

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

6 **December 7, 2022, 4:30 PM**

7 **Virtual Meeting on ZOOM**
8

9 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting
10 of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on Zoom: David Olson
11 (DO), Diane Mott (DM), Randy Orvis (RO), Cheryl Brinkman (CB), Bill Munoff (BM), and Deb Gaynor
12 (DG). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don
13 Maglienti (DM), Program Manager; Emily Johnston, Public Outreach Coordinator.
14

15 **2. APPROVE THE AGENDA –**

16 **Motion #1: CB moved to approve the agenda. DG seconded the motion.**

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

19 **3. APPROVE MINUTES OF NOVEMBER 9, 2022, MEETING –**

20 **Motion #2: RO moved to approve the minutes of November 9, 2022. DO seconded the**
21 **motion.**

22 **VOTE: Yes – 7 (DO, DM, DG, BM, RO, TW, CB,). No – 0. Abstain – 0.**
23

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

26 **5. MANAGER REPORT –**

27 **a. Personnel** – Nothing to report.

28 **b. Health & Safety** – The last staff meeting will be held on Dec. 15th for 1st Aid and Bloodborne
29 Pathogen Training. HySafe visited to conduct the annual inspection of the fall protection system at
30 the Transfer Station. They have locked out / tagged out one of the cables in the Tip Building and will
31 return to repair it. Damage appears to be from wear & tear.

32 **c. General Year-End Updates** – The CY2023 Casella Waste Mgmt. Transport & Recycling
33 Agreement Extension has been signed.

34 **d. Program Manager – Year-End Updates** - DM Report: DM outlined recent efforts toward
35 drafting the new legislation on Extended Producer Responsibility (EPR) for household hazardous
36 waste (HHW). He has been participating in a VT Product Stewardship Council subcommittee to
37 review and draft this legislation, which will be provided to Sen. Bray this week. This legislation will
38 include the costs incurred for the management of pesticides and herbicides, which were not included
39 with previous versions of this bill. As a result, DM is also working with other Districts to collect data
40 on pesticide volumes, types, and costs to create a summary of the need to include this category of
41 waste within the bill. DM is also working on the application for 4th Task Order for the District's
42 Solid Waste Implementation Plan (SWIP) grant, as well as meeting with a consultant to develop a
43 draft facility design for a new HHW facility. EJ Report: The final newsletter of 2022 was sent out
44 this week. Additionally, both the business outreach and school outreach SWIP requirements were
45 met. She mentioned giving OOPs stickers and mini disposal guides to a new local hauler. The
46 HazWaste Guide and Mini Disposal Guide are being updated for 2023. EJ also briefly gave a
47 summary of the Role of DePackagers in Managing Food Waste Stakeholder group meetings, which
48 she and GS attended. This group will come up with recommendations for the best use of
49 DePackagers in organics management, determine whether the Food Recovery Hierarchy applies to
50 each generator of organic waste, and give recommendations on whether the VT Agency of Natural
51 Resources should modify its policy surrounding source separation of organics.
52

53 **6. FINANCIAL REPORTS –**

54 **a. October 2022 Financial Report** – PJ presented the October Financials showing a (-\$43,030)
55 net loss in the General Fund (GF), in part due to a third pay period in Oct., and higher recycling

December 7, 2022 – Exec. Bd. Mins.

56 processing fees in Oct. The Oct. MSW/C&D tonnage of 2,059 tons was 4 tons lower than Oct. 2021,
57 and YTD tonnage of 19,912 tons was 761 tons higher than YTD 2021. Oct. 2022 transactions were
58 5,705, and YTD transactions of 49,543 were 3,662 lower than YTD 2021. As for tires, 62 tons of
59 tires were collected in Oct., and YTD tons were 159 tons higher than YTD 2021. In Oct., 8.32 tons
60 of Food Waste were collected, with a YTD total of 45.23 tons, 28.42 tons lower than YTD 2021.
61 The Transfer Station received 359 tons of Single Stream Recyclables in Oct., with 3,575 tons YTD,
62 and 161 tons less than YTD 2021.

63 **b. October 2022 Single Stream Recycling Report** – In Oct., the Transfer Station delivered 396.11
64 tons to the Materials Recovery Facility (MRF). The Oct. processing fee climbed to \$132/ton, up
65 \$9/ton from last month. “Fuel surcharge fees”, due to the high increase in diesel prices, totaled
66 \$3,282.58 YTD. YTD net recycling loss was (\$54.75).

