

OHSTT SOLID WASTE Board MEETING

Date: March 25, 2021 Time:7:00 PM...Place: zoom meeting

1. Call To Order
2. Recognize Guest.
3. Public Comments, For Items Not On The Agenda

OLD BUSINESS

4. Vote on last meeting's minutes.
5. update on funds from the three towns

NEW BUSINESS

6. Report from personnel committee. (report on new hires?)
7. Report on the facility renovations. (Delays.)
8. Facility manager's report.
9. Bookkeeper's report
10. Sign the warrant
11. Vote on the signed warrant
12. Correspondence.
13. Any and all business to come before the board.
- 15.

Set date for next meetings : April 22, 2021 And May 27, 2021

ADJOURNMENT

OHSTT Transfer Station

Monthly Report

January 2021

- Mar. 9 Had Larry's Welding repair the rear left gate hinge. Hinge had just broke apart due to deterioration and gate was dragging when opening and closing.
- Mar. 11 I replaced the bolts on two gates as they were ready to break lose.
- Mar. 18 I started to build awning at can #3 had Larry's Welding weld brackets for the two post that are required for awning support.
- Mar. 23 Had septic and leachate tanks pumped by Interstate Septic.
- Mar. 23 I had to install another cable to the safety railing at the metal container.
- Mar. 24 Dave cleaned up all around the leachate manholes by #1 & #2 compactors. There was months of litter frozen-in and could not be addressed.
- Mar. 29 I have made arrangements with Ozone Savers to extract the freon from all appliances in preparation for facility construction.

As of this report date, we are at the point of about 1,600 stickers being sold and installed. Dave has handled about 95% of sticker sales.

I would like to discuss split shifts to extend the hours of operation of the station. I'm very concerned with traffic flow with the newly designed facility. If we start now (prior to the seasonal influx of people) and make the residents aware through media channels, we will be prepared. Two employees work 8:00 to 4:00 and two employees work 10:00 to 6:00 pm. This would allow people to dump after work and relieve the huge traffic flow received on Saturdays. We would be able to do this pilot program for three seasons, (Spring, Summer and Fall) or until the clocks go back.

DISPOSED ITEMS

Commercial Haulers (Mondays)

TV,s ----- 13
Monitors ----- 2
Freon ----- 6
Tires ----- 18
Appliances ----- 7
PC,s ----- 8

Mar. 1 ----- R&D and Dodge
Mar. 8 ----- R&D and Dodge
Mar. 15 ----- R&D and Dodge
Mar. 29 ----- R&D and Dodge

All TV'S are processed within several pallets and Gaylord containers.

All Universal waste including 4' and 8' Fluorescent bulbs, ion & lithium batteries, and mercury items have been processed and packaged.

White goods have been condensed behind the TV shed.

New signs are being installed.

Tires are constantly managed and are put in the hopper 12 at a time (per EcoMaine)

North Coast will be coming to pick up seven pallets of TV's, and Universal Waste by the end

2021

Container # 3 Log

Date	Work Order	Final Pressure	Estimated Tons	Actual Tons	Comments
1-7	1784	1800		14.93	
1-11	1794	1800		13.37	
1-15	1797	1800		10.53	
1-22	1801	1800		13.57	
1-26	1805	1800		14.01	
2-1	1809	1800		11.86	
2-8	1814	1800		13.26	
2-12	1818	1800		11.31	
2-18	1822	1800		13.77	
2-22	1826	1800		12.10	
2-26	1830	1800		10.88	Red light malfunction
3-4	1835	1800		13.30	
3-8	1840	1800		11.88	
3-12	1843	1800		10.97	
3-18	1846	1800		13.53	

Compactor #3's performance is relative to type of waste

Bookkeepers Report



Owls Head South Thomaston Thomaston Solid Waste Corporation

25 March 21

2/26/21 – JK Kalloch was paid. Check #1267, dated 12/31/2020 for \$4,500.00, to reflect in the 2020 Budget. As authorized by the Board on February 25, 2021.

2/27/21 - Contacted Jake Miller with The First Bank regarding payment of the Debit Service (Bond) and ability to access the account online. Jake and I discussed EFT payment to avoid any missed payment. * Please note, these payments will still appear on the warrant.

Request authorization to set up EFT payment for the Debit Service (Bond).

