Board had previously received an electronic copy of the audit report (the “Report”) for their review. Mr. Martinsky reviewed the highlights with the Board of the financial statements presented in the Report. Mr. Martinsky 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. Martinsky reported his firm issued a clean unqualified opinion with respect to the Report and reported that in 2021 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. Martinsky then explained the Management Discussion and Analysis section of the Report.

Upon a motion by Mr. Jones, seconded by Mr. Sacco the Board unanimously accepted the audit report, as presented.

### Treasurer’s Report:

Ms. Meeks distributed the Treasurer’s Report and invoices for payment dated May 17, 2022 and reviewed them with the Board. No members of the Board had any questions or comments on the Report.

Upon a motion by Mr. Clements, seconded by Mr. Rymar the Board approved the Treasurer’s Report.

## SOLICITOR’S REPORT

Attorney Georgeadis reported that there has not yet been any decision on the New Morgan Landfill appeal but expects action to be taken on this issue in the near future. Attorney Georgeadis also indicated that he had attended the Finance Committee meeting to review the audit and the 2023 draft budget of the Authority. He indicated that he has also been working with their Executive Director on the 901 Planning Grant, as it relates to the Solid Waste Management Plan revision, which will be discussed later in today’s meeting.

The Chairman recommended that the Board enter into Executive Session to discuss personnel issues.

At 3:55 PM, the meeting reconvened.

Upon a motion by Mr. Sacco, seconded by Mr. Gombar, the Board unanimously agreed

to make permanent the increase of 40 personal hours per year and to increase the salary from \$113,000 to \$120,000 for their Executive Director starting April 2, 2022 through April 2, 2023. 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.

## NEW BUSINESS

### a. Update on spring collection event and reimbursement request:

- i. Ms. Meeks indicated that pre-registration for our spring collection events, held at Governor Mifflin Intermediate School allowed for a nice flow of traffic, while allowing plenty of room to ensure a smooth and safe collection event. Ms. Meeks indicated that 900 residents attended our household hazardous waste collection disposing of 69,512 pounds of hazardous waste. Ms. Meeks indicated that the hazardous waste collection costs came in under budget, largely due to a continuous decrease in the amount of latex paint received.

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 \$59,671 on our spring hazardous waste expenses and prior electronic recycling expenses.

### ii. Update on spring shredding event

Ms. Meeks indicated that pre-registration for our spring collection events, held at Governor Mifflin Intermediate School allowed for a nice flow of traffic, while allowing plenty of room to ensure a smooth and safe collection event. Ms. Meeks indicated that 950 residents attended our shredding event disposing of 58,900 pounds of confidential documents.

Ms. Meeks indicated that VRC provided their shredding services, which included one shredding truck, three box trucks and a dozen workers at a cost of \$2,000, which was well below their typical billing rate. Ms. Meeks indicated that the Conrad Weiser Football team once again participating in the event, which is crucial and allowed for a smooth and successful event.

### b. Approval of fall collection dates

Ms. Meeks recommended holding our fall collection events on October 8<sup>th</sup> and 15<sup>th</sup>. The shredding event would be held on October 8<sup>th</sup> and the Hazardous Waste on October 15<sup>th</sup>. Ms. Meeks indicated that both contractors, MXI and VRC are available on those dates. Ms. Meeks indicated that VRC will once again provide their services at a cost of \$2,000 and MXI will participate under the Department of Ag contract, which will eliminate the need for bidding this project and allow the Department of Ag to pay for a portion of our pesticide disposal.

c. Approval of DEP 902 equipment grant

Ms. Meeks reported that \$3.2 million in 902 equipment grants have been awarded to fourteen (14) municipalities and the Authority in April, from grant applications that were submitted this past September. Ms. Meeks indicated that the Authority has received \$109,474 for the following projects:

