

Beaver Island Waste Management Committee
Peaine Township Hall
36825 King's Hwy, Beaver Island, MI 49782
Tuesday, October 15, 2019 at 1:00PM.

MINUTES

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

ABSENT: Paul Welke

OTHERS PRESENT: Robert Marsh, Transfer Station and Recycle Center
Manager

CALL TO ORDER: The Beaver Island Waste Management Committee (BIWMC)
was called to order by the Chair at 1:03 p.m. on Tuesday, October 15, 2019 at
the Peaine Township Hall.

APPROVAL OF THE MINUTES: Motion to approve the minutes of September 17, 2019
made by S. Richards and seconded by C. Martin. Unanimously Carried.

REPORTS:

I Chair

- A. Vacancies: The Chair announced that Joe Moore, the newly appointed Trustee for St. James Township, has joined the Committee. Moore replaces Travis Martin. The Chair envisions an appointment to fill the vacancy created by the resignation of Nick Olson would be addressed before the end of the calendar year.
- B. Millage: The Chair reported that upon reflection, the proposal made by Peaine Township Supervisor Kohls to increase Transfer Station (aka Station) millage had been withdrawn.
- C. Beaver Island Waste Management Committee Structure, Responsibility and Authority Draft - Revision dated 8/27/2019 (not attached): The Chair noted he had received feedback from the Peaine and St. James Township Supervisors concerning the aforementioned draft. The chair proceeded to review the following suggested changes with Committee members.

1. "I. STRUCTURE. 2. TERM OF OFFICE: Two (2) years renewable, maximum of four consecutive years." Changed to read: "TERM OF OFFICE: Two (2) years renewable, maximum of six (6) consecutive years." Motion to adopt recommended change made by F. D'Andraia and seconded by C. Martin. Unanimously Carried.
2. II. **COMMITTEE RESPONSIBILITIES**: 2. Personnel. "-- Hires, in consultation with the Township Boards, the Transfer Station Manager -- Recommends to Township Boards, when appropriate, other employment decisions relative to the Manager (including disciplining and firing) --Sets parameters, in consultation with the Township Boards and the Transfer Station Manager, for compensation of all full and part time non management employees. Changed to read: "-- Makes hiring recommendations to the Township Boards on Station Manager -- Recommends to Township Boards, when appropriate, other employment decisions relative to the Manager (including disciplining and firing) --Makes compensation recommendations to Township Boards for all full and part-time employees." Motion to adopt recommended change made by F. D'Andraia and seconded by S. Richards. Unanimously Carried.
3. II. **COMMITTEE RESPONSIBILITIES**: 5. Fiscal. --Undertake monthly budget reviews, which are based on information from the Peaine Township Clerk that provides information on the monthly status of outlays, receipts, and deficits or surpluses" Change to read: "--Undertake regular budget reviews, which are based on information from the Peaine Township Clerk that provides information on the monthly status of outlays, receipts, and deficits or surpluses" Motion to adopt recommended change made by F. D'Andraia and seconded by S. Richards. Unanimously Carried.
4. In sections titled "ACCEPTED BY THE PEAINE TOWNSHIP BOARD and ACCEPTED BY THE ST.JAMES TOWNSHIP BOARD" Correct "SIGNED" to read "SIGNED" under both headings. Motion to adopt recommended change made by F. D'Andraia and seconded by S. Richards. Unanimously Carried.

The Chair indicated the revised document will now be formally submitted to both Township Boards for review and adoption.

D. Station Position Descriptions (not attached): The Chair proceeded to lead a review and discussion on the draft position description for Transfer Station/Recycling Attendant (Part-time) dated 6/8/19. Based on the deliberations that followed it was the consensus of the Committee to recommend several changes be made to the draft and they were as follows:

“Introductory paragraph” currently reads: “The position averages 20 hours per week; applicants must be available to work a rotating shift, which includes weekends and some holidays. Positive interaction with the public is required. The work is physical, requiring lifting and is subject to exposure to all variations of weather. This is manual work involving the operation of equipment to process refuse, debris and recyclable materials at Beaver Island Transfer Station. Work is performed under the direct supervision of the Transfer Station Manager, in accordance with established procedures and routines. Work is reviewed through discussion and observation and a written performance review is provided annually.”

Change “introductory paragraph” to read as follows: “The position averages 20 hours per week; applicant must be available to work a rotating shift, which includes weekends and some holidays. A part-time employee can be asked to work 40 hours without the benefits of a full-time, salaried employee. However, the Station is required to pay overtime to employees who work more than 40 hours in a work week — whether they are full-time or part-time.

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Under “Essential Duties and Responsibilities/Examples of Work(Illustrative Only)” **Add** the following duty: “Bail compact materials and band items for transportation.”

Under “Requirement of Work” **Add** the following: “Successfully complete and maintain a Michigan CLD certification with Hazmat Endorsement and other certification requirements recommended by Station Manager.”

Change “Necessary Special Requirements” **to read** “Special Requirements”

And a request was made to **Add** the following new section:
“Conditions of Employment”

- “Specific drug and/or alcohol testing may be required.

- Must have proof that you are a US Citizen or have the legal right to be employed in the US.”

The Chair indicated discussion of Station job description would continue and directed the Recording Secretary to place the topic on the November agenda.

II. Station Manager: The Station Manager, B. Marsh, reported operations and services at the BI Transfer Station and Recycle Center were operating smoothly.

BUDGET:

C. Martin distributed (not attached) and reviewed an update on the Station's budget. As discussed by the committee in September, Martin formally recommended a select number of budget line allocations be recalibrated to reflect current rates of expenditure. A motion was made by Martin and seconded by the Chair to recommend to the Peaine Township Board to amend the Waste Management Fund budget as follows: Reduce the allocation for Supplies downward by -\$2000; Reduce the allocation for Refuse Removal downward by -\$1,500 and redirect said sums to Increase the allocation for Boat Freight upward by +\$3000 and Increase the allocation for Education (currently \$0) upward by +\$500. The motion was unanimously carried.

OLD BUSINESS: The Chair indicated the following Old Business would be placed on the November agenda

- A. Accepting Credit Cards at the Transfer Station (S. Richards)
- B. Township Attorney (St. Jams) Response to request for assistance w/development of Drug and Alcohol Policy (P. Cole)
- C. Revenue Data Reporting - More discrete accounting, i.e. by categories (F. D'Andraia)
- D. Identifying 2020 Committee Priorities (P. Cole)

NEW BUSINESS - None

PUBLIC COMMENT - None

NEXT MEETING: The BIWMC meets next on Tuesday, November 19, 2019 at 1:00PM.

ADJOURNMENT: Coles adjourned the meeting at 2:36PM.

Respectfully Submitted:

Frank D'Andraia, Recording Secretary