

**DRAFT
MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

DATE: September 17, 2009

LOCATION: 1128 S. Bradford Street
Dover, DE 19901

TIME: 5:00 p.m.

ATTENDEES:

DIRECTORS

Richard V. Pryor
Ronald G. McCabe
Theodore W. Ryan
Timothy P. Sheldon
Tonda L. Parks

STAFF

Pasquale S. Canzano
Richard P. Watson
Anne M. Germain
Jack J. Lechner
Logan V. Miller

LEGAL COUNSEL

F. Michael Parkowski

GENERAL PUBLIC

(See List Attached)

REGULAR BOARD MEETING

The Chairman, Richard V. Pryor called the three hundredth and sixteenth regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, September 17. He announced the meeting had been duly noticed and the Directors had received copies of the information to be considered.

A. MINUTES

Chairman Pryor called for additions or corrections to the draft of the Minutes of the last meeting of the Board of Directors

Motion A – Moved by Mr. Ryan

“The Minutes of the July 31, 2009 Board of Directors’ meeting of the Delaware Solid Waste Authority be accepted as written.”

Second – Mr. Sheldon

Vote – (Parks, Ryan, Sheldon
McCabe, Pryor)

Motion Adopted
(unanimous)

Report of Technical/Facilities Management Committee

**B. SOUTHERN SOLID WASTE MANAGEMENT CENTER (SSWMC)
AMERESCO EASEMENT**

Motion B – Mr. Sheldon

“The Committee recommends the Board approve modifying the existing Ameresco easement at SSWMC.”

Second – Mr. Ryan

Mr. Canzano stated that when we put in the hydrogen sulfide treatment system at the Southern Solid Waste Management Center, during the course of installing the system it turned out that it was put on property that was beyond the existing limits of the Ameresco lease. Therefore, we changed those limits to incorporate the sulfa-treat system within the lease parameters. Also, on the northern boundary of the leased property, we reduced the boundaries so that we have additional land for our gas collection system materials. We recommend the changes in the easement be approved by the Board.

Ms. Parks - Yes
Mr. Ryan - Yes
Mr. Sheldon - Yes
Mr. McCabe - Yes
Mr. Pryor - Yes

Motion Adopted
(5 Yes 2 absent 0 No)

Report of Administrative Affairs Committee

C. FY 2010 BUDGET

Motion C - Mr. McCabe

“The Administrative Affairs Committee recommends the Board adopt the FY 2010 budget as presented.”

Second – Ms. Parks

Mr. Lechner stated that we did hold a workshop on August 12 and a public hearing on August 19. The hearing officer’s report summarizes the results of both meetings and also includes a handout of the budget as presented to the Board.

Mr. Canzano added that the numbers in the budget have not been changed since the last presentation to the Board.

Ms. Parks - Yes
Mr. Ryan - Yes
Mr. Sheldon - Yes
Mr. McCabe - Yes
Mr. Pryor - Yes

**Motion Adopted
(5 Yes 2 absent 0 No)**

D. INFORMATION TECHNOLOGY (IT) SECURITY POLICIES

Motion D – Mr. McCabe

“The Administrative Affairs Committee recommends the Board approve the proposed IT Policies.”

Mr. Canzano stated that these policies are being addressed as a result of the Auditor’s recommendation to have such policies in place and documented. He commended Drew Taylor in putting this document together and our executive management team in reviewing this in detail. The purpose of this is to identify the various policies as it affects use of our email system, use of the internet, any of our computer systems, hardware, software, use by people within DSWA as well as outside of DSWA. One of the really key items is to make people aware that whatever they do on our systems are a matter of public scrutiny and that they should not expect any privacy when using DSWA’s hardware or software, because we have the ability to monitor what people are doing on their computers to assure that they’re complying with these policies. A number of these policies were in force but now they have been documented. When the employees receive these policies, there is a form for them to sign off and acknowledge

Ms. Germain added that legal has reviewed the policies and this will show up again on fiscal year 2009’s audit. The auditors know that we have been working on this, but will still include it in fiscal year 2009 audit. They will also acknowledge that we have been working on the policies.

Second – Ms. Parks

Ms. Parks - Yes
Mr. Ryan - Yes
Mr. Sheldon - Yes
Mr. McCabe - Yes
Mr. Pryor - Yes

**Motion Adopted
(5 Yes 2 absent 0 No)**

Report of Citizens Affairs Committee

E. DONATIONS AND CONTRIBUTIONS

Motion E – Mr. Ryan

“The Citizens’ Affairs Committee recommends the Board act on the request for contributions as recommend by staff in accordance with DSWA’s Policy Guidance on Contributions.”

