

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: October 27, 2016

LOCATION: Delaware Solid Waste Authority
The Brick Hotel
18 The Circle
Georgetown, DE 19947

TIME: 5:00 p.m.

ATTENDEES:

DIRECTORS

Gerard L. Esposito
Ronald G. McCabe
Norman Griffiths
Michael R. Paraskewich
Tonda L. Parks
Timothy P. Sheldon
William J. Strickland

STAFF

Richard P. Watson
Robin M. Roddy
Michael D. Parkowski
Joseph Koskey
James Vescovi

LEGAL COUNSEL

F. Michael Parkowski

GUESTS

None

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the three hundred and eightieth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, October 27, 2016. He announced the meeting had been duly noticed and the Directors had received copies of the information to be considered.

A. MINUTES

Chairman Esposito called for additions or corrections to the draft of the Minutes of the September 29, 2016, meeting of the Board of Directors.

Motion A – moved by Mr. Griffiths

“The Minutes of the September 29, 2016, Board of Directors’ meeting of the Delaware Solid Waste Authority be accepted as written.”

Second - Mr. Sheldon

Vote – (Griffiths, Paraskewich, Parks, Sheldon
Strickland, McCabe, Esposito)

Motion Adopted
(7 Yes, 0 No, 0 Absent)

Report of Technical Affairs and Facilities Management Committee

B. PURCHASE AND SERVICE OF A NEW LANDFILL COMPACTOR AND SALE OF DSWA’S USED LANDFILL COMPACTOR FOR THE SOUTHERN SOLID WASTE MANAGEMENT CENTER (SSWMC) – CONTRACT P-16-756-SS

Motion B – moved by Mr. Sheldon

“The Board awards the contract for the Purchase and Service of a New Landfill Compactor at the Southern Solid Waste Management Center to Jesco, Inc. as the most responsive proposer and the Sale of DSWA’s Used Landfill Compactor to Alban Tractor Co., Inc. as provided in their existing contract guaranteed buyback provision.”

Second – Mr. Griffiths

Mr. Watson explained that staff had negotiated with Jesco, Inc for the purchase of a new Bomag Landfill Compactor after negotiations ended with Aljon. DSWA has had good experience with Bomag through our contractors that run the other landfills. Staff was able to negotiate the initial proposal price down by over \$40,000 and the warranty cost decreased by \$2,000 so the final cost of the compactor will be \$814,093. This compactor was budgeted for and is less than the amount projected. The old compactor will be sold to Alban Tractor for \$281,713 as part of their guaranteed buyback program. Jesco has a buy-back guarantee on the new compactor as well and after 5 years will give DSWA \$65,035 for it. Staff recommends that the Board award this contract to Jesco, Inc. Mr. Sheldon said that the contract had been explained and discussed in detail at the Committee meeting.

Report of Administrative & Citizens’ Affairs Committee

C. DSWA GOLF SCHOLARSHIP FUND

Motion C – moved by Mr. McCabe

“The Board approves an additional annual renewable scholarship for \$1,500.00 from the John P. “Pat” Healy Scholarship fund.”

Second – Ms. Parks

Mr. Watson said that the golf tournament scholarship has been very successful. It is so successful that there is over \$45,000 in the account. Last year DSWA increased the scholarship amount to \$2,500 but due to some students losing their eligibility, there is still plenty of money in the account. Mr. Watson noted that students that receive the scholarship the first year have to keep a GPA of 3.0 in order to be awarded the amount in subsequent years and only about half to three quarters actually achieve it. Staff feels that offering another scholarship for \$1,500 would be the best use of the money for what it was intended for. Mr. Watson explained that the Delaware Higher Education Office administers the selection process for DSWA. Ms. Roddy said that DSWA would invite the recipients of next year's scholarships to a Board meeting for a presentation. Mr. Koskey said that there were 8-10 years of reserves if we had full participation and we normally don't see full participation so there was enough money in the account for several years.

Mr. Griffiths	Yes
Mr. Paraskewich	Yes
Ms. Parks	Yes
Mr. Sheldon	Yes
Mr. Strickland	Yes
Mr. McCabe	Yes
Mr. Esposito	Yes

Motion Adopted

(7 Yes, 0 No, 0 Absent)

NEW BUSINESS

Mr. Watson wanted the Board to know about some upcoming personnel related issues. The January 2015 staff reduction and the following year with the implementation of a new pay grade system that included ladders and positions for growth didn't include any promotions. Promotions were postponed for eligible employees because of the new pay system and the merit increase that was given to staff in January 2016. Management was planning to address promotions this year. A part of that is the new system is based on merit for future raises and we needed to come up with a new merit system and new performance evaluation system. Staff had been working on a new performance evaluation during this time. Ms. Roddy explained that the old evaluation form was very simple and contained only four very broad categories and was administered by simply checking off outstanding, satisfactory or not satisfactory. Supervisors and managers could provide comments but there were variations and many were inadequate. Since the salary survey was completed a new performance evaluation was needed that reflected a true merit system based on numbers. A focus group of different people throughout DSWA met and discussed what they thought would be needed for key components of a new system and this was the basis for the new performance evaluation. Shelly Forcier took the information and

researched new evaluations and developed this new form. Every DSWA position has a unique form tailored to that job. All the forms have the same five core categories: Quality of Work, Productivity, Technical Skills, Communication, and Leadership and Intangibles. Under each Category there are sub-categories developed out of the job descriptions. Each sub-category has a weighting based on that job. Managers and supervisors were given the chance to review the finalized form against the job descriptions and they were allowed to make a case to change weighting. When the form is implemented, the reviewer will assign a number from 1 to 5 for each evaluation category. The form will calculate an overall score. The overall score will determine the merit increase. Every evaluation will come back to Shelly for review and she will provide feedback for this first year. Once all the numbers are known, a formula will be developed to tie it to the merit pool of money. All the evaluations and reviews will be done in time to implement the merit raises and any promotions January 1, 2017.

Mr. Watson updated the Board on the status of the DNREC Conciliation Order issued on March 30, 2016, and related to DSWA transfer stations.

PUBLIC COMMENT

No comment

Motion – Mr. Griffiths

“The Board Meeting is adjourned.”

Second – Ms. Parks

Vote – (Griffiths, Paraskewich, Parks, Sheldon,
Strickland, McCabe, Esposito)

Motion Adopted
(7 Yes, 0 No, 0 Absent)

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:57 p.m.