ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
EXECUTIVE BOARD MEETING MINUTES
ACSWMD Office
1223 Route 7 South
Middlebury, VT 05753
October 9, 2019 3:00 PM

1. CALL TO ORDER – Tim Wickland, Board of Supervisors (BOS) Vice Chair, called the meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present: Bill Munoff (BM), Bill Kernan (BK), Richard Reed (RR), Steve Huffaker (SH), Eric Murray (EM). Staff present: Teri Kuczynski (TK), District Manager; Don Maglienti, Programs Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor.

2. APPROVE THE AGENDA –
   Motion #1: SH moved to approve the agenda. EM seconded the motion.
   VOTE: Yes – 4 (SH, RR, EM, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF SEPTEMBER 11, 2019 MEETING –
   Motion #2: RR moved to approve the minutes of September 11, 2019. SH seconded the motion.
   VOTE: Yes – 4 (SH, RR, EM, TW). No – 0. Abstain – 0.

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

5. MANAGER REPORT –
   a. Personnel –
   b. Health & Safety – Premiere/HySafe provided their annual onsite fall protection inspection and training to those staff assigned to use the fall protection harness systems at the two tip walls in the tip building and the scrap metal wall. Annual health & safety training courses for staff (HAZCOM, Bloodborne Pathogens, and Fire Safety) are coming.

6. FINANCIAL REPORTS –
   a. August 2019 Financial Report – August was another busy month, with a net profit of $20,580 in the General Fund. The Transfer Station collected 2,320 tons in August, an increase of 298 tons over Aug 2018. YTD accumulated is 15,307 tons, an increase of 1,369 tons over this time last year. There were 6,469 transactions at the Tr. St. - 613 higher than Aug 2018. However, there were 509 fewer transactions YTD in 2019.
   b. August Single Stream Recycling Report – The August processing fee at the MRF increased to $105/ton. With a record YTD high of 1,477 tons of single stream recyclables, the District’s YTD net loss was ($33,759) on transport and recycling.
   c. Municipal Diversion Grant Applications – None received.
   d. School Diversion Grant Applications – None received.

7. NEW BUSINESS –
   a. Draft #5 – Personnel Policies Revisions, Change in Short-Term Disability Insurance Policy – TK reviewed Draft #5 of the Personnel Policies incorporating changes made by the E.Bd at the Aug. 7th meeting, and an evaluation of Short-term Disability Insurance policies. The new language would shorten the time for S-T Disability to take effect: Day 1 for injury and Day 8 for illness, with a maximum of $1,000. This would increase the current max from $750, and shorten the waiting period from 15 days. TK recommends making the change for an additional $1,279.32/year. This would offset a proposed reduction in maximum allowed

The E.Bd asked staff to write a response that the walking floor is indeed working and to express support for the staff to test it several times, and to write a response that the walking floor is functioning normally. The letter is presented by Ltr. #2 from N.E. Quality Service, dba Earth Waste – TK presented a second letter, dated 9/14/19, from EarthWaste requesting revisions to their scrap metal contract that expires in May 2020. They again asserted that the walking floor of the scrap metal trailer was not working. GH reported that he just tested it several times, and the walking floor is functioning normally. The letter is also silent on providing a verifiable alternative formula to the market price index in the current contract. The E.Bd asked staff to write a response that the walking floor is indeed working and to express support for the current market price arrangement and other elements in the contract.

c. Salisbury Agreement to Join the ACSWMD – Update – TK reported that the Town of Salisbury has fulfilled all of the remaining tasks required to become a member of the District: Their engineer has certified that the Salisbury Landfill has ceased operation and provided a copy of the Closure Plan approved by ANR; they established a town drop-off; and they paid the District’s legal fees. The next step is for the BOS to adopt a resolution to accept the Town as a member of the ACSWMD.


Motion #7: RR moved to enter into executive session at 4:20 PM for the purpose of discussing the District Manager evaluation for 2017-2019 and renewal of contract. EM seconded the motion.

VOTE: Yes – 6 (BM, BK, SH, RR, EM, TW). No – 0. Abstain – 0.

The E.Bd came out of Executive Session at 4:52 PM.

Motion #8: BM moved to recommend to the full BOS a three-year contract with the District Manager, with a salary increase of 4% in yr. 1, 3% in yr. 2 and 3% in yr. 3. BK seconded the motion.


10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Invoices paid in September 2019 were reviewed and approved.

12. ADJOURN –
   Motion #9: EM moved to adjourn the meeting at 4:59 PM. BK seconded the motion.
   VOTE: Yes – 6 (BM, BK, SH, RR, EM, TW). No – 0. Abstain – 0.

I agree that this is an original of the October 9, 2019 minutes that were considered and approved by the E.Bd at its meeting of ______________.

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Teresa A. Kuczynski, District Clerk