



**Mid-Coast Solid Waste Corporation
Rescheduled Board of Directors Meeting
June 23, 2021 – 6:30 p.m.**

Agenda

This meeting will be held in the Richardson Room in Rockport Town Office
and streamed at: www.youtube.com/TownofCamdenMaine.

- 1. Public & Director Comments** (*please limit public comment to non-agenda items*)
- 2. Review and Approval of April 28, 2021 Meeting Minutes**
- 3. Facility Manager Report**
- 4. Executive Session: Pursuant to Contracts, 1 M.R.S.A. § 405(6)D, and Personnel Matters 1 M.R.S.A. § 405(6)(A)**
- 5. Adjourn**



**MIDCOAST SOLID WASTE CORPORATION
BOARD OF DIRECTORS MEETING
April 28, 2021**

MEMBERS PRESENT: Bob Falciani (Chair) – Camden, , Alison McKellar (Treasurer) – Camden, Debra Hall – Rockport, Denise Munger – Rockport, Keryn Laite (Vice-Chair) – Lincolnvile, Josh Gerritsen – Lincolnvile, Brian Powers, Jr – Hope, Wendy Pelletier – Hope

MEMBERS ABSENT:

REPRESENTATIVES PRESENT: Michael Martunas, Manager MCSWC

Guest: Fred Brewer, CPA, William H. Brewer & Co.

Bob Falciani, Chair, called the Annual Meeting to order at 6:30 pm.

A. PUBLIC & DIRECTOR COMMENTS: None

B. APPROVE MEETING MINUTES OF January 14, 2021:

Chair Falciani entertained a motion to approve the minutes of January 14, 2021. Keryn Laite moved to approve the minutes as presented. Powers seconded. Roll call vote: Aye's: Laite, Gerritsen, Pelletier, Powers, Munger, McKellar & Falciani. Hall abstained-not present. No discussion. Motion passed 85.03 for and 14.97 abstained.

C. FACILITY MANAGER REPORT:

Chair Falciani asked the membership if there were any questions/comments on the Manager's report presented in the packet. There was none. Falciani asked Martunas to highlight topics from the report for the members.

Martunas requested the Finance Committee meet to reevaluate the purchase of recycling containers as metal pricing has increased substantially.

Martunas opened discussion on the costs associated with processing credit/debit card transactions at the facility; Falciani suggested Martunas put a proposal together for the June meeting. Powers asked for a brief overview of the allocation of processing costs for the program that will allow credit/debit processing. Martunas provided initial figures on estimated costs and reviewed three different systems equipment/processing options under review for instituting the use of credit cards. A lengthy discussion on how cost instituted by the credit card program and possible fees would be covered. McKellar asked that a convenience fee vs. a fee per transaction be considered.

Laite opened discussion on the existing bottleneck of vehicles that already exists at busy times and how this will affect the gatehouse process. Munger asked about the ability of current charge account receivable payments processed through the new program in the future. Martunas said that could be part of the system. McKellar expressed concern on basing fees off transactions vs. a flat convenience fee for using a credit/debit card. The consensus of the Board was to move forward with providing customers with this capability for paying. Falciani asked Martunas to implement the program, report back through his monthly report the costs and fees after a soft start.

D. REVIEW FY2019-2020 FINANCIAL AUDIT

McKellar introduced Fred Brewer, CPA from William H. Brewer & Company of Bath to the Board. Brewer walked the membership through the different schedules of the FY19-20 audit. Questions from the Board were included in the discussion with Brewer. McKellar and Brewer discussed the format of the MCSWC Corporate Audit, which is now structured to provide information that is more direct to the user. McKellar added the audit presented estimated closure costs and post closure costs terms more clearly and that the figure referenced as a liability obligation will be enhanced by funds accumulated in future years are put toward meeting the liability obligation. Brewer added the audit format discloses calculations for closure and maintenance more transparently than previous audit formats from the past; including notes breaking out the reserves each of the four towns for closure and post closure cost allocations. Brewer provided a brief review on several reserve accounts and future equipment funding if needed. McKellar noted the demolition and landfill totals include annual salvage figures (sales of recyclable materials) and recommended the salvage income be broken out in future audits to better track that income.

