

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: October 26, 2017

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

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

Thomas Houska
Joe Parks

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the three hundred and eighty-ninth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, October 26, 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 August 31, 2017, meeting of the Board of Directors.

Motion A – moved by Mr. Griffiths

“The Minutes of the August 31, 2017, Board of Directors’ meeting of the Delaware Solid Waste Authority be accepted as written.”

Second - Ms. Parks

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

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

Report of the Administrative & Citizens’ Affairs Committee

B. PURCHASE OF PROPERTY AT 18103 SHILOH CHURCH ROAD

Motion B – moved by Mr. McCabe

“The Board approves the purchase of the property at 18103 Shiloh Church Road, Georgetown, Delaware for the amount of \$106,000.00.”

Second – Ms. Parks

Mr. Watson said that this is part of DSWA’s overall strategy to take advantage of properties that are contiguous to our landfill sites as they become available. Ms. Roddy explained that this piece of property is on Shiloh Church Road and is adjacent to the Southern Solid Waste Management Center. Jim Vescovi had prepared a map of the area to show where the property is located. The owner of the property, Mr. Nichols, worked with Jim Vescovi and Michael D. Parkowski to come to an agreement. Mr. Nichols was anxious to sell the property and make a quick settlement. Staff spoke to Mr. Esposito to apprise him of the situation and ask to be able to proceed so that DSWA didn’t lose the property. The 5.02 acre property was purchased for \$106,000 on October 13, 2017. Mr. Griffiths noted that the two properties on tonight’s agenda were not contiguous. Ms. Roddy confirmed that, and said that there were several more properties along Shiloh Church Road that were not owned by DSWA but that they hoped to acquire. Mr. Esposito asked how many properties would DSWA like to acquire. Ms. Roddy said that there were between 13 and 20 that DSWA would be interested in. Mr. Griffiths asked if we had approached the owners. Ms. Roddy said that DSWA has not approached any owners. The owners of the two properties on the agenda had contacted DSWA. DSWA has no interest in actively moving any of the other owners out. DSWA does not need the properties for further expansion of the landfill but it does make a great buffer. Ms. Parks noted that this item was discussed thoroughly in committee and stressed that DSWA did not approach the owners, but that they came to DSWA. Ms. Roddy said disposition of the homes on each property was discussed in committee. DSWA will solicit quotations for removal of the homes or salvaging whatever is lowest cost to clear the property. Ms. Roddy noted that Mr. Nichols had ninety days before he had to vacate the property. Mr. Paraskewich said that it was noteworthy that the price was only \$6,000 above what the Board would have to approve and that taking action in advance was a good idea. Mr. Griffiths asked if the property was evaluated for any environmental problems. Ms. Roddy said there was an environmental assessment done

and there were no issues found. There will be septic and water wells on the property that DSWA will have to abandon ourselves once the homes are gone. Mr. Esposito asked Mr. F. Michael Parkowski if DSWA had condemnation powers through eminent domain for something like a buffer situation like this. Mr. Parkowski said that as long as it was related to some purpose of the DSWA we do have eminent domain powers. That would only be done as a last resort. Ms. Roddy stressed that this property is not part of DSWA's ten or fifteen year landfill development plan. It became available and DSWA was able to buy it.

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

Motion Adopted

(6 Yes, 0 No, 1 Absent)

C. PURCHASE OF PROPERTY AT 18035 SHILOH CHURCH ROAD

Motion C – moved by Mr. McCabe

“The Board approves the purchase of the property at 18035 Shiloh Church Road, Georgetown, Delaware for the amount of \$160,000.00.”

