

MINUTES OF MEETING  
DELAWARE SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS

DATE: August 31, 2017

LOCATION: Delaware Solid Waste Authority  
Administrative Office  
1128 S. Bradford Street  
Dover, DE 19904

TIME: 5:00 p.m.

ATTENDEES:

DIRECTORS

Gerard L. Esposito  
Ronald G. McCabe  
Norman Griffiths  
Michael R. Paraskewich, Ph.D, P.E.  
Tonda L. Parks  
Timothy P. Sheldon

STAFF

Richard P. Watson, P.E. BCEE  
Robin M. Roddy, P.E., BCEE  
Michael D. Parkowski  
Jason M. Munyan, P.E., BCEE  
Shelly A. Forcier

LEGAL COUNSEL

F. Michael Parkowski, Esquire (PG&S)

GUESTS

None

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the three hundred and eighty-eighth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, August 31, 2017. 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 July 27, 2017, meeting of the Board of Directors.

**Motion A** – moved by Mr. Griffiths

“The Minutes of the July 27, 2017, Board of Directors’ meeting of the Delaware Solid Waste Authority be accepted as written.”

**Second** - Ms. Parks

**Vote** – (Griffiths, Paraskewich, Parks,  
McCabe, Esposito)

**Motion Adopted**  
(5 Yes, 0 No, 2 Absent)

*Report of Technical Affairs and Facilities Management Committee*

**B. CONSTRUCTION OF A NEW SCALEHOUSE AT THE CENTRAL SOLID WASTE  
MANAGEMENT CENTER (CSWMC) – CONTRACT C-17-774-CS**

**Motion B** – moved by Mr. Griffiths

“The Board awards a contract for the Construction of a New Scalehouse at the Central Solid Waste Management Center to the lowest bidder, Conventional Builders LLC in the amount of \$1,771,633.40.”

**Second** – Mr. Paraskewich

Mr. Watson said that the CSWMC scalehouse had been in place for about 37 years and it was past time to be replaced. As the Board might remember the first process of bidding the contract was rejected earlier this year by the Board. Changes through value engineering were made to the new bid. Three contractors, George & Lynch, Kent Construction, and Conventional Builders submitted bids for this new contract. The low bidder is Conventional Builders and their bid is acceptable. Staff recommends that the Board approve this project. Ms. Roddy informed the Board that the bids were reviewed by legal and both the high bid and the low bid had gross mathematical errors. They were similar mistakes, it was in the bid table. Conventional mistakenly put their total price in the unit price column, so if the mathematics were done correctly it would have increased the bid by millions of dollars. Legal advised DSWA to get clarification from Conventional on their intent. They gave us clarification and a corrected bid form which showed the correct unit price and maintained the original total bid price. The low bidder of the previous contract, Delmarva Veteran Builders, did attempt to bid, but they did not submit their bid before the 2:00 p.m. deadline. Ms. Roddy highlighted a few of the changes that will occur with the construction. Besides the new building, new scales will be installed and the traffic pattern will be revised to make it safer. Mr. Griffiths asked how long the work would take and will customers as Sandtown have to go somewhere else during the construction. Ms. Roddy said that the construction should take around 6-9 months and the design is such that the new building and scales will be offset from the current scalehouse so that the landfill will still operate. Ms. Parks asked when DSWA expected to break ground. Ms. Roddy said that it should be in October. Mr. Griffiths asked if there was any question of the accuracy of the scales now. Ms. Roddy said that there wasn't and the scales were tested and certified every year.

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

**Motion Adopted**

(5 Yes, 0 No, 2 Absent)

***Report of the Administrative & Citizens' Affairs Committee***

**C. RECYCLING GROUP ORGANIZATIONAL STRUCTURE**

**Motion C** – moved by Mr. McCabe

“The Board approves the proposed changes to the Recycling Group identified on the Organizational Chart dated August 14, 2017. The Board also approves changing Collection Station Attendant positions to Recycling Technician positions through attrition.”

**Second** – Ms. Parks

Mr. Watson said that the enclosed charts show the existing recycling branch and the proposed structure change. The change will result in one fewer position. Ms. Roddy indicated that this change is a result of converting the Collection Stations to the Recycling Group. Collection Station Attendant’s primary function was to handle the solid waste transactions at the Collection Stations. Now they are in the Recycling Group and part of their job duties include assisting customers with recycling. Recycling Technicians are now manning some of the Collection Stations and after a few months of observation, management feels that the Recycling Technician position would be a better fit at the Collection Stations. There is more flexibility within the job description, such as lifting, running routes, and cleaning the site. Staff would also like to fill two part-time positions with one full-time position. Also, the current Collection Station Attendants would be asked if they would like to transition to Recycling Technician. If they don’t, through attrition they will be replaced with Recycling Technicians when their positions become vacant.

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

**Motion Adopted**

(5 Yes, 0 No, 2 Absent)

**D. CONTRIBUTIONS**

**Motion D** – moved by Mr. McCabe

“The Board approves the request from the Central Delaware Chamber of Commerce for a \$1500 contribution to sponsor the Leadership Central Delaware Class in accordance with DSWA’s Policy Guidance on Contributions.”

**Second** – Ms. Parks

Mr. Watson said that this contribution was for the 2018 class that begins in September. DSWA has participated in this program for many years. The sponsorship also includes a trip to the Sandtown Landfill. Staff recommends to continue this sponsorship. Ms. Parks said that it is a good program and encourages DSWA staff to participate.

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

**Motion Adopted**

(5 Yes, 0 No, 2 Absent)

Mr. Sheldon joined the Board meeting at 5:18 pm

**E. LEGAL ADVICE**

**Motion E** – moved by Mr. Griffiths

“Pursuant to 29 Del. C. Section 10004(b), the Board of Directors anticipates that it may go into Executive Session for the purpose of discussing personnel issues.”

**Second** – Mr. Sheldon

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

**Motion Adopted**  
(6 Yes, 0 No, 1 Absent)

Board voted into Executive Session at 5:20 p.m.

**Motion I** - moved by Mr. Griffiths

“The Board return to regular session.”

**Second** – Mr. Sheldon

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

**Motion Adopted**  
(6 Yes, 0 No, 1 Absent)

Board back to Regular Session 6:25 p.m.

NEW BUSINESS

No comment

PUBLIC COMMENT

No comment

**Motion** – Mr. McCabe

“The Board Meeting is adjourned.”

**Second** – Mr. Griffiths

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

**Motion Adopted**  
(6 Yes, 0 No, 1 Absent)

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 6:30 p.m.