

**Authority Meeting Minutes**  
**349<sup>th</sup> Meeting (via Conference Call)**  
**March 3, 2020**

**Members Present:** James M. Irvin  
Steven A. Walsh  
Joseph J. Siemek  
Jeffrey D. Castonguay  
Guillermo (“Willie”) Wainer  
Rhody Holthaus  
Roy C. McGrath  
Michael G. Marschner

**Other Participants:** Christopher W. Skaggs  
Andrew Kays  
Kimberly W. Gordon

Chairman Jim Irvin opened the meeting at 12:03 p.m.

**ACTION AGENDA ITEM NO. 2020-2-1 – Contract Amendment for HDR Engineering, Inc.**

- A motion was made by Jeff Castonguay and seconded by Michael Marschner to approve this item. Chris Skaggs explained that HDR Engineering, Inc. is providing bi-weekly routine monitoring of the Montgomery County Resource Recovery Facility (RRF). The Authority and Montgomery County has requested that HDR Engineering provide weekly monitoring services at the RRF through the balance of Fiscal Year 2020. Such work involves site visits, documentation review, outage monitoring, and weekly, quarterly, and annual reporting. An increase in HDR Engineering’s contract in the amount of \$79,000 to fund this additional work is required, increasing the total upset limit under the contract to \$1,479,000.00. Jim Irvin asked if there were any comments or questions. With no comments or questions, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2020-2-2 – Contract Amendment for Sterns, Conrad and Schmidt Consulting Engineers, Inc. (SCS Engineers)**

- A motion was made by Rhody Holthaus and seconded by Michael Marschner to approve this item. Andrew Kays explained that SCS Engineers continues to provide services in connection with the Howard County Landfill Gas work and the Quarantine Landfill for Baltimore City. An increase in the SCS Engineers contract in the amount of \$300,000 to fund this work is required, increasing the total upset limit under the contract to \$2,141,100.00. Jim Irvin asked if there were any comments or questions. Steven Walsh inquired about the term of the on-call contracts. Andrew Kays explained that the term of the on-call engineering contracts, executed in July 2017, were for a period of five years (comprised of a



three-year base with two, one-year extension periods), with all of the on-call contracts procured at the same time. Andrew Kays further explained that the Authority Members were consulted with respect to the scope of the on-call contracts. Jim Irvin asked if there were any other comments or questions. With no additional comments or questions, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2020-2-3 – Budget Amendment to Howard County Landfill Account** - A motion was made by Jeff Castonguay and seconded by Rhody Holthaus to approve this item. Andrew Kays explained that a budget increase in the amount of \$60,000 for the Howard County LF Account is required for valve work. This amendment increases the Howard County Landfill Account budget to \$260,600.00. Jim Irvin noted that Howard County supported this effort. Jim Irvin asked if there were any comments or questions. With no comments or questions, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2020-2-4 – Budget Amendment to Harford County Waste to Energy Demolition Account** - A motion was made by Michael Marschner and seconded by Joseph Siemek to approve this item. Andrew Kays explained that an increase in the amount of \$50,000 for the Harford County Waste to Energy Demolition Account is required for close-out and clean up management in connection with the demolition work, increasing the account budget to \$60,000. Jim Irvin asked if there were any comments or questions. Jeffrey Castonguay inquired as to whether the initial \$10,000 amount was a holding place. Andrew Kays explained that the initial \$10,000 was thought to be sufficient; however, the project took longer to complete and the additional funds are necessary for clean-up budget items. Jim Irvin asked if there were any other comments or questions. With no additional comments or questions, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2020-2-5 – Concurrence on Appointment of Alternate Custodian of the Authority's Official Seal** - A motion was made by Jeff Castonguay and seconded by Willie Wainer to approve this item. Kimberly Gordon explained that in accordance with Article II, Section 2 of the Bylaws of the Northeast Maryland Waste Disposal Authority, the Executive Director is requesting Board approval to appoint the Director of Administration & Contracts as the Alternate Custodian of the Authority's Official Seal, superseding all previous Authority Board approvals regarding appointment of an Alternate Custodian of the Authority's Official Seal. Jim Irvin asked if there were any comments or questions. With no comments or questions, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2020-2-6 – Proposed Amendment to Bylaws** - A motion was made by Jeff Castonguay and seconded by Michael Marschner to approve this item. Kimberly Gordon explained Article XI of the Authority's Bylaws entitled "Acting Executive Director" provides that "If the Executive Director and the Deputy Director are out of state, incapacitated, or for other reasons unable to take actions on behalf of the Authority, the Director of Finance and Administration shall become the Acting Executive Director and shall perform the duties and exercise the functions of the Executive Director." The position of "Director of Finance and

Administration” has been replaced with the position of “Director of Administration and Contracts,” requiring an amendment to the Bylaws to reflect the changed position. Kimberly Gordon further explained that in accordance with Article X of the Bylaws, the Bylaws can be amended at any regular meeting of the Authority having a quorum by the affirmative vote of two-thirds of the members present, provided that the amendment has been submitted in writing at the previous regular meeting. Therefore, the following amendment is being submitted for consideration and approval at the next meeting:

**ARTICLE XI: ACTING EXECUTIVE DIRECTOR**

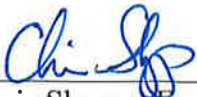
The Authority shall have an Acting Executive Director. If the Executive Director is out of state, incapacitated, or for other reasons unable to take actions on behalf of the Authority, the Deputy Director shall become the Acting Executive Director and shall perform the duties and exercise the functions of the Executive Director. If the Executive Director and the Deputy Director are out of state, incapacitated, or for other reasons unable to take actions on behalf of the Authority, the Director of Administration and Contracts shall become the Acting Executive Director and shall perform the duties and exercise the functions of the Executive Director.”

Jim Irvin asked if there were any comments or questions. With no comments or questions, a motion was made by Michael Marschner, seconded by Roy McGrath and unanimously voted to defer approval of this item until the next Board meeting.

**ACTION AGENDA ITEM NO. 2020-2-7 – Board Approval and Update of Authority Banking Documents** - A motion was made by Rhody Holthaus and seconded by Joseph Siemek to approve this item. Kimberly Gordon explained that it was necessary to update Authority banking documents with PNC Bank and M & T Bank. Jim Irvin asked if there were any comments or questions. With no comments or questions, a vote was taken and this item was approved unanimously.

Jim Irvin asked if there were any additional topics to be discussed. There being no additional comments or discussion items, the meeting adjourned at 12:13 p.m.

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Chris Skaggs, Executive Director