Second – Mr. Sheldon

Mr. Watson said that this item is similar to the previous item. This property is contiguous on two sides of DSWA property. Mr. Griffiths asked if that was why it was a higher price. Mr. Watson said that it was appraised higher because the structure on the property was in good shape. Ms. Roddy said the property is about five acres and the home is larger and appears to be in better condition. The owner approached DSWA and an appraisal was done and it came in at \$160,000 and the owner agreed to the price. There is an agreement of sale for the property. Staff would like the Board's approval to purchase the property for \$160,000. Mr. Griffiths asked if there were any environmental issues with this property. Ms. Roddy said that there were not. Ms. Roddy said that Jim Vescovi and Shawn Lovenguth have good relationships with our neighbors and it has helped DSWA. Mr. Paraskewich asked if DSWA should look into life estates. Mr. Parkowski said that DSWA was not actively looking for property, just taking them as they come.

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

Mr. Esposito Yes

Motion Adopted

(6 Yes, 0 No, 1 Absent)

D. ORGANIZATIONAL CHANGES TO PUBLIC EDUCATION AND OUTREACH PROGRAM

Motion D – moved by Mr. McCabe

“The Board approves an additional Public Education and Outreach Coordinator for the Public Education and Outreach Program and for the organizational chart to be changed to reflect the additional position.”

Second – Mr. Sheldon

Mr. Watson said that this item was discussed in the Administrative & Citizens’ Affairs Committee. Ms. Roddy said that the next two items are similar in that they are asking for additional staff. This first one pertains to the Public Education and Outreach Group. The primary reason that this person is needed is the growth in programs over the last five years at the Education Building. Staff served over 5,000 students there last year and they are scheduled to have that many, if not more, in the coming year. Right now there is a manager and coordinator in the group. Staff is asking to add another coordinator to help with the number of students that come in with the daily groups. They currently split the group and each take half with the help of the teachers that accompany the students. The manager position was supposed to help out the coordinator occasionally but with the number of participants in our program it is taking up a lot of her time and the manager is not able to attend to the duties for that position. By bringing on another coordinator, the manager will be able to work on the website, social media, and advertising. She will also be able to develop curriculum for an educational program for Kent and Sussex County students. Another area the manager will be spending a portion of her time working with is the Keep Delaware Beautiful organization. The new coordinator position will report to the Delaware Recycling Center. Mr. Griffiths asked if this item would need a budget amendment to add a new position. Ms. Roddy said that it would not. It isn’t a line item in the current budget but, the six months of this budget can be covered under reserves. Mr. Griffiths then asked if the number of kids drops off in the summer time. Ms. Roddy said that there is a drop off but they cater to more adult and civic groups during that time. Mr. Parkowski said that after Christmas break they are booked solid. They saw an up-tick in the fall this year also. Ms. Roddy said that the manager and coordinator had previously solicited teachers and worked with them on lessons plans and it has grown through word of mouth. Mr. Esposito asked what opportunities would the manager have when she spends more time in Dover. Ms. Roddy said that they have discussed more involvement in social media. The goal is to inform people of our events. She will also be involved in Keep Delaware Beautiful by providing support through planning, organization and working events. Ms. Roddy said that staff wants to look at a curriculum for downstate to make our program accessible to students in Sussex County. In the long term we would like to have something in Dover, whether in a new office or in another building, as an education piece that students could come to visit. Ms. Parks said that on the social media side, it would be important to discuss the importance of recycling.

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

Motion Adopted

(6 Yes, 0 No, 1 Absent)

E. ORGANIZATIONAL CHANGES TO ENGINEERING GROUP

Motion E – moved by Mr. McCabe

“The Board approves an additional Engineer for the Engineering Department and for the organizational chart to be changed to reflect the additional position.”

