



**BOARD OF DIRECTORS
MINUTES
MEETING 94-1
JANUARY 27, 1994**

LOCATION: 2011 Commerce Park Drive
Annapolis, MD 21401

TIME: 10:00 a.m. (Scheduled)
10:18 a.m. (Convened)

DIRECTORS PRESENT: George G. Perdikakis
Annette Anselmi
Edwin G. Richards
Robert W. Pierce
Edward A. Griffith
Carolyn D. Davis

OTHERS PRESENT: Beth Schomburg
Sean Coleman
Nancy Voorhees Balenske
Kenneth A. Howarth
Michael Wojton

PROJECT STATUS REPORT

Ms. Beth Schomburg asked for comments on the report while waiting for two (2) Board Members to arrive and prior to any official actions. Ms. Schomburg addressed questions regarding scrap tire recycling.

Other updates addressed the weather-related problems and the request for bids to operate the Garrett County Landfill.

Ms. Schomburg also advised the Board the contract to produce a Newsletter has been signed. Ms. Schomburg successfully negotiated a further reduction in costs. Information is being compiled and the masthead is being designed for MES review. MES is also working with the Department of Economic & Employment Development on job training and documenting the training for the Environmental Systems Apprenticeship programs. Salaries for this program

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are also being reviewed. The Procurement and Personnel regulations have been reviewed by the Governor and will be sent to the Administrative Executive Legislative Review Committee after meeting with the Division of State Documents.

Mr. Perdikakis called the meeting to order at 10:32 a.m.

APPROVAL OF MINUTES

Mr. Griffith made the motion to approve the minutes of the December 17, 1993 meeting. Mr. Pierce seconded. The minutes were approved and signed.

FINANCIAL STATUS

Mr. Howarth reviewed November and December's Operating Results. Mr. Howarth also reported the revenue components for each division, 42% Operations & Maintenance, 48% Waste Management; and 10% EDP. Discussion was held regarding retained earnings and program development funds.

BOARD MEMBERS' COMPENSATION

Mr. Perdikakis discussed with the Governor the Board's compensation, membership on the Board, and the structure of the new procurement and personnel regulations.

Mr. Perdikakis reviewed again with the Board the letter from Mr. Frederick Pudderster regarding the Committee's recommendation for compensation. Mr. Pierce made the motion to approve the recommendation. Ms. Davis seconded and the motion was approved unanimously. The compensation will not go into effect until the Board is reappointed and sworn in.

LEGAL UPDATE

Mr. Coleman advised the Board of a claim filed by Ryan International Central regarding construction of the Garrett County Landfill. MES is reviewing the claim. A bid protest has been received on the capping of the Easton Landfill and a claim is being settled on Freedom District. Mr. Coleman has been working on the documents for the Regional Yard Waste Composting Project.

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A pipe burst at the Texas Facility and caused flooding which shut down the facility for sixteen (16) days. Discussion is being held with the security firm and their coverage of all the stations. MES will seek coverage of expenses by the security firm.

NEW BUSINESS

Mr. Perdikakis informed the Board of Maryland Environmental Services' approach to excess capacity at the BCRRF and transfer station. Requests for bids have been sent to private haulers for use of this capacity and disposal charges of processed county trash. Bids are due February 15, 1994.

MES is working with Howard County on their participation in the regional yard waste program and possibly operating and maintaining various facilities.

The Board went to the training room to watch a demonstration of the software available on MES's computer system. Upon the members return, a draft resolution was handed out to the members which described the purchase of a new disk drive and data back-up capabilities and the costs associated with the upgrade. A motion was made by Mr. Richards to pay-off the installment payment balance owed to IBM and enhance the computer capabilities. The motion passed unanimously.

Mr. Perdikakis also brought to the Board's attention the need to upgrade the telephone capacity. The agency has reached capacity and there have been technical problems with the current system. MES also needs the capability to monitor long distance calls.

The motion was made by Mr. Richards to take up to \$120,000 from the relocation fund to upgrade the computer and telephone system. Mr. Pierce seconded and the motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 12:18 p.m. The next scheduled meeting is February 24, 1994.

SEAL



George P. Perdikakis, Director



**BOARD OF DIRECTORS
MINUTES
MEETING 94-2
FEBRUARY 24, 1994**

LOCATION: 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME: 10:00 a.m. (Scheduled)
10:04 a.m. (Convened)

DIRECTORS PRESENT: George G. Perdikakis
Annette Anselmi
Edwin G. Richards
Robert W. Pierce
Lawrence D. Shubnell
Edward A. Griffith

OTHERS PRESENT: Beth Schomburg
Nancy Voorhees Balenske
Kenneth A. Howarth

APPROVAL OF MINUTES

Mr. Robert W. Pierce made the motion to approve the Minutes of the January 27, 1994 meeting. Mr. Richards seconded. The Minutes were approved and signed.

PROJECT STATUS REPORT

The report was handed out to the members. Mr. Perdikakis highlighted the status of the treatment facilities during the storm from February 10th to February 14th. A separate report was handed out.

FINANCIAL REPORT

Mr. Howarth reviewed January's Operating Results.
Ms. Anselmi reviewed with the members the intent by MES to pay off existing balances of certain financed equipment. There will be two pay off dates; April 1, 1994 and June 1, 1994. The equipment

selected to be paid off was based on the higher interest rates and replacements and upgrades. A motion was made by Mr. Richards to allow for the pay off of existing balances. Mr. Shubnell seconded. The motion passed unanimously. Mr. Shubnell stated he would like to know the cost savings to the agency. Ms. Anselmi did not have the figure, but would put that information together.

RESOLUTIONS

Ms. Anselmi introduced the following Resolutions at Mr. Perdikakis' request: Resolution 94-02-1R is an intent to finance MES vehicles and equipment. Discussion was held about the method of financing which will be the MES Master Lease Program. Resolution 94-02-2R was introduced which is an intent to finance Baltimore County Resource Recovery Facility and Western Acceptance Facility vehicles. Mr. Richards stressed the importance of good records of ownership of these vehicles by the County. The third resolution introduced was Resolution 94-02-3R which is the procurement of compost bagging equipment for the Washington Suburban Sanitary Commission and the borrowing of monies to finance the purchase of the equipment. A motion was made by Mr. Richards to adopt all three of the above-referenced resolutions and seconded by Mr. Shubnell. The motion passed unanimously.

"TRASH-FREE PROGRAM"

Mr. Perdikakis reviewed with the Board Resolution (94-02-4R) for the use of Program Development Funds for procurement of trash bags to be used in the Maryland Trash-Free Park Program. Discussion was held regarding the positive public relations for the agency. Mr. Shubnell suggested the following amendment in paragraph two, line nine of the Recitals, "...and in furtherance of the Service's solid waste disposal and recycling initiatives." The motion was made by Mr. Pierce to approve the Resolution as amended by Mr. Shubnell. Mr. Griffith seconded the motion and the Resolution was adopted, revised and signed.

LEGAL REPORT

There was no legal report because of Mr. Coleman's absence due to illness.

