

Beaver Island Waste Management Committee  
Peaine Township Hall  
36825 King's Hwy, Beaver Island, MI 49782  
Tuesday, January 21, 2020 at 1:00PM

## **MINUTES**

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

ABSENT: Travis Martin and 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 1:02 p.m. on Tuesday, January 21, 2020 at the Peaine Township Hall.

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

CHAIR:

Announcements:

Employee Handbook: Cole announced the original electronic draft of the proposed Station's Employee Handbook had been located and indicated the draft should facilitate the efforts by Marsh, Moore and Welke to review, up-date and present for the committee's consideration. As requested, Cole confirmed the townships are interested expressed in adopting the proposed Handbook for use by all township personnel.

Township Attorney: As requested, Cole has asked the St. James Township Attorney to render an opinion about the legality of establishing a consolidated Redemption Center for Aluminum, Glass and Plastic Beverage Containers is in compliance with the Michigan "container deposit law."

Special Committee Meeting on Blight: The Chair reminded members present that a special Meeting of the Waste Management Committee is scheduled for Tuesday,

February 11, 2020 - 2:00 p.m. at the Peaine Township Hall Meeting Room, 36825 Kings Highway. The topic is Blight and the agreed upon agenda is as follows:

- I. Public discussion on how the Beaver Island Transfer Station and Recycle Center may assist the townships to address blight in sight, such as inoperable cars, damaged marine equipment, discarded used tires, old appliances, broken machinery, castaway furniture or similar items.
- II. Committee work session on developing and implementing a plan in which the Transfer Station and Recycle Center may assist and encourage residents to legally dispose of junk, litter and debris. Use of car compactor (crusher) will be discussed.

The Chair directed the Secretary to post the Special Meeting announcement in accordance with township policies.

Motions:

2020 Committee Priorities: The Chair called for a motion to formally adopt the list of priorities discussed by the Committee on December 17, 2019. Discussion followed. An additional priority was added to the list: "Strategies for increasing public recycling and reducing litter." This priority was added to the list by unanimous consent. The Chair called for a motion to adopt the eight priorities listed below. Motion made by Richards and seconded by Moore. Unanimously Carried.

1. Employee Handbook (Moore & Welke).
2. New Equipment/ Equipment Repair priorities and recommended budget (Marsh, T. Martin, & Welke).
3. 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)
4. Redemption Center for Aluminum, Glass and Plastic Beverage Containers (Moore, Richards, & T. Martin).
5. Credit Card Use and Point of Sale Software (Moore, Richards, & Marsh)
6. Social Media, increase usage (Cole)
7. Approval Transfer Station Manager Position Description and Performance Evaluation Policy and Procedures (Committee).
8. Strategies for increasing public recycling and reducing litter (D'Andraia)

Transfer Station Manager Position Description: The Chair called for a motion to adopt the draft position description for Transfer Station Manager and to present said position description to the township boards for adoption. Discussion followed. The questions was called by Moore and seconded by Cole. The motion passed unanimously with a proviso that Richards may send edits for consideration by Chair and that the edits must be received in advance of the February 5, 2020 meeting of the St. James Township Board Meeting.

Across the Board Pay Raises: The Chair called for a motion to recommend to the township boards an across-the-board pay raise of 3% for all full and part time employees of the Transfer Station & Recycle Center effective March 1, 2020. Motion made by Moore and seconded by Cole. Unanimously Carried.

## REPORTS

Budget Update: C. Martin distributed a budget update. Discussion followed.

Transfer Station & Recycle Center Update: B. Marsh submitted a written update for distribution to the Committee. Discussion followed. Richards indicated she would like to work with Marsh to create an equipment spreadsheet that provided data such as year of purchase, cost, maintenance work conducted, condition, etc. Moore indicated he would be willing to maintain the spreadsheet once created. It was the sense of the Committee that Ricahrds, Marsh, and Moore should proceed.

Credit Card Use and Point of Sales Software: Moore and Richards reported they were making progress on identifying appropriate hardware and software recommendations to allow Station customers to use credit cards for payment of Transfer Station transactions.

## OLD BUSINESS

Performance Evaluation Policy and Procedure: Discussion of the draft Performance Evaluation Policy and Procedures was moved to the February agenda.

NEW BUSINESS - None

PUBLIC COMMENT - None

## MEETINGS

Special Meeting: The BIWMC meets for a Special Meeting on “Blight” on Tuesday, February 11, 2020 at 2:00PM.

Regularly Scheduled Monthly Committee Meeting: The next scheduled monthly meeting of the BIWMC is on Tuesday, February 18, 2020 at 1:00PM.

ADJOURNMENT: Cole adjourned the meeting at 2:18PM.

Respectfully Submitted:

Frank D’Andraia, Recording Secretary