

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
MINUTES OF THE REGULAR BOARD MEETING
JUNE 25, 2019**

The Ulster County Resource Recovery Agency held a Regular Board Meeting on June 25, 2019 at 999 Flatbush Road, Kingston, NY.

The proceedings were convened at 8:30am.

The following Board members were present: Chairman Fred Wadnola, Vice Chairwoman Katherine Beinkafner (arrived at 8:48am), Treasurer Charles Landi, Member JoAnne Myers, and Member Lisa Mitten.

Also present were: Executive Director Timothy Rose, Controller Tim DeGraff, Operations Manager Charlie Whittaker, Recycling Coordinator Angelina Peone, Recycling Educator Melinda France, and Clerical Secretary Brenna Whitaker. Compliance Officer Tom Briggs and Counsel/Secretary Kenneth Gilligan were absent.

From the public: Daily Freeman Reporter Bill Kemble, Ulster County Legislator Manna Jo Greene (arrived at 8:43am), and Sebastian Pillitteri of Riverkeeper.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Sebastian Pillitteri introduced himself to the Board. He explained that Riverkeeper along with SUNY New Paltz has submitted a proposal to the O+ Festival in Kingston for an educational walking tour of the Hasbrouck Sewer Shed, which is the largest remaining combined sewer shed in Kingston. The Hasbrouck Sewer Shed is responsible for about 90% of the sewage that is discharged into the Rondout Creek, including storm water. Storm water also contains trash and recyclables. The tour will include a large ball made of plastics that will be sourced from the Agency and created by SUNY New Paltz. Participants will push this ball along the route of the tour while learning about the effect of the plastics that end up in the Rondout creek.

Tim Rose stated that he does not have the authority to give away the Agency's revenue source, so he asked Sebastian to bring his request to the Board.

Tim DeGraff said that the Agency's procurement policy prohibits donations to individuals or entities.

JoAnne Myers asked if the Board can override that policy.

Tim DeGraff responded that he is unsure of the particulars, but he believes it would be ok if the Board puts it in the form of a resolution that states that the donation would be for the Agency's benefit.

Fred Wadnola said that this project does not relate to the Agency because it has no impact on the City of Kingston's sewer system.

JoAnne Myers responded that the Agency is focused on recycling education, and this project relates to that.

JoAnne Myers motioned to allow Riverkeeper to use plastic recyclables sourced from the Agency's MRF for their project with SUNY New Paltz. Seconded by Lisa Mitten. 3 in favor, 0 opposed, 1 abstained (Landi), 1 absent (Beinkafner).

Charles Landi abstained due to concerns that this hasn't been discussed with Agency Counsel yet.

CHAIRMAN'S COMMENTS

Fred Wadnola discussed the four DPW accidents that occurred the previous day.

APPROVAL OF MINUTES

Fred Wadnola motioned to approve the Minutes of the May 23, 2019 Regular Board Meeting. Moved by Charles Landi and seconded by Fred Wadnola. 4 in favor, 0 opposed, 1 absent (Beinkafner).

COMMUNICATIONS AND ANNOUNCEMENTS

Tim Rose stated that the Agency's next Regular Board Meeting will be held on Tuesday, July 23, 2019 at 8:30am.

GENERAL REPORTS

Tim Rose presented the MSW, Recycling Tonnage, Recycling Market, and Leachate Collection reports:

MSW

	May 2019		
	Target Tonnage	Actual Tonnage	Difference
MSW	11,647 tons	12,611 tons	964 tons
Sludge	377 tons	368 tons	-9 tons

Recycling Tonnage

	May 2018	May 2019
Commingle	39.18 tons	125.96 tons
Glass	41.01 tons	55.94 tons
Mixed News	84.03 tons	185.85 tons
Single Stream	575.27 tons	0 tons
OCC	121.30 tons	216.16 tons
Food Waste	188.07 tons	402.67 tons

Recycling Market Report

The Recycling Market Report shows the price the Agency was offered for each commodity. NR means no response.