Second – Mr. Sheldon

Mr. Watson pointed out that there had been a substantial reduction in the Engineering Group in the last few years. This was because the work was just not there. Now there are a lot of projects that are scheduled and that the current staffing levels are not enough to handle everything. Ms. Roddy said that this is a request for a new staff position for the Dover Engineering Department. There are currently two people in the department, a manager and an engineer. There are other engineers in the organization managing our facilities and landfill gas. Looking over the Capital Improvement Projects for the next two, five, and ten years it was recognized that there were a lot of medium size and large projects that will need attention. There will be oversight that would be required for contractors, professional services and regulatory agencies that will require another engineer. There is a side benefit by adding this position. Staff wants to incorporate the technology of the site surveying through a drone and this position will manage all the documentation and CAD drawing through DSWA’s existing drawings and new ones acquired by the drone. Staff would like to purchase a drone and use it to do aerial photography and topographical survey. Jason Munyan, the Manager of Engineering, attended a conference recently and got a better understanding of all the capabilities of a drone. The investment for the drone is relatively small compared to all the applications that DSWA would use it for. This new position will have that responsibility. Adding this position is also for long term planning. This person can grow with the organization and potentially fill engineering positions as people retire. Mr. Griffiths asked if by adding an engineer, would staff support need to be increased like an administrative position. Ms. Roddy said at this time there would be no need for support staff. Ms. Parks asked if it would affect the budget. Ms. Roddy said that like the last position, this one was not in the budget for FY18, but would be taken out of reserves for six months assuming we hire someone January 1. Mr. Watson pointed out that even though we budgeted last year for 114 positions, during this year we don’t always have 114 positions employed. So there is extra money available. Mr. Esposito asked how long it would take to fill the positions. Ms. Forcier said that the positions would be posted tomorrow. The last engineer hired for Cherry Island took around six months to hire. There were a lot of applicants. The applicants were heavily vetted. Ms. Roddy said that a lot of time and effort went into filling that position so that the right person was hired. It might

take a while to hire this engineer. Mr. Griffiths asked if this position was for the Dover office. Ms. Roddy said that this person would report to Dover. Mr. Sheldon asked what qualifications would this person need. Ms. Roddy said that there were multiple levels in the engineering position. They would have to have a degree. If the manager thought an entry level person is acceptable they would have an Engineer In Training (EIT). They may not have a lot of experience and they wouldn't have their professional engineering license yet. The starting salary for the lowest level engineer is \$54,477/annual. With experience and licensure it would go up. Ms. Parks asked if had the opportunity to talk to any of the recipients of our scholarships. Ms. Roddy said that one of the recipients had an environmental degree and was hired by DSWA. It was noted that Nicole Burkhardt was one of DSWA's scholarship recipients and she works as an engineer in the landfill gas group. Ms. Roddy and Ms. Forcier are developing a job scope for a co-op through the University of Delaware's co-op program. This has the most potential for the need in the landfill gas group. Mr. Griffiths said he understood the savings part by hiring someone relatively new, but if you think about the regulatory experience dealing with DNREC and others, he just doesn't feel that would make sense to hire someone right out of school. Ms. Roddy said that it would be not advertised as an engineer intern position. It will be advertised as an engineer and that person could have any level of experience and expertise. There might be someone who has several years of specific experience of the skill sets that we want. They would fall into the Engineer I position. Mr. Esposito said that there was a pretty tight market out there. Mr. Paraskewich said that you won't find an engineer that has much experience running a drone, and you don't want an engineer that can run a drone, because that's not an engineering skill set. You want someone that will grow with the organization. Mr. Munyan said that as the Manager of Engineering it falls on his shoulders to make sure that person is not put into a situation where they don't have the proper experience. As this person grows and becomes more experienced their responsibilities would be increased. Ms. Roddy said that all applicants would be thoroughly vetted.

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

Motion Adopted

(6 Yes, 0 No, 1 Absent)

NEW BUSINESS

No comment

PUBLIC COMMENT

Mr. Esposito welcomed Mr. Houska to the meeting. Mr. Houska said that he has been retired from DSWA for ten years. He wanted to welcome DSWA to Sussex County. He noted that he saw Mr. and Mrs. Don Isaacs and Mr. Isaacs said to say hello to everyone.

Ms. Roddy thanked Mr. Bruce Georgov and Mr. Brian Simmons for being a good partner for ten years at DSWA’s transfer stations and for all they did tonight for the tour of the Route 5 Transfer Station.

Motion – Mr. Griffiths

“The Board Meeting is adjourned.”

Second – Mr. Sheldon

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:46 p.m.