

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 **November 9, 2022, 4:30 PM**

7 **Virtual Meeting on ZOOM**

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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: Deb Gaynor  
11 (DG), David Olson (DO), Diane Mott (DM), Randy Orvis (RO), Cheryl Brinkman (CB), and Bill Munoff  
12 (BM). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don  
13 Maglienti (D.Maglianti), Program Manager.

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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.**

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19 **3. APPROVE MINUTES OF OCTOBER 12, 2022 MEETING –**

20 **Motion #2: RO moved to approve the minutes of October 12, 2022. DO seconded the**  
21 **motion.**

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

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

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26 **5. MANAGER REPORT –**

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

28 **b. Health & Safety** – One incident occurred with customer’s vehicle hitting the gate, with no  
29 injuries resulting.

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31 **6. FINANCIAL REPORTS –**

32 **a. September 2022 Financial Report** – PJ presented the September Financials showing an  
33 \$8,039 net gain in the General Fund (GF). The Sept. MSW/C&D tonnage of 2,156 tons was 9 tons  
34 lower than Sept. 2021, and YTD tonnage of 17,852 tons was 764 tons higher than YTD 2021. Sept.  
35 2022 transactions were 5,567, and YTD transactions of 43,838 were 3,555 lower than YTD 2021.  
36 As for tires, 36 tons of tires were collected in Sept., and YTD 311 tons were 116 tons higher than  
37 YTD 2021. No Food Waste was hauled in Sept., with a YTD total of 36.91 tons, 27.59 tons lower  
38 than YTD 2021. The Transfer Station received 384 tons of Single Stream Recyclables in Sept., with  
39 3,216 tons YTD, 151 tons less than YTD 2021.

40 **b. September 2022 Single Stream Recycling Report** – The Transfer Station delivered 368.53  
41 tons to the Materials Recovery Facility (MRF) in Sept. The Sept. processing fee was \$123/ton, up  
42 from \$93/ton last month. PJ added a line for “fuel surcharge fees”, now being charged due to the  
43 high increase in diesel prices, totaling \$2,927.07 YTD. YTD net gain was \$23,607.33.

44 **c. Municipal Diversion Grant Applications** – N/A

45 **d. School Diversion Grant Applications** – N/A

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47 **7. NEW BUSINESS –**

48 **a. Amendment to Weston & Sampson New Haven Design & Permitting Services contract to**  
49 **add \$5,000 to cover permitting costs** – TK explained that this request was to add \$5,000 to the  
50 original Weston & Sampson design & permitting contract for New Haven. Unanticipated work had to  
51 be done this past year, leaving only \$2,341 to address questions from regulators. They will bill the  
52 District on a time-and-expense basis.

53 **Motion #3: RO moved to approve the Amendment to Weston & Sampson New Haven**  
54 **Design & Permitting Service contract to add \$5,000 to cover permitting costs. BM**  
55 **seconded the motion.**

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

**b. Amendment to Policy Implementing the Waste Management Ordinance (Policy) to increase non-separation surcharges and labor charge for removing prohibited materials from waste** – TK discussed with the E.Bd the need to amend the Policy to increase surcharges for non-separation of prohibited materials and to increase the rates charged for labor to remove the prohibited materials from the waste. The higher fees would help to incentivize customers to source-separate their waste and for haulers to check the loads – primarily from C&D roll-offs. DM would like to see customers receive adequate instructions upfront from the haulers listing the materials that have to be kept out of the waste. TK will emphasize this issue and will include the Policy with the hauler mailing on Dec. 1<sup>st</sup>.

**Motion #4: CB moved to recommend to the full BOS to approve the proposed changes to the Policy as presented. RO seconded the motion.**

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

**c. Amendment to Agreement for Transportation & Recycling Services Between Casella Waste Management, Inc. and the ACSWMD to extend Agreement for CY2023** – The contract with Casella (CWM) for transport and recycling services ends on Dec. 31, 2022. TK met with Randy Dapron, CWM to draft the amendment. Anticipated CY2023 increases in CPI, fuel surcharges and processing fees at the Materials Recovery Facility (MRF) are in the amendment. All other original contract terms will remain the same.