Fred Wadnola motioned to approve the May 2019 Recycling Market Report. Seconded by Charles Landi. 5 in favor, 0 opposed, 0 absent.

Leachate Collection

	May 2018	May 2019
Ulster	70,000 tons	220,500 tons
New Paltz	160,000 tons	112,000 tons

RECYCLING PROGRAM UPDATE

Angelina Peone gave the June Recycling Program Update:

Outreach/Education

- WGHQ Radio interview was on June 6.
- Our message this month is "Rethinking Our Waste"- attached is a copy of Daily Freeman ad.
- Radio ads this month focus on electronics recycling.
- Community engagement events:
 - June 3: Town of Ulster Citizens presentation regarding recycling, hosted at the VFW.
 - June 4: Town of Saugerties presentation regarding recycling, hosted at Senior Center.
 - June 7: Bennett Elementary School recycling education.
 - June 10: Chamber Elementary School tour – 2nd Grade Eco Challenge Winners.
 - June 18: Live Instagram Story Outreach Topic: Single Use Plastics.
- May 2019 electronics recycling program:
 - 359 residents.
 - 3 non-profits.
 - 13 businesses.
 - 4 government entities.
- Summary – 2nd Quarter 2019: 52.25 hours of direct community education this Q (95.75 hours YTD). 440 adults and 447 youth participants this quarter (681 adults, 465 youth YTD). Social media following has grown to 965 followers. Email/newsletter audience has grown to 2,766 subscribers.

Administration

- Updated website – added a Resource Page for schools, businesses, and landlords, and additions to UCRRRA Commercial Composting Operations page.
- Updated UCRRRA annual recycling report and contact forms.
- Completed quarterly compost testing through AgroLab & Envirotest.

- Completed annual renewal US Composting Council STA Certification.
- Waitlisted: NYS Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling Grant Program.
- Researching food waste tote bins per Ulster County Compost Expansion grant.
- Researching bagging companies, bagging/printing process, requested product samples of various bag sizes, developing marketing/branding message.

Tim DeGraff stated that Agency staff recently met with a website design company for a potential redesign of the Agency's website.

Development Meetings

- June 6: Tour of Waste Connections in Albany (Tim Rose, Melinda France).
- June 6: NYSAR3 Single Use Plastics Committee Meeting (Angelina Peone).
- June 11: Bringing Agencies Together meeting at the Kingston Library.
- June 12: Regional Materials Management Group.
- June 20: Emerging Composters Meeting at UCRRA.

Charles Landi asked about the status of the Agency's bagging operation.

Angelina Peone replied that some of the Agency Staff will be meeting shortly to go over some unanswered questions about the wording that needs to be on the bags as well as sizing.

FINANCIAL MATTERS

Tim DeGraff presented the May 2019 Treasurer's Report and MRF Cost Center Analysis.

Treasurer's Report

Tim DeGraff noted the new addition of footnotes and a breakdown of MSW vs. C&D to the Treasurer's Report.

For the month of May, the Agency's MSW tons were 9,253 and C&D tons were 3,358. Revenue line item of note: Miscellaneous Revenues - approximately \$37,000 relates to a workers comp dividend received for the 2017-2018 policy year. Total revenue of \$1,515,266. Expense line items of note: personnel expenses were higher at \$308,005 due to three payrolls. MRF operations were up due to the purchase of baling wire for approximately \$7,600 (last purchase in April 2018). Total operating expenses were \$1,163,365. Net operating revenue was \$351,901. No Capital Outlay for the month. For the month of May the fund balance was \$351,901. Year to date fund balance is a deficit of \$928,262.

Lisa Mitten asked Tim DeGraff when the Agency typically makes the switch from negative to positive.

Tim DeGraff responded that the Agency usually becomes positive around September. He discussed how in the past two years the Agency has paid off debt early to save money after they turn positive for the year, as well as why the Agency needs to have a certain amount of money in its operating reserves.

Charles Landi asked how many companies have requested the documents for the transportation bid.