3/1/21 – Spoke with Mindy Cyr, Maine Municipal Audit Services, regarding the correct recording in Quickbooks of the Bond with The First Bank.

As requested by the Board, also inquired in regards to whether the scales be purchased from the Contingency Fund or the Capital Improvement Fund. Mindy explained the Capital Improvement fund should be used for the purchase of the scale. The Contingency Fund is to be used only if necessary.

3/3/21 – Debit Service (Bond) paid by phone in the amount of \$2,230.93. Payment authorized by the Board on February 25, 2021.

3/6/21 – 2021 Property & Casualty Pool renewal completed and signed by Bruce Colson, Board Chair.

3/8/21 – Transferred \$4,500.00 and \$32,791.67 from the Operating Account to the Capital Improvement Account. As authorized by the Board on February 25, 2021.

3/13/21 – Perc Funds in the amount of \$126,295.98 received from the Town of South Thomaston.

3/20/21 – Perc Funds in the amount of \$314,862.93 received from the Town of Thomaston.

Warrants and Bank Reconciliations dropped off at Facility for Board's review and signatures.

Request authorization to pay 2 invoices received from Larry's Portable Welding in the amounts of \$160.00 and \$155.00. Normally these would have been on the warrant, due to Covid 19 and having meetings via Zoom Conferences, warrants must be done in advance to ensure review and signatures for vote at the meeting.

Bookkeepers Report



Owls Head South Thomaston Thomaston Solid Waste Corporation

Received notification from Maine Municipal Association informing OHSTT they are now accepting Direct Deposit via ARC contribution payments for Worker's Compensation and Property & Casualty Pool. ***Request authorization to set up both accounts for ARC payments.***
*Please note, these payments will still appear on the warrants.

Check #1296 to Strout & Payson in the amount of \$195.00 has been returned due to invoice #207223 already had been paid.

3/23/21 – The Worker's Compensation Voluntary Audit for Maine Municipal Association has been completed.

3/25/21 – Current account balances:

Operating Fund –	\$ 65,377.72
Capital Improvement Fund –	\$ 976,977.34
Contingency Fund –	\$ 157,352.85

Respectfully submitted,

Heather-Rae Steeves
Bookkeeper

ROBERT J. LEVINE
ESTHER R. BARNHART
ERIC B. MORSE
PATRICK J. MELLOR
LAUREN C. HALL
DARBY C. UREY
LAURA E.S. CURTIS

STROUT & PAYSON, P.A.

ATTORNEYS

10 MASONIC STREET
P.O. BOX 248
ROCKLAND, MAINE 04841-0248

TELEPHONE
207-594-8400

FAX
207-594-2724

E-MAIL
MELLOR@STROUTPAYSON.COM

March 4, 2021

Owls Head So. Thomaston Thomaston
Solid Waste Corporation
P.O. Box 367
Thomaston, ME 04861

RE: Payment

Dear Heather,

I am returning your check in the amount of \$195. We show that you had previously paid invoice #207223 on February 4, 2021 with check #1261. If you have any questions, please don't hesitate to call. Thank you.

Sincerely,



Terry J. Banda

Enc.

Owls Head South Thomaston Thomaston Solid Waste Corp
Profit & Loss Budget vs. Actual
January through February 2021