NEW BUSINESS

A letter from the Maryland/Israel Development Center was handed out to the Board members. This is an invitation extended to Mr. Perdikakis to participate in a trade mission to Israel to examine new business opportunities in the environmental field between the State and Israeli companies and agencies. Discussion was held regarding the itinerary, participants, and expenses. Mr. Richards made the motion to support Mr. Perdikakis' trip as a representative of MES and authorize the payment of expenses not

covered by the Center. Mr. Pierce seconded and the motion carried unanimously.

Mr. Perdikakis presented to the Board his prepared presentation to the Budget & Taxation Committee budget hearing (for information purposes) scheduled this afternoon. He also handed out and reviewed with the Board the budget analyst's summary, analysis, and recommendation. Also, the Board was given for review at the meeting, the Draft PreFeasibility Report For Restoration Project for Poplar Island.

Mr. Richards told Mr. Perdikakis he requested the Chesapeake Bay group to contact MES regarding tributary strategy.

ADJOURNMENT

The meeting adjourned at 11:40 a.m. The next scheduled meeting is March 24, 1994.

SEAL


George G. Perdikakis, Director



MARYLAND
ENVIRONMENTAL
SERVICE

William Donald Schaefer
Governor

George G. Perdikakis
Director

**BOARD OF DIRECTORS
MINUTES
MEETING 94-4
APRIL 28, 1994**

LOCATION 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME 10 00 a m (Scheduled)
10 03 a m (Convened)

DIRECTORS PRESENT George G. Perdikakis
Annette Anselmi
Edwin G. Richards
Robert W. Pierce
Lawrence D. Shubnell
Edward A. Griffith
William B. C. Addison, Jr.
Carolyn D. Davis

OTHERS PRESENT Beth Schomburg
Nancy Voorhees Balenske
Sean Coleman
Edward Golas
Michael Wojton

INTRODUCTION

Mr. Perdikakis introduced the newest public sector member of the Board, Mr. William B. C. Addison, Jr.

APPROVAL OF MINUTES

Mr. Edward A. Griffith made the motion to approve the Minutes of the February 24, 1994 meeting. Mr. Pierce seconded. The Minutes were approved and signed.

PROJECT STATUS REPORT

For Mr. Addison's benefit, Mr. Perdikakis reviewed the handling of the Project Status Report. The Report is mailed to the members prior to the Board meeting. At the meeting questions will

be answered and certain projects reviewed if necessary Mr Perdikakis addressed questions for the members on the following projects Baltimore County Resource Recovery Facility - Negotiations are underway with the low bidder to utilize capacity at BCRRF Scrap Tire Recycling and MES's role - MDE is the lead and MES is the implementor Garrett County - The County is going to operate and MES is satisfied with the arrangement

FINANCIAL REPORT

Mr Perdikakis introduced Mr Edward Golas, Deputy Chief Financial Officer, to the Board, who reviewed February and March's Operating Results

At this time, Mr Perdikakis announced the following changes to the Board Ms Davis submitted her letter of resignation as a Board member and will be appointed Secretary of the Board Mr Ned Griffith is retiring, but will continue to assist the Agency with collections and billings Mr Robert Pierce will also retire and assist in implementing personnel changeovers from State to Corporate Mr Perdikakis thanked Mr Pierce and Mr Griffith for their support Mr Pierce and Mr Griffith complimented Mr Perdikakis on his role in the transformation of MES A motion was made by Mr Lawrence Shubnell to draft a resolution to be presented to Mr Griffith and Mr Pierce expressing the Board's thanks and appreciation and endorsing their future pursuits Mr Richards seconded and the Motion passed unanimously Mr Perdikakis made a motion to honor Mr Griffith and Mr Pierce as Emeritus Members This will be presented to them at the May meeting Ms Davis seconded and the Motion passed unanimously Mr Perdikakis also announced he will be making a recommendation to the Governor for the appointment of Ms Anselmi as Treasurer Two other member appointments will also be made The only recommendation Mr Perdikakis has not made yet is Deputy Director

Mr Golas reviewed the Equipment Funds and advised the Board of the implementation of the J D Edwards fixed assets program which is the last accounting function Ms Anselmi reviewed the response to the Deloitte and Touche Management Letter

Mr Perdikakis introduced the Commercial Signature Card and Resolution for establishing accounts with certain authorized signatures and making the effective date the date of approval of Ms Anselmi's appointment as Treasurer Mr Shubnell made the Motion to make the signer changes with the effective date the date of approval Mr Richards seconded and the Motion carried

SOMERSET COUNTY

Ms Anselmi introduced Resolution 94-04-1R, which reaffirms the original intent of the Agency to issue bonds, expend money, and reimburse the expenditures for the design and construction of the new and closure of the old Somerset County Landfill. MES is waiting for the permit and is ready to proceed with the construction. Mr Richards made the motion to approve Resolution 94-04-1R and Mr Pierce seconded. The Motion passed and was signed.

LEGISLATIVE AUDITORS

Mr Golas addressed the auditors presence. They plan to be done by June 15th. Their focus is advances from MPA, State Reimbursements, final settlement with DNR, contracts and invoices with Deloitte & Touche, and maybe Procurement.

LEGAL UPDATE

Mr Coleman reported no suits have been filed since February. There may be a potential claim regarding Victor Cullen and well contamination. The memorandum addressing MES Rules and Regulations will be discussed at the next meeting.

NEW BUSINESS

MES has received a request from New York and New Jersey Port Authorities to provide services for beneficial uses of dredged material. A contract has been signed with the Philadelphia Corps of Engineers for monitoring of the G-West overboard disposal area. A proposal has been submitted for water treatment services to Poolesville. A presentation was made to the Talbot County Commissioners on Poplar Island's reclamation. Mr Perdikakis informed the Board of an invitation to present a paper entitled, "Management of Contaminated Dredged Material from the Baltimore Harbor" at the 28th International Navigation Congress of the Permanent International Association of Navigation Congresses in Spain in May. The estimated cost of the trip for two people is \$5,600. A motion was made by Mr Griffith to send Mr Perdikakis and another MES employee to the Congress. Mr Pierce seconded and the motion passed.

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Mr Perdikakis gave a report on his trip to Israel and the possibilities for involvement by Maryland firms

A three-day course is being given to nine (9) employees on the Primavera program to manage projects They will be working on a case study

ADJOURNMENT

The meeting adjourned at 12 08 p m The next scheduled meeting is May 31st due to Mr Perdikakis's trip to Spain

SEAL


George G Perdikakis, Director



William Donald Schaefer
Governor

George G Perdikakis
Director

**BOARD OF DIRECTORS
MINUTES
MEETING 94-5
MAY 31, 1994**

LOCATION 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME 10 00 a m (Scheduled)
10 08 a m (Convened)

DIRECTORS PRESENT George G Perdikakis
Annette Anselmi
Lawrence D Shubnell
Edward A Griffith
William B C Addison, Jr
Carolyn D Davis

OTHERS PRESENT Beth Schomburg
Nancy Voorhees Balenske
Sean Coleman
Kenneth Howarth

APPROVAL OF MINUTES

Mr Shubnell made the motion to approve the Minutes of the April 28, 1994 meeting Mr Addison seconded The Minutes were approved and signed

