

OHSTT SOLID WASTE Board MEETING

Date: May 27, 2021 Time:7:00 PM...Place: Owls Head Town Office (lower level)

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.

NEW BUSINESS

6. Report from personnel committee.
7. Report on the facility renovations.
8. Facility manager's report.
9. Bookkeepers report
10. Sign the warrant
11. Vote on the signed warrant
12. Re fund the town of owls Head for one item.
13. Review the face covering policy at the transfer facility.
14. Board will go into executive session to discuss a personnel matter.
15. Correspondence.
16. Any and all business to come before the board.
- 17.

Set date for next meetings : June 24, 2021 and July 22, 2021

ADJOURNMENT

OHSTT Transfer Station

Monthly Report

April 28, 2021 Ordered 18 cu. yds. Reclaimed asphalt to repair all pot holes around the facility.

May 2021

4. Pine Tree Sanitation experienced a substantial oil leak, blowing a hydraulic hose and dumping an estimated 35 - 40 gallons of hydraulic oil. I had NAPA deliver 15 bags of oil dry immediatley. I went across the street and got some dirt with our tractor and built a containment berm to prevent the oil from getting off the asphalt. The Pine Tree mechanic that responded also brought about 10 bags of oil dry. I talked with Patrick at Pine Tree and he offered to send a hazmat crew to pressure clean the area. I put all oil soaked oil dry and contaminated dirt in the hopper of Pine Tree's sanitation truck and they took it with them.

5. I finished the final clean up as it had rained and we had oil residue colors that were very obvious across the entire area of the original spill.

12. Ozone Savers extracted freon from 79 refrigerators and from 70 air conditioners. They will be back in a couple of weeks to finish up the remaining A/Cs (about 70) units. We will then get all loaded into Thomaston Recycling cans.

19. North Coast Recycling picked up 6 pallets of TVs, fluorescent tubes, lithium & Nicad batteries, mercury thermostats.

* Dave McNeil is on vacation and he will return to work on June 7, 2021

As of this report date, we are at the point of about 2,100 stickers being sold and installed.

DISPOSED ITEMS

TV,s -----	24
Monitors -----	1
Freon -----	9
Tires -----	14
Appliances -----	7
PC,s -----	2

Commercial Haulers (Mondays)

May 3 -----	R&D and Dodge
May 10 -----	R&D and Dodge
May 17 -----	R&D and Dodge
May 24 -----	R&D and Dodge
May 31 -----	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 of the month.

All pot holes have been repaired.

Bookkeepers Report



Owls Head South Thomaston Thomaston Solid Waste Corporation

27 May 21

4/24/21 – Signed paperwork at the First Bank for the EFT payment of the Debit Service (Bond).

4/27/21 – Paid the Town of Thomaston for Building Permit. Check #1006 in the amount of \$1,535.50. Authorized by Walter Reitz, Treasurer via email.

5/01/21 – Received the Draft 2020 Annual Audit.

5/05/21 – The EFT payment for the Bond is in effect. This payment will still appear on the warrant each month and marked as EFT.

5/20/21 – Received email from Gordon Connell regarding a former Board member receiving emails from Maine Municipal Association regarding OHSTT Solid Waste matters. Spoke with Theresa Chavarie at MMA to update information.

5/26/21 – Contacted Diane at Maine Municipal Association to change the installment payments to annual. The balance of the Worker's Compensation is \$1,548.00 which runs from January through December.

Property & Casualty Pool is paid in full which runs from July through June. We will be receiving the renewal invoice for the up coming year in July.

The balance of the Workers Compensation has been placed on the warrant.

5/27/21 – Current account balances:

Operating Fund –	\$ 94,546.65
Capital Improvement Fund –	\$ 967,659.85
Contingency Fund –	\$ 157,471.23
Commercial Loan-	(\$ 396,283.12)