03/25/21

Cash Basis

	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Haulers				
Dodge	0.00	550.00	-550.00	0.0%
Guite	0.00	550.00	-550.00	0.0%
Pine Tree Waste	550.00	550.00	0.00	100.0%
R & D	0.00	500.00	-500.00	0.0%
Robinson	550.00	500.00	50.00	110.0%
Total Haulers	1,100.00	2,650.00	-1,550.00	41.5%
Off hours	151.92	2,750.00	-2,598.08	5.5%
Recycled Items				
Appliances	60.00			
Freon Items	80.00			
Metal salvage	381.60			
Tires	133.00			
TV & Monitors	290.00			
Recycled Items - Other	0.00	10,000.00	-10,000.00	0.0%
Total Recycled Items	944.60	10,000.00	-9,055.40	9.4%
Sale of snowblower	75.00			
Stickers				
2021-2022	16,074.00	27,000.00	-10,926.00	59.5%
Stickers - Other	0.00	0.00	0.00	0.0%
Total Stickers	16,074.00	27,000.00	-10,926.00	59.5%
Town of Owls Head	24,236.00	145,416.00	-121,180.00	16.7%
Town of South Thomaston	11,932.08	143,185.00	-131,252.92	8.3%
Town of Thomaston	42,603.50	255,621.00	-213,017.50	16.7%
Total Income	97,117.10	586,622.00	-489,504.90	16.6%
Gross Profit	97,117.10	586,622.00	-489,504.90	16.6%
Expense				
Advertising	0.00	400.00	-400.00	0.0%
Clothing	12.99	1,000.00	-987.01	1.3%
Contractual Services				
Thomaston Recycling				
Can Rental	560.00	3,500.00	-2,940.00	16.0%
Frozen loads	0.00	500.00	-500.00	0.0%
OCC	3,000.00	10,000.00	-7,000.00	30.0%
Over Weight Fees	630.00	4,500.00	-3,870.00	14.0%
Single Stream	1,887.36	15,330.00	-13,442.64	12.3%
Transfer station disposal	17,470.12	130,816.00	-113,345.88	13.4%
Total Thomaston Recycling	23,547.48	164,646.00	-141,098.52	14.3%
Total Contractual Services	23,547.48	164,646.00	-141,098.52	14.3%
Debit Service	0.00	24,541.33	-24,541.33	0.0%
Disposal and Recycling Services				
ecomaine	28,980.01	204,400.00	-175,419.99	14.2%
Recycling	299.87	2,555.00	-2,255.13	11.7%
ScaleFees	0.00	5,000.00	-5,000.00	0.0%
Tire Removal	0.00	500.00	-500.00	0.0%
Total Disposal and Recycling Services	29,279.88	212,455.00	-183,175.12	13.8%
Fuel	60.51	300.00	-239.49	20.2%
Insurance Expense				
General Liability	2,894.50	6,000.00	-3,105.50	48.2%
Workers Comp	2,064.00	5,500.00	-3,436.00	37.5%
Total Insurance Expense	4,958.50	11,500.00	-6,541.50	43.1%
Office Supplies				

Owls Head South Thomaston Thomaston Solid Waste Corp

03/25/21

Profit & Loss Budget vs. Actual

Cash Basis

January through February 2021

	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
Postage	55.00	300.00	-245.00	18.3%
Quickbooks payroll system	21.10	750.00	-728.90	2.8%
Supplies	236.69	1,500.00	-1,263.31	15.8%
Total Office Supplies	312.79	2,550.00	-2,237.21	12.3%
Payroll Expenses				
Bookkeeper	1,776.64	11,825.00	-10,048.36	15.0%
Operators	10,540.78	75,712.00	-65,171.22	13.9%
Site Manager	5,896.48	37,656.00	-31,759.52	15.7%
Payroll Expenses - Other	23.68			
Total Payroll Expenses	18,237.58	125,193.00	-106,955.42	14.6%
Payroll Taxes				
Employee				
Medicare	264.10			
Social Security	1,129.26			
Employee - Other	0.00	8,720.00	-8,720.00	0.0%
Total Employee	1,393.36	8,720.00	-7,326.64	16.0%
Employer				
CSSF	12.58			
FUI	109.28			
ME-UC	131.53			
Employer - Other	0.00	1,090.00	-1,090.00	0.0%
Total Employer	253.39	1,090.00	-836.61	23.2%
Total Payroll Taxes	1,646.75	9,810.00	-8,163.25	16.8%
Professional Fees				
Annual Report Filing Fee	0.00	85.00	-85.00	0.0%
Audit	0.00	3,400.00	-3,400.00	0.0%
Dues, Fees and Memberships	0.00	1,100.00	-1,100.00	0.0%
Legal	4,098.00	4,000.00	98.00	102.5%
Total Professional Fees	4,098.00	8,585.00	-4,487.00	47.7%
Repair & Maintenance				
Building	27.71	2,000.00	-1,972.29	1.4%
Equipment	2,028.94	9,500.00	-7,471.06	21.4%
Grounds	736.10	1,500.00	-763.90	49.1%
Snow Removal	0.00	5,000.00	-5,000.00	0.0%
Total Repair & Maintenance	2,792.75	18,000.00	-15,207.25	15.5%
Training	0.00	400.00	-400.00	0.0%
Utilities				
Electricity				
Electricity new building	436.42			
Electricity old building	723.92			
Electricity shed	59.88			
Electricity - Other	0.00	4,000.00	-4,000.00	0.0%
Total Electricity	1,220.22	4,000.00	-2,779.78	30.5%
Internet	67.12	500.00	-432.88	13.4%
Septic				
disposal fee	315.00			
Septic 1000 tank	200.00			
Septic 1500 tank	360.00			
Septic - Other	0.00	8,000.00	-8,000.00	0.0%
Total Septic	875.00	8,000.00	-7,125.00	10.9%

