

Beaver Island Waste Management Committee  
Peaine Township Hall  
36825 King's Hwy, Beaver Island, MI 49782  
Tuesday, December 17, 2019 at 1:00PM

## **DRAFT - MINUTES**

MEMBERS PRESENT: Paul Cole (Chair), Frank D'Andraia (Recording Secretary), Carla Martin, Travis Martin, Joe Moore, Sheri Richards and Paul Welke.

ABSENT: Robert Marsh, Transfer Station and Recycle Center Manager

OTHERS PRESENT: Bryan Doughman (Resident, St. James)

CALL TO ORDER: The Beaver Island Waste Management Committee (BIWMC) was called to order by the Chair at 1:00 p.m. on Tuesday, December 17, 2019 at the Peaine Township Hall.

APPROVAL OF THE MINUTES: Motion to approve the minutes of November 19, 2019 made by Richards and seconded by Moore. Unanimously Carried.

CHAIR:

- A. Announcements: Cole announced both townships approved the Committee's recommendations governing the BIWMC Structure, Responsibility and Authority, as well as the new position description for Transfer Station/Recycling Attendant (Part-time). Cole indicated St. James Township seeks the assistance of the Committee on addressing Blight matters.
- B. Identifying 2020 Priorities: The Chair called for the development of a list of Committee priorities for 2020. Discussion followed. To assist deliberations Cole distributed copies of Committee priorities for 2019. A list of priorities were identified, along with the names of those members of the Committee expressing an interest in working on a specific undertaking. The following priorities were identified:
  - o Employee Handbook (Moore & Welke). Cole will seek clarification from townships about the handbook focus, i.e. covers all employees in both townships or TS specific.
  - o New Equipment/ Equipment Repair priorities and recommended budget (Marsh, T. Martin, & Welke)
  - o Financial Oversight Processes, including a more definitive breakdown of revenue streams, with the goal of having a monthly or quarterly

income/expense report to be presented to the Board on a regular basis using a detailed spreadsheet format. (Cole, C. Martin and Marsh)

- Redemption Center for Aluminum, Glass and Plastic Beverage Containers (Moore, Richards, & T. Martin). In conjunction with this priority a motion was made by T. Martin to request the St. James Township Attorney render an opinion on establishing a Consolidated Beverage Container Recycling/Redemption Center is compatible and in compliance with the State of Michigan Bottle Deposit Law. Moved by Richards and seconded by Welke. Unanimously approved.
  - Credit Card Use and Point of Sale Software (Moore, Richards, & Marsh)
  - Social Media, increase usage (Cole)
  - Approval Transfer Station Manager Position Description and Performance Evaluation Policy and Procedures
- C. Blight: Cole distributed St. James Township 2020 goals on blight and noted that St. James seeks assistance from the BIWMC regarding the disposition of large metal items, such as abandoned vehicles and discarded appliances. Discussion followed. The Chair observed that more time was needed to discuss this complex subject and Committee members concurred. The Chair recommend a Special Meeting was warranted and a motion was made by Welke and seconded by T. Martin to hold a special meeting on the topic of blight and collaboration by the Transfer Station for Tuesday February 11th at 2pm in the Peaine Township Hall. Unanimously passed.

BUDGET UPDATE: C. Martin distributed a budget update.

TRANSFER STATION & RECYCLE CENTER UPDATE: B. Marsh submitted a written update for distribution to the Committee.

OLD BUSINESS: The Chair indicated the following items would be placed on the January agenda.

- A. Transfer Station Manager Position Description - Draft previously distributed
- B. Performance Evaluation Policy and Procedures - Draft previously distributed
- C. Station Staffing Needs

NEW BUSINESS - None

PUBLIC COMMENT - None

NEXT MEETING: The BIWMC meets next on Tuesday, January 21, 2020 at 1:00PM.

ADJOURNMENT: Cole adjourned the meeting at 2:06PM.

Respectfully Submitted:

Frank D'Andraia, Recording Secretary