

MINUTES OF MEETING  
DELAWARE SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS

DATE: May 21, 2019

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

TIME: 5:00 p.m.

ATTENDEES:

DIRECTORS

Gerard L. Esposito  
A Temple Carter, III  
Norman Griffiths  
Michael R. Paraskewich, Ph.D, P.E.  
Tonda L. Parks  
William J. Riddle

STAFF

Richard P. Watson, P.E., BCEE  
Robin M. Roddy, P.E., BCEE  
Michael D. Parkowski  
Joe Koskey  
Jason M. Munyan, P.E., BCEE

LEGAL COUNSEL

Michael Teichman, Esquire (PG&S)

GUESTS

Carolyn Esposito

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and third regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Tuesday, May 21, 2019. 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 April 25, 2019, meeting of the Board of Directors.

**Motion A** – moved by Ms. Parks

“The Minutes of the April 25, 2019, Board of Directors’ meeting of the Delaware Solid Waste Authority be accepted as written.”

**Second** - Mr. Griffiths

**Vote** – (Carter, Griffiths, Paraskewich,  
Parks, Riddle, Esposito)

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

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

**B. FY 2020 BUDGET**

**Motion B** – moved by Ms. Parks

“The Board approves the FY 2020 Proposed Budget as presented.”

**Second** – Mr. Griffiths

Mr. Watson said that the budget process was like previous years and asked Joe Koskey to explain the events. Mr. Koskey said starting back in January a series of internal meetings was held that culminated into the summary of the budget that was presented to the Administrative and Citizens’ Affairs Committee (ACAC). The summary, and the amounts in it, remain unchanged since that meeting. The Committee gave staff permission to go to Public Hearing and that was held on April 17, 2019. There were no members of the public at the meeting. Staff presented the hearing officer’s report at the May 9, 2019, ACAC meeting. The Committee agreed to present the proposed budget to the Board. He said that this budget was based on 950,340 annual tons. With the projected revenues of \$74 million, operating expenses of \$48.3 million; \$4.6 million would go to bond debt, \$17.7 million to capital expenditures and \$3.2 million to prefunding reserves for a total cost of \$73.9 million. This would leave a surplus of \$78,000. Mr. Riddle said that staff did a great job preparing the budget.

Mr. Carter	Yes
Mr. Griffiths	Yes
Mr. Paraskewich	Yes
Ms. Parks	Yes
Mr. Riddle	Yes
Mr. Esposito	Yes

**Motion Adopted**

(6 Yes, 0 No, 1 Absent)

**C. CAPITAL IMPROVEMENT PROGRAM**

**Motion C** – moved by Ms. Parks

“The Board approves the 10 year Capital Improvement Program as presented.”

**Second** – Mr. Griffith

Mr. Watson said that the 10 year Capital Improvement Program (CIP) is updated every year. It is also coordinated with the budget. The first couple of years list projects that are needed and implemented. This year's capital budget was increased to \$17 million. Mr. Griffiths asked about the capital bonds and if any of that money was going to be used for the upcoming year's projects. Mr. Watson said that we are still paying off bond money but there will be no bond money used for the projects coming up. Mr. Esposito noted the budget allocated for the new administrative building. Ms. Roddy said it will be over a two-year period. Ms. Roddy noted that Mr. Riddle had noticed a couple of mistakes and that they were corrected. Ms. Parks asked if the building design will be presented to the Committee. Ms. Roddy said there will be a presentation to the Board. Ms. Parks said the education aspect of the new building was important to her. Mr. Riddle asked if DSWA already had the land. Ms. Roddy said that DSWA had purchased land several years ago and it was located by the new Chesapeake Utilities building. Ms. Parks said that the CIP was thoroughly discussed at the ACAC meeting. Mr. Griffiths asked if the budget was given to the Governor's office. Ms. Roddy said that the Annual Report, which contains DSWA's audited financial statement, was given to all the legislators, but the budget is not. Mr. Griffiths asked if anything should happen from a regulatory standpoint that changes the list, passing this budget doesn't stop staff from rearranging the projects. Ms. Roddy said that in the unlikely event that would happen, DSWA would utilize reserves if needed in an emergency basis. Mr. Griffiths asked if it wouldn't take money from another capital project to take care of it. Ms. Roddy said it would be on a case-by-case, depending on how far into the fiscal year DSWA is and if there was a low priority project that hadn't been started that could be bumped.

Mr. Carter	Yes
Mr. Griffiths	Yes
Mr. Paraskewich	Yes
Ms. Parks	Yes
Mr. Riddle	Yes
Mr. Esposito	Yes

**Motion Adopted**

(6 Yes, 0 No, 1 Absent)

PUBLIC COMMENT

No comment

NEW BUSINESS

Mr. M. D. Parkowski informed the Board of a request from the Governor's office to help out with his Keep DE Litter Free campaign. One of the components of the campaign is to encourage towns and municipalities to have community clean-ups. DSWA already has the Community Clean-up Initiative Program that legislators and municipalities can request help with waste disposal fees and hauling fees. The Governor's office has asked DSWA to join forces with them, Keep Delaware Beautiful and DelDOT to promote community clean-ups and use our program. Mr. Parkowski will inform the Board of the final plan as it is developed.

**Motion** – moved by Mr. Carter

“The Board Meeting is adjourned.”

**Second** – Mr. Riddle

**Vote** – (Carter, Griffiths, Paraskewich,  
Parks, Riddle, Esposito)

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:20 p.m.