Tim Rose replied that only one has put in a request so far, and that there are only three to four companies that will most likely end up submitting a bid.

Charles Landi asked about variables that go into deciding which transportation and disposal company the Agency will choose.

Tim DeGraff replied that he has a spreadsheet set up with formulas that will run all of the variables to determine which options are best.

Fred Wadnola motioned to approve the April 2019 Treasurer's Report. Moved by Charles Landi and seconded by JoAnne Myers. 5 in favor, 0 opposed, 0 absent.

MRF Cost Center Analysis

For the month of May, the Agency had no tipping fee revenue. The total sale of recyclables was \$12,544. Total revenue of \$12,544. Total expenses were \$51,715. Net loss for the month of \$44,309. Year-to-date net loss of \$137,025.

PUBLIC COMMENT

Manna Jo Greene informed the Board of the progress of the Ulster County Food Waste Composting Law, which is two years ahead of the New York State law. She thanked Angelina Peone and Melinda France for providing information to the working group. She also thanked Charlie Whittaker for his help with an issue that came up with the Clearwater Festival's food waste.

ADMINISTRATIVE MATTERS

OLD BUSINESS

Fred Wadnola informed the Board about recent odor complaints from the nearby airport. This is not the first time there have been complaints from the airport, but he stated that this time the complaint went all the way up to the DEC Central Office in Albany as well as the Town Supervisor for the Town of Ulster.

Fred Wadnola continued that odor complaints are the main reason the Agency has wanted to move its composting facility away from the airport and the Bridge Authority, with trees surrounding it as a buffer for the odor. He stated that the Agency needs to start moving ahead with the project soon. He requested that Tim Rose contact Barton & Loguidice and request that they come give a proposal to the Board.

JoAnne Myers suggested the Agency contact other places that have dealt with odors before such as the Fresh Kills Landfill, which was able to mitigate sulfur odors using a particular product.

Fred Wadnola replied that there is no way to overcome the smell, because it only happens with the pile is turned, and only lasts for about an eight hour period.

Tim Rose reminded the Board of the plans discussed at the previous meeting, including a new administrative building, an environmental education center, etc. He recommended the Board figure out what they want to do as far as the entire picture before hiring Barton & Loguidice.

Katherine Beinkafner suggested that the Board put projects in order of importance.

Lisa Mitten replied that she thinks the Board should focus on the broader picture.

Tim Rose expressed the importance of the building locations.

Tim Rose and the Board discussed which projects would be the highest priority.

Fred Wadnola motioned to request Barton & Loguidice give a proposal to the Board regarding moving the compost site at the next Board meeting. Seconded by Charles Landi. 4 in favor, 0 opposed, 1 abstained (Beinkafner), 0 absent.

Charles Landi asked about the status of GUS.

Fred Wadnola answered that he has not heard anything new.

NEW BUSINESS

EXECUTIVE SESSION

Fred Wadnola motioned for the Board to enter Executive Session regarding an employee review at 10:01am. Seconded by Charles Landi. 5 in favor, 0 opposed, 0 absent.

The Board exited Executive Session.

Fred Wadnola moved to forward the draft employee contracts that were discussed in Executive Session to the Agency Attorney for review. Seconded by Charles Landi. 5 in favor, 0 opposed, 0 absent.

CLOSING

Fred Wadnola motioned to adjourn the June 25, 2019 Regular Board Meeting. Moved by Charles Landi. 5 in favor, 0 opposed, 0 absent.


July 23, 2019

Motion to approve the above transcribed Minutes of the June 25, 2019 Regular Board Meeting was made by Fred Wadnola, moved by Charles Landi and seconded by Kenneth Gilligan. 4 in favor, 0 opposed, 1 absent. Absent: Fred Wadnola


The Minutes were approved by the Board.

Transcribed by: Brenna Whitaker, Clerical Secretary. Meetings are recorded and available upon request.

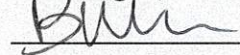
Signatures:



Fred Wadnola, Chairman



Ken Gilligan, Secretary



Brenna Whitaker, Clerical Secretary