

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: October 28, 2021

LOCATION: This meeting was held via Zoom webinar due to the State’s COVID-19 social distancing requirements.

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
Lynsey Baer, P.E., BCEE
Shelly Forcier
Coleen Champlin

LEGAL COUNSEL

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

GUESTS

Colleen Varallo, Wipfli
Mike White, Wipfli

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and twenty-fifth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, October 28, 2021. He announced the meeting had been duly noticed and the Directors had received copies of the information to be considered. Mr. Esposito had the clerk call the roll for the Board.

A. MINUTES

Chairman Esposito called for additions or corrections to the draft of the Minutes of the September 20, 2021, meeting of the Board of Directors.

Motion A – moved by Mr. Carter

“The Minutes of the September 20, 2021, Board of Directors’ meeting of the Delaware Solid Waste Authority be accepted as written.”

Second - Mr. Sheldon

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

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

Report of the Administrative & Citizens’ Affairs Committee

Mr. Esposito welcomed Collen Varallo and Mike White from Wipfli. Mr. White then made a presentation of the 2021 audit results to the Board of Directors.

B. FINANCIAL AUDIT

Motion B - moved by Ms. Parks

“The Board accepts the independent auditor’s report of the financial statements of net position of Delaware Solid Waste Authority as of June 30, 2021 and 2020, prepared by Wipfli, LLP.”

Second – Mr. Griffiths

After the presentation Mr. Riddle asked if there were any there were any material differences between the June 30 financials that were prepared internally and the audited files. Mr. White said that there were no proposed adjustments. There were two past adjustments made but the net effect of those amounted to about \$3,100.00. These two adjustments happen because of the timing of future contributions to the pension plan. Mr. Griffiths asked if there were any findings from 2020 that carried over and needed to be addressed. Mr. White said that there were none. Mr. Riddle noticed that there was an uptick in accounts payable. Mr. Koskey said that it may be because of the major fixed assets that are happening now and haven’t been paid out yet. Mr. Riddle said that there was a footnote on investments that money has been moved around. Mr. Koskey said that there is a plan to bring the investment team in for a meeting with the Board in January. Mr. Griffiths asked when DSWA closed their books. Mr. Koskey said that for year-end (end of June) DSWA keeps the books open deep into July so that everything is captured in the appropriate period. Mr. Riddle said that Joe and his team does a great job of keeping the numbers straight.

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. RECOMMENDATION FOR ORGANIZATIONAL CHANGES

Motion C - moved by Ms. Parks

“The Board approves the organizational changes as presented.”

Second – Mr. Carter

Mr. Watson said that the organizational changes were discussed at the Administrative and Citizens’ Affairs Committee on October 14th with the Board members present. It was thoroughly vetted. This deals with a recommendation from staff for organizational changes to five different operating groups. Over the last year it has become apparent that DSWA needed to make some of these changes because of the needs of the groups and of our customers. The first is the public outreach group and they are proposing to add four new positions and subtract two old positions. The second is the compliance group proposing the addition of one new position. The third is the recycling group that is proposing one new part-time position. The fourth is the administrative group that is proposing the addition of one new position and the fifth is the landfill gas group that is proposing a reorganization resulting in no new net positions. If the Board approves all these positions it would be a net increase of one part-time and four full-time positions. Currently there are a total of 119 total positions consisting of 103 full-time and 16 part-time therefore the new total would be 124 total positions, 107 full-time and 17 part-time. These positions were not budgeted because the current budget was done almost a year ago. It is estimated that these proposed positions would add \$137,000 to DSWA’s annual salary cost. Since these positions won’t be filled until a few months from now the impact to the current budget year would be about half that amount. In light of DSWA’s positive financial position staff feels that we can easily absorb this small increase in cost. Ms. Parks noted that she had spoken with Ms. Roddy before the ACAC meeting to be apprised of the items for that agenda even though she could not attend. Mr. Griffiths asked if any of the positions were funded by grants. Mr. Watson said that there were no grants. Mr. Riddle asked if this was the same number that was discussed at the ACAC meeting. Mr. Watson said that at the meeting staff had estimated around \$150,000.

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. TELECOMMUTING POLICY

Motion D - moved by Ms. Parks

“The Board approves the Telecommuting Policy.”

Second – Mr. Carter

Mr. Watson said that this was thoroughly discussed at the ACAC meeting and that it was in response to Governor Carney’s State of Emergency associated with the covid situation. When this began in March of 2020 DSWA has approximately 30 employees that have been performing their duties remotely. There was no formal telecommuting policy in place then. Mr. Watson commended Shelly Forcier for developing the template. This allows for flexibility of work location and encourages productivity and efficiency. DSWA has been unofficially using this system for over a year and it is working very well. It is staff’s intention to formalize it and enforce it through the formal policy if adopted. Mr. Riddle asked if staff had reviewed who could telecommute. He had read current news articles pertaining to employees suing their employers because they couldn’t telecommute. Mr. Watson said that the policy was developed with legal counsel’s input. Mr. Griffiths asked if there had been any complaints from the public by having the meetings online. Ms. Roddy said that overall DSWA has observed more public participation by holding meetings virtually. Mr. M.D. Parkowski said that the state has found that across all public meetings there is an uptick of the public participating.

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. COVID-19 VACCINATION AND TESTING POLICY & PROCEDURES

Motion E - moved by Ms. Parks

“The Board approves the COVID-19 Vaccination and Testing Policy & Procedures.”

Second – Mr. Griffiths

Mr. Watson said this is in reaction to Governor Carney’s August 12, 2021, announcement of the State policy that began September 30, 2021 which included that State of Delaware employees would be required to provide proof of vaccination or undergo regular weekly testing to prevent the transmission of this disease. DSWA staff worked to develop their own policy which is at least equivalent to the State’s policy. With help from legal counsel this policy was prepared for the Board’s consideration. Mr. Paraskewich noted for the record that he felt this whole thing was stinky. He did notice that there was an addition from the first policy draft revisiting every year whether the policy was still needed. He asked if this would come before the Board each year or would staff handle it. Mr. Watson said he envisioned staff reviewing it and then bringing it to the Board. Ms. Roddy said that the change to the policy was on page 3, Section 4.m, language was added indicating that the policy would be reviewed at least annually and that the policy is subject

to amendment or rescission at DSWA’s discretion. Mr. Paraskewich said that staff did a good job working on something that some did not enjoy working on.

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. Carter

“Pursuant to 29 Del. C. Section 10004(b), the Board of Directors anticipates that it may go into Executive Session for the purpose of discussing personnel issues, obtaining legal advice, and discuss confidential business strategy.”

Second – Ms. Parks

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

Motion Adopted

(7 Yes, 0 No, 0 Absent)

Board voted into Executive Session at 5:54 p.m.

Motion G - moved by Mr. Carter

“The Board returns 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 6:48 p.m.

NEW BUSINESS

No comment

PUBLIC COMMENT

No comment

Motion – moved by Mr. Carter

“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: 6:51 p.m.