

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 **April 6, 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 P.M. Other E.Bd members present on Zoom: Bill Munoff
11 (BM), David Olson (DO), Andrew Hooper (AH), Cheryl Brinkman (CB) and Randy Orvis (RO). Staff
12 present: Teri Kuczynski (TK), District Manager; and Patti Johnson (PJ), Business Manager. Guest:
13 Joshua Quinn, Auditor at RHR Smith & Company, CPA’s.
14

15 **2. APPROVE THE AGENDA –**

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

17 **VOTE: Yes – 5 (BM, DO, CB, RO, TW). No – 0. Abstain – 0.**
18

19 **3. APPROVE MINUTES OF MARCH 9, 2022 MEETING & MARCH 31, 2022 SPECIAL**
20 **MEETING –**

21 **Motion #2: CB moved to approve the minutes of March 9, 2022. RO seconded the**
22 **motion.**

23 **VOTE: Yes – 5 (BM, DO, CB, RO, TW). No – 0. Abstain – 0.**
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25 **Motion #3: CB moved to approve the minutes of the March 31, 2022 special meeting.**
26 **RO seconded the motion.**

27 Correction: The Chair reported that, on advice of counsel and for clarity of what was
28 intended, we should add the phrase to the end of Motion #5, “...if the Norrises should
29 reconsider their signing of this document.”

30 **VOTE on approving the minutes of March 31, 2022 as corrected: Yes – 6 (BM, DO,**
31 **CB, AH, RO, TW). No – 0. Abstain – 0.**
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33 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
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35 **5. MANAGER REPORT –**

36 **a. Personnel** – TK reported that at the staff meeting yesterday, we discussed whether to revise the
37 COVID-19 policy with respect to the use of masks in yard and office. It was decided that outdoors,
38 staff will not be required to wear a mask, and we are going to take down signs in the yard requiring
39 customers and visitors to wear a mask. Staff in the yard will have masks with them in case they
40 come within six feet of a customer/visitor and feel they need to put on a mask. In the office, masks
41 will be optional and at the discretion of each staff. However, staff is encouraged to continue social
42 distancing protocols, such as masking in the conference room, staggered lunchtime in the kitchen.
43 Staff also discussed obtaining advice on an improved ventilation system in the office. Visitors to
44 the office are encouraged to wear a mask, and masks will be made available if they have no mask
45 with them.
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47 **b. Health & Safety –**

- 48 - SWANA 2021 Waste Industry Fatalities Report – TK shared encouraging news that the
49 number of fatalities in the waste industry in 2021 have dropped by 50% over 2020.
- 50 - A minor fender-bender occurred in the line to the scale house by two customer vehicles. No
51 one was hurt, but police were called to the scene.
- 52 - AmeriCorps Application for 2022-2023 – TK has submitted the application to have another
53 AmeriCorps member join the District this year; however, chances are not great that we will
54 be able to host a member, as demand for them is high this year. The cost is \$8,500.
55

