

Beaver Island Waste Management Committee  
Peaine Township Hall  
36825 King's Hwy, Beaver Island, MI 49782  
May 7, 2019

## MINUTES

**DRAFT**

MEMBERS PRESENT: Paul Coles, Frank D'Andraia (Recording Secretary), Travis Martin, Nick Olson, Sheri Richards, and Paul Welke

ABSENT: N/A

OTHERS PRESENT: Robert Marsh, Transfer Station Manager and Carla Martin

CALL TO ORDER: The Beaver Island Waste Management Committee (BIWMC) was called to order by the committee's Recording Secretary at 1:03 p.m. on Tuesday, May 7, 2019 at the Peaine Township Hall.

APPROVAL OF THE MINUTES: **Motion** to approve the minutes of April 2, 2019 as circulated made by T. Martin. Seconded By: P. Cole. Unanimously Carried.

ELECTION OF CHAIR: The Recording Secretary announced the resignation of Bill Kohls as Chair and from the Committee. D'Adndaia indicated that Peaine Township was expected to appoint Peaine Township Trustee Carla Martin to replace Kohls on the Committee. In the interim he asked for nominations for Chair. Paul Cole was nominated by P. Welke and seconded S. Richards. There were no additional nominations. **Motion** to elect P. Coles chair was Unanimously Carried.

MEETING TIMES: The Chair asked the members of the Committee if the meeting times remained convenient. Discussion followed. The Chair determined there was no time that was convenient for all. It was decided that the committee continue to convene on the first Tuesday of the month at 1:00pm at the Peaine Township Hall for the months of June, July and August of 2019 unless otherwise noted.

COMPENSATION: The Committee noted that TS personnel had not received pay raises in 2018 or 2019. Discussion followed. **Motion** was made by F. D'Andraia to make a recommendation to the townships to retroactively increase the wages of all full and part-time TS personnel by 3% for the period 4/1/18 through 3/31/19 as well as provide a 3% retroactive raise for the period 4/1/19 to current. The motion was seconded by N. Olson. Unanimously Carried.

POSITION DESCRIPTIONS: The chair observed a need to up date all TS position descriptions. Discussion followed. F. D'Andraia suggested all TS job descriptions be reviewed and updated NLT August 15th. The Chair tasked a subcommittee (Cole and D'Andraia) to undertake a review and update of position descriptions and to report back to the Committee with recommendations NLT August 15th.

#### TRANSFER STATION MANAGER'S REPORT/UP-DATE

R. Marsh advised the committee that the first shipment of waste for 2019 had departed for the mainland. Marsh recommended NO changes be made to either the current pricing schedule or established hours of operation in 2019. The manager addressed several questions made by committee members: Posting of general information about TS operation (hours of operation, waste and recycling disposal requirements) bids for hauling waste to the mainland, revenues and related questions. The Chair noted the Chamber of Commerce plans to post general information about TS operations on the Chamber website.

P. Welke observed a motion had been made at a previous meeting to authorize the Chair to contact the Peaine Township attorney for advice and assistance on the development of an appropriate employment policy governing drug and alcohol testing for Transfer Station employees. In view of the change in leadership he recommended the St. James Township attorney now be consulted. The Chair will follow up.

#### CHAIR:

Formulating Committee Priorities: The chair shared a list of priorities the Manger had identified for 2019 and they were:

1. Approval of an employee handbook on TS policy and procedures (previously drafted but not approved or adopted);
2. Increased use of social media to inform citizens and visitors about TS operations and services;
3. Strengthening safe handling procedures for dangerous and hazardous waste
4. Strategies for increasing public recycling
5. Development of a plan to budget and fund replacement of worn and obsolete equipment, as well as the acquisition of new equipment and technology

The chair invited members of the committee to add to the priority list and the following suggestions were brought forward:

1. Updating the original joint township document (1991) that created the BI Waste Management Committee
2. Investaige creation of a unified redemption center for aluminium, glass, plastic and beverage containers
3. Proactive Island wide program to encourage recycling and the disposal of waste
4. Working with contractors to explore most cost effective solutions for the disposal and recycling of construction debris, shingles and scrap metal etc.
5. Great cooperation with other Island entities working on recycling, litter, blight etc.
6. Review of financial oversight procedures

Coles indicated the committee will revisit the list in June in order to develop priorities, as well as an action plan. In the interim, the chair requested committee members begin to review the following documents --all drafted by a previous BIWM committees --and directed the Recording Secretary to distribute copies to members:

1. Proposed Addendum to the 1991 Agreement Between St. James and Peaine Townships (not included w/minutes)
2. Draft BITS Employee Handbook (not included w/minutes)
3. Draft BIWM Committee By-laws --should read Committee Guidelines and Responsibilities (not included w/minutes)

The chair brought the discussion to closure and indicated that the Proposed Addendum to the 1991 Agreement Between St. James and Peaine Townships would be a discussion items for the June meeting of the committee and asked that all members be prepared to discuss the proposed Addendum.

PUBLIC COMMENT - None

NEXT MEETING: The BIWMC meets next on Tuesday, June 4, 2019 at 1:00PM.

ADJOURNMENT: Coles adjourned the meeting at 2:10 p.m.

Respectfully submitted:

Frank D'Andraia, Recording Secretary