BERKS COUNTY SOLID WASTE AUTHORITY
MINUTES OF THE REGULAR MEETING OF
May 19, 2026

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 19, 2026, in the Harvest Room at the Berks County Agricultural Center, 1238 County Welfare Road, Leesport, Pa. 19533.

The following members were present:

Charles Jones, PE
Mr. Ron Rutkowski
Mr. Don Moll
Mr. Charles Mowbray
Ms. Jane Witheridge
Mr. Brian Clements

Absent were Mr. Tony Rymar, Mr. Tony Sacco and Michael Gombar, Jr., Esquire.

Also present:

Ms. Jane Meeks, Executive Director of the Berks County Solid Waste Authority
Soc Georgeadis, Esquire, Georgeadis Law

The Chairman declared a quorum was present and called the meeting to order.

PUBLIC COMMENT

No members of the public chose to speak.

Presentation of 2025 Audit:

The Chairman introduced Mr. Timothy Kraft of Reinsel Kuntz Lesher ("RKL"), the Authority's independent auditors. Mr. Kraft distributed copies of the audit report (the "Report") for review at today's meeting. Mr. Kraft reviewed the highlights with the Board of the financial statements presented in the Report. Mr. Kraft 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. Kraft reported his firm issued a clean unqualified opinion with respect to the Report and reported that in 2025 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. Kraft then explained the Management Discussion and Analysis section of the Report.

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

MINUTES

Upon a motion by Mr. Clements, seconded by Mr. Moll, the minutes of the regular meeting of March 17, 2026, were unanimously approved.

FINANCE

Treasurer's Report:

Mr. Rutkowski distributed the Treasurer's Report and invoices for payment dated May 19, 2026 and reviewed them with the Board. No members of the Board had any questions or comments on the Report.

Upon a motion by Ms. Witheridge, seconded by Mr. Clements, the Board approved the Treasurer's Report, as submitted.

SOLICITOR'S REPORT

Mr. Georgeadis requested that the Board enter into Executive Session to discuss possible litigation.

Upon a motion by Mr. Mowbray, seconded by Mr. Clements, the Board entered into Executive Session at 3:30 pm.

Upon a motion by Mr. Clements, Seconded by Ms. Witheridge, the Board meeting reconvened at 4:05 pm.

Executive Session – Personnel:

At 4:05 PM, upon a motion by Mr. Clements, seconded by Ms. Witheridge the Board enter into Executive Session to discuss personnel issues.

At 4:25 PM, upon a motion by Ms. Witheridge, seconded by Mr. Rutkowski, the meeting reconvened.

Upon a motion by Mr. Mowbray, seconded by Ms. Witheridge, the Board unanimously agreed to increase the salary of their Executive Director, by 5%, retroactive to April 2, 2026 and provide an additional 40 hours of PTO, for 2026/2027. Mr. Mowbray, on behalf of the Board, stated that the Board is very pleased with the performance of their Executive Director and the many projects that have been undertaken, this past year.

NEW BUSINESS

a. Update on spring collection events:

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 1,200 residents attended our household hazardous waste collection disposing of 66,000 pounds of hazardous waste, of which 7,800 consisted of pesticides, which will be fully paid by the Department of Agriculture.

In addition, 1,400 residents attended our shredding event disposing of 66,000 pounds of confidential documents, an increase of 15,000 pounds from the spring of 2025. Ms. Meeks indicated that the Surge Volleyball team once again participated in the event, which is crucial and allowed for a smooth and successful event.

b. Act 190 – Reimbursement for HHW and Electronic Recycling

Ms. Meeks indicated that 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, such as ours. Ms. Meeks reported that she will be submitting our final reimbursement request for the 2025/2026 fiscal year, in the amount of $44,383.00, covering fifty-percent of our spring hazardous waste expenses.

c. 2027 County Budget

Ms. Meeks briefly reviewed a draft of the Authority's 2027 proposed Budget, to determine the amount of the allocation the Authority will request from the County for 2027. Ms. Meeks indicated that the Finance Committee met yesterday to review this information and the Committee recommended that the 2027 County Budget request include a $290,000 allocation to the Authority, for operating the County recycling programs, which is the same as 2025 and 2026. Ms. Meeks indicated that the County budget will also list electric and indirect costs and that she will work with the County Budget office to enter those numbers into the County system on Thursday. Ms. Meeks indicated that the County budget will also include revenues for host fees, recycling performance grants and $100,000 from litigation.

Upon a motion by Mr. Clements, seconded by Mr. Mowbray the Board unanimously approved the 2027 County Budget request, in the amount of $290,000.

d. Brian Piekarski – Annual Review

Ms. Meeks indicated that Brian Piekarski has been with the Authority for two-years, as a full-time employee and does a great job operating the recycling center. Ms. Meeks indicated that Brian's current hourly rate is $27.00 and recommended increasing his hourly rate to $28.35 per hour. Upon a motion by Ms. Witheridge, seconded by Mr. Rutkowski, the Board unanimously approved increase Brian's hourly rate to $28.35 per hour, effective May 1, 2026.

Ms. Meeks also reported that Shyam Ollenu will be leaving the Authority on June 1, 2026 and Seth Palm Rittle will be returning for the summer.

Old Business

Nothing to report

EXECUTIVE DIRECTOR

Ms. Meeks indicated that 4,700 residents have participated in the full-time electronic recycling center, since January of this year, collecting over 300,000 pounds of material, which is similar to 2025. Over 250,000 residents have recycled 19 million pounds of electronics at our center since opening in July of 2010.

Ms. Meeks reported that she has been assisting a number of our municipalities with filing their disbursement requests for their 902 grants, primarily having to do with improvements to their yard waste collection sites.

Ms. Meeks reported that the PADEP announced the opening of the 2025 Performance Grant applications, and she will be busy assisting our municipalities in getting those filed, in addition to the County's application.

Ms. Meeks reported that a small paper shedding event will be held at the Berks County Ag Center on July 31, 2026. This event will be limited to 200 residents, since we will only have one shred truck on site. Ms. Meeks indicated that she has retained Responsible Recycling out of Kutztown to operate this event.

Ms. Meeks indicated that nine (9) 902 recycling grant application have currently been filed with DEP totaling $1.84 million dollars. She indicated that Mt. Penn Borough has also decided to apply and will have their mandatory pre-application meeting tomorrow and that applications are due on Friday, May 22, 2026 through DCED website.

Ms. Meeks also indicated that our current contract with GreenChip will expire December 31, 2026 and recommended soliciting quotes for this service, rather that a traditional bidding process. The Board agreed with that recommendation and Ms. Meeks will begin this process soon.

Ms. Meeks indicated that the baler that we received from the City of Reading back in 2018 is starting to have some issues and recommended that we look at replacing this machine later this year and submit for reimbursement under the next round of 902 grants. Ms. Meeks indicated that this equipment is available through COSTAR, which would eliminate the need to obtain bids for this equipment. The Board agreed to have their Executive Director look into the cost of replacing this baler.

Next Meeting Date

Mr. Jones indicated that the next Authority meeting will be held on Tuesday, July 21, 2026 at 3:00 PM, in the Harvest Room at the Berks County Agricultural Center, 1238 County Welfare Road, Leesport, Pa.

ADJOURNMENT

At 4:50 pm., upon a motion by Ms. Witheridge, seconded by Mr. Rutkowski, the Board unanimously resolved to adjourn.