

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: September 26, 2024

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

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 (arrived 5:09)

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
Shelly Forcier
Christopher Velazquez

LEGAL COUNSEL

F. Michael Parkowski (PG&S)
Michael Teichman (PG&S)

GUESTS

None

REGULAR BOARD MEETING

The Vice-Chairman, Timothy Sheldon, called the four hundred and forty-seventh regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, September 26, 2024. He announced the meeting had been duly noticed and the Directors had received copies of the information to be considered.

A. MINUTES

Vice-Chairman Sheldon called for additions or corrections to the draft of the Minutes of the August 22, 2024, meeting of the Board of Directors and the executive session.

Motion A – moved by Mr. Carter

“The Minutes of the August 22, 2024, Board of Directors’ regular meeting and the executive session of the Delaware Solid Waste Authority be accepted as written.”

Second - Mr. Griffiths

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

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

Report of the Administrative & Citizens’ Affairs Committee

B. STATEWIDE TIRE RECYCLING PROGRAM CONTRACT S-24-904-SW

Motion B - moved by Ms. Parks

“The Board awards the contract for the Statewide Tire Recycling Program to Olde Towne Trucking LLC for a three-year period.

Second – Mr. Carter

Mr. Watson explained that this is a re-occurring contract for the statewide tire recycling program. Mr. Parkowski said that Olde Towne Trucking holds the current contract and they have done a great job of clearing out the old tires at all the facilities. They have contracted with a new tire recycling company that will reuse the tires in various ways. Staff recommends that Olde Towne Trucking be awarded the contract based on previous experience with them.

Mr. Carter	Yes
Mr. Griffiths	Yes
Mr. Paraskewich	Yes
Ms. Parks	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 the organizational changes as presented.”

Second – Mr. Carter

Mr. Watson explained that the Financial Services Group (FSG) is in the process of implementing a new purchasing system software and would like to add an Accounting Technician II position.

This should reduce the operations staff workload but will increase some functions in FSG. This will centralize purchasing statewide with the potential to get better pricing. This position will also fill the need for the FSG succession planning since several staff members will be retiring in the next five to seven years. A temporary person has been working in this position and it has verified that this position is needed. Mr. Watson highly recommended going forward with this position. Mr. Griffiths asked what the pay scale was for this position. Mr. Watson said that this was an existing position and the pay grade is 14. This position was not included in this year's budget but it will only be for half of the fiscal year. The additional expense should balance out because there are always positions that haven't been filled throughout DSWA.

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

Motion Adopted

(6 Yes, 0 No, 1 Absent)

Report of the Technical Affairs & Facilities Management Committee

**D. CHERRY ISLAND LANDFILL AND PIGEON POINT LANDFILL MANHOLE REHABILITATION – PHASE 1
CONTRACT NO. C-24-901-NCNP**

Motion D – moved by Mr. Griffiths

“The Board awards the contract for the Cherry Island Landfill and Pigeon Point Landfill Manhole Rehabilitation – Phase I to A&W Maintenance and Coatings LLC, for the amount of \$2,079,940.00.”

Second – Mr. Carter

Mr. Watson said that two bids were received for this project. The low bid was from JJID, Inc. but on further investigation JJID had submitted their bid utilizing a different epoxy than that was required by the contract. Since, their submitted epoxy material had not been tested or previously used in a landfill leachate manhole it was unclear if the proposed epoxy could be a suitable substitution. Based on this information, JMT, the engineering design firm for this project, recommended that DSWA reject JJID. The second bidder, A&W Maintenance and Coating's bid was reviewed, and they did propose the correct epoxy. Even though their bid was substantially higher it was still under the engineer's estimate. Based on JMT and legal counsel's reviews, it was recommended that DSWA accept the bid from A&W Maintenance and Coatings.

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)

E. DESIGN AND ENGINEERING SERVICES FOR AREA F PHASE I-B CAPPING AT THE CENTRAL SOLID WASTE MANAGEMENT CENTER – CONTRACT NO. S-24-903-CS

Motion E – moved by Mr. Griffiths

“The Board awards the contract for the Design and Engineering Services for Area F Phase I-B Capping at the Central Solid Waste Management Center to HDR Engineering.”

Second – Mr. Carter

Mr. Watson said that this is for the Sandtown Landfill Area F Phase I-B capping. Staff solicited for the design of the cap. Four proposals were received and staff reviewed them. HDR was selected and staff asked the Technical & Facilities Management Committee on August 8th for permission to negotiate with them. Staff opened the price proposal and was able to negotiate the initial cost of \$574,450 down to \$498,623. Mr. Watson commended staff 's negotiation efforts. He noted that HDR is a quality engineering firm.

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)

F. EXECUTIVE SESSION

Board voted to go into Executive Session at 5:14 pm.
The Board came out of Executive Session at 6:00 pm.

NEW BUSINESS

No comment

PUBLIC COMMENT

No comment

Motion – moved by Mr. Griffiths

“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: 6:02 p.m.