3:40 AM

Owls Head South Thomaston Thomaston Solid Waste Corp

03/25/21

Profit & Loss Budget vs. Actual

Cash Basis

January through February 2021

	<u>Jan - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Telephone	176.52	1,000.00	-823.48	17.7%
Total Utilities	2,338.86	13,500.00	-11,161.14	17.3%
Total Expense	87,286.09	592,880.33	-505,594.24	14.7%
Net Ordinary Income	9,831.01	-6,258.33	16,089.34	-157.1%
Other Income/Expense				
Other Income				
Interest				
Capital	190.06			
Contingency	114.42			
Operating	55.23			
Total Interest	359.71			
Total Other Income	359.71			
Net Other Income	359.71			
Net Income	<u>10,190.72</u>	<u>-6,258.33</u>	<u>16,449.05</u>	<u>-162.8%</u>

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

OHSTT Solid Waste Board of Directors

Via Zoom Conference

Approved Minutes

Thursday, March 25, 2021

Present: Bruce Colson (OH), Gordon Connell (ST), Ronnie Porter (T), Walter Reitz (ST), Gordon Page (OH), Zel Bowman-Laberge (T), Reggie Vokes (Facility Manager)

Guests:

7:00 PM Meeting called to order.

Gordon Page motioned to accept the minutes from February 25, 2021 as presented. Ron Porter seconded. All in favor.

Gordon Page updated the Board regarding the Owls Head Perc funds are delayed due to Town Treasurer not cutting check as directed by the Selectmen. Selectmen will proceed with voting on the funds at the Special Town Meeting in June. Board agreed the delay should not affect the renovation project from moving forward.

Gordon Connell on behalf of the Personnel Committee, reported 8 applicants were interviewed. Gordon Connell motioned to recommend Jamel James for the open position. Gordon Page seconded. All in favor.

Board agreed to have Jamel James to start on Saturday March 27, 2021. Gordon Page will contact Jamel Friday 26, 2021.

The Facility Manager's report was reviewed and discussed with Reggie Vokes, Facility Manager.

The Board discussed changing hours of operation.

Bruce Colson motion to extend the hours of operation on Tuesday, Wednesday and Thursday to 8 am to 6 pm on a trial basis to start Tuesday, March 30, 2021. Gordon Page seconded. All in favor.

Gordon Page will draft a press release regarding the hours of operation.

The Bookkeeper's Report was reviewed and discussed.

Gordon Page motioned to authorize Heather-Rae Steeves (Bookkeeper) to set up EFT payment for the Debit Service (Bond) in the amount of \$2,230.93. Gordon Connell seconded. All in favor.

Gordon Page motioned to authorized Heather-Rae Steeves (Bookkeeper) to pay 2 invoices received from Larry's Portable Welding in the amounts of \$160.00 and \$155.00. Zel Bowman-Laberge seconded. All in favor.

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

Gordon Page motioned to authorize Heather-Rae Steeves (Bookkeeper) to set up the Worker's Compensation and the Property & Casualty Pool as ARC payments. Zel Bowman-Laberge seconded. All in favor.

Gordon Page motioned to accept the signed warrant. Ron Porter seconded. Walter Reitz abstained. Motion carried.

Bruce Colson on behalf of the Renovation Committee, reported a delay due to the Town of Thomaston Planning Board requiring more information.

The Board discussed the trash on the sides of Buttermilk Lane.

Gordon Page informed the Board he may not be available for the meeting on April 22, 2021. Walter Reitz also informed the Board he may not be available for the April 22, 2021 meeting.

Bruce Colson motioned to adjourn. Gordon Connell seconded. All in favor.
8:22 PM Meeting adjourned.

Next meeting: April 22, 2021

Respectfully submitted,

Heather-Rae Steeves
Recording Secretary