Respectfully submitted,

Heather-Rae Steeves
Bookkeeper

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

05/27/21

Cash Basis

	Jan - Apr 21	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
Haulers				
Dodge	550.00	550.00	0.00	100.0%
Guite	550.00	550.00	0.00	100.0%
Pine Tree Waste	550.00	550.00	0.00	100.0%
R & D	550.00	550.00	0.00	100.0%
Robinson	550.00	550.00	0.00	100.0%
Total Haulers	2,750.00	2,750.00	0.00	100.0%
Off hours	695.76	2,750.00	-2,054.24	25.3%
Perc Funds	441,158.91			
Recycled Items				
Appliances	105.00			
Freon Items	155.00			
Metal salvage	1,317.50			
Tires	249.00			
TV & Monitors	670.00			
Recycled Items - Other	0.00	10,000.00	-10,000.00	0.0%
Total Recycled Items	2,496.50	10,000.00	-7,503.50	25.0%
Sale of snowblower	75.00			
Stickers				
2021-2022	25,596.00	27,000.00	-1,404.00	94.8%
Stickers - Other	0.00	0.00	0.00	0.0%
Total Stickers	25,596.00	27,000.00	-1,404.00	94.8%
Town of Owls Head	48,472.00	145,416.00	-96,944.00	33.3%
Town of South Thomaston	47,728.32	143,185.00	-95,456.68	33.3%
Town of Thomaston	85,207.00	255,621.00	-170,414.00	33.3%
Total Income	654,179.49	586,722.00	67,457.49	111.5%
Gross Profit	654,179.49	586,722.00	67,457.49	111.5%
Expense				
Advertising	52.00	400.00	-348.00	13.0%
Capital Improvements	9,931.00			
Clothing	12.99	1,000.00	-987.01	1.3%
Contractual Services				
Thomaston Recycling				
Can Rental	1,120.00	3,500.00	-2,380.00	32.0%
Frozen loads	0.00	500.00	-500.00	0.0%
OCC	5,800.00	10,000.00	-4,200.00	58.0%
Over Weight Fees	945.00	4,500.00	-3,555.00	21.0%
Single Stream	3,417.00	15,330.00	-11,913.00	22.3%
Transfer station disposal	34,678.12	130,816.00	-96,137.88	26.5%
Total Thomaston Recycling	45,960.12	164,646.00	-118,685.88	27.9%
Total Contractual Services	45,960.12	164,646.00	-118,685.88	27.9%
Debit Service	4,461.86	24,541.33	-20,079.47	18.2%
Disposal and Recycling Services				
ecomaine	56,802.07	204,400.00	-147,597.93	27.8%
Freon Removal	780.00			
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	57,881.94	212,455.00	-154,573.06	27.2%
Fuel	173.87	300.00	-126.13	58.0%
Insurance Expense				
General Liability	2,894.50	6,000.00	-3,105.50	48.2%
Workers Comp	4,305.00	5,500.00	-1,195.00	78.3%

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Cash Basis

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

	Jan - Apr 21	Budget	\$ Over Bu...	% of Budget
Total Insurance Expense	7,199.50	11,500.00	-4,300.50	62.6%
Office Supplies				
Postage	199.00	300.00	-101.00	66.3%
Quickbooks payroll system	37.98	750.00	-712.02	5.1%
Supplies	407.33	1,500.00	-1,092.67	27.2%
Total Office Supplies	644.31	2,550.00	-1,905.69	25.3%
Payroll Expenses				
Bookkeeper	3,993.88	11,825.00	-7,831.12	33.8%
Operators	22,328.14	75,712.00	-53,383.86	29.5%
Site Manager	12,504.46	37,656.00	-25,151.54	33.2%
Payroll Expenses - Other	49.83			
Total Payroll Expenses	38,876.31	125,193.00	-86,316.69	31.1%
Payroll Taxes				
Employee				
Medicare	562.98			
Social Security	2,407.25			
Employee - Other	0.00	8,720.00	-8,720.00	0.0%
Total Employee	2,970.23	8,720.00	-5,749.77	34.1%
Employer				
CSSF	26.66			
FUI	169.54			
ME-UC	274.31			
Employer - Other	0.00	1,090.00	-1,090.00	0.0%
Total Employer	470.51	1,090.00	-619.49	43.2%
Total Payroll Taxes	3,440.74	9,810.00	-6,369.26	35.1%
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	199.00	1,100.00	-901.00	18.1%
Legal	3,903.00	4,000.00	-97.00	97.6%
Total Professional Fees	4,102.00	8,585.00	-4,483.00	47.8%
Repair & Maintenance				
Building	66.96	2,000.00	-1,933.04	3.3%
Equipment	2,596.34	9,500.00	-6,903.66	27.3%
Grounds	1,477.04	1,500.00	-22.96	98.5%
Snow Removal	0.00	5,000.00	-5,000.00	0.0%
Total Repair & Maintenance	4,140.34	18,000.00	-13,859.66	23.0%
Training	0.00	400.00	-400.00	0.0%
Utilities				
Electricity				
Electricity new building	584.94			
Electricity old building	965.65			
Electricity shed	79.49			
Electricity - Other	0.00	4,000.00	-4,000.00	0.0%
Total Electricity	1,630.08	4,000.00	-2,369.92	40.8%
Internet	134.24	500.00	-365.76	26.8%
Septic				
disposal fee	585.00			
Septic 1000 tank	360.00			
Septic 1500 tank	680.00			
Septic - Other	0.00	8,000.00	-8,000.00	0.0%

