

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: June 23, 2022

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 (via phone)
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 K. Baer, P.E., BCEE
Shelly Forcier, PHR
Pamela Williamson

LEGAL COUNSEL

Michael Teichman (PG&S)(via telephone)

GUESTS

None

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and thirty-first regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, June 23, 2022. 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 23, 2022, meeting of the Board of Directors.

Motion A – moved by Mr. Carter

“The Minutes of the May 23, 2022, Board of Directors’ regular 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. DSWA SALARY RANGES

Motion B - moved by Ms. Parks

“The Board approves the modified DSWA salary ranges and proposed implementation program.”

Second – Mr. Carter

Mr. Watson said that in 2016 the Board had directed staff to conduct comprehensive job classification and compensation studies every three years. One was conducted in 2019 but it was determined that there didn’t need to be any adjustments to the salary structure. For 2022 staff conducted another compensation study and it was pretty comprehensive. Ms. Roddy said that the recommendation being presented is the result of the 2022 compensation study. Current salaries were reviewed and staff identified that an adjustment is warranted at this time. The proposed adjustment includes raising the minimum paygrade from \$12.80 to \$15.00 an hour. All the other pay grades are proposed to increase by increasing minimums sequentially by 5%. Staff recommends implementing the adjusted salary ranges for the existing 119 employees. Implementation includes raising employees to the new proposed minimum if their current salary is below new proposed minimum. Also, if an employees’ salary falls within the proposed salary ranges the employee would receive a market adjustment. Non-exempt employees would receive a \$1,500 market adjustment and exempt employees would receive a \$1,000 market adjustment. Implementation of this plan would increase the total salary burden by approximately \$262,000 or 3.9%. This plan is included in the FY23 budget. Mr. Griffiths asked if there were any vacant positions at this time. Ms. Roddy said at this time there were nine vacancies. Ms. Parks asked if the vacancies were in one particular area. Ms. Roddy explained that the majority are in the landfill operations group for the Jones Crossroads Landfill. Mr. Esposito thanked Shelly Forcier for all her hard work with this project.

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. LEGAL SERVICES AGREEMENT

Motion C - moved by Ms. Parks

“The Board awards a three-year agreement for legal services to Parkowski, Guerke & Swayze, P.A.”

Second – Mr. Carter

Mr. Watson said that the current legal agreement with Parkowski, Guerke & Swayze will expire on July 31, 2022. A proposal was received for another three-year period. There is a reasonable increase and the rates will be the same for the three-year period. Staff is pleased with the superior quality and value that DSWA’s gets from the legal firm. It is staff’s recommendation to continue with this firm.

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. PURCHASE AND SERVICE OF A NEW 71K POUND BULLDOZER AND SALE OF DSWA’S USED BULLDOZER FOR THE SOUTHERN SOLID WASTE MANAGEMENT CENTER – CONTRACT P-21-863-SS

Motion D - moved by Mr. Sheldon

“The Board awards a contract for Purchase and Service of a New 71,000 Pound Bulldozer to Carter Machinery for the total cost of \$896,650.00 which includes a four-year extended warranty.”

Second – Mr. Griffiths

Mr. Watson explained that the old bulldozer needed to be replaced. The used bulldozer is under a guaranteed buy-back program with Jesco, Inc. for \$87,695.00. Two proposals were received from Jesco, Inc. and Carter Machinery. Staff negotiated with Carter Machinery and was able to get the price reduced by \$28,000 and also get a year’s subscription to Vision Link an asset management tool. Staff did very well in negotiations and recommends purchasing the equipment. Mr. Griffiths asked to confirm that Board member Temple Carter has no affiliation with this firm. That was confirmed. Mr. Riddle asked what year’s budget it was in. Mr. Munyan stated that it is in FY23 budget. It is not scheduled to be received until January 2023.

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. RECOMMENDATION TO PROVIDE FUEL ASSISTANCE REIMBURSEMENT TO DSWA CONTRACTORS

Motion E - moved by Mr. Sheldon

“The Board approves a Fuel Assistance Reimbursement program as presented.”

Second – Mr. Griffiths

Mr. Watson said that this item came about because several of DSWA’s contractors asked for assistance with the high cost of diesel fuel. Ms. Roddy explained that DSWA’s contracts do not account for fuel adjustments but staff decided to evaluate the requests as fuel prices continued to escalate over the past several months. Staff developed a plan that will allow contractors who request fuel assistance to apply for a monthly reimbursement based on the amount of fuel consumed using a \$4.50/gallon threshold compared to retail fuel pricing from the Energy Information Administration (EIA). If approved, this program will be a temporary and run from July 1, 2022 through June 30, 2023. The program can also be ended at any time at DSWA’s discretion. Mr. Griffiths wanted to clarify that it was for diesel fuel only. Ms. Roddy said that it was only for diesel fuel. Mr. Griffiths asked what impact any federal or state gas tax holiday would have. Ms. Roddy explained that both a federal and/or tax holiday would apply and would subsequently reduce the price of fuel and reduce the fuel subsidy accordingly. Mr. Riddle asked if the contractor gives us the request for money and provides back-up. Ms. Roddy said that the contractors will provide that information on a monthly basis. The amount of fuel used is based on a trip count and an established vehicle fuel economy of 6.5 miles per gallon. All the contractors will be offered the same fuel subsidy.

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)

NEW BUSINESS

No comment

PUBLIC COMMENT

No comment

Motion – moved by Ms. Parks

“The Board Meeting is adjourned.”

Second – Mr. Griffith

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:21 p.m.