

MINUTES OF MEETING  
DELAWARE SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS

DATE: June 27, 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  
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  
Jason M. Munyan, P.E., BCEE  
Shelly Forcier

LEGAL COUNSEL

Michael Teichman, Esquire (PG&S)

GUESTS

None

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and fourth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, June 27, 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 May 21, 2019, meeting of the Board of Directors.

**Motion A** – moved by Mr. Carter

“The Minutes of the May 21, 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. PARENTAL LEAVE POLICY**

**Motion B** – moved by Ms. Parks

“The Board approves the Parental Leave Policy.”

**Second** – Mr. Carter

Mr. Watson said that June of last year Governor Carney signed House Bill 3 into law which gave full time employees of the State of Delaware the ability to be eligible for 12 weeks of paid leave upon the birth or adoption of a child 6 years of age or younger. It became effective April 1, 2019. The memo attached to the Board Agenda is what Ms. Forcier, Ms. Roddy, and Mr. Watson recommend DSWA follow. Ms. Roddy said after reviewing the States’s policy they are recommending adopting a similar policy affording either parent of a newborn child, or an adopted child under 6, up to 12 weeks of paid parental leave. One change to DSWA’s policy is that we will cover part time employees with benefits where the state policy does not include that. Ms. Roddy explained the current parental leave policy. The new policy is generous and covers both parents. Ms. Roddy said that Ms. Forcier did the analysis for DSWA and there is a potential of 3 events per year. Ms. Forcier said that the part-time employees are pro-rated, it is not a full twelve weeks. Ms. Roddy said that the estimated cost per person is approximately \$10, 800 per event.

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)

**C. HUMAN RESOURCES POLICY MANUAL**

**Motion C** – moved by Ms. Parks

“The Board approves the revisions to the Human Resources Policy Manual.”

**Second** – Mr. Carter

Mr. Watson said that this item will include the changes in the previous motion and to correct some grammatical errors. Ms. Roddy said that these changes will remove references to maternity leave and replace them with the parental leave policy. The only other change was to “Holiday Work” by defining how personnel are charged with sick leave if they call out sick on a holiday. Mr. Riddle said that he appreciated how staff went over the definitions and all the updated changes at the Committee meeting.

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)

**D. STATEWIDE TIRE RECYCLING PROGRAM – CONTRACT S-19-802-SW**

**Motion D** – moved by Ms. Parks

“The Board awards the contract for the Statewide Tire Recycling Program to Waste Masters Solutions LLC for a two-year period.”

**Second** – Mr. Carter

Mr. Watson said that this contract is a renewal of the tire recycling program. Ms. Roddy explained that tires that are brought in for disposal at the landfills and transfer stations are stockpiled separately and sent out for recycling. The current contract with Waste Masters Solutions expires July 31, 2019. After the proposal process was completed Mr. Parkowski and Mr. Robert Ziegler negotiated with Waste Masters. Staff was happy to have the proposal from Waste Masters because there is a finite amount of regional outlets for tire recycling. One difference with this contract is that there is an additional outlet, Emmanuel Tire in Baltimore, Maryland. It is a higher value outlet. They make a crumb rubber product that can be reused in drainage applications and on soft playgrounds. The first option for tires will be to go to Emmanuel and the second option

would be to take them to Covanta to be used for waste-to-energy. The large over-sized tires will still go for disposal to West Virginia Tire Disposal. The reason for doing it in these steps is because Emmanuel wants very clean tires and DSWA is concerned there may be rejected loads. DSWA will send tires from the Sandtown Landfill first because they are kept in a very clean area. As the relationship with Emmanuel develops DSWA will start sending the other facility's tires there. The contract amount is about \$400,000 per year depending on the number of tires received for recycling. There are approximately 1,500 tons of tires collected each year statewide. DSWA has used Waste Masters for about six years. Ms. Parks said that the Board was focused on the importance of having the tires recycled as opposed to using them for waste-to-energy.

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***

**E. CLEANING OF FEEDER DITCHES AT THE SOUTHERN SOLID WASTE MANAGEMENT CENTER – CONTRACT M-19-810-SS**

**Motion E** – moved by Mr. Sheldon

“The Board awards the contract for the Cleaning of Feeder Ditches at the Southern Solid Waste Management Center to Chesapeake Turf LLC for \$497,708.00.”

**Second** – Mr. Griffiths

Mr. Watson said that this is to reduce the surface area identified as wetlands at the Southern Solid Waste Management Center so that DSWA could expand future cells into. This is for cleaning existing ditches that have been there for years but, have been silted up and they need to be cleaned so they drain the area. This is for approximately two miles of ditches so it makes it a big project. The access to the area is difficult. Construction mats will have to be used. Mr. Griffiths asked where the silt material will go. Ms. Roddy said that the intention is to stockpile it, blend it with the shredded yard waste, and use it onsite as cover material to establish vegetation. Mr. Esposito asked if it needed permits. Ms. Roddy said that DSWA obtained an Erosion and Sediment Permit from the State for this project. This is part of the ongoing effort to minimize the wetlands in this undeveloped area for future cells. Ms. Roddy said that Mr. Vescovi has done a good job installing an interceptor drain that bisected this area and now the feeder ditches in the area will be cleaned to

go to the Beaver Dam ditch. The next phase will be for cleaning out the Beaver Dam ditch that has a portion on our property and a portion off our property. The measurements for the wetlands are done by the Corp of Engineers in the spring. Mr. Carter asked if the state owned some of the property around the ditch. Ms. Roddy said that there were several property owners along the ditch off our property. Mr. Esposito asked if the properties down the ditch would benefit from what we are doing. Ms. Roddy said that it could minimize their flooding potentially. Our consultant, Jim McCulley, has told DSWA that cleaning the feeder ditches and the Beaver Dam ditch on our property alone should give us a good impact. Mr. Griffiths asked if this situation was unique to SSWMC or would it have to be done at CSWMC or Cherry Island. Ms. Roddy said that it was only at SSWMC, there are no wetlands at CSWMC nor Cherry Island.

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)

**F. LEGAL ADVICE**

**Motion F** – 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 obtaining legal advice.”

**Second** – Mr. Carter

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

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

Board voted into Executive Session at 5:25 p.m.

**Motion G** - moved by Mr. Riddle

“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 6:12 p.m.

PUBLIC COMMENT

No comment

NEW BUSINESS

No comment

**Motion** – moved by Mr. Griffiths

“The Board Meeting is adjourned.”

**Second** – Mr. Carter

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 6:12 p.m.