Second – Ms. Parks

Mr. Watson stated that this request came from the Central Delaware Chamber of Commerce to participate as a sponsor in the Leadership Central Delaware program. We’ve been doing this for the past several years. The amount of the sponsorship is \$1,000 which we have budgeted for, we also participate as part of the program to visit one of our facilities, typically this is the Sandtown landfill. It is the staff’s recommendation to participate in this program.

Mr. Canzano added that this also allows us the opportunity to give out information on our facilities. These are people who are up and coming as so called “leaders” in the business world and in the community. It is an excellent program and I support the recommendation to continue to participate in the program. Ms. Parks commented that she thinks this is a good policy for DSWA to support and participate in the program. There are a lot of local leaders that learn about DSWA and has a tremendous amount of value in that regard and also from the public relations and public outreach there is a tremendous opportunity for us to be profiled and to get our message out.

- Ms. Parks - Yes
- Mr. Ryan - Yes
- Mr. Sheldon - Yes
- Mr. McCabe - Yes
- Mr. Pryor - Yes

**Motion Adopted
(5 Yes 2 absent 0 No)**

F. YARD WASTE

Motion F – Mr. Ryan

“The Citizens’ Affairs Committee recommends the Board approve the proposed change to the yard waste program to include wheeled carts.”

Second - Mr. McCabe

Mr. Watson stated that this item is to add a feature to our existing yard waste collection program. Currently, customers pay \$1.00 a sticker to place on a bag that they supply. This change would allow us to provide those same customers a 95 gallon cart and they could use either the bag or the cart and they would place 3 stickers on the cart for each use. We feel confident that this will be a successful transition. We currently have 5,800 customers, we will purchase the carts and get them distributed this fall and run it through next June and try to find out the participation rate. Hopefully, it will increase because it is more user friendly. Mr. Pryor asked if these carts are different than the curbside carts. Mr. Watson replied that they are the same shape and size, the only real difference is that they are going to be vented so that when you have your yard waste in there, it can decompose and aerate. They will be either green or brown carts. Mr. Sheldon participated in the mini pilot program and was very pleased along with the others that participated. It will require an expenditure of money and staff wanted to make the Board aware of this. It looks like there will possibly be a yard waste ban in Kent and Sussex counties if and when we get our permits to build the new cells.

Mr. Sheldon commented that he did think this was a lot easier than the bags. How will the stickers be put on the cart? Mr. Watson replied that there will be a sealable bag on the cart and the stickers will be placed inside the bag. You can still use the bags or fill the cart up and put 3 stickers on the cart. We may need to modify the program as we go.

Ms. Parks - Yes
Mr. Ryan - Yes
Mr. Sheldon - Yes
Mr. McCabe - Yes
Mr. Pryor - Yes

**Motion Adopted
(5 Yes 2 absent 0 No)**

**G. AREA A/B WETLANDS AND LANDFILL PHYTOCAP
CENTRAL SOLID WASTE MANAGEMENT CENTER**

No action

NEW BUSINESS

Mr. Ryan noted that the Delaware Solid Waste Authority has been involved with the Solid Waste Association of North America (SWANA) for at least 25 years. We have had the privilege over that time to have Mr. Vasuki serve as president for two terms. He is very proud to announce that Anne Germain has been elected as Secretary and in three years she will be President of SWANA. Congratulations are in order for Ms. Germain.

PUBLIC COMMENT

Mr. Kramer stated there is an article in the Readers Digest about making garbage into gas and asked if anyone knew about that. Mr. Canzano stated he was not aware of the article but there are different gasification processes. Mr. Kramer asked what happens to the trash. Mr. Canzano stated

there are different processes that will take garbage and convert them into a gaseous product, some have a slag.

Mr. Kramer asked what the criteria are for having a recycle center placed at a facility. He has someone that is interested in having a site placed in Greenwood. Mr. Watson told him to get the information to Rich VonStetten.

Motion – Ms. Parks

“The Board of Directors go into Executive Session.”

Second – Mr. Sheldon

Vote – (Parks, Ryan, Sheldon
McCabe, Pryor)

Motion Adopted
(unanimous)

Moved – Ms. Parks

“The Board of Directors return to regular session.”

Second – Mr. Sheldon

Vote – (Parks, Ryan, Sheldon
McCabe, Pryor)

Motion Adopted
(unanimous)

Motion – Ms. Parks

“The Board Meeting is adjourned.”

Second: Mr. Sheldon

Vote – (Parks, Ryan, Sheldon
McCabe, Pryor)

Motion Adopted
(unanimous)

Respectfully submitted,

Libby J. Kelley

Meeting Adjourned: 6:00