E. Vote to Appoint New Members from Lincolnville and Rockport to Personnel Committee:

Chair Falciani opened discussion for Laite to request new appointments to the Personnel Committee. The recent passing of David Barrows and changes in membership from Rockport has left two vacancies on the Committee. Laite recommended Josh Gerritsen serve the remainder of Barrow's term, noting Gerritsen has agreed to serve. Falciani asked about the Rockport seat. A brief discussion on Hall continuing on the MCSWC Board following her term as a Selectperson was held. A Rockport representative will be determined following the next election and Munger will get back to the board when more is decided.

Chair Falciani entertained a motion to approve a new member to the Personnel Committee. Laite moved to approve Josh Gerritsen to the Personnel Committee. McKellar seconded. No Discussion. Roll call vote: Aye's: McKellar, Pelletier, Laite, Munger, Hall, Powers, Gerritsen & Falciani. Motion passed unanimously.

Hall, Falciani and McKellar discussed additional openings that will need filling in the next fiscal year. McKellar asked that the Board revisit a conversation about going to a model that includes committee members that are not necessarily Board Members in the near future.

E. Executive Session: MCSWC Manager's performance evaluation Pursuant to 1 M.R.S.A. § 405 (6) (A) Personnel Matters

Falciani entertained a motion to adjourn the regular meeting at 7:16 pm and convene an executive session under 1 M.R.S.A. § 405 (6) (A) Personnel Matters. Brian Powers motioned to move to executive session as stated. Pelletier seconded. No Discussion. Roll call vote: Aye's: Pelletier, Powers, Laite, Munger, Hall, Powers, Gerritsen & Falciani. Motion passed unanimously by those in attendance.

F. ADJOURN:

Chair Falciani moved to exit executive session and adjourn the regular the meeting at 7:50 pm. No Discussion. Roll call vote: Motion passed unanimously by those in attendance.

Respectfully Submitted,

Beth Kwiatkowski
Recording Secretary

If there are any questions regarding the decisions made at the meeting please refer to the meeting video.

SCHEDULED MEETINGS:

Board of Directors Meetings:

Meeting, June 23, 2021, at 6:30 pm



MID-COAST SOLID WASTE CORPORATION BOARD OF DIRECTORS MEETING

MANAGERS REPORT: 06-23-2021

FACILITY UPDATES:

MCSWC continues to operate at full capacity and accepts all recycling, MSW, and landfill materials.

SAFETY:

COVID-19 - MCSWC continues to operate in accordance with the Maine CDC and Governor Mill's guidelines. The use of face masks is no longer required when outdoors at the facility, however MCSWC staff may continue to use facemasks when social distancing cannot be maintained or when interacting with the public.

MCSWC Management continues to take all necessary precautions to keep the health and safety of MCSWC employees and the community safe.

No employee injuries or incidents in June.

TRANSFER FACILITY:

A preventative maintenance inspection was performed on the compactors on June 8th by Atlantic Recycling. Hydraulic oil samples were collected to determine any degradation and if an oil change is required. No significant problems were noted during the inspection. Some minor repairs are needed but these can be completed in-house by MCSW staff.

Four (4) feral kittens were found under the compactors in early June. The cats were brought to Camden Animal Hospital and later taken to P.A.W.S Animal Adoption Center in Camden. MCSWC will contact animal control to capture the mother feral cat to have spayed.



MCSWC staff removed old fencing and brush on the southern edge of Jacob's Quarry in June. This project was completed to improve the landscaping of the facility and make way for new fencing to be installed in July.



The Swap Shop opened on May 4th. The volunteer program appears to be operating without incident. There is a minimum fee of \$1.00 for any item left at the Swap Shop. Furniture and large items are \$2.00. Large bulky items, such as couches, are \$4.00.

LANDFILL OPERATION AND LEACHATE MONITORING:

Leachate levels within the landfill remain below the target elevation of 98 ft. (94.99 on 6/14). To-date in June 608,746-gallons discharged. ~\$5,069.49. Discharge rate to Camden expected to increase on July 1, 2021.

In June MCSWC installed a new litter control fence on the landfill to prevent the migration of debris offsite.

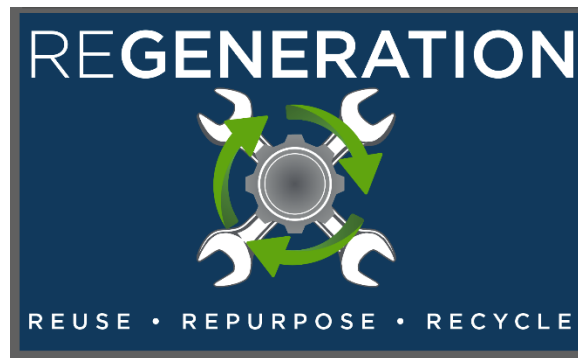


RECYCLING:

MCSWC submitted an order for four (4) new recycling containers in June. The new containers are expected to arrive at the facility in August.

