

Beaver Island Waste Management  
Committee Peaine Township Hall 36825  
King's Hwy, Beaver Island, MI 49782  
June 4, 2019

**MINUTES**  
**DRAFT**

**MEMBERS PRESENT:** Paul Cole (Chair), Frank D'Andraia (Recording Secretary), Carla Martin, Travis Martin, Nick Olson, Sheri Richards, and Paul Welke

**ABSENT:** N/A

**OTHERS PRESENT:** Robert Marsh, Transfer Station Manager and Cynthia Johnson

**CALL TO ORDER:** The Beaver Island Waste Management Committee (BIWMC) was called to order by the Chair at 1:01 p.m. on Tuesday, June 4, 2019 at the Peaine Township Hall.

**APPROVAL OF THE MINUTES:** Motion to approve the minutes of May 7, 2019 as circulated made by T. Martin and seconded by Olson. Unanimously Carried with C. Martin abstaining (newly appointed).

**MEETING TIME CHANGE**

Motion Welke, second Olson to change the meeting date to the third Tuesday of each month. Unanimously Carried.

**REPORTS**

**CHAIR:** The Chair announced -- Peaine Township had approved Carla Martin (Peaine Township Clerk) to replace Robert Kohls on the Committee; --the Committee's salary compensation recommendation was approved by the Peaine Township Board and approval by the St. James Township Board is expected to occur on June 5th; --the TS Position Descriptions Sub-committee (Cole & D'Andraia) is working with the TS Manger on revising and updating Station job descriptions; --the Chair suggested, and the Committee agreed, best practices be identified concerning content for the new TS web pages. The Chair and Recording Secretary will work on the initiative and report back to the Committee. The Chair indicated he is seeking advice and assistance on

from the St. James Township attorney of developing an appropriate employment policy governing drug and alcohol testing for TS employees.

TRANSFER STATION MANAGER: Marsh reported all TS operations were running smoothly and that the call for HHW and the BICS Roadside Cleanup project went well. Richards asked if a TS Price Guide could be prominently displayed at the Station and that the price guide be periodically published in the Island monthly and referenced in the new TS website being developed. It was the consensus of the Committee that the suggestion be implemented. Marsh, Richards, and the Chair will work on the request and report back to the Committee.

Marsh then distributed a written report (not attached), that included performance appraisals for TS personnel and a draft job description for p/t personnel. The Manager noted that the Station's budget had not been finalized. The Chair indicated he is working with Peaine Township Supervisor and Clerk on the budget. C. Martin observed that the citizens of Peaine Township are expected to vote on millage for the Transfer Station on August 6, 2019.

## OLD BUSINESS

DRAFT ADDENDUM TO 1991 DOCUMENT CREATING THE BIWMC: The Committee discussed the content of the proposed Addendum (previously distributed) and made additional recommendations. The Chair tasked the Recording Secretary to edit the 1991 charge, incorporating suggestions drawn from Committee deliberations on the Addendum. A motion was made by Richards and seconded by Olson that the edits be reviewed at the next meeting with the intent to recommend to both townships that the changes be adopted. Unanimously carried

COMMITTEE PRIORITIES (CP) FOR 2019: The committee reviewed and discussed a list of priorities drawn up during the meeting held on May 7, as well as three Transfer Station action items listed in the Beaver Island Master Plan (MP). At the end of the discussion several members of the Committee stepped up to work on the priorities.

The Committee determined the top three priorities for 2019 were as follows:

1. Guides (CP items A & E): Finalize and approve previously drafted Committee Guidelines and Responsibilities, as well as an Employee Handbook (Coles and D'Andraia)
2. Equipment/Oversight (CP items F & H): Develop a prioritized equipment

- replacement list, as well as conduct a formal review of financial oversight procedures (Cole, C. Martin, Marsh and Richards) ;
3. Services (CP item B & J is from the MP): Explore cost effective solutions for the disposal and recycling of construction debris and explore affordable options for large metal objects, such as junk cars and large appliances (T. Martin and Olson);

On-Going:

- Collaboration (CP item C): Work with other island entities on blight, litter, and recycling;
- Downtown Receptacles (D is from the MP): Investigate need for receptacles in the vicinity of the boat dock for both recycling and trash;
- Hazardous Waste (CP item G): Strengthening safe handling procedures for high risk waste;
- Redemption Center (CP item I): Investigate creation unified redemption center for aluminum, glass, and plastic beverage containers;
- Social Media (CP item K): Increased use of social media to inform citizens and visitors about TS operations and services;
- Strategies (CP item L): Development of plans for increasing public recycling.

NEW BUSINESS - None

PUBLIC COMMENT - None

NEXT MEETING: The BIWMC meets next on Tuesday, July 2, 2019 at 1:00PM.

ADJOURNMENT: Coles adjourned the meeting at 2:03 p.m.

Respectfully Submitted:

Frank D'Andraia, Recording Secretary