PROJECT STATUS REPORT

Mr Perdikakis reviewed the following projects Baltimore County Resource Recovery Facility - Due to closure of the Pulaski incinerator, the facility is handling 400 additional tons per day A consultant has been hired to design a Transfer Station MES is working with the County on reducing the costs of a proposed Materials Recovery Facility

Yard Waste Composting Facility - An agreement has been signed by Anne Arundel, Howard, and Baltimore County to develop a regional yard waste composting facility

Lonaconing - A proposal has been submitted to operate 3 facilities

Coca-Cola - They have accepted our plan, however, the project is on hold until they complete the automation of their distribution plant

Marlboro Meadows - Meetings are continuing on the acquisition of the water and wastewater treatment plants

Mr Shubnell raised the possibility of somehow flagging the projects which need to be highlighted for discussion at the meetings

FINANCIAL REPORT

Mr Howarth reviewed the 10 months operating results Discussion was held about the fringe benefits/costs Mr Perdikakis introduced Resolution No 94-05-1R and Ms Anselmi provided the overview This Resolution authorizes the procurement, execution and delivery of a 1994 Master Equipment Lease - Purchase Agreement Discussion was held and questions addressed Approval is needed at this meeting for the purchase of the Baltimore County Resource Recovery Facility equipment Garrett County has also requested we access the Master Lease and purchase the equipment noted on the "Master Lease Purchase Financing Program" Subsequent purchases will be approved via a Notice of Intent to Finance

Mr Shubnell made the motion to adopt Resolution 94-05-1R Ms Davis seconded The Motion passed and was signed

Resolution 94-05-2R was introduced This Resolution is the intent to finance the acquisition of equipment for the Garrett County Landfill Discussion was held Mr Shubnell made the motion to adopt Resolution 94-05-2R Ms Davis seconded The Motion passed and was signed

LEGAL UPDATE

Mr Coleman reported the following

No new suits have been filed

The discovery process is underway and depositions will be taken in Cross v Krauser, an automobile tort case The State's offer to settle was rejected by the plaintiffs

Mr Coleman has been meeting with Prince Georges County and USSC regarding Marlboro Meadows and MES's role in acquisition and operation of the project

Mr Coleman is working with the Treasurer's Office on the claims filed by residents living near Victor Cullen regarding well contamination MES is not named in the claim The Treasurer's Office is working on a settlement offer

Negotiations are underway with Allied regarding chromium contamination

NEW BUSINESS

Mr Perdikakis informed the Board that he did not attend the Congress in Spain Mr Duane Wilding and Mr Keith Tate attended

Mr Perdikakis advised the Board that Somerset County is facing a \$100/ton waste disposal fee and MES is aware of the fiscal impact such a fee would have on the County

A meeting was held with Talbot County regarding the rubble landfill

The legislative auditors to date have not provided MES with a formal scope of work They are focusing on internal controls, procurement, and banking

Bids are due next week for auditing services Mr Perdikakis requested Mr Shubnell's participation in the evaluation process

A recent training session was held on the Primavera Software A computer-needs group has been formed

Mr Shubnell asked about the position of Public Relations which MES needs to fill and discussion was held

The new Board members will be attending the June meeting

Mr Perdikakis thanked Mr Griffith for his contributions and his support and advocacy of the agency and presented him with a plaque Mr Shubnell on behalf of his colleagues, thanked Mr Griffith for his loyalty, guidance, sense of history, and the example he set for new members and wished him well Mr Griffith thanked the Board

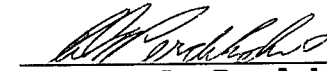
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ADJOURNMENT

The meeting adjourned at 12 00 The next scheduled meeting is
June 23rd at 10 00 a m

SEAL

Carolyn D Davis
Secretary



George G Perdikakis
Director



**BOARD OF DIRECTORS
MINUTES
MEETING 94-6
JUNE 23, 1994**

LOCATION 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME 10 00 a m (Scheduled)
10 30 a m (Convened)

DIRECTORS PRESENT George G Perdikakis
Annette Anselmi
Lawrence D Shubnell
Edwin G Richards
William B C Addison, Jr
Joseph F Snee, Jr
Daniel F McMullen III

OTHERS PRESENT Beth Schomburg
Nancy Voorhees Balenske
Sean Coleman
Kenneth Howarth
Edward Golas

INTRODUCTION OF NEW MEMBERS

Mr Perdikakis introduced Mr Snee and Mr McMullen to the members and others present

APPROVAL OF MINUTES

Mr Shubnell made the motion to approve the Minutes of the May 31, 1994 meeting Mr McMullen seconded The Minutes were approved and signed

PROJECT STATUS REPORT

Mr Perdikakis reviewed the following projects

Scrap Tires - Before and after pictures of Soldier's Delight were shown to the Board The division of duties between MES and the Maryland Department of the Environment was explained

Annapolis Water & Wastewater Treatment Facility - a proposal is being drafted to operate this facility

Baltimore County Resource Recovery Facility - MES will be opening bids for the building of an additional transfer station

Baltimore Regional Yard Waste Facility - The bid opening is today for the proposals to provide the yard waste facility Mr Perdikakis expressed his gratitude for the efforts of Ms Anselmi and Mr Coleman on this project

Campus Hills - MES was ordered to take over this facility Corrective action was accomplished The owner of the facility has paid \$15,000 of his outstanding bill The balance is to be paid by MDE We are continuing to provide supervisory services

Mr Shubnell requested the Project column of the Project Status Report be more detailed in the description of the Project

REQUEST FOR PROJECT FUNDING

Mr Walter Orlinsky of the Department of Natural Resources and Ms Mary Bontempo of St Benedict's made a presentation to the Board for funding assistance for a summer jobs project to pay for disadvantaged youths to clean up the Greenway path located in South Baltimore The project keeps the participating teenagers off the streets and also teaches them responsibility Tires will be removed and ComPRO® used Mr Shubnell made the motion to approve the request for \$5,000 because of its positive environmental and sociological impact Mr McMullen seconded The Motion was approved unanimously

BOARD MEMBERS

Mr Perdikakis introduced Resolution 94-6-1R which directs the Treasurer of the Service to perform certain duties and assignments and establishes the salary Discussion was held and the Resolution was revised during the meeting Mr Addison made the Motion to accept the Resolution as revised, Mr Snee seconded The Motion carried with Ms Anselmi abstaining

LEGAL UPDATE

Mr Coleman reported a complaint was received from the Human Relations Commission from an employee who was terminated

MES will be going to court in the Fall regarding the Fred Clark case MES has rejected the settlement offer

CONTRACT AWARDS

Mr Howarth handed out and reviewed with the Board the evaluation of the banking services contract Mr McMullen made the Motion to approve the evaluation and recommendation to award the contract to Maryland National Bank Mr Addison seconded and the Motion was approved

The second evaluation and recommendation of award presented to the Board was for audit services Mr Shubnell participated in the review process Mr Shubnell made the Motion to concur with the recommendation to award to KPMG Peat Marwick Mr Richards seconded and the Motion carried

