

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES
December 12, 2018
10:00 a.m.**

Mayor Joyce Dunn called the December 12, 2018 Special Called Meeting to order at 10:00 a.m. Commissioners Present: Bill Brennan, Gere Dale, Greg Davis and Beverly Mayhew. Others Present: Jon Mendenhall, Town Administrator and Nicole Hewett, Town Clerk (absent after Closed Session).

Absent: Commissioner Joseph J. Przywara

Closed Session Pursuant to N.C.G.S. 143-318.11(a)(6) Personnel:

COMMISSIONER DAVIS MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(6) PERSONNEL. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO COME OUT OF CLOSED SESSION AND GO BACK INTO REGULAR SESSION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION TO RECOMMEND THE HIRE AS REGULAR EMPLOYEES FOR THE CONVENIENCE SITE: BAKER AND WILLIAMS AND ON-CALL EMPLOYEES: ALT AND HEINZ. COMMISSIONER DALE SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION TO RECOMMEND THE HIRE OF HARRIS AS A FULL-TIME MAINTENANCE WORKER. COMMISSIONER DALE SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion on Solid Waste Convenience Site:

COMMISSIONER DALE MADE A MOTION TO APPROVE THE HOURS OF OPERATION AS PRESENTED BELOW:



TOWN OF CAROLINA SHORES
DEPARTMENT OF PUBLIC WORKS
SANITATION DIVISION
CONVENIENCE SITE
STANDARD OPERATING PROCEDURES MANUAL

Promulgated by the
Director of Public Works pursuant to Sec 42.02 of the Code of Ordinances, Rule
Making Authority

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INTRODUCTION

The Town of Carolina Shores operates a Solid Waste Convenience Site to provide Town residents with a convenient location to dispose of the solid waste generated in their homes. The manned site is used to permit the use of compaction equipment and to assure the site operates in a safe manner and is clear of debris and litter.

Compaction equipment compresses the waste placed in the unit, increasing the volume of solid waste collected in each container. A compacted 40-yard container will hold approximately 11 tons of solid waste compared to 3 to 4 tons that are contained in an open top 40-yard container. The Town utilizes its equipment to place heavy items into open top containers and compact the waste, increasing the amount of waste that can be held to approximately 6 to 8 tons. The Convenience Site also serves as a recycling center for the Town. Recycling enables the Town of Carolina Shores to reduce the volume of solid waste deposited into landfills annually and protects the environment.

**TOWN OF CAROLINA SHORES
SOLID WASTE CONVENIENCE SITE
RULES AND REGULATIONS
FOR USE BY TOWN OF CAROLINA SHORES RESIDENTS ONLY**

1-Attendant's Responsibilities:

1. Have a working knowledge of the Town of Carolina Shores Solid Waste Convenience Site Standard Operating Procedures Manual.
2. Operate the site and equipment safely and ensure that the site is clean and free of debris.
3. Attendants are not responsible for unloading waste material.
4. Attendants direct the use of the facility to ensure safety and convenience and compliance with these Regulations, including operations and unloading of vehicles.
5. Help maintain the cleanliness of the attendant office, which is provided for employees to seek shelter from the weather.
6. In the event of a dispute with a citizen over rules and regulations, attendants should use the discretion to avoid the situation escalating into an argument. If the situation cannot be resolved constructively, the attendant should record the license number of the vehicle and report it to his or her supervisor (or designee) rather than engaging in further interaction. In extreme cases where the situation has become dangerous in the attendant's judgement, he or she should call 911 and seek assistance from the Sheriff's Office.
7. Notify Waste Industries when the compactor, open top containers, and recycling containers need to be emptied.
8. Ensure that scavenging is not permitted.
9. Attendants will be issued the following equipment: Uniforms to include ID badge, tee shirts, sweat shirts, hats, jackets, and a safety vest which are to be worn while on duty (hat is optional). In addition, safety gloves, safety glasses, and rain gear will be issued to assist in the performance of their duties.
10. A copy of the Town's Personnel and Procedures Manual is located in the Town Garage.
11. Notify the Operations Superintendent of leave requests and arrange for another attendant to cover.
12. Maintains the convenience site by trimming (see Job Description).