**Motion #5: RO moved to recommend to the full Board to accept the amendments for the 2023 Casella Hauling Contract. BM seconded the motion.**

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

**d. Draft 2023 Annual Budget – Impact of rapidly declining recycling market prices on Average Commodity Rate charged to the District, and discussion on how to cover the higher costs** – TK discussed with the E.Bd the effect that rapidly declining recycling market prices will have on the Transfer Station expenses for CY2023. The \$100/ton budgeted for processing fees in CY2023 will not be enough. The new estimates of \$125 - \$140/ton processing fees in CY2023 would result in a YE 2023 General Fund (GF) deficit of (\$106,000), and would exceed our Recycling Contingency Fund (RCF). We might also need to tap into the RCF for deficits by YE 2022. TK ran estimates of increasing the processing fee to \$120/ton and leaving the tip fees as adopted by the BOS in Oct. of \$140/ton MSW/C&D and \$120/ton Recycling, which would result in a net loss of (\$53,607) in the GF. After reviewing various scenarios for covering recycling costs, the E.Bd decided that the processing fee budget should be increased to \$130/ton, and the tip fees to \$145/ton MSW/C&D and \$125/ton Recycling, resulting in a net balance of \$40,937 in the CY2023 GF budget.

**Motion #6: RO moved to recommend to the full BOS to change the draft budget tip fees to \$145/ton for MSW/C&D and \$125/ton Recycling based on an anticipated processing fee of \$130/ton. DO seconded the motion.**

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

**e. Update on Purchase & Sale Agreement, Design & Permitting, New Haven** – TK reported that the Act 250 application is pending, with a pre-hearing conference and site visit on Nov. 17th at 9 AM. The Full Certification Solid Waste application is pending.

**8. EXECUTIVE SESSION – For the purpose of discussing confidential attorney-client communications made for the purpose of providing legal services to the body.**

**Motion #7: CB moved to go into Executive Session at 5:33 PM for the purpose of discussing confidential attorney-client communications made for the purpose of providing legal services to the body. RO seconded the motion.**

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

The E.Bd exited Executive Session at 5:37 PM.

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**9. PROPOSED AMENDMENT OF DISTRICT MANAGER JOB DESCRIPTION** – TK presented a revised District Manager Job Description to include: (1) a working knowledge of and continued applicable training required by state and federal law of regulations to include Subchapter 3 Section 7-301; Hazardous Waste Generator Standards; and (2) the responsibility of the District Manager to provide training to staff in positions listed under Section 7-308(b)(15)(D)(i) (i.e., HAZWOPER, RCRA, DOT, etc.). District Manager educational preferences were also updated.

**Motion #8: RO moved to accept changes to the District Manager job description as presented. DM seconded the motion.**

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

**10. EXECUTIVE SESSION** – For the purpose of discussing the hiring and evaluation of an employee.

**Motion #9: RO moved to go into Executive Session at 5:43 PM for the purpose of discussing the hiring and evaluation of an employee. DG seconded the motion.**

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

The E.Bd exited Executive Session at 6:01 PM.

**Motion #10: RO moved to recommend to the full BOS that we approve the contract of the District Manager as presented. BM seconded the motion.**

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

**11. OTHER BUSINESS – AGENDA ITEMS FOR NOVEMBER 17, 2022, BOS MEETING –**

Public hearing on the Draft 2023 Annual Budget, Adopt the 2023 Budget, Changes to *Policy Implementing the Waste Management Ordinance*, Extension of Casella Agreement for Transportation & Recycling Services, District Manager Contract, and New Haven Permitting Update.

**12. APPROVAL OF PAYMENTS – OCTOBER** – The Chair will be coming into the office to approve the October Invoice payments.

**13. ADJOURN –**

**Motion #11: BM moved to adjourn the meeting at 6:05 PM. RO seconded the motion.**

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

*I agree that this is an original of the November 9, 2022 minutes that were considered and approved by the E.Bd at its meeting of \_\_\_\_\_.*

\_\_\_\_\_  
*Teresa A. Kuczynski, District Clerk*