MASTER EQUIPMENT LEASE FINANCING

Ms Anselmi handed out and reviewed with the Board the bids received from Signet Bank and Koch Financial for the Master Equipment Lease financing Ms Anselmi's recommendation is to award to Koch for one year Mr Perdikakis has the authority to award the contract based upon the Resolution approved at the May meeting which authorized the procurement, execution and delivery of a 1994 Master Equipment Lease

Ms Anselmi advised the Board that Garrett County would like to access the credit line to buy equipment The County has funds available for down payment on used equipment and an appropriation to offset lease payment costs Discussion was held Mr Richards made the Motion to approve Garrett County's accessing the credit line to purchase equipment based upon the Director and the Treasurer's recommendation Mr McMullen seconded The Motion carried

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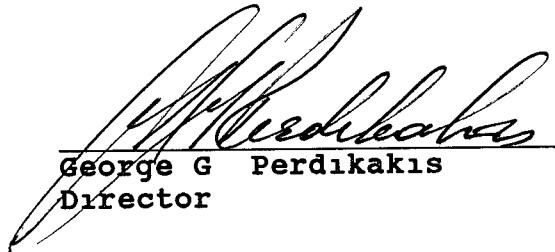
FINANCIAL REPORT

Mr Howarth reviewed the eleven months operating results
Discussion was held

ADJOURNMENT

The meeting adjourned at 12 52 p m The next scheduled
meeting is July 28th at 9 00 a m at the Maryland Association of
Counties Annual Convention

Carolyn D Davis
Secretary



George G Perdikakis
Director



William Donald Schaefer
Governor

George G Perdikakis
Director

**BOARD OF DIRECTORS
MINUTES
MEETING 94-7
JULY 28, 1994**

LOCATION Sheraton Fontainebleu Hotel
Ocean City, Maryland

TIME 9 00 a m (Scheduled)
9 15 a m (Breakfast)
9 50 a m (Convened)

DIRECTORS PRESENT George G Perdikakis
Annette Anselmi (By phone)
Lawrence D Shubnell
Edwin G Richards
William B C Addison, Jr
Daniel F McMullen III

OTHERS PRESENT Beth Schomburg
Sean Coleman
Kenneth Howarth
Lee Zeni

APPROVAL OF MINUTES

Mr McMullen made the motion to approve the Minutes of the June 23, 1994 meeting Mr Addison seconded The Minutes were approved and signed

PROJECT STATUS REPORT

Mr Perdikakis reviewed the following projects

Town of Lonaconing - A \$300,000 contract is being negotiated to operate three water plants

Anne Arundel County - Requested MES do a pilot program for solid waste composting and possibly operate the Annapolis wastewater treatment plant

All Operation and Maintenance customers have renewed their contracts

Baltimore County Resource Recovery Facility - The construction of the transfer facility is proceeding ahead of schedule Mr Perdikakis thanked the staff for their assistance on this project

Baltimore County - Requested MES to design and build a Blue Bag Recycling Facility

Mr Perdikakis congratulated Annette Anselmi and Kenneth Howarth on the performance and professionalism of the new auditors (KPMG Peat Marwick)

Garrett County landfill - County will finance equipment
Landfill to open August 15

Somerset County Landfill - MES is proceeding with design
Financing to occur soon

MIDSHORE REGIONAL LANDFILL

Mr Perdikakis introduced Resolution 94-7-1R which authorizes MES to issue revenue bonds for the design, construction and operation of Cell Number 2 of the MidShore Regional Landfill, to close Cell No 1 and the Easton Landfill. The bid opening is August 9th

Mr Coleman explained the Resolution authorizes acceptance of the second supplemental and authorizes the Director and staff to execute documents. Discussion was held. Mr Shubnell suggested changing the interest cost referenced in paragraph 3 of the Resolution to 6 75%. Mr Perdikakis promised to consult with Counties if interest rate bid on bonds exceeds 6 5%. Discussion was held. Mr Richards made the motion to increase the interest cost to 6 75%. Mr Shubnell seconded.

A motion was made by Mr Richards to approve Resolution 94-7-1R as amended. Mr McMullen seconded and the Motion was approved.

PERSONNEL REGULATIONS

The General Assembly has recodified the Personnel section of the Annotated Code. Certain provisions are applicable to all State agencies despite their independent personnel systems.

Mr Coleman reviewed the revisions made to the draft MES personnel regulations.

Mr Addison made the motion to approve the revisions. Mr Richards seconded and the motion passed.

LEGAL UPDATE

Mr Coleman informed the Board that we have responded to the Human Relations Commission's request on the James LeMaire case. A determination is forthcoming shortly.

FINANCIAL REPORT

Mr Howarth reviewed the preliminary twelve months operating results. Final results for Fiscal Year 1994 are to be presented at the next meeting.

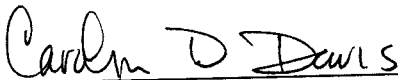
Unearned revenue will be discussed at the next meeting.

GENERAL DISCUSSION

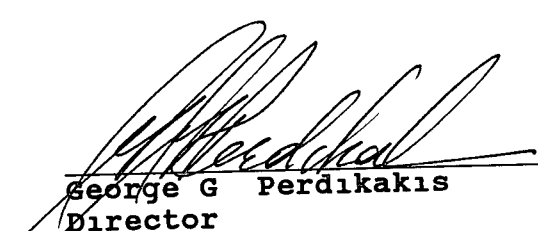
Mr Perdikakis discussed potential projects and MES marketing activities.

ADJOURNMENT

Mr Addison moved to adjourn the meeting at 11:15 a.m. Mr Richards seconded. The next scheduled meeting is August 25th at 10:00 a.m.



Carolyn D Davis
Secretary



George G Perdikakis
Director



William Donald Schaefer
Governor

George G Perdikakis
Director

**BOARD OF DIRECTORS
MINUTES
MEETING 94-8
AUGUST 25, 1994**

LOCATION 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME 10 00 a m (Scheduled)
10 11 a m (Convened)

DIRECTORS PRESENT George G Perdikakis
Annette Anselmi
Carolyn D Davis
Lawrence D Shubnell
Daniel F McMullen III
Joseph F Snee, Jr

OTHERS PRESENT Beth Schomburg
Sean Coleman
Kenneth Howarth
Ed Golas
Nancy H Voorhees Balenske
Jerome Artis, MCEA

APPROVAL OF MINUTES

Mr McMullen made the motion to approve the Minutes of the July 28, 1994 meeting Mr Snee seconded The Minutes were approved and signed

PROJECT STATUS REPORT

Mr Perdikakis reviewed the following projects

Corps of Engineers - Providing funding assistance of \$180,000

Hyde Park - Meeting held to resolve billing problems

The agency retained all its Customers for Fiscal Year 1995

Meeting held with Roger Hayden The County wishes to continue its successful relationship with the agency

Meeting also held with Charles Eckert to discuss the Coca-Cola project which is on hold indefinitely due to their automation reconfiguration

FINANCIAL REPORT

Mr Howarth reviewed the unaudited twelve months operating results. Audit is underway and may have final report in September.

Mr Perdikakis made the recommendation that two or three projects be audited. A motion was made by Mr McMullen to approve the expenditure of money for those audits. Mr Shubnell seconded. The motion was approved.

