

MINUTES OF MEETING  
DELAWARE SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS

DATE: July 26, 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 D. Griffiths  
Michael R. Paraskewich, Ph.D, P.E.  
Tonda L. Parks  
William J. Riddle (via teleconference)

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

None

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and thirty-eighth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Wednesday, July 26, 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 June 22, 2023, meeting of the Board of Directors.

**Motion A** – moved by Mr. Carter

“The Minutes of the June 22, 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 Technical Affairs and Facilities Management Committee***

**B. DESIGN AND ENGINEERING SERVICES FOR ROUTE 5 TRANSFER STATION  
RECYCLING BUILDING – CONTRACT S-23-877-SR**

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

“The Board awards the contract for the Design and Engineering Services of the Route 5 Transfer Station Recycling Building to Johnson, Mirmiran & Thompson.”

**Second** – Mr. Griffiths

Mr. Watson said that this project is required because of the quantity of recyclables that the Route 5 Transfer Station has been handling in the past couple of years is overwhelming the tip floor. Since the solid waste is right next to the recycling it is necessary to accommodate the recycling to keep it clean. There is room to fit a recycling building adjacent to the current building. Staff recommends the design firm of JMT. Ms. Roddy said staff had asked the Committee to negotiate with JMT and there were several rounds of negotiations. Ms. Baer and her staff did an excellent job in negotiating the scope of work and the manhours. JMT estimates approximately a year for construction. The completed project will significantly improve the operations at Route 5. Ms. Parks asked about permitting needs for this project. Ms. Roddy said that there will be a sediment and erosion permit needed. Mr. Griffiths asked if the new building would require additional personnel. Ms. Roddy said that this site is under contract and there would be an amendment that will allow for extra people and equipment since they will be loading from two separate floors. Mr. Esposito said that this building is for recycling only so DSWA is exempt from certain permits. Ms. Roddy concurred. Mr. Paraskewich commended staff in negotiating the contract.

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. ENTRANCE IMPROVEMENTS AT THE DELAWARE RECYCLING CENTER –  
CONTRACT C-23-879-ND**

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

“The Board awards the contract for the Entrance Improvements at the Delaware Recycling Center to Eastern States Construction as the most responsive bidder, in the amount of \$379,750.00.”

**Second** – Mr. Griffiths

Mr. Watson said that this is a necessary project to improve the traffic flow on and off the scales at the DRC. It is a very tight turn and long trucks need enough straight-way to properly get on the scales. The pricing from Eastern States was very reasonable and within the engineer’s estimate. Ms. Roddy said that this is a planned and budgeted project within the FY24 CIP. Mr. Bob Ziegler, the manager of this facility, recommended this project as a safety improvement.

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

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:15 p.m.