67 **c. 2022 Annual Financial Audit Schedule** – PJ has received the CY2022 requirement list from the
68 auditors. This is the last year of a three-year contract with RHR Smith. The audit will begin on Feb. 6,
69 2023, and will be presented to the BOS in April 2023.

70 **d. EPA Solid Waste Infrastructure Grant Update** – TK attended a Dec. 5th EPA webinar on the
71 new Solid Waste Infrastructure For Recycling (“SWIFR”) grant. Minimum dollar amount for applying
72 is \$500,000 in new capital expenditures (land acquisition, construction, & equipment) toward waste
73 diversion, including waste reduction, recycling, organics mgmt., food recovery, E-waste and textiles.
74 The grant will cover 100% of eligible expenses. Many questions remain regarding eligibility. Proof
75 must be provided that the applicant is a “political subdivision of the state” and may require a letter from
76 the A.G. Public/private joint projects are ineligible. CB suggested contacting the ACRPC for info on
77 what would be considered a “disadvantaged community.” The deadline for notice of intent to apply is
78 Dec. 15, and applications are due in mid-Jan. 2023. The grant start date is Oct. 2023, with three years to
79 complete the project. TK will review the grant documents. Another grant (“REO”) opportunity is for
80 public education & outreach. In order to meet the minimum dollar amount, several solid waste entities
81 are discussing a joint REO project with the VT DEC. EPA will be offering more grants in the future.

82 **e. Municipal Diversion Grant Applications** – N/A

83 **f. School Diversion Grant Applications** – N/A

84
85 **7. NEW BUSINESS –**

86 **a. Approve District Manager Employment Contract for 1/1/2023 – 2/28/2025** – The Chair
87 explained that the E.Bd approved this contract at its Nov. meeting for recommendation to the full BOS.
88 The full BOS did not enter into executive session on Nov. 17, and the contract was not discussed. In
89 order to meet the 12/31 deadline for signing, the E.Bd will have to revote on approving the contract.

90 **Motion #3: RO moved to approve the District Manager Employment Contract for**
91 **1/1/2023 – 2/28/2025. BM seconded the motion.**

92 **VOTE: Yes – 7 (DO, DM, DG, BM, RO, TW, CB,). No – 0. Abstain – 0.**

93
94 **b. Update on Purchase & Sale Agreement, Design & Permitting – New Haven** – TK updated the
95 E.Bd on the status of New Haven permit applications. The Act 250 permit process is moving along as a
96 minor amendment. Several other necessary permits have been obtained such as Wastewater & Potable
97 Water Supply Permit, and Full Certification of a Solid Waste Facility. The Stormwater Permit is close to
98 completion.

99 **c. Approve Addition of ROTH Option to Employment Retirement Plan** – PJ explained that a
100 Roth Provision can now be added to the 457 deferred compensation plan as an option for employees.
101 The contributed funds would be post-tax. This will not cost the District any more money. A rep. from
102 ICMA-RC will explain this option to employees.

103 **Motion #4: RO moved to approve the Addition of ROTH Option to the Employment**
104 **Retirement Plan. BM seconded the motion.**

105 **VOTE: Yes – 7 (DO, DM, DG, BM, RO, TW, CB,). No – 0. Abstain – 0.**

106
107 **d. Approve 2023 Police Service Contract and Protocols for Addison County Sheriff’s Dept.**
108 **Enforcement of the ACSWMD Illegal Burning and Disposal Ordinance -**

109
110 **Motion #5: RO moved to approve the 2023 Police Service Contract and Protocols for**

111 **Addison County Sheriff's Dept. Enforcement of the ACSWMD Illegal Burning and**
112 **Disposal Ordinance. BM seconded the motion.**

113 **VOTE: Yes – 7 (DO, DM, DG, BM, RO, TW, CB,). No – 0. Abstain – 0.**

114
115 **8. EXECUTIVE SESSION – Not needed.**

116
117 **9. OTHER BUSINESS – The Dec. 15th BOS meeting is cancelled due to lack of business.**

118
119 **10. APPROVAL OF PAYMENTS – October invoices were already approved last month.**

120
121 **11. ADJOURN –**

122 **Motion #6: BM moved to adjourn the meeting at 6:05 PM. RO seconded the motion.**

123 **VOTE: Yes – 7 (DO, DM, DG, BM, RO, TW, CB,). No – 0. Abstain – 0.**

124
125
126 *I agree that this is an original of the December 7, 2022 minutes that were considered and approved by the*
127 *E. Bd at its meeting of _____.*

128
129 _____
130 *Teresa A. Kuczynski, District Clerk*