MIDSHORE REGIONAL LANDFILL

Mr Perdikakis reviewed the bid process for the design, construction and operation of Cell 2, closing of Cell 1 and the Easton Landfill. The bids and the subsequent rebids exceeded the engineers' estimate. The bids have been rejected. Efforts are being made to contact other individuals in order to increase the pool of competitive bidders. Ms Anselmi reviewed Resolution 94-8-1R, which repeals Resolution No 94-7-1R which was approved at the July 28, 1994 meeting. This Resolution increases the maximum principal amount of the bonds from \$6.2 million to \$7.0 million and the maximum interest rate from 6.75% to 7.0%. Questions were addressed. Mr Shubnell requested clarification on Legg Mason's eligibility to bid on the revenue bonds. Since it is a competitive bid, Legg Mason is eligible to bid. Mr McMullen made the motion to approve Resolution 94-7-1R. Ms Davis seconded. Mr Shubnell abstained from the vote, due to his affiliation with Legg Mason and their possible interest in bidding, without objection. The motion passed and the Resolution was signed.

Ms Anselmi handed out a memo regarding the refinancing of the MidShore Regional Landfill Bond Anticipation Notes which are due September 15, 1994. The memorandum requested the Board to authorize the Director and the Treasurer to negotiate and obtain terms and conditions for external short term financing for repayment of the Notes. The memorandum also requested the Board authorize the short-term use of MidShore Regional Landfill funds and MES retained earnings to repay the Notes if external financing could not be obtained. The Service will be reimbursed from the proceeds of MES revenue bonds anticipated to be issued in October 1994. Mr Shubnell made the motion to approve the recommendations including the use of retained earnings, and that the essence of the memo be adopted as a matter of policy. Mr Snee seconded. The motion passed.

PERSONNEL REGULATIONS UPDATE

Mr Coleman reviewed the revised regulations which were mailed to the Board members. The revisions reflect comments received from the AELR Committee. Discussion was held. Ms Davis suggested a layoff policy be developed prior to that occasion arising. Ms Davis also addressed the issue of training and tuition reimbursement and suggested language be added on page 22 which would make the mandatory requirement of reimbursing the Service be a discretionary act. It was also suggested the reference to 6 credits per semester be changed to the equivalent of two courses per semester. Ms Davis made the motion to approve the above revisions. Mr McMullen seconded. The motion passed.

Mr Snee made the motion to approve the revisions to the Personnel Regulations. Mr McMullen seconded. The motion passed.

Ms Schomburg introduced Mr Jerome Artis from MCEA. She advised the Board that Mr Artis provided valuable input to the review of the Personnel Regulations. Ms Schomburg reported on the meetings held with the employees regarding the Human Resources system. Three issues were brought forward by the employees to be addressed by the Board. The first is to establish a voluntary sick leave bank. This is to assist those employees who currently have sick leave balances on the books. This is a one time bank since disability insurance will be available after January 1, 1995. Mr Shubnell made the motion to approve the bank, Ms Davis seconded. The motion passed.

The second issue is the ability to use the short term and long term disability benefits prior to exhausting sick leave balances. Ms Schomburg requested that the Board consider permitting employees to be eligible for disability benefits without first exhausting all of their sick leave. She explained that many MES State employees are concerned about this proposed requirement because it could adversely affect their retirement benefits. After some discussion, the Board indicated that it generally favored eliminating the requirement that employees exhaust all sick leave before being eligible for disability benefits. This issue will be discussed further when the bids come in for the disability insurance.

The final issue is the ability of the employees to purchase service time which will allow those employees who are near the ten

year and twenty year service periods to receive the increased rates of pay the Service is providing in lieu of the reduced amount of leave time

Mr Shubnell made the motion to approve the plan, Mr McMullen seconded The motion passed

LEGAL BUSINESS

At 11 48 a m Mr Perdikakis recommended the Board go into a closed session to discuss a personnel matter and consult with counsel regarding potential litigation No official action was taken by the Board

A motion was made by Mr McMullen to go back into an open session The motion was seconded by Mr Shubnell and approved

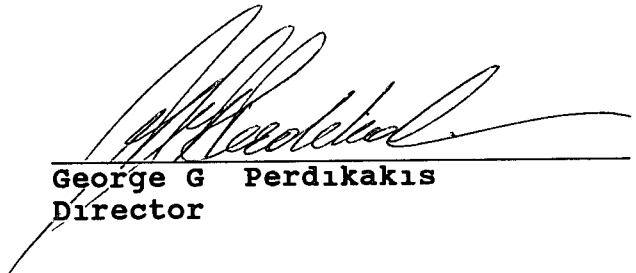
NEW BUSINESS

Ms Anselmi briefed the Board on Nation's Bank investment form It is recommended the Treasurer, Director, and Chief Financial Officer be authorized to act on behalf of MES Mr Shubnell made the motion to approve, seconded by Mr McMullen, and the Board approved

ADJOURNMENT

Ms Davis moved to adjourn the meeting at 12 15 p m The next scheduled meeting is September 14th at 10 00 a m

Carolyn D Davis
Secretary



George G Perdikakis
Director



MARYLAND
ENVIRONMENTAL
SERVICE

William Donald Schaefer
Governor

George G Perdikakis
Director

**BOARD OF DIRECTORS
MINUTES
MEETING 94-9
SEPTEMBER 14, 1994**

LOCATION 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME 10 00 a m (Scheduled)
10 58 a m (Convened)

DIRECTORS PRESENT George G Perdikakis
Annette Anselmi
Lawrence D Shubnell
Joseph F Snee, Jr
William B C Addison, Jr
Edwin G Richards

OTHERS PRESENT Beth Schomburg
Kenneth Howarth
Ed Golas
Lee Zeni
Nancy H Voorhees Balenske
Andrea Hunt, MCEA

OPENING REMARKS

The start of the meeting was delayed in order to wait for the arrival of members held up for quorum Mr Perdikakis reviewed the following items

Comments have been received from employees regarding overtime being paid after working over 40 hours per week versus working over 8 hours per day The recommendation is to follow the State regulations which is to pay overtime if an employee works over 8 hours a day

Mr Perdikakis announced his plans effective September 23rd to go on leave The decision for his successor is with the Governor He will be available to provide any assistance until a successor is named A recommendation needs to be made regarding the appointment of an Acting Director

Mr Shubnell asked for an overview of the tire project

The audit should be finished by next week Work is being completed on the statement presentation and footnotes

**Maryland Environmental Service
Board of Directors
September 14, 1994 Minutes
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Mr Perdikakis told the Board about comments made to Maryland Port Administration by a legislative auditor regarding the Agency and its management of the project funds Mr Perdikakis met with MPA and responded strongly to the unsubstantiated, irresponsible comments

Upon Mr Richard's arrival, the meeting was called to order at 10 58 a m

FINANCIAL REPORT

Mr Howarth reviewed the one month operating results Discussion was held regarding the retained earnings reserves adjustments memorandum dated September 14, 1994 It is Mr Perdikakis's recommendation to increase emergency repairs by an additional \$250,000 00 Discussion was held as to what the percentage of working capital should be A recommendation was made to contact the Public Service Commission so the Board has guidelines Mr Shubnell made the motion to approve the Retained Earnings Reserves Adjustments as submitted increasing Emergency Repairs by \$250,000 00 Mr Snee seconded and the motion carried