- 56 **6. FINANCIAL REPORTS –**
57 **a. 2021 Annual Financial Audit – Meeting with Josh Quinn, RHR Smith and Company,**
58 **CPAs** –Josh Quinn presented the 2021 Annual Audit, reviewing the major sections of the year-end
59 financials including net position, fund balances, and the overall health of the District’s financial
60 position. As stated in the March 15th Management Letter to the BOS, no material/substantial issues
61 were found in the review of the District Financials, and noted no transactions of the District for
62 2021, for which there was a lack of authoritative guidance or consensus or deviation from best
63 practice. Josh praised TK and PJ for their performance this year. DO agreed that PJ and TK did a
64 great job and asked if there were any suggestion for improvements. Josh mentioned that there might
65 be a way to streamline the number of spreadsheets used in order to avoid extra work and possible
66 entry errors. PJ added that WasteWorks is a great software for the scale house, and despite her
67 inquiries, it does not interface with QuickBooks and requires manual entries.
68 **b. February 2022 Financial Report** – PJ presented the February Financials showing a net loss
69 of (\$47,356) in the General Fund. The Feb MSW/C&D tonnage of 1,376 tons was 153 tons higher
70 than Feb 2021, and YTD tonnage of 2,778 tons was 136 tons higher than YTD 2021. Feb.
71 transactions were 2,918, and YTD transactions of 5,771 were 741 lower than the same YTD period
72 in 2021. No tires were disposed of in Feb. The food scraps total was 5.71 tons in Feb with a YTD
73 total of 13.58 tons, down by 4.36 tons.
74 **c. February 2022 Single Stream Recycling Report** – The tons of Single Stream Recyclables
75 received at the Transfer Station were 314 tons, with the YTD totals of 658 tons. A total of 232.03
76 tons was transported to the Materials Recovery Facility (MRF) and recycled at a processing fee of
77 \$82/ton. PJ stated that Casella informed her that there was an error in the tonnage processing tons in
78 Feb. Due to some tons having been transported by Casella Construction trucks during a recent
79 breakdown of the District compactor, those tons were unaccounted for and will be adjusted in the
80 future billings.
81 **d. VLCT PACIF Grant Award** – PJ informed E.Bd that VLCT has awarded the District a
82 \$6,000 grant to improve upon our camera security system in our yard, adding new cameras at the
83 lower scale and in the special waste building.
84 **e. Municipal Diversion Grant Applications** – N/A
85 **f. School Diversion Grant Applications** – N/A
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87 **7. NEW BUSINESS –**
88 **a. Quotes for Specialized Toter-Washing Equipment – Power Washer** – District staff presented
89 quotes for a new, skid-mounted hot water pressure washer for use with the Bin Wash
90 Systems toter washer to be delivered this spring. Staff recommended purchase of a unit
91 directly through Bin Wash systems, as this was the least costly option and provided the
92 easiest method for proper configuration of the Bin Wash unit spray head.
93 **Motion #4: BM moved to approve the Quotes for Specialized Toter-Washing**
94 **Equipment – Power Washer. RO seconded the motion.**
95 **VOTE: Yes – 5 (BM, DO, CB, RO, TW). No – 0. Abstain – 0.**
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97 **b. Nominations Received for Election Slate of Officers, E. Bd. Members** - The Nominating
98 Committee did not receive any nominations. However, TW would like to be elected to another term as
99 Chair, and BM would like to be elected to another term as Vice Chair. DO, RO, and CB would like to
100 return on the E.Bd. TK will follow up with DG on whether she would like to serve another year on the
101 E.Bd. The Middlebury Supervisor – now Diane Mott – will automatically have a place on the E.Bd, per
102 the Host Community Agreement. The Chair and Vice Chair will also be members.
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104 **c. Update on Purchase & Sale Agreement, Site Investigations, Due Diligence Period – New**
105 **Haven** – TK reported that the Option Plan B letter was sent to the Norrises on Friday. They did not
106 respond to the proposed First Amendment of the P&S Agreement. However, on Tuesday, they allowed
107 the Weston & Sampson engineers to begin digging around the drainpipe where it exits the Church
108 building, in order to take soil samples.
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110 **8. EXECUTIVE SESSION – N/A**

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9. AGENDA ITEMS FOR APRIL 14, 2022 BOS ANNUAL ORGANIZATIONAL MEETING –
2021 Annual Financial Audit. Annual Elections/Appointments, Proposed Meeting Schedule, District Legal
Representation. Update on New Haven Purchase & Sale Agreement, Site Investigations, Due Diligence
Period. Draft Conflict of Interest and Ethical Conduct Policy.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS –

**Motion #5: CB moved that the E.Bd has reviewed and approved the payments of the
District for March 2022. RO seconded the motion.**

VOTE: Yes – 5 (BM, DO, CB, RO, TW). No – 0. Abstain – 0.

12. ADJOURN –

Motion #6: BM moved to adjourn the meeting at 6:18 PM. RO seconded the motion.

VOTE: Yes – 5 (BM, DO, CB, RO, TW). No – 0. Abstain – 0.

*I agree that this is an original of the April 6, 2022 minutes that were considered and approved by the
E.Bd at its meeting of _____.*

Teresa A. Kuczynski, District Clerk