

MINUTES OF MEETING  
DELAWARE SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS

DATE: May 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.  
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  
Pamela Williamson

LEGAL COUNSEL

F. Michael Parkowski (PG&S)

GUESTS

Colleen Varallo – Wipfli CPAs  
Michael White – Wipfli CPAs

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and thirtieth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, May 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 April 28, 2022, meeting of the Board of Directors.

**Motion A** – moved by Mr. Sheldon

“The Minutes of the April 28, 2022, Board of Directors’ regular meeting of the Delaware Solid Waste Authority be accepted as written.”

**Second** - Mr. Griffiths

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

**Motion Adopted**  
(5 Yes, 0 No, 2 Absent)

***Report of the Administrative & Citizens’ Affairs Committee***

**B. FY 2023 BUDGET**

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

“The Board approves the FY 2023 Proposed Budget as presented.”

**Second** – Mr. Griffiths

Mr. Koskey said that this process started in December 2021 and January 2022. There were multiple internal meetings leading up to the budget proposal that was brought to the Administrative & Citizens’ Affairs Committee at the March 10, 2022, meeting. This budget was then brought to a public hearing in April 2022. No public was present. Mr. Koskey summarized the highlights of the budget. Staff reported back to the Committee on May 12, 2022, to let them know what happened at the public hearing. Everything was entered into the record at the public hearing and there were no changes to the proposed budget for FY2023. Staff recommends the approval of this budget as presented.

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)

**C. CAPITAL IMPROVEMENT PROGRAM**

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

“The Board approves the 10-year Capital Improvement Program as presented.”

**Second** – Mr. Carter

Mr. Koskey said that as part of the budget process there are the operations expenses side and then this is the capital improvements side of it that lists the details of upcoming projects. Ms. Baer explained that staff focuses overall on the next two fiscal years. For the next fiscal year \$22.2 million is allocated which is mainly for landfill capping, land acquisition, and design and development the next landfill cells. Mr.

Esposito asked for a comparison against this fiscal year’s CIP. Ms. Baer said that it was approximately \$15 million. Mr. Watson said that staff tries to anticipate what will be used in the maximum and typically less is used.

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. LETTER OF ENGAGEMENT FOR WIPFLI CPAS AND CONSULTANTS**

Mr. Michael White from Wipfli CPAs reviewed the Audit Planning Meeting presentation that was included in the package.

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

“The Board approves to have Gerard Esposito sign the letter of engagement with Wipfli to provide auditing services.”

**Second** – Mr. Carter

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. STATEWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM  
CONTRACT S-18-801-SW**

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

“The Board awards the contract for the Statewide Household Hazardous Waste Collection Program to the most responsive proposer Clean Harbors Environmental Services for a three-year period.”

**Second** – Mr. Carter

Mr. Watson said that Clean Harbors is our existing contractor for this program. The current contract ends June 30. A request for a proposal was issued for a three-year period. Two proposals were received, one

from Clean Harbors Environmental and one from MXI. Staff reviewed the proposals and recommended negotiating with Clean Harbors. After negotiations staff was able to get a slight decrease in cost. Staff recommends awarding the contract to Clean Harbors for the three-year contract. They have provided excellent service over the years. They are very reliable. This is a very visible program to the citizens of Delaware. Delaware has the most active household hazardous waste program of any state.

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

Mr. Paraskewich asked if DSWA had heard anything from DNREC on the permit needed to start the sod farm contract. Ms. Baer said that staff had contacted DNREC and submitted more information that DNREC had requested. Staff anticipates meeting with DNREC to forward the process.

PUBLIC COMMENT

No comment

**Motion** – moved by Mr. Sheldon

“The Board Meeting is adjourned.”

**Second** – Mr. Griffith

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:38 p.m.