Item	Item Cost	DEP Share	Authority Match
Gates	\$ 12,850.00	\$ 12,850.00	\$ 0.00
Skid Steer	\$ 19,956.00	\$ 19,956.00	\$ 0.00
Roof	\$ 36,785.00	\$ 28,483.00	\$ 8,302.00
Engineering/Permits	\$ 2,646.00	\$ 0.00	\$ 2,646.00
Roll-off Repair/Paint	\$ 22,750.00	\$ 22,750.00	\$ 0.00
Signage	\$ 1,887.00	\$ 1,887.00	\$ 0.00
Sealcoat Parking Lot	\$ 4,995.00	\$ 4,995.00	\$ 0.00
Toters	\$ 7,605.00	\$ 7,605.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 109,474.00</b>	<b>\$ 98,526.00</b>	<b>\$ 10,948.00</b>

Ms. Meeks reviewed the quotes that have been updated so far, indicating that some of the updated quotes are higher than anticipated in 2021. Ms. Meeks recommended purchasing the skid steer, repairing the roll-off containers and seal coating the parking lot at this time. She recommended awarding the following contracts:

1. Reading Tractor and Equipment – Skid steer with trade-in (Sourcewell State Contract) - \$ 28,471.08
2. Simply impressive – Repair and painting five (5) roll-offs - \$ 11,784.00
3. Zimmerman Supplies, Inc. – Paint for roll-off project - \$ 8,938.40
4. Sloan Paving, Inc. – Seal coating recycling center parking lots - \$ 6,395.00

Ms. Meeks indicated that the gate project had been completed in 2020 and recommended that we look at completing the roof project in 2023. She indicated that any excess costs on that project can be requested in future grant applications.

Upon a motion by Mr. Moll, seconded by Mr. Sacco the Board unanimously moved to award the contracts for these projects to be reimbursed through the 902 grant.

d. 2023 County Budget

Ms. Meeks briefly reviewed a draft of the Authority’s 2023 proposed Budget, to determine the amount of the allocation the Authority will request from the County for 2023. Ms. Meeks indicated that the Finance Committee met last week to review this information and the Committee recommended that the 2023 County Budget request include a \$300,000 allocation to the Authority, for operating the County recycling programs, which is the same as 2021 and 2022. 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. Sacco, seconded by Mr. Gombar the Board unanimously agreed to approve the 2023 County Budget request.

e. 901 Planning Grant – HHW education costs

Ms. Meeks reviewed the DEP 901 Planning Grant which will cover 80% of our educational costs for our hazardous waste and electronic collection programs. She indicated that the grant is in the amount of \$ 32,240 and will include advertising, magnets, social media and volunteer hours. The Board unanimously approved submitting this application.

f. AFFF Fire foam disposal options

Ms. Meeks indicated that she assisted the Shillington Fire Company with the disposal of their Aqueous Film Forming Foam (AFFF) during our spring hazardous waste collection. It was brought to her attention that this material is a known carcinogenic and has been outlawed in many states who have also offered take back programs, which is not the case in Pennsylvania. Ms. Meeks indicated that she has been in contact with the Berks County Department of Emergency Services who has reached out to the Fire Companies in Berks County to obtain data on the amount of material that might need disposal in Berks County. During the first survey, only six fire companies responded and indicated that they had a total of 1,615 gallons of this material, on hand. The estimated cost of disposal of this material is \$31,000. Ms. Meeks recommended that we continue to work on a financing plan for the proper disposal of this material, realizing that there are probably many other Fire Companies in Berks that did not respond to the survey, that also have materials. The Board agreed to move forward with this project.

Old Business

a. Solid Waste Management Plan revision

Attorney Georgeadis reported that he and their Executive Director met virtually with DEP to discuss our Solid Waste Planning process. Attorney Georgeadis indicated that we are scheduled to meet with them again next week and that we will assure them that we will be advertising for capacity and that we will consider all disposal capacity offers that are received.

EXECUTIVE DIRECTOR

Ms. Meeks indicated that the 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 19, 2022 at 3:00 PM.

ADJOURNMENT

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