2-Requirements for Use of the Solid Waste Convenience Site:

1. It is unlawful for any person to dispose of solid waste, including recyclables, generated or collected from outside the Town of Carolina Shores.
2. The Convenience Site is for use of Town of Carolina Shores residents only.
3. Recyclables (as listed in section 7) should be placed in the proper containers or area designated for the specific purpose. As required, citizens should follow the direction of staff with regard to using designated containers and areas.
4. Persons using the facilities are responsible for the clean-up of any spillage resulting from the delivery or unloading of their waste.
5. Different types of waste materials must be separated and placed as directed by the attendant.
6. Containers and their contents are subject to inspection at any time by the attendant.

3-Access and Safety:

1. Access to the facility will be restricted to regular operating hours at the gated entrance. Unauthorized entry constitutes trespassing.
2. Loitering and solicitation are prohibited at the facility.
3. Small children must remain in the vehicle at all times.
4. Dumping materials outside of the facility or outside of operating hours is prohibited.
5. Any person entering a facility after having been asked by staff not to do so, or remaining at a facility after being asked to leave, shall be deemed a trespasser.
6. Safe and courteous driving practices are to be followed at all times.
7. It shall be a rules violation for any person, firm or corporation to remove trash, garbage, waste material or any other object or substance, whether organic or inorganic, from any refuse collection container or refuse collection container site.

4-Disposal of Residential Waste:

1. The Solid Waste Convenience Site was created to allow Town residents to dispose of refuse at no cost. The Convenience Site is not designated to accommodate large loads of solid waste. Therefore, limitations must be established on the amount of refuse disposed of at any one time.

Residents are permitted to dispose of only a volume equal to a low-sided pick-up truck of solid waste at the Convenience Site if delivered in a non-commercial vehicle (as demonstrated by vehicle registration) displaying a valid sanitation permit.

5-Acceptable Waste at Convenience Site:

1. Residential solid waste and recyclables will be accepted at no charge when delivered in a vehicle type and size allowed at the Convenience Site. Acceptable materials are as follows:
 - a. Garbage, rubbish, and trash
 - b. Leaves and grass/yard waste that is bagged (maximum of 6-55 gallon bags per day). See Section 42.03 "Yard Waste".

6-Recycling:

1. Recyclable materials accepted at the Convenience Site, except as noted when placed in the appropriate recycling containers are as follows (except as noted):
 - a. Glass (all colors)
 - b. Plastic bottles, containers, and jugs labeled #1 and #2 only
 - c. Cans (aluminum and tin, as well as empty aerosol cans)
 - d. Cardboard (boxes must be broken down and all tape must be removed)
 - e. Newsprint, magazines, and other paper
 - f. Waste oil (used motor oil, transmission oil, and hydraulic oil only)

7-Items Not Accepted at the Convenience Site

1. The following items are not considered solid waste and are not accepted at the Convenience Site:
 - a. Hazardous, toxic, radioactive, or regulated medical wastes
 - b. Flammable materials and solvents to include but not limited to paint thinners, gasoline, and diesel fuel
 - c. Solid waste generated or collected as a result of construction, demolition, commercial, industrial, institutional, or other manufacturing activities will not be accepted at the Convenience Site
 - d. Stumps
 - e. Metal or plastic drums that do not have the top and bottom cut out of them and rinsed
 - f. Pressurized tanks (including propane tanks)
 - g. Material containing friable asbestos
 - h. Animal carcasses
 - i. Farm waste generated from crops or animals
 - j. Paint cans or drums not emptied and opened

- k. Large discarded vehicle parts.
- l. Oversized items, boats, trailers, mobile homes, and automobiles
- m. Ashes or other waste which are hot or may contain live embers
- n. Free liquids
- o. Tires
- p. Cooking oil
- q. Railroad ties or any lumber treated with creosote
- r. Other waste deemed inappropriate by the Convenience Site Attendant due to its characteristics or potential harm to Town equipment or personnel

LOCATIONS AND HOURS OF OPERATION

Town of Carolina Shores Convenience Site
 200 Persimmon Road
 Carolina Shores, NC 28467

SITE HOURS OF OPERATION

Monday, Tuesday, Thursday, Friday	9 am-3 pm
Wednesday and Saturday	7 am-12 noon
Sunday	CLOSED

Holidays: The Convenience Site will be closed on New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

JOB DESCRIPTION SOLID WASTE ATTENDANT

DEFINITION OF WORK

Under general supervision, this position performs responsible work operating one or more of the Town's solid waste convenience sites or in case of an emergency condition debris reduction site. Position reports to an Operations Superintendent and may be filled as either part-time or call force (on-call).

