

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: May 25, 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.
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
Pamela Williamson

LEGAL COUNSEL

F. Michael Parkowski (PG&S)

GUESTS

Colleen Varallo – Wipfli CPAs
Theresa Flannery – Wipfli CPAs
Geoff Meyer – Wipfli CPAs

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and thirty-sixth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, May 25, 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 February 23, 2023, meeting of the Board of Directors.

Motion A – moved by Mr. Carter

“The Minutes of the February 23, 2023, 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. LETTER OF ENGAGEMENT FOR WIPFLI CPAs and CONSULTANTS

Mr. Meyer and Ms. Flannery reviewed the Audit Planning Meeting presentation that was included in the package.

Motion B - moved by Ms. Parks

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

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

C. FY 2024 BUDGET

Motion C - moved by Ms. Parks

“The Board approves the FY 2024 Proposed Budget as presented.”

Second – Mr. Griffiths

Mr. Koskey said that on March 9, 2023, at the Administrative & Citizens’ Affairs Committee meeting he presented a summary of the proposed budget. Mr. Koskey summarized the highlights of the budget. This proposed budget was then brought to a public hearing in April 12, 2023. No public was present. Everything was entered into the record at the public hearing and there were no changes to the proposed budget for FY2024. Staff recommends the approval of this budget as presented that will begin July 1, 2023. Mr. Esposito asked if the projections for tonnage have changed since March. Mr. Koskey said that for the current year tonnage was less than 0.5% under budget. He felt that the first quarter of next year will provide a clearer picture. Mr. Watson said that staff reviews the information weekly and that the proposed budgeted of 974,000 tons is appropriate for what to expect next year. Mr. Riddle thanked staff

for all the work they did and said he supported what they were doing. He then asked if anything in the world markets for recycling would help or hurt DSWA. Mr. M. D. Parkowski said that the trend line is still low. It hasn't reached the low levels it previously went to. It is about 50% of the highest mark we had seen. He feels the current levels will continue for a while. Mr. Parkowski said that plastics might have an impact on the future due to the negative press they are receiving. Overall plastics still have value, aluminum and metals still have value, paper is low and glass still has no value. If plastics disappear from the recycling stream it would create problems for the entire recycling infrastructure. Mr. Watson said that paper is the largest tonnage of recyclables and its price is really low. It has more of an impact than plastics. In the future the processing cost will go up because of labor and equipment improvements that will need to be made. It will be a negative draw into the future. This next year should be consistent to what we are experiencing right now.

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. CAPITAL IMPROVEMENT PROGRAM

Motion D - moved by Ms. Parks

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

Second – Mr. Carter

Ms. Baer said that CIP is done every year and gives a 10-year look at upcoming projects. Staff heavily focuses on the next two fiscal years. The program was presented in March to the Committee. The next fiscal year will include the beginning of the design for the next large cells, Phase VI at Cherry Island and Cell 6 at Southern. This is included in the budget that was just approved. Mr. Griffiths asked how the CIP is funded for ongoing projects. Is the money already there or does it come out of operating revenues as we go along? Ms. Baer said that it comes out of the operating funds. Mr. Griffiths elaborated that when the Board asks if a capital project is budgeted he thought that the money was already there not that it is being taken from current operating revenues. Mr. Koskey said that most projects are funded out of operations. For Fiscal Year 24 we are taking a different approach. There is \$15 million that will be funded through operational money coming in and another \$18 million funded through the capital expansion reserve, which is money set aside for expansion projects. These major expansion projects will require us to tap into the capital expansion reserve. Ms. Parks asked if there are delays on the project and it rolls into the next fiscal year, would we not have to touch reserves? Mr. Koskey said that would depend on the timeframe of the project. Ms. Parks stated that because DSWA has the reserve fund we didn't have to go sell bonds. Mr. Koskey confirmed that statement.

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 Affairs and Facilities Management Committee

E. CHERRY ISLAND LANDFILL SMALL LOAD AREA CONCRETE PAD AND DRAINAGE – CONTRACT C-23-875-NC

Motion E - moved by Mr. Sheldon

“The Board awards the contract for the Cherry Island Landfill Small Load Area Concrete Pad and Drainage project to A-Del Construction as the most responsive bidder, in the amount of \$225,000.00.”

Second – Mr. Griffiths

Mr. Munyan said that the small load drop-off area is where the residents go to drop off their waste into roll-off containers. This is not for commercial haulers. The work is to replace and renovate the concrete pads under the roll-off containers. There is a lot of wear and tear in the area. There are going to be some upgrades to the drainage in the area so that there is more robust collection for liquids. The liquids will be directed to a proper containment location. Mr. Griffiths asked if all the landfills had one of these areas. Mr. Munyan said that all the landfills do have some form of small load area. The other locations do not need renovations now but will at some time in the future.

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

Motion Adopted

(7 Yes, 0 No, 0 Absent)

Board voted to go into Executive Session at 5:43 pm. The Board came out of Executive Session at 6:09 pm.

NEW BUSINESS

Mr. Esposito read the following resolution into the minutes:

WHEREAS, the Delaware Solid Waste Authority (DSWA) is a public instrumentality of the State of Delaware which is accountable through its Board of Directors and its staff to the citizens of Delaware; and

WHEREAS, DSWA was established in 1975, by statute enacted by the Delaware General Assembly, with the intent to address and solve difficult and long-standing problems related to the management and recycling of solid waste; and

WHEREAS, J. Donald Isaacs was instrumental, as the former president pro tempore of the Delaware Senate, in co-sponsoring the legislation that established the DSWA and was appointed to the original Board of Directors in 1975, and had served with great distinction in public service for 30 years and as Vice Chairman of the Board; and

WHEREAS, he served with distinction during his term of office; and

WHEREAS, he demonstrated exemplary guidance to the Staff and Board of Directors;

NOW, THEREFORE, BE IT RESOLVED that the members of The Board of Directors join with the staff and legal counsel to express their sorrow at the loss of their former fellow Director, J. Donald Isaacs, and convey sincere condolences and prayers to Don's wife and family for their loss, for he will truly be missed;

IN WITNESS WHEREOF, WE HAVE SET OUR HANDS AND SEAL THIS 25th DAY Of MAY, 2023.

PUBLIC COMMENT

No comment

Motion – moved by Mr. Carter

“The Board Meeting is adjourned.”

Second – Ms. Parks

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 6:12 p.m.