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Cash Basis

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	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
Total Septic	1,625.00	8,000.00	-6,375.00	20.3%
Telephone	355.88	1,000.00	-644.12	35.6%
Total Utilities	3,745.20	13,500.00	-9,754.80	27.7%
Total Expense	180,622.18	592,880.33	-412,258.15	30.5%
Net Ordinary Income	473,557.31	-6,158.33	479,715.64	-7,689.7%
Other Income/Expense				
Other Income				
Interest				
Capital	803.57			
Contingency	232.80			
Operating	80.12			
Total Interest	1,116.49			
Total Other Income	1,116.49			
Net Other Income	1,116.49			
Net Income	<u>474,673.80</u>	<u>-6,158.33</u>	<u>480,832.13</u>	<u>-7,707.8%</u>

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

OHSTT Solid Waste Board of Directors

Approved Minutes

Thursday, May 27, 2021

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

Guests:

7:02 PM Meeting called to order.

Walter Reitz motioned to accept the minutes from April 22, 2021 as written. Ron Porter seconded. Gordon Page abstained. Bruce Colson, Gordon Connell, Ron Porter, Walter Reitz and Zel Bowman-Laberge vote in favor. Motion carries.

Gordon Connell reported the mask mandate at the facility has been lifted without consulting the Board and the Conex box has been left open and TVs left out after hours. Also discussed was the Facility Manager not attending the monthly meetings of the Board.

Bruce Colson motioned to lift the mask mandate for outdoor use of the facility. Gordon Page seconded.

The Board discussed the indoor setting with employees wear masks if they haven't been vaccinated.

Bruce Colson amended the motion to lift the mask mandate for the outdoor setting and to lift the mandate for indoor settings providing the individuals have been fully vaccinated. Gordon Page seconded. All in favor.

Gordon Connell will inform the Facility Manager regarding the mask mandate, the Conex box and TVs left out after hours.

Bruce Colson updated the Board that the Thomaston Planning Board have to conditions on the Permit.

1. To obtain all necessary permits such as DEP permits.
2. To have a Protocol Policy for the scale use.

The Board discussed the conditions. Bruce Colson informed the Board that Chris Snodeal (CES) agreed to work on a Protocol Policy for the scale which the Board can adjust to fit the Facility's needs.

Gordon Page informed the Board that he received a call from Scott Johnson (Thomaston Recycling) regarding the renovations at the facility and concerns of the scale being put in the wrong place and of the traffic flow.

Gordon Page invited Scott Johnson to attend the May 27, 2021 meeting to express his concerns to the Board.

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

Zel Bowman-Laberge informed the Board that the last meeting with the Thomaston Planning Board which Bruce Colson, Zel Bowman-Laberge, Gordon Connell, Patrick Mellor and Chris Snodeal were present, was requested by Paul Gibbons to reopen the file for legal purposes only.

The Facility Manager's Report was reviewed and discussed.

Gordon Page expressed that he would like to see a publish or completion date on the report. Bruce Colson also would like the report emailed to the Board at least two days prior to the meetings.

Gordon Connell will inform Reggie Vokes (Facility Manager).

Gordon Connell motioned to accept the Facility Manager's Report. Walter Reitz seconded. All in favor.

The Bookkeeper's Report was reviewed and discussed.

Gordon Connell motioned to accept the Bookkeeper's Report. Gordon Page seconded. All in favor.

The warrants were reviewed and signed.

Gordon Page motioned to accept the signed warrants. Zel Bowman-Laberge seconded. All in favor.

Bruce Colson informed the Board he received a call from Pam Curtis (Treasurer, Town of Owls Head) regarding Bill Leppanen charged \$10.00 to drop off a TV from the Owls Head Town Office. Pam Curtis requested Bill Leppanen be reimbursed \$10.00.

The Board agreed that Bill Leppanen be reimburse \$10.00.

Walter Reitz motioned to table the Executive Session until a future meeting. Gordon Page seconded. All in favor.

Gordon Page reported receiving an email from Susan Wilson (Owls Head Town Clerk) regarding multiple residents requesting to buy dump stickers at the Town Office and being sent back to the facility.

Gordon Connell will address the issue with the Facility Manager.

Walter Reitz motioned to table the approval of the 2020 Annual Audit until the next meeting on June 24, 2021. Gordon Connell seconded. All in favor.

Bruce Colson forwarded an email to the Board from Scott Johnson regarding costs of the cardboard container.

The Board discussed the hauling and cost options.

Gordon Connell will contact Scott Johnson to negotiate a solution.

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

Zel Bowman-Laberge motioned to adjourn. Gordon Connell seconded. All in favor.
8:43 PM Meeting adjourned.

Next meeting: June 24, 2021

Respectfully submitted,

Heather-Rae Steeves
Recording Secretary