

MINUTES OF MEETING  
DELAWARE SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS

DATE: February 23, 2023

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.  
William J. Riddle

STAFF

Richard P. Watson, P.E., BCEE  
Robin M. Roddy, P.E., BCEE  
Joseph J. Koskey, CPA  
Jason M. Munyan, P.E., BCEE  
Lynsey K. Baer, P.E., BCEE  
Shelly A. Forcier, PHR  
Pamela Williamson

LEGAL COUNSEL

Michael Teichman (PG&S)

GUESTS

None

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and thirty-fifth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, February 23, 2023. 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 January 26, 2023, meeting of the Board of Directors.

**Motion A** – moved by Mr. Carter

“The Minutes of the January 26, 2023, Board of Directors’ regular meeting of the Delaware Solid Waste Authority be accepted as written.”

**Second** - Mr. Griffiths

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

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

*Report of the Administrative & Citizens’ Affairs Committee*

**B. RECOMMENDATION FOR ORGANIZATIONAL CHANGES**

**Motion B** - moved by Mr. Carter

“The Board approves organizational changes as presented.”

**Second** – Mr. Griffiths

Mr. Watson directed the Board to the two memos in the package to explain the organizational changes. He said that there is a proposal to reorganize the Southern Solid Waste Management staff with a net increase of one person and the other proposal is about the Facilities Management Group to add two positions. Therefore, the proposals are only adding three positions. Ms. Roddy added that as discussed in the Committee meeting the changes to the southern landfill are due to an increase in transactions and activity at the landfill. The additional position is for a mechanic to oversee all the heavy equipment. Staff would also like to eliminate using a temporary service for unskilled laborers and convert those positions DSWA employees. One of the other new positions is for a Supervisor of Weighmasters to provide uniformity throughout the state and to give the weighmasters a ladder for growth. The final addition is the creation of a Facilities Support Specialist to provide in house services that are now handled by third-party contractors. Mr. Riddle asked if the people at the transfer stations were DSWA employees. Ms. Roddy said that the weighmasters were DSWA employees and the operations are handled by contractors. Mr. Griffiths asked if the new people would be experienced. Ms. Roddy said that there would likely by some advancement of DSWA personnel into some of the positions and the remaining positions would be outside hires that meet the job requirements.

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

**Motion Adopted**

(6 Yes, 0 No, 1 Absent)

*Report of the Technical Affairs and Facilities Management Committee*

**C. GEOTECHNICAL MONITORING FOR THE CHERRY ISLAND LANDFILL –  
CONTRACT S-22-873-NC**

**Motion C** - moved by Mr. Sheldon

“The Board awards the contract to provide Geotechnical Monitoring Services for the Cherry Island Landfill to Geosyntec Consultants in the amount of \$896,148.00, for a three-year period.”

**Second** – Mr. Griffiths

Mr. Watson explained that this is a three-year contract and the current one is about to expire. Staff solicited for proposals. Only one was received from our existing contractor. They have been our contractor for over 15 years and have the knowledge and the ability to perform very efficiently. Staff negotiated a substantial reduction, about 19% to bring the cost to \$896,148 for the three years. Mr. Watson commended staff for negotiating such a good contract price.

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

**Motion Adopted**

(6 Yes, 0 No, 1 Absent)

**D. DESIGN AND ENGINEERING SERVICES FOR PHASE VI AT THE CHERRY ISLAND LANDFILL – CONTRACT S-21-864-NC**

**Motion D** - moved by Mr. Sheldon

“The Board awards the contract for the Design and Engineering Services for Phase VI at the Cherry Island Landfill to Geosyntec Consultants.”

**Second** – Mr. Griffiths

Mr. Watson said that this is regarding the DSWA owned property at the Wilmington Harbor North portion of the Cherry Island site. It is the next phase of the landfill and will take six to ten years to develop the project; design, permit and build it. Ms. Roddy added that Geosyntec Consultants had been selected for the design and permitting phase. Geosyntec has a lot of institutional knowledge of the site which is very valuable. They also have a good relationship with DNREC. This will be a several year project including site studies, design, permitting and construction. Mr. Watson stated that it is very important to get the first part of the work done, the separation berm between DSWA property and the Corps property. That is why this project is being initiated now. Mr. Esposito asked how long Geosyntec has had a relationship with DSWA. Ms. Roddy said that it has been a least since 2000. Mr. Griffiths asked if there was a connection to these two contracts. Ms. Roddy explained that both contracts contain geotechnical engineering, but they are different scopes of work and different contracts.

Mr. Carter	Yes
Mr. Griffiths	Yes
Mr. Paraskewich	Yes

Mr. Riddle                    Yes  
Mr. Sheldon                    Yes  
Mr. Esposito                    Yes

**Motion Adopted**

(6 Yes, 0 No, 1 Absent)

**E.        PROPOSED CHANGE ORDER FOR THE SOD FARM SITE DEVELOPMENT AT THE SOUTHERN SOLID WASTE MANAGEMENT CENTER – CONTRACT C-21-848-SS**

**Motion E** - moved by Mr. Sheldon

“The Board approves the proposed Diamond Materials’ Change Order No. 11 for the Sod Farm Development at the Southern Solid Waste Management Center in the amount of \$507,902.58.”

**Second** – Mr. Griffiths

Mr. Watson explained that this was for the sod farm site development at the Southern Solid Waste Management Center which is a huge project. This area will provide the base of future landfill cells. It is critical to get it done. The contractor has done a good job and the price has been reasonable. Ms. Roddy said that procedurally the Board did not have to approve Change Orders 2 through 10 because they were under \$100,000. Change Order No.11 is related to design changes required by DNREC during the erosion and sediment control review by DNREC. Changes were made to the sediment basin and outfall structures. The Change Order No.11 costs are the labor and materials associated with that work. The work is proceeding quickly and should be done this summer. Mr. Riddle asked if this would be the last change order. Ms. Baer said that there were a few more potential change orders that are being negotiated with DNREC now. Mr. Esposito asked if there will be a review of the project once it is complete showing how much the holdup from DNREC cost DSWA. Ms. Roddy said there would be, along with the timeline of the project. Mr. Sheldon asked if DSWA had any recourse to recoup the money from DNREC for the delay and changes to the contract. Mr. Teichman said that there was not. Mr. Griffiths asked what staff would do if they knew there was a cheaper way to do the work and it wasn’t with the current contractor. Would staff ever re-bid the project or is it not possible because of the contract language? Ms. Roddy said that staff has never had to terminate a contract because a change order couldn’t be negotiated. The engineer also evaluates the request for a change order to confirm that the request is reasonable.

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

**Motion Adopted**

(6 Yes, 0 No, 1 Absent)

NEW BUSINESS

No comment

PUBLIC COMMENT

No comment

**Motion** – moved by Mr. Carter

“The Board Meeting is adjourned.”

**Second** – Mr. Riddle

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:24 p.m.