

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: October 31, 2024

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 Griffiths (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
Pamela Williamson
Shelly Forcier
Christopher Velazquez
Coleen Champlin (via Zoom)

LEGAL COUNSEL

F. Michael Parkowski (PG&S)

GUESTS

Collen Varello (via Zoom)
Geoffrey Meyer (via Zoom)

REGULAR BOARD MEETING

The Chairman, Gerard Esposito, called the four hundred and forty-eighth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, October 31, 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 September 26, 2024, meeting of the Board of Directors and the executive session.

Motion A – moved by Mr. Carter

“The Minutes of the September 26, 2024, Board of Directors’ regular meeting and the executive session of the Delaware Solid Waste Authority be accepted as written.”

Second - Mr. Sheldon

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

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

Report of the Administrative & Citizens’ Affairs Committee

B. FINANCIAL AUDIT

Mr. Esposito welcomed Colleen Varallo and Geoffrey Meyer from Wipfli. Mr. Meyer then made a presentation of the 2024 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, 2024 and 2023, prepared by Wipfli, LLP.”

Second – Mr. Carter

Mr. Esposito thanked Wipfli for their presentation and discussion.

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

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

C. ORGANIZATIONAL CHART CHANGE

Motion C – moved by Ms. Parks

“The Board approves organizational changes as presented to include an Internal Auditor position to report to the Chief Executive Officer (CEO), the CEO will report matters from the Auditor to the Board Chair.”

Second – Mr. Carter

Discussion between the Board members, legal counsel, and staff resolved that the new position of Internal Auditor would report to the CEO and the CEO would then apprise the Board Chair of any issues. Staff will proceed with recruiting for this position and may come back to the Board at a later date with changes to the job classification that would include salary ranges.

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

Motion Adopted

(6 Yes, 0 No, 1 Absent)

Report of the Technical Affairs & Facilities Management Committee

**D. REPLACEMENT OF SCALES AT THE PINE TREE CORNERS TRANSFER STATION
CONTRACT NO. C-24-895-NT**

Motion D – moved by Mr. Sheldon

“The Board rejects the bid received for the Replacement of Scales at the Pine Tree Corners Transfer Station.”

Second – Mr. Griffiths

Mr. Watson said that the scales at Pine Tree are very old. It is time to replace them. After issuing a Request for Bids DSWA only received one bid. Ms. Roddy explained that the one bid from Advanced Scale was deemed incomplete at the bid opening. There were 12 bid items on the bid form and Advanced only filled in 10 items and left 2 blank and they left the total blank. It is staff’s recommendation, along with legal, to reject this bid and rebid the project. Mr. Riddle asked what the project amount would be. Ms. Roddy said that the project is estimated at \$1.5 million. Mr. Griffiths asked where customers would go while to work is being done. Ms. Roddy said that most of the customers will go to either the Sandtown Landfill or the Cherry Island Landfill.

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

Motion Adopted

(6 Yes, 0 No, 1 Absent)

E. EXECUTIVE SESSION

The Board did not go into executive session.

NEW BUSINESS

No comment

PUBLIC COMMENT

No comment

Motion – moved by Mr. Carter

“The Board Meeting is adjourned.”

Second – Mr. Sheldon

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

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

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:49 p.m.