

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: October 24, 2019

LOCATION: Lewes Public Library
111 Adams Avenue
Lewes, DE 19958

TIME: 5:00 p.m.

ATTENDEES:

DIRECTORS

Gerard L. Esposito, Chairman
Timothy P. Sheldon, Vice Chairman
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

LEGAL COUNSEL

F. Michael Parkowski (PG&S)

GUESTS

Joe Parks

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and seventh regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, October 24, 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 August 22, 2019, meeting of the Board of Directors.

Motion A – moved by Mr. Sheldon

“The Minutes of the August 22, 2019, Board of Directors’ meeting of the Delaware Solid Waste Authority be accepted as written.”

Second - Mr. Riddle

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

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

Report of the Administrative & Citizens’ Affairs Committee

B. FINANCIAL AUDIT

Motion B – moved by Ms. Parks

“The Board accepts the independent auditors report of the financial statements of net position of Delaware Solid Waste Authority as of June 30, 2019 and 2018, prepared by Wipfli, LLP and presented to the Administrative and Citizens’ Affairs Committee on October 10, 2019.”

Second – Mr. Griffiths

Mr. Watson noted that the Board package included the Powerpoint presentation that was made by Wipfli at the last Committee meeting in addition to the whole report which includes the financial statements for those two years. At the Committee meeting Wipfli presented their method of providing the audit and things they consider during the audit. The report itself is very positive in that it shows DSWA had an increase in our net position of 8.2% mainly due to a 9.1% increase in the revenue tons. There was 963,000 revenue tons last year versus 882,000 the previous year. Over the years there has been about a 7% increase in the tons. From observations for the first few months of this year there probably won’t be that big of an increase for this year. The tons are increasing but at a slower rate. The past fiscal year DSWA did very well. Ms. Parks said that it was discussed thoroughly in the Committee meeting. Mr. Riddle said that the most telling story of the audit is that there were not a lot of adjustments between what the Board reviews on a monthly basis and what the auditors came up with, which speaks of the integrity of what the team does here. If the audit had picked up a lot of different things that were different from what the Board looked at it would make it hard to review what is going on every month. The fact was that there were minor adjustments, and the adjustments that were made were very dollar irrelevant. They were primarily just some reclassifications stuff. Mr. Riddle also said that at the Committee meeting it was discussed to have an executive session but it was not needed. The Board also had the accountants available to speak to at this meeting if it was necessary. He noted that this speaks to the overall transparency of the entire audit and the Committee did a fine job of vetting it. Mr. Esposito said that compliments should be passed on to Joe Koskey. Ms. Parks thanked the Board members that attended and participated at the Committee meeting because it is a very important overview. Ms. Parks also extended her compliments to DSWA staff for all the information that was presented.

Mr. Griffiths	Yes
Mr. Paraskewich	Yes

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

Motion Adopted

(6 Yes, 0 No, 1 Absent)

Report of the Technical and Facilities Management Committee

C. ENVIRONMENTAL MONITORING SERVICES FOR THE NORTHERN SOLID WASTE MANAGEMENT CENTERS AT THE CHERRY ISLAND & PIGEON POINT LANDFILL – CONTRACT S-19-803-NPNC

Motion C – moved by Mr. Sheldon

“The Board awards the Environmental Monitoring Services contract to the most responsive proposer, Brickhouse Environmental, for \$598,944.00 for the three-year period.”

