

MINUTES OF MEETING  
DELAWARE SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS

DATE: October 26, 2023

LOCATION: Community Bank Delaware  
16982 Kings Highway  
Lewes, Delaware

TIME: 5:00 p.m.

ATTENDEES:

DIRECTORS

Gerard L. Esposito, Chairman  
Timothy P. Sheldon, Vice Chairman  
A. Temple Carter, III  
Norman D. Griffiths (via Zoom)  
Michael R. Paraskewich, Ph.D, P.E. (via Zoom)  
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  
Christopher A. Velazquez, EIT  
Coleen Champlin (via Zoom)

LEGAL COUNSEL

F. Michael Parkowski (PG&S)

GUESTS

Via Zoom: Colleen Varallo, Theresa Flannery, and  
Geoffrey Meyer from Wipfli

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and fortieth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, October 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 September 28, 2023, meeting of the Board of Directors.

**Motion A** – moved by Mr. Carter

“The Minutes of the September 28, 2023, Board of Directors’ regular meeting of the Delaware Solid Waste Authority be accepted as written.”

**Second** - Mr. Sheldon

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

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

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

**B FINANCIAL AUDIT**

Mr. Esposito welcomed Colleen Varallo, Theresa Flannery, and Geoffrey Meyer from Wipfli. Ms. Flannery then made a presentation of the 2023 audit results to the Board of Directors.

**Motion B** - moved by Ms. Parks

“The Board accepts the independent auditors’ report of the financial statements of net position of Delaware Solid Waste Authority as of June 30, 2023 and 2022, prepared by Wipfli, LLP.”

**Second** – Mr. Carter

Mr. Esposito thanked Wipfli for their presentation and discussion.

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. ADMINISTRATIVE POLICIES & PROCEDURES**

**Motion C** – moved by Ms. Parks

“The Board accepts the revised purchasing and contract approval levels specified in the Administrative Policies and Procedures Manual.”

**Second** – Mr. Carter

Mr. Watson explained that this was a result of a discussion at the Administrative Affairs Committee meeting where it was pointed out that DSWA’s purchase approval levels were on the low side. A lot of items were coming to the Board for action that maybe doesn’t need Board action. Staff reviewed the current approval levels that were set back in 2008. Staff figured out what were more reasonable approval levels and this is what is being presented. Ms. Roddy explained that the only difference that the Board will see is the approval level shifted upward. The threshold for requiring the full Board approval of a

contract went from \$100,000 to \$250,000. Mr. Riddle asked that staff generate a quarterly chart showing the contracts awarded with a dollar range from \$100,000 to \$250,000. Mr. Koskey said that staff will develop a report.

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***

**D. PURCHASE AND SERVICE OF A NEW EXCAVATOR FOR LFG – CONTRACT P-23-886-CS**

**Motion C** – moved by Mr. Sheldon

“The Board awards a contract for the Purchase and Service of a New Excavator for the Landfill Gas Group to Burke Equipment for the total cost of \$117,562.51 which includes a four-year extended warranty.”

**Second** – Mr. Griffiths

Mr. Watson said that the landfill gas group needed a new excavator for installing horizontal landfill gas trenches. Ms. Baer said that staff negotiated with Burke Equipment for a new excavator and was able to get the four-year extended warranty for no cost as well as a travel alarm kit. This item was included in the FY24 budget for \$140,000 so it came in under budget.

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 Mr. Sheldon

“The Board Meeting is adjourned.”

**Second** – Ms. Parks

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:58 p.m.