

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: February 27, 2024

LOCATION: DSWA Administration Building
601 Energy Lane
Dover, Delaware 19901

TIME: 5:00 p.m.

ATTENDEES:

DIRECTORS

Gerard L. Esposito, Chairman
A. Temple Carter, III
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
Christopher A. Velazquez
Pamela Williamson
Simone George

LEGAL COUNSEL

Michael Teichman (PG&S) (via Zoom)

GUESTS

None

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and forty-third regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Tuesday, February 27, 2024. 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 January 25, 2024, meeting of the Board of Directors.

Motion A – moved by Mr. Carter

“The Minutes of the January 25, 2024, Board of Directors’ regular meeting of the Delaware Solid Waste Authority be accepted as written.”

Second - Ms. Parks

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

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

Report of the Administrative & Citizens' Affairs Committee

B REVISIONS TO DSWA'S HUMAN RESOURCES POLICY MANUAL

Motion B - moved by Ms. Parks

"The Board approves the revisions to the Human Resources Policy Manual as presented."

Second – Mr. Carter

Mr. Watson said that the Human Resources Manual had its last major revision in 2019 and there was a need to make some changes. He asked Ms. Forcier, Senior Human Resources Administrator, to explain some of the changes. Ms. Forcier said that some laws have changed and the policy has been changed to include up to date references and direct employees to the specific websites so that the information is the most relevant. Temporary employee duration has been changed to 12 months. A couple of definitions were also redefined. Mr. Esposito noted that this item was thoroughly discussed in the Committee meeting.

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

Motion Adopted

(5 Yes, 0 No, 2 Absent)

C. REVISIONS TO DSWA'S ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Motion C – moved by Ms. Parks

"The Board approves the revisions to the Administrative Policies and Procedures Manual as presented and agrees with staff's recommendation that in the future to only seek Board approval for changes to authority or monetary approval levels."

Second – Mr. Carter

Mr. Watson said that this policy was last updated in 2011. The current changes to the manual updated and simplified the document. Ms. Roddy explained that these revisions were needed to better reflect DSWA's current policies and procedures. They include how the office operates and how we store information, since most information is now electronic. The Information Technology Policy was added to this manual. The check signing authority was revised to bring it up-to-date with the other financial changes that were made previously. The waste acceptance procedures were also updated. At the Committee meeting it was noted that some of the documents referenced outdated staff assignments and addresses. Staff has decided to refer to these as "legacy documents", meaning they are historical documents that were agreed upon by DSWA and DNREC. This is now an updated and comprehensive document. Staff is suggesting that they only come to the Board with any changes that require a change of authority related to monetary issues rather than interoffice procedures. Ms. Parks said that this item

was discussed in great detail in Committee and it was important to note that these changes will reflect a way to make it easier for the Authority to operate day-to-day.

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

Motion Adopted

(5 Yes, 0 No, 2 Absent)

Report of the Technical & Facilities Affairs Committee

D. PROPOSED CONTRACT WITH DIAMOND MATERIALS

Motion D – moved by Mr. Paraskewich

“The Board awards a contract for the Cell 6 Base Construction to Diamond Materials for the amount of \$11,732,231.25.”

Second – Ms. Parks

Mr. Watson said that this item was discussed at the Technical Committee as a special situation. Ms. Baer explained that DSWA is currently designing Cell 6 for the Jones Crossroads Landfill and a portion of Cell 6 will be in the area where the sod farm is being developed. CDM Smith, the engineering firm that is designing Cell 6, has completed the design of the base grades of the bottom elevations. The initial estimation was that 525,000 cubic yards of soil would need to be brought in to raise the area to the Cell 6 base grade. Bringing in that much material could take up to a year so staff thought it would be beneficial to utilize the onsite contractor Diamond Materials, who has soil contracts in place, to supply and place the base grade material. This work will happen while simultaneously permitting and bidding the full Cell 6 construction. At the Technical and Facilities Management Committee meeting staff had asked the Board for a not-to-exceed amount of \$15 million, this amount has been revised down to \$11.7 million. The reduction is due to the change in the estimated soil quantity to 450,000 cubic yards. The work under this contract would also include installing erosion and sediment controls, stripping existing topsoil and vegetation and other work as needed to develop the base layer. A term sheet was drafted by DSWA legal and negotiated with Diamond Materials to be used as the contract for the project.

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

Motion Adopted

(5 Yes, 0 No, 2 Absent)

NEW BUSINESS

No comment

PUBLIC COMMENT

No comment

Motion – moved by Mr. Carter

“The Board Meeting is adjourned.”

Second – Ms. Parks

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:19 p.m.