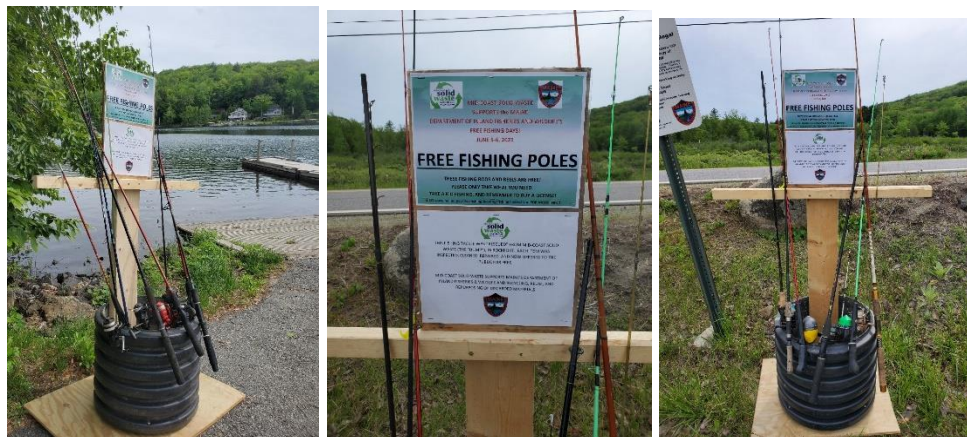


MCSWC continues to build inventory for the small engine and bicycle waste diversion program at the facility. Lawnmowers, weed whackers, rototillers, snow blowers, and bicycles are being stored in the Blue Metal building.



MCSWC has contacted the Maine School of Technology's small engine repair director to discuss a collaborative small engine repair program. MST students enrolled in the small engine repair program will have the opportunity to enhance their skills by working on small engines and bicycles collected at MCSWC. In addition, students will collect, catalogue, and inventory valuable small engine parts for use on equipment being repaired at MST.

MCSWC supported Maine's Department of Inland Fisheries and Wildlife "Free Fishing Day" on June 5-6, 2021. Fishing rods and reels were collected, repaired, and provided to the public for free. Unfortunately, only enough fishing rods were collected for two (2) sites. The fishing pole donations were provided at the boat launches located on Megunticook Lake on Rt. 52 and Rt. 105.



ADMINISTRATIVE:

Two (2) employees are scheduled to retire on June 30th: Mr. Gary Leighton, Maintenance Mechanic, has worked at MCSWC for 23 years. Mr. Sydney Leach, Compactor Operator, has worked at MCSWC for 20 years.

MCSWC hired a full-time "line-guy" to work the recycling line in June. Say hello to Jacob, a.k.a. "Smitty", during your next visit to the facility.



MCSWC is also interviewing a potential full-time Compactor Operator with Maine Commercial Drivers License (CDL).

MCSWC has contacted Ardiah Managed Services of Rockport for information on setting up a credit card payment system. Following discussions with Ardiah it is apparent the MCSWC facility requires a complete Point Of Sale (POS) and facility software upgrade to provide secure and reliable credit card transactions. The upgrade would include a “cloud-based” software upgrade for the facility providing Windows based applications, email, and firewall protection. Initial investment for the upgrade is approximately \$9,000 with a monthly fee of approximately \$900/month. MCSWC will discuss the costs of this project with the Finance Committee.

FINANCIAL

To date, MCSWC finances remain positive with no glaring discrepancies for any expense or revenue cost center. Bottom line YTD – Expenses = \$1,987,263 Revenues = \$2,233,243

BOARD INFORMATION:

The following information is intended to keep the Board apprised of projects completed or in development at MCSWC. This is for information only and not intended to be agenda items open for discussion at this time.

Due to manufacturing difficulties, the “yellow bag” supplier may not be able to fill our recent order until mid-July. This may result in a shortage of bags available for retail sale. MCSWC has a stockpile of older bags, some potentially defective, that can be used to supplement the inventory until the new shipment arrives.

A snapping turtle (*Chelydra serpentina*) was spotted heading to Jacob's Quarry!

