



**MIDCOAST SOLID WASTE CORPORATION
BOARD OF DIRECTORS MEETING
September 22, 2021**

MEMBERS PRESENT: Alison McKellar (Treasurer) – Camden, Eric Boucher – Rockport, , Keryn Laite (Vice-Chair) – Lincolnville, Wendy Pelletier – Hope, Josh Gerritsen– Lincolnville, Brian Powers, Jr – Hope

MEMBERS ABSENT: Bob Falciani (Chair) – Camden, Debra Hall – Rockport

REPRESENTATIVES PRESENT: Michael Martunas, Manager MCSWC

Keryn Laite, Vice Chair, called the Annual Meeting to order at 6:32 pm.

1. **PUBLIC & DIRECTOR COMMENTS:** None

2. **REVIEW AND APPROVAL OF JULY 28, 2021 MEETING MINUTES:**

Boucher informed the Board Hall is waiting for feedback from council on information concerning the need for possible updates to in person and remote meeting policy. When information received, Hall will review with the Governance Committee.

Vice Chair Laite entertained a motion to approve the minutes of July 28, 2021. Wendy Pelletier moved to approve the minutes for July 28, 2021 as written. McKellar seconded. No further discussion. Motion passed (86.33 in favor and 0 opposed) Gerritsen and Powers abstained due to absence.

3. **FACILITY MANAGER REPORT:**

Vice Chair Laite asked the membership if there were any questions or comments on the Manager's report presented in the packet. Martunas reviews instituted COVID policy daily for State and CDC compliance. Facility is running smoothly, and maintenance projects getting facility ready for winter are underway. Several board members entered into a discussion on the current market demand and pricing of recycling materials. McKellar touched on the subject of sorting material vs. single stream with regard to quality of material and questioned pricing considerations. Martunas offered to follow up on current pricing trends for single stream recycling in the area. McKellar commented that the Finance Committee and Manager might look toward including a Recycling Reserve in next budget. Martunas discussed the possibility of arranging a direct storage & trucking of cardboard bales using a trailer on site. A final discussion on ridged plastics recycling was held.

Powers requested an update on staffing changes. Martunas noted that MCSWC has hired three part-time employees for the Regeneration and Recycling Line areas. A fourth employee is assigned to the Gate House and the Recycling Line as needed.

4. FINANCE COMMITTEE: FY 2021 CARRY FORWARD RECOMMENDATIONS

McKellar reported that the Finance Committee and four Town Managers reviewed and provided input to the FY2021 Budget carry forwards supporting direct carry forwards from an actual line such as the request for credit card process funding. McKellar suggested the remaining requests from Martunas, as outlined in a handout provided to the Board, would be more suited to using reserve funds to complete the outlined work.

McKellar briefly described the Jacobs Quarry Closure Reserve and provided examples of long-term uses and its intent to provide contamination control and litigation in conjunction with DEP approval at times. McKellar asked Martunas to confirm with the Maine DEP the use of Landfill Closure Reserve funds for the installation of the automated leachate management system is acceptable. McKellar also requested Martunas review the Lily Pond Escrow for clarity on its intended uses and provide that information at a future Finance Committee meeting.

McKellar provided the unanimous recommendation of the Finance Committee and noted the four Town Managers were in agreement that operational issues should be funded following best practices of Municipal Accounting using reserve funds vs. carry overs.

McKellar noted the following recommendations from the Finance Committee included:

A carry forward from line 101-11 Software License/Support/PC in the amount of \$6227.00 for Credit Card Transaction upgrade.

Authorization to expense \$21,032 from the Equipment Replacement Reserve Fund for purchase of roll off containers

Authorization to expense from the Equipment Replacement Reserve Fund for MSW Compactor Repairs

Authorization to expense from the Jacobs Quarry Reserve Fund \$15,000 for automating the Leachate Pumping System.

Laite asked if a vote was needed on the items under discussion for carry forwards and reserve funding. McKellar and Pelletier agreed the four projects discussed were recommended to be voted on and the membership agreed a vote was necessary.

Vice Chair Late entertained motions to approve the outlined carry forward from the FY21 MCSWC Budget and requested funding from the Equipment Replacement Reserve. *Alison McKellar moved to carry forward \$6,227 from General Administration line 101-11 Facility Software/Hardware. Boucher seconded. No further discussion. Motion passed (100% in favor and 0 opposed).*

Alison McKellar moved to authorize the expense of \$21,032 from the Equipment Replacement Reserve Fund for purpose of purchasing recycling roll off containers. Gerritsen seconded. No further discussion. Motion passed (100% in favor and 0 opposed).

Alison McKellar moved to authorize the use of up to \$40,000 to be expensed from the Equipment Replacement Reserve Fund for the purpose of MSW Compactor Repairs. Boucher seconded. No further discussion. Motion passed (100% in favor and 0 opposed).

Martunas led a brief discussion on the purpose of the leachate measuring upgrades. This data collection has been manual to date. The expansion to a meter automation, which includes direct feed to computers and automation of pumping discharge flow, will better support MCSWC compliance with DEP record keeping and reporting. Martunas discussed the upgrade with the DEP Hydrogeologist during a recent DEP visit and the information was well received and supported by the DEP staff.

Vice Chair Laite entertained a motion to approve the outlined funding from the Jacobs Quarry Reserve Fund. Alison McKellar moved to authorize the use, pending DEP approval, of an expenditure of up to \$15,000 from the Jacobs Quarry Reserve Fund for purpose of automating the leachate pumping system. Gerritsen seconded. A brief discussion was held on reviewing the expenditure if the DEP did not approve the work. Vice Chair Laite called the vote. No further discussion. Motion passed (100% in favor and 0 opposed).

5. FINANCIALS

Laite noted there were accounts on the AR Summary showing 60 or 90 days past due. Martunas and Kwiatkowski have sent out notices and several have already responded with payments, and follow-ups will take place. McKellar asked about the newer lines for Hauling/Chip Diversion costs and Mattress Diversion. Martunas provided updates on the projects and the need to track new costs. A brief conversation on the status of the grinder at the facility was held.

6. CAPITAL AND STRATEGIC PLANNING COMMITTEE: MEMBER APPOINTMENT

Vice Chair Laite entertained a motion to approve a new member to the Capital and Strategic Planning Committee (SCPC). Alison McKellar moved to appoint Eric Boucher to the Capital and Strategic Planning Committee. Laite seconded. No further discussion. Motion passed (100% in favor and 0 opposed).

F. ADJOURN:

Vice Chair Laite entertained a motion to adjourn the meeting. Josh Gerritsen moved to adjourn the meeting at 7:34 pm. Pelletier seconded. No discussion. Motion passed (100% in favor and 0 opposed)

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 Meeting:

November 17, 2021 Meeting, 6:30 pm, John French Jr. Conference Room – Camden Town Office