

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board**
2 **at its next regular meeting.**
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **Virtual Meeting on ZOOM**

7 **January 13, 2021 3:00 PM**
8

9 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the
10 meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present on the call:
11 Bill Munoff (BM), David Olson (DO), Richard Reed (RR), Andy Hooper (AH), Deb Gaynor (DG), and
12 Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager and Patti Johnson (PJ),
13 Business Manager.

14
15 **2. APPROVE THE AGENDA –**

16 **Motion #1: BM moved to approve the agenda. DO seconded the motion.**

17 **VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain – 0.**
18

19 **3. APPROVE MINUTES OF DECEMBER 9, 2020 MEETING –**

20 **Motion #2: DG moved to approve the minutes of December 9, 2020. TW seconded the**
21 **motion.**

22 **VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain – 0.**
23

24 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
25

26 **5. MANAGER REPORT** – TK informed the E.Bd that ANR has just released the 2021 Biennial
27 Solid Waste Report to the Legislature, including the Landfill Availability Report mandated by Act 69.
28 We will try to post the report with embedded links on our website to make it easier for folks to read it.
29 Also, the anticipated ANR Infrastructure Grant RFP has just been issued and will become available to
30 the District for upcoming projects. The grant is offering a 60% match for HHW infrastructure and a
31 40% match for recycling and food diversion. TK said the solid waste managers have asked that each
32 planning entity be allowed an amount up to \$100k max. The deadline to apply is March 1st. TK will
33 bring to the Feb. E.Bd meeting some projects that could be included in the application.

34 **a. Personnel** – Two Transfer Station staff are out on sick leave due to injuries that originated
35 offsite until they are medically cleared for duty.

36 **b. Health & Safety** – COVID-19 update to be discussed in new business.

37 **c. 2020 SWIP approved by ANR** – The State has approved the five-year 2021 SWIP.
38

39 **6. FINANCIAL REPORTS –**

40 **a. November 2020 Financial Report** – PJ presented the November 2020 Financials showing a
41 net loss of (\$3,842) for the month. November tonnage of 1,838 was lower than the 2019 total of
42 1,974. Total YTD tonnage of 20,586 is 1,112 tons less than YTD tonnage in Nov. 2019. Nov.
43 2020 transactions continue to be high at 6,303, 1,320 more than the 4,983 in Nov. 2019. Despite
44 the partial program shutdown in April – May 18 due to COVID-19, YTD Nov.2020 transactions
45 of 56,953 exceeded the YTD Nov. 2019 total of 55,483.

46 **b. November 2020 Single Stream Recycling Report** – In November, the Transfer Station
47 received a total of 370 tons of single stream recyclables. The processing fee was lower at \$92/ton,
48 resulting in a YTD net loss of (\$9,181) in single stream recycling.

49 **c. NBMVT CD account rollover, Interest Rates Declined** – PJ informed the E.Bd that our Rate
50 Stabilization Fund, with a Principal of \$100k, is maturing at the end of January. It has been situated
51 in a 17-month CD, and the \$2,200 interest earned over the last 17 months will be deposited into the
52 General Fund upon maturity. Although interest rates have dropped substantially, staff intends to roll
53 over the \$100k principal in the fund to an 18-month CD, as it will earn more interest there, although

54 the new interest rate has declined to .35%. DG mentioned that Monkton received a higher interest
55 rate at Community Bank. PJ agreed to look into that.

56 **d. Municipal Diversion Grant Applications** – None received.

57 **e. School Diversion Grant Applications** – None received.

58
59 **7. NEW BUSINESS** –

60 **a. COVID-19 Updates** –

61 - **Addison County rise in cases:** With an increased rate of infection, TK may have to reinstate a
62 temporary shut-down of programs if the State enters into another shut-down, or if the Transfer
63 Station has limited staff and must prioritize MSW, C&D and food scrap collection.

64 - **Vaccination Policy for Staff:** The E.Bd favors a mandatory vaccination policy, with lawful
65 exemptions via signed waivers, once the vaccine is available for essential workers.

66 - **Mutual Assistance from Board Members:** Eric Murray and Randy Orvis have volunteered to
67 assist in operating the Transfer Station if we are facing closure at any time. TK will check on liability
68 insurance paperwork. TK will also check with the Middlebury PWD. If we can obtain mutual aid to
69 operate the heavy equipment and load trailers, we might be able to have MBI pull trailers from the
70 buildings rather than parking the trailers, which would help if CDL drivers are unavailable.

71 **b. Proposed Policy for Annual Wage/Salary Adjustments for Employees at Top of the New**
72 **Job Classification Scale** – TK presented some options for compensation to employees who have
73 reached the top of the new Job Classification Scale. In addition to the annual COLA, the E.Bd could
74 consider bonuses, an annualized lump sum payment, additional training, or other non-payment
75 incentives.

76 **Motion #3: TW moved to authorize the DM to award a single lump sum payment in**
77 **lieu of a step increase (up to an equivalent normal raise, based on performance) to**
78 **employees who have reached the top of the adopted pay scale. RR seconded the**
79 **motion.**

80 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**

81 **c. New Haven Transfer Station Extension Site – Update on site permitting and proposed**
82 **conceptual design** –

83 - The Solid Waste Infrastructure Grant RFP was issued by ANR (as mentioned in the Manager
84 Report).

85 - TK, Don Maglienti and Gary Hobbs met with Shane Mullen, PE (Weston & Sampson) to
86 review the latest New Haven Site Plan. We made some changes to the Site Plan, which Shane will be
87 incorporating in the next few weeks. Shane has also made progress on research into permitting. He
88 will present the latest to the E.Bd on Feb. 9th.

89
90 **8. EXECUTIVE SESSION** – None needed.

91
92 **9. AGENDA ITEMS FOR JANUARY 21, 2021 BOS MEETING** –

93 **Motion #4: TW moved to cancel the January 21st BOS meeting due to lack of business.**

94 **BM seconded the motion.**

95 **VOTE: Yes – 6 (BM, DO, AH, DG, CB, TW). No – 0. Abstain – 0.**

96
97 **10. OTHER BUSINESS** – DG – The Green Up Day Committee is sticking with the first Sat. of May.

98
99 **11. APPROVAL OF PAYMENTS** – The signed lists of payments will be approved by TW on 1/15.

100
101 **12. ADJOURN** –

102 **Motion #5: BM moved to adjourn the meeting at 3:59 p.m. TW seconded the motion.**

103 **VOTE: Yes – 6 (BM, DO, AH, DG, CB, TW). No – 0. Abstain – 0.**

104
105 *I agree that this is an original of the January 13, 2021 minutes that were considered and approved by*
106 *the E.Bd at its meeting of _____.*

107
108 _____
Teresa A. Kuczynski, District Clerk