The response to the legislative audit dated September 8, 1994 was handed out to the Board

MR PERDIKAKIS'S RESIGNATION

Mr Perdikakis thanked the members of the Board and the 430 employees for their part in the success of MES and the Board's support in enabling him to effectively manage the agency His formal submittal of resignation is September 23rd He will be on leave for 30 days The appointment of his successor has not been finalized and in the interim an Acting Director needs to be named by the Board

Mr Shubnell introduced and read a prepared "Resolution of Commendation and Appreciation to George G Perdikakis" Mr Richards added a postscript to the Resolution praising Mr Perdikakis for the commitments he made and fulfilled to turn around the Midshore Landfill project and the Baltimore City dredging project During his tenure he successfully marketed the agency and placed it in a sound financial position Mr Perdikakis thanked Mr Shubnell for his advice, Mr Richards for his support of the agency, and Ms Schomburg for her loyalty Mr Richards seconded the motion to accept the Resolution and the Resolution passed unanimously

A motion was made by Mr Addison to accept Mr Perdikakis's use of leave for the month of October Mr Shubnell seconded The motion passed

Mr Richards expressed concern during the transition and the possibility of establishing a consulting relationship Mr Perdikakis advised he will be available to provide assistance until his resignation is official

MIDSHORE REGIONAL LANDFILL UPDATE

Ms Anselmi reported to the Board the securing of a short term note for a 90 day refinancing MES resources will not have to be used for a bridge loan Bids are due October 5, 1994 Financing will take place the end of October

OVERTIME

Mr Perdikakis recapped the concern raised by employees regarding the payment of overtime The motion was made by Mr Snee and seconded by Mr Shubnell that employees shall be allowed to earn overtime if worked over 8 hours per day with close supervision by supervisors The motion passed

GENERAL DISCUSSION

Mr Shubnell made the motion requesting the Treasurer, Ms Anselmi research the extent to which the Legislative Auditors ought to have a continuing role and duplicating efforts of MES's independent audit and report back to the Board Mr Richards seconded and the motion passed

APPROVAL OF MINUTES

Mr Shubnell made the motion to approve the Minutes of the August 25, 1994 meeting with a clarification under Project Status Report, Corps of Engineers shall read, "Providing funding assistance of \$180,000 for monitoring G-West " Mr Snee seconded and the motion passed

Mr Shubnell also requested this month's minutes be sent to Mr Richards prior to finalizing so he may refine the comments he added pertaining to Mr Perdikakis's resignation

CUSTODIAL ACCOUNT

Mr Howarth read the Resolution regarding the custodial account for collateralizing bank accounts Mr Howarth and Ms Anselmi will be the authorized signatories and the new Director will be added Mr Shubnell made the motion to approve and Mr Richards seconded The Motion passed

The replacement facsimile resolution was not approved at this meeting

EXECUTIVE SESSION

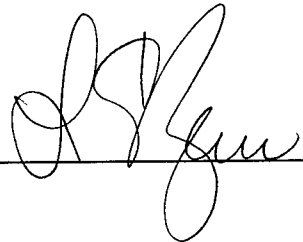
At 12 15 p m Mr Perdikakis recommended the Board go into a closed session to discuss the naming of an Acting Director A motion was made by Larry Shubnell and seconded by Ed Richards to go into closed session and approved by the Board Mr Perdikakis recommended that Lee Zeni be named to act as director in Mr Perdikakis's absence Several Board members voiced concern about the ramifications of an individual functioning as director who was not a member of the Board After discussion the Board recommended that Mr Zeni not be authorized to undertake financial transactions on behalf of the agency until the transaction was also approved by Treasurer Anselmi At 12 25 p m the Board went back into open session

ADJOURNMENT

Mr Addison moved to adjourn the meeting at 12 34 p m and seconded by Mr Snee



Carolyn D Davis
Secretary





William Donald Schaefer
Governor

George G. Perdikakis
Director

**BOARD OF DIRECTORS
MINUTES
MEETING 94-10
OCTOBER 20, 1994**

LOCATION: 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME: 9:00 a.m. (Scheduled)
9:08 a.m. (Convened)

DIRECTORS PRESENT: Lee Zeni, Acting Director
Annette Anselmi
Daniel F. McMullen, III
Lawrence D. Shubnell
Joseph F. Snee, Jr.
William B. C. Addison, Jr.
Edwin G. Richards
Carolyn Davis (arrived at 10:15 a.m.)

OTHERS PRESENT: Beth Schomburg
Kenneth Howarth
Ed Golas
Mike Wojton
Nancy H. Voorhees Balenske
Sean Coleman

OPENING REMARKS

Mr. Lee Zeni, as Acting Director, convened the meeting at 9:08 a.m. He advised the Board of an agenda change. Discussion of Human Resources will be delayed until Ms. Davis arrives.

APPROVAL OF MINUTES

Mr. Addison made the motion to approve the Minutes of the September 14, 1994 meeting. Mr. McMullen seconded and the motion passed.

PROJECT STATUS

Mr. Zeni informed the Board of a couple of projects, specifically:

Maryland Aviation Administration - a proposal was submitted for operating their deicing collection system. This will be a pilot project. A vendor will recycle the material.

Anne Arundel County - MES has been approached by the County to submit a proposal for dredging and placement. This is a \$500,000 project over a two-year period.

Poplar Island - MES received an award from the Executive Council of the Chesapeake Bay Program for the restoration of Poplar Island. The members suggested MES issue its own press release since nothing had been seen in the newspaper about it.

MIDSHORE REGIONAL LANDFILL UPDATE

The Preliminary Official Statement will be mailed next week. The bond sale will take place November 3rd or 4th for \$7 million. Funds were saved by rebidding Cell 2 construction.

FINANCIAL REPORT

Mr. Howarth distributed and briefly reviewed the first two month's operating report.

Mr. Zeni reported that MDOT was conducting an internal audit for contract compliance on contracts between MES and MDOT. Their initial findings are that MES systems, procedures and internal controls are very satisfactory; they confirmed that the advance for Hart-Miller Island was not being adjusted annually, to the favor of MPA; and that charges for indirect overhead costs were not being adjusted to actual each year. On the latter finding, MES has taken the position that overhead charges on MDOT contracts are proper and have been consistently applied. A formal report will be received when the audit within MDOT is completed.

Mr. Zeni also reported that Montgomery County has questioned MES about its using the same overhead rate for field labor and headquarters labor.

A discussion was held about the issue of overhead and how to present it to our clients. Mr. Shubnell suggested a fee-for-service. Mr. Howarth stated that a planned review of how MES recovers overhead will be accelerated and will report back to the Board.

BANKING RESOLUTION

Mr. Howarth presented the resolution for facsimile signatures authorizing the facsimile plate for Ms. Anselmi and himself. Mr. McMullen made the motion to adopt, Mr. Shubnell seconded, and the motion carried.