Second – Mr. Griffiths

Mr. Watson said that the existing contract is with Brickhouse and it expires January 31, 2020. DSWA solicited proposals and received proposals from Barton & Loguidice and Brickhouse Environmental. The team recommended negotiating with Brickhouse. This contract is for a three-year term. Our current price on an annual basis is about \$180,843. The new negotiated prices are about \$199,648. The annual costs will remain the same for the next three years. The scope of work has changed a little for this new contract. Staff is happy with the new pricing. Brickhouse is very reliable. Staff recommends to award the contract to Brickhouse for both the facilities. Mr. Esposito asked what the split between the two facilities was as far as the amount work. Ms. Roddy said that Pigeon Point is probably less than 10%. Mr. Esposito asked about the change in the scope of work. Ms. Roddy said that at Pigeon Point they are monitoring ground water wells and also the leachate. At Pigeon Point the leachate disposal permit is issued by New Castle County because the leachate goes through their pipes to the Wilmington Wastewater Treatment Plant. The county has requested that DSWA begin PCB analysis on the leachate. It is already being done at Cherry Island. Other additional work includes sounding of wells at Cherry Island, and stormwater monitoring. Mr. Esposito asked if the Pigeon Point was under the manager at Cherry Island. Ms. Roddy said it was managed under the umbrella of Cherry Island. Mr. Griffiths asked if the contracts with the labs is between Brickhouse and the lab. Ms. Roddy said that the lab is contracted by Brickhouse. Brickhouse is the manager of the contract and writes the reports. A lot of the contract money is spent on collecting the samples and sending them to Lancaster Labs for analysis. The results go to Brickhouse and they write the report. Mr. Griffiths asked if Brickhouse conducts any audits of the laboratory. Ms. Roddy said that they do. They do an annual audit at the laboratory and at the site to observe the sample collection. Mr. Watson said that years ago the contract was combined into one company so that the engineer and the laboratory worked together. Mr. Griffiths asked if when someone comes up with a new material they want DSWA to test for, is it part of some investigation and they are trying to find the source. Ms. Roddy said it typically starts at the federal level and the federal rules and regulations will say to

the treatment plant that they should now reduce a certain component to a certain level to their discharge point (which in this case is the Delaware River). Those requirements are than passed down to the treatment plant users like DSWA. DSWA has used Brickhouse for other special assignments and DSWA was happy with the analysis they did at Pigeon Point. Mr. Watson said that another piece of information that is done on an annual basis and is a requirement to have an evaluation of the landfill and whether it has an impact on its surroundings. That is a report that Brickhouse writes every year and shows that the landfill doesn't have an impact. It is stamped and sealed by Brickhouse. This report is turned into DNREC.

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

Motion Adopted

(6 Yes, 0 No, 1 Absent)

D. PURCHASE AND SERVICE OF A NEW LANDFILL COMPACTOR FOR THE SOUTHERN SOLID WASTE MANAGEMENT CENTER – P-19-811-SS

Motion D – moved by Mr. Sheldon

“The Board awards the contract for the purchase of a new landfill compactor for the Southern Solid Waste Management Center to Midlantic Machinery for the cost of \$649,000.00 which includes a four-year extended warranty.”

Second – Mr. Griffiths

Mr. Watson said that this new compactor will replace the old landfill compactor. Proposals were solicited and several were received. Staff went to the Committee and got permission to negotiate with Midlantic Machinery. Staff was able to negotiate better pricing for the compactor along with a decrease in the price of the 4-year warranty. Staff recommends approving this contract. Mr. Esposito asked if the extended warranty for this type of machinery is important. Mr. Watson said that this does cover repairs and also includes the guaranteed buy-back price. Mr. Griffiths asked if this item was budgeted. Ms. Roddy said that it is a planned purchase. It is part of the capital improvement budget. Mr. Griffiths asked about the old compactor, if it was being traded-in. Ms. Roddy said that the old compactor was being retained for use at the landfill due to the increase in tonnage at the site. Mr. Griffiths asked if this would require hiring another person. Ms. Roddy answered that no additional staff would be hired. Current personnel could operate it.

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

Mr. Esposito

Yes

Motion Adopted

(6 Yes, 0 No, 1 Absent)

PUBLIC COMMENT

No comment

NEW BUSINESS

No comment

Motion – moved by Ms. Parks

“The Board Meeting is adjourned.”

Second – Mr. Griffiths

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:20 p.m.