

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: August 22, 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, Chairman
Timothy P. Sheldon, Vice Chairman
Temple Carter, II
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
Joseph J. Koskey, CPA
Jason M. Munyan, P.E., BCEE

LEGAL COUNSEL

F. Michael Parkowski (PG&S)
Michael Teichman, Esquire (PG&S)

GUESTS

None

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and sixth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, August 22, 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 July 25, 2019, meeting of the Board of Directors.

Motion A – moved by Mr. Carter

“The Minutes of the July 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, Sheldon, Esposito)

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

Report of the Administrative & Citizens’ Affairs Committee

B. CONTRIBUTIONS

Motion B – moved by Ms. Parks

“The Board approves the request from the American Heart Association for a \$1000 contribution to sponsor the Kent County and Sussex County Heart Walks in accordance with DSWA’s Policy Guidance on Contributions.”

Second – Mr. Carter

Mr. Watson said that this was the first request for the new fiscal year. This is a \$1,000 donation to the American Heart Association that supports the events in both Kent and Sussex Counties. DSWA has participated in this event for at least 15 years. It is an opportunity for DSWA to set up a table and distribute literature so it meets the requirements of the Contribution Policy. It is staff’s recommendation to award this. Ms. Parks explained that one of the good things about the Heart Walk is being able to distribute literature to the participants who tend to be environmentally responsible.

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

Motion Adopted

(7 Yes, 0 No, 0 Absent)

Mr. Esposito asked why this modest amount of money has to come to the full Board. Mr. M. D. Parkowski said that DSWA used to receive many requests. DSWA decided to adopt a policy that

fits our mission and inform the public about DSWA's programs. So many of the requests had nothing to do with the environment, recycling or waste. They might be worthy causes, but it was hard for staff to distinguish what way to go. A policy was established in 2007 and provides guidelines so that the contribution has to fit them before it is presented to the Board. Mr. Esposito asked if regardless of the amount does everything go to the Board. Mr. Parksowski said that for contributions, all requests came to the Board. Mr. F. M. Parkowski said that there was nothing in DSWA's enabling legislation that allows them to donate anything to anybody without a basis. That is why there is a connection to an environmental purpose and getting the literature out and getting some exposure. Mr. Griffiths stated that it was good for the transparency involved. Mr. Riddle asked if the Board sees all the requests that come in. Mr. M. D. Parkowski said that requests for contributions go to the Board. A lot less have come in since the policy was adopted. The first year there were several that were presented to the Board and each year it has declined. Ms. Parks said that before the policy DSWA was getting request from all types of groups. The policy provided guidelines for staff to see if a request would serve DSWA's purpose of promoting environmental programs.

C. PURCHASE AND SERVICE OF 2 NEW ROLL-OFF TRUCKS FOR THE DELAWARE RECYCLING CENTER AND THE MILFORD TRANSFER STATION – CONTRACT P-19-814-NN

Motion C – moved by Ms. Parks

“The Board awards the contract for the Purchase of 2 New Roll-off Trucks for the Delaware Recycling Center and the Milford Transfer Station to Transtek, Inc for the cost of \$268,512.00.”

Second – Mr. Carter

Mr. Watson said that there was a need for 2 new roll-off trucks for the recycling section. They will be used by DSWA personnel for recycling and yard waste hauling services. Four proposals were received in reply to solicitations sent out. Freightliner Transtek of Elkton was the most responsive. After receiving permission to negotiate from the Committee, staff negotiated for additional safety features to be added to the trucks for a discounted price. Staff makes a recommendation to purchase the trucks. Mr. Riddle commented that the trucks were not in the budget. Mr. Griffiths asked if the amount was coming out of operating surplus. Mr. Koskey said that was correct. Mr. Griffiths asked if buying the trucks was a surprise. Mr. M. D. Parkowski said that the purchase of these trucks was in response to the poor pricing DSWA got from contractors for hauling services at the collection stations. Mr. Griffiths asked if this would move items from the capital projects list. Mr. Parkowski said it would not impact any capital projects. Mr. Sheldon wanted to know if any more personnel would be hired. Mr. Parkowski said that no new people would be added to the organizational chart. Mr. Griffiths asked if there would be a person just running the roll-off trucks all day. Ms. Roddy said that personnel would drive the trucks but they can also be an attendant at the collection stations or any other recycling activity as needed.

Mr. Carter Yes

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

Motion Adopted

(7 Yes, 0 No, 0 Absent)

Report of the Technical and Facilities Management Committee

D. CLEARING, GRUBBING, AND FENCING AT THE CENTRAL SOLID WASTE MANAGEMENT CENTER – AGREEMENT C-19-813-CS

Motion D – moved by Mr. Sheldon

“The Board awards the contract for Clearing, Grubbing, and Fencing at the Central Solid Waste Management Center to Hastings Fence, LLC for the cost of \$299,582.00.”

Second – Mr. Griffiths

Mr. Watson said that this was regarding the new borrow pit that was being developed at the Sandtown Landfill. This fence will surround the area. The length being fenced is around 9,000 linear feet. The scope of this work will include clearing at 24’ wide path to install the fence. Two bids were received and staff was pleased with the pricing submitted by Hastings Fence. Mr. Esposito asked if the area was all woods now. Mr. Watson said that it was mostly woods.

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

Motion Adopted

(7 Yes, 0 No, 0 Absent)

E. LEGAL ADVICE

Motion F – moved by Mr. Sheldon

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

Second – Mr. Griffiths

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

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

Board voted into Executive Session at 5:16 p.m.

Motion G - moved by Ms. Parks

“The Board return to regular session.”

Second – Mr. Griffiths

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

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

Board back to Regular Session 5:38 p.m.

PUBLIC COMMENT

No comment

NEW BUSINESS

No comment

Motion – moved by Ms. Parks

“The Board Meeting is adjourned.”

Second – Mr. Griffiths

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:39 p.m.