EQUIPMENT RESOLUTIONS

Ms. Anselmi introduced Resolution 94-10-1R which authorizes Capital Equipment Expenditures for a backhoe and loader. Mr. McMullen made the motion to adopt the Resolution, Mr. Snee seconded, and the motion carried. As a point of information, Mr. Richards asked what the calculated rate will be. Ms. Anselmi stated approximately 6.3%. The second Resolution 94-¹⁰1-2R, was introduced by Ms. Anselmi. This is for the procurement and financing of a loader for the Midshore Regional Landfill. Mr. Richards made the motion to approve the Resolution which was seconded by Mr. McMullen. The motion was adopted.

LEGAL UPDATE

Mr. Coleman advised the Board of the claim by an employee of handicapped discrimination, after being terminated for cause for failure to dispose of sludge properly. The Maryland Commission on Human Relations found no probable cause for moving forward.

Settlement was reached this week regarding the employee who was fired and MES withheld his leave payment for damages. MES settled because it will cost the Agency significantly less than if MES were to litigate and have to use its employees' time to testify.

NEW BUSINESS

Mr. Zeni informed the Board of a grant award to Baltimore County for improvements to its blue bag recycling program.

MES is in the process of updating its A/E short list for under \$100,000.00. A short list will be developed for various projects. A committee will select the top 25% or seven (7), and negotiate based on hourly rates submitted. Discussion was held regarding change orders and safeguards to prevent numerous change orders to one contract.

Mr. Zeni asked if the members would be interested in periodically meeting at various facilities. The response from the Board was positive.

The issue of incentive and merit pay was discussed for Mr. Perdikakis. Since no criteria or program has been established and it is constitutionally prohibited to pay after the fact for services performed, the members did not see how it could be given. (Ms. Davis arrived at 10:15 a.m.)

HUMAN RESOURCES

A meeting was held with MCEA to address concerns and issues. Ms. Schomburg handed out and reviewed the letter to Andrea Hunt, MCEA, addressing the MCEA concerns and MES's response. The regulatory comment period has ended. MES is in the process of responding to the comments received. The policy manual is being prepared and Ms. Schomburg thanked Mr. Snee for his assistance. Ms. Schomburg also advised the Board of the interview process for a Human Resources vacancy and the alternative to filling the vacancy. Mr. Zeni and Ms. Schomburg met with Larry LaMotte who provides consulting services for employee incentive and bonus plans. He will work with Mr. Shubnell's subcommittee and on a timetable so the plan will be ready July 1, 1995.

Discussion then returned to MCEA's changes and a motion was made by Mr. McMullen, and seconded by Ms. Davis, to accept the proposed changes as presented in a letter of October 14, 1994, by MES. Discussion was held regarding the independent body in the 3rd step of the grievance process and specifics as to what can be considered in the grievance process. The motion was then adopted.

Discussion was held regarding MCEA's response to Sick Leave and Disability Insurance. MCEA feels it is unfair to expectant and new mothers. Under disability employees would not receive full salary. Mr. McMullen recommended Human Resources return with options and proposals. Ms. Davis also asked that Sick Leave be looked at again.

The disability insurance bids are being analyzed and the recommendation will be mailed to the Board.

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ADJOURNMENT

Due to the Thanksgiving Holiday, the next Board Meeting will be held on Thursday, November 17, 1994 at 10:00 a.m. Mr. McMullen moved to adjourn the meeting at 10:52 a.m., Mr. Addison seconded.



Carolyn D. Davis
Secretary



Lee Zoni
Acting Director



William Donald Schaefer
Governor

George G. Perdikakis
Director

**BOARD OF DIRECTORS
MINUTES
MEETING 94-11
NOVEMBER 17, 1994**

LOCATION 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME 10 00 a m (Scheduled)
10 06 a m (Convened)

DIRECTORS PRESENT Lee Zeni, Acting Director
Annette Anselmi
Joseph F Snee, Jr (Delayed)
William B C Addison, Jr
Edwin G Richards
Carolyn Davis

OTHERS PRESENT Beth Schomburg
Kenneth Howarth
Ed Golas
Mike Wojton
Nancy H Voorhees Balenske
Sean Coleman
Patrick Boyce, KPMG Peat Marwick
Cindy Joynes

Until Mr Snee arrived to make a quorum, items not requiring Board voting action were taken up

MIDSHORE REGIONAL LANDFILL UPDATE

Mr Lee Zeni, Acting Director, convened the meeting at 10 06 a m by updating the Board Members on this project. Four bids for the bond sale were opened on November 3, 1994. Merrill Lynch was the low bidder. The financial advisor's overview was handed out to the members. Mr Richards, on behalf of the Midshore entities, thanked Ms Anselmi for her work with the local citizens and advisors.

FINANCIAL REPORT

Mr Patrick Boyce of KPMG Peat Marwick and Ms Cindy Joynes were introduced by Mr Howarth. Mr Boyce gave an overview of the letters prepared by KPMG which were passed out to the Board addressing FY 1994's audit. The Board is to review and questions will be addressed. The financial results were also highlighted.

Mr Howarth reviewed the first quarter operating results for FY 1995. The current status of accounts receivable will be given to the Board at December's meeting.

APPROVAL OF MINUTES

Mr Addison made the motion to approve the Minutes of the October 20, 1994 meeting. Mr Snee seconded and the motion passed.

PROJECT STATUS

Mr Zeni highlighted a few projects.

Baltimore County - At the Baltimore County Resource Recovery Facility ("BCRRF"), MES is demolishing the RDF system to install a blue bag system for separating recyclable materials. A contract has been entered into with Waste Management for using additional capacity at the Western Acceptance Facility and BCRRF. Revenue will be generated to offset the operations costs.

BWI Deicing Project - A contract has been signed with the Maryland Aviation Administration to operate their deicing collection system. MES will operate this project as a pilot study.

Montgomery County - MES met with the County to be on standby for a "stump dump" fire (construction waste problem). If the landowner does not comply, MES may be asked to remove the waste to a landfill.

Mr Snee advised the Board of a landfill issue in Harford County for which MES may be able to assist. Mr Zeni and Ms Anselmi expect to meet with Mr Bill Baker of the Department of Public Works and will talk to him about MES's interest in helping the County.

HUMAN RESOURCES

The low bidder for disability insurance is Kansas City Life. Ms Schomburg reviewed their terms.

The personnel regulations were placed on hold by AELR because of certain concerns raised by employees and their elected officials. MES responded to these concerns and AELR then responded favorably and released the regulations for final adoption.