WORK FUNCTIONS

Ensure that various materials or waste streams accepted by a convenience site or debris reduction site meet the standards for material to be accepted.

Ensure that various materials or waste streams accepted by a convenience site or debris reduction site are placed in the proper area or collection container.

Operates equipment such as stationary compactor, loader, pick-up truck, or light vehicle as assigned.

Informs residents of convenience and debris reduction site rules, regulations, and procedures ensuring adherence of same.

Monitors compliance with site rules, regulations, and procedures at point of disposal and follows relevant incident reporting procedures to report and correct non-compliance.

Estimates debris loads, receives permits, truck load tickets, or other documentation used to verify quantity/volume of waste streams as necessary. Accepts material received tickets as needed.

Monitors usage of convenience or debris sites ensuring use by authorized individuals presenting valid credentials.

Maintains a daily record of the number/amount of site usage and reconciles load tickets as needed.

Maintains the convenience site by trimming grass/weeds, loading debris (if assigned), and picks-up litter, sweeps area, collects refuse off of ground where found, washes areas as needed to control pests.

Performs other duties as assigned.

EMPLOYMENT STANDARDS

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Town's mission and values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

KNOWLEDGE

Safety - Knowledge of occupational hazards, safety precautions, and safety regulations.

SKILLS

Interpersonal Relationships/Customer Service – Develops and maintains cooperative and courteous relationships with employees and the public.

ABILITIES

Judgement/Decision Making – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

Communication – Ability to communicate ideas verbally so others will understand, to include interpreting and understanding procedures, rules, and posted notices.

EDUCATION AND EXPERIENCE

Requires a high school diploma or possession of a GED, some prior (unrelated) work experience preferred.

SITE EMERGENCIES

Site emergencies may occur during the operation of the Convenience Site. **The primary responsibility of the Site Attendant is to keep himself/herself and others who may be at the site safe from harm.** Depending on the emergency, the Site Attendant's responsibilities to respond to the emergency will vary.

1. Personal injury:
-If an injury occurs to a site attendant or customer, call 911 immediately. Report injury as soon as possible to the Solid Waste Supervisor. If he/she is not available notify Town personnel in the order posted at the site for emergency contacts.
2. Fires:
-Any fire should be reported to 911 immediately. The Site Attendant should report fires to the Solid Waste Supervisor immediately and if he/she is not available, notify Town personnel in the order posted at the site for emergency contacts.
3. Customer Problem:
-If a serious argument or refusal of a customer to follow site regulation occurs, call 911 and request assistance from the Sheriff's Department and notify the Solid Waste Supervisor. If he/she is not available, notify Town personnel in the order posted at the site for emergency contacts.
4. Spills:
-Public Works Personnel are certified and equipped to handle small spills of materials such as fuels or oil. For such spills, call the Solid Waste Supervisor. If he/she is not available, notify Town personnel in the order posted at the site for emergency contacts.
-Any major spill of fuel, oil, or hazardous waste should be reported to 911 and the Solid Waste Supervisor should be notified. If he/she is not available, notify Town personnel in the order posted at the site for emergency contacts.
5. Equipment failures:
-Equipment failures should be reported immediately to the Solid Waste Supervisor to permit corrective action to be taken during the work week. If he/she is not available, notify Town personnel in the order posted at the site for emergency contacts.

CONVENIENCE SITE OPERATION AND OPENING & CLOSING PROCEDURES

The Site Attendant assigned to open and/or close the site has the following responsibilities:

Site Opening:

1. Prior to the site opening, the Site Attendant is expected to perform the following duties:
 - a. Check all equipment and containers to determine if they are operable, and their status (i.e. full, half full, etc.)
 - b. Assure the site is clean and safe
 - i. No loose debris or litter
 - c. Load yard debris
2. Report the status of all equipment and the condition of all units on the site to the Solid Waste Office.
3. Open the site 5 minutes prior to its designated time.
4. Notify Waste Industries prior to the compactor and containers being full to permit them to be exchanged in a timely manner.

Site Closing:

1. 15 minutes prior to closing the Attendant should inspect the site to assure the following:
 - a. Site cleanliness and safety.
 - b. Check the status of all equipment and units on the site.
 - c. Close the site 5 minutes past the posted time.
 - d. Lock the Attendant's building and the site.

COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE DECEMBER 12, 2018 BOARD OF COMMISSIONERS SPECIAL CALLED MEETING. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Jon Mendenhall, Town Administrator