The employment contracts are going out to the employees to be returned by December 7th

Ms Schomburg handed out the draft Employees' Handbook for review Comments are needed by the 23rd

Ms Schomburg reported on a meeting held with Carolyn Tyson and Ms Davis to discuss maternity and sick leave concerns The suggestion was made to give employees fifteen (15) days of sick leave in order to cover the gap before their disability insurance starts Discussion was held A motion was made by Ms Anselmi to report to the Board on a three-month basis the use and need for disability insurance and how it affects the employee Mr Addison seconded and the motion passed

A motion was made by Ms Davis that maternity leave should not be defined as sick leave and that MES provide six (6) weeks of paid maternity leave in addition to sick leave and other paid leave Discussion was held Several members expressed the need to see a cost analysis and the benefits provided by other private and public companies before making a decision MES staff were requested to explore policies at other small companies A motion was made by Mr Addison and seconded by Ms Davis to table the motion until January

LEGAL UPDATE

Mr Coleman informed the Board that a motion was filed to dismiss (under the Tort Claims Act) the suit against Mr Kenneth Cross, and it was granted by the Circuit Court for Anne Arundel County

A subpoena has been received by an MES employee from a citizen opposing the issuance of a permit for burning of tires in Western Maryland It is being treated as a Public Information Act request

Mr Coleman is reviewing whether to file suit against Fling Excavating, a leaf hauler which is liquidating its business

NEW BUSINESS

The Annual Report prepared for the Governor and General Assembly was given to the Board Comments should be given before next week

Mr Zeni advised the members of proposed MDE regulations for rubble landfills. MES prepared detailed comments and costs which are being presented to the Maryland Department of the Environment. Members may want to add additional comments as part of the public record. A decision will be made at December's meeting on whether to submit as a formal response by the Board of Directors. Mr Richards recommended the Board consider a Board action since these regulations directly affect the agency.

The changes to the Executive and Standard Salary Schedules were given to the Board. These changes are effective from January 1, 1995 to June 30, 1995. Approval was asked for by Mr Zeni. The motion to approve the Schedules was made by Mr Snee, seconded by Mr Addison, and passed.


GENERAL DISCUSSION

MES's holiday party is December 16th at 3 00 p m. The next Board meeting will be held prior to the party at 1 00 p m. The members agreed to hold January's meeting at the Baltimore County Resource Recovery Facility. The meeting will begin at 10 00 a m with a tour and will be followed by lunch.

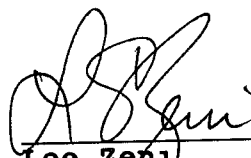
Mr Addison asked if the agency could provide assistance to Chaney Enterprises regarding establishing a rubble landfill in Charles County. A letter is being prepared by MES to the County addressing types of services the agency provides and this will be included.

ADJOURNMENT

The meeting adjourned at 12 07 p m



Carolyn D Davis
Secretary



Lee Zeni
Acting Director



William Donald Schaefer
Governor

George G. Perdikakis
Director

**BOARD OF DIRECTORS
MINUTES
MEETING 94-12
DECEMBER 16, 1994**

LOCATION: 2011 Commerce Park Drive
Annapolis, Maryland 21401

TIME: 1:00 p.m. (Scheduled)
1:16 p.m. (Convened)

DIRECTORS PRESENT: Lee Zeni, Acting Director
Annette Anselmi
Joseph F. Snee, Jr.
William B. C. Addison, Jr.
Edwin G. Richards
Lawrence D. Shubnell
Carolyn Davis (Delayed)

OTHERS PRESENT: Beth Schomburg
Kenneth Howarth
Mike Wojton
Nancy H. Voorhees Balenske
Sean Coleman
James Haywood
Irene Hoffman

APPROVAL OF MINUTES

Mr. Addison made the motion to approve the Minutes of the November 17, 1994 meeting. Mr. Snee seconded and the motion passed.

PROJECT STATUS

The updated Projects Location Map was handed out to the Board Members.

Mr. Zeni highlighted a few projects:

Baltimore County - MES is demolishing the RDF system at the Baltimore County Resource Recovery Facility to install a blue bag system for separating recyclable materials.

**Maryland Environmental Service
Board of Directors
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Page 2**

Harford County - A meeting has been scheduled for January 20th with Mr. William Baker of the Department of Public Works. Mr. Snee recommended that Mr. Baker be given a full presentation about MES.

Mr. Zeni told the Board letters have been sent to all the County Executives offering MES's assistance and outlining its capabilities.

Charles County - MES will be talking to their Solid Waste Advisory Committee.

Montgomery County - The County did not require MES's involvement with the stump dump.

Violations - There were -0- violations during the month of October. A very noteworthy achievement by the water and wastewater program.

FINANCIAL REPORT

Mr. Howarth reviewed the Accounts Receivable Summary as of November 30, 1994 and highlighted the Operating Results ending October 31, 1994. He also reviewed the status of various bond funds.

Mr. Shubnell advised the Board that in light of the mission of the 2000 Committee, MES needs to be on top of its financial condition to enable the agency to maintain its future independence.

Mr. Howarth recapped the meeting with the Department of Budget and Fiscal Planning. The Agenda was handed out. MES will be returning \$236,815.15 to the State. The Department continues to support the one twelfth (1/12th) billing. Mr. Howarth reviewed the Agenda items.

Mr. Coleman advised the Board of potential litigation by employees regarding the issue of the loss of pay due to loss of Holiday and Annual Leave and the method of calculation.

EQUIPMENT RESOLUTION

Ms. Anselmi introduced Resolution 94-12-1R which rescinds an earlier resolution to purchase certain vehicles and allows MES to move ahead with the purchase of various vehicles subject to

funding. The agency has a line of credit with Koch. Thirty-two (32) vehicles will be replaced, four (4) additional vehicles purchased. Discussion was held. Mr. Addison made the motion to adopt Resolution 94-12-1R, Mr. Snee seconded and the motion was adopted.

HUMAN RESOURCES

Ms. Schomburg passed out copies of the Notice of final action on the Human Resources Regulations which become effective January 1, 1995. The Procurement Regulations become effective December 19, 1994.

LEGAL UPDATE

Mr. Coleman updated the Board on the following:

Suits have been filed against firms/individuals on the collection list.

Moving towards settling the Victor Cullen well contamination case which MES has been working on with the Treasurer's Office.

Negotiations with AlliedSignal are moving towards settlement. Mr. Perdikakis is working with the agency and Maryland Port Administration.

The Agency is about to file suit against MidAtlantic Oil. The company is our used oil collection contractor.

NEW BUSINESS

The Board was given an outline of the Procurement Contract Approval procedure which is required by the new regulations. Discussion was held. Mr. Coleman recommended the procedure be tabled in order to research the auxiliary method and sort out the operational procedures so it is consistent with the regulations.

Mr. Zeni advised the Board of discussions held with Anne Arundel County regarding environmental dredging and a site evaluation and environmental audit of the Rose Haven treatment plant and designing and operating the pumping station to serve the community. An umbrella contract would be signed with the County.

**Maryland Environmental Service
Board of Directors
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A proposal has been received from the Philadelphia Corps of Engineers for Worton Point. MES will be working directly with the Corps.

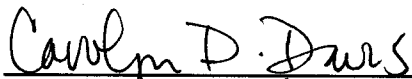
The suggestion was made that MES's marketing efforts be highlighted each meeting.

Mr. Shubnell and Ms. Davis are members of the Governor-elect's transition team. Mr. Shubnell is a member of the Structure and Reorganization of Government Committee and Ms. Davis the Environmental Policy Committee.


A letter from the Board to MDE regarding the proposed rubble landfill regulations is not necessary at this time. Apparently MDE has been told no additional action is required at this time.

ADJOURNMENT

The meeting adjourned at 3:26 p.m. The next scheduled meeting is January 26th at the Baltimore County Resource Recovery Facility.



**Carolyn D. Davis
Secretary**



**Lee Zena
Acting Director**