

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
MINUTES OF THE REGULAR BOARD MEETING
May 20, 2008**

The Ulster County Resource Recovery Agency held a Regular Board Meeting on May 20, 2008 at 999 Flatbush Avenue, Kingston, NY.

Roll Call for the Regular Board Meeting was at 4:30pm.

The following Board members were present: Chairman Michelle Rodden, Vice Chairman Frederick Wadnola, Treasurer Don DeBrosky and members Katherine Beinkafner and Steven Noble.

Also present were: Michael Bemis, Executive Director; Timothy DeGraff, CPA, Agency Controller; Stephen Wing, Esq., Agency Counsel and Secretary; Charles Whittaker, Materials Recovery Facility and Transportation Manager and Michelle Leggett, Recycling Coordinator.

PUBLIC COMMENT – No Public Comment was received.

APPROVAL OF MINUTES

The Minutes of the April 9, 2008 Regular Board Meeting were **MOVED** to the floor by Fred Wadnola and seconded by Don DeBrosky. Five in favor. None opposed.

COMMUNICATIONS & ANNOUNCEMENTS

The next Regular Monthly Business Meeting will be held on Tuesday, June 17, 2008 at 4:30pm.

GENERAL REPORTS

The Board received and reviewed the MSW Tonnage Report, the Recycling Tonnage Report and the Leachate Collection Report for January thru April, 2008.

Mike Bemis presented the general reports. The MSW Tonnage Report indicated that the receipt of MSW was on target for the year. We exceeded our goal in April; we're on target for this year, but figures so far for May are behind, indicating the slow down in the economy. We have delivered 35,000 tons of MSW to Seneca Meadows Landfill so far, ½ way toward meeting our requirements. The Recycling Tonnage Report is now in a simplified form. The amount recycled last month is a small amount behind last year, probably due to impact of the economic downturn on use of cardboard, or some is going to a private competitor. The report showed the receipt of 1546.94 tons in April, and 5941.08 tons year to date. The Leachate Collection Report showed less volume in April than in March due principally to drier weather. Experience on Ulster landfill is that leachate drops off during the middle of the year. It all relates to the level of ground water at the rear of the landfill. No update has been received yet from the consulting engineers on the leachate project. We are looking for reports from New Paltz and Katherine Beinkafner is helping to get this information.

Fred Wadnola asked about the creation of bio-diesel from local restaurants. Small community groups use it, but it is dangerous to make and we might need a permit according to Michelle Rodden. Mike Bemis advised that we have not looked into this. We will reach out to Heritage Fuels to get their input on this and other alternative fuels.

Mike Bemis reports that we are looking at our first hybrid vehicle, possibly a Ford Escape or a Toyota

Prius. It will be purchased through OGS.

Michelle Leggett presented the Recycling Program update. A letter was sent to Town Supervisors regarding new clear beverage container recyclable receptacles with metal top and bottoms. We can provide them to the Towns for special events. Michelle demonstrated the new receptacle. She reported on the HHW and Electronics Day results – 362 households participated. 440 CRTs and 32,001 lbs of other electronics were received, as were 57 55 gal drums were filled with various hazardous liquid materials. Mike Bemis commended Michelle and Charlie Whittaker for their joint effort making presentations to school kids – 22 tours since 1/1/08. 436 parents, students and teachers have come to the Ulster MRF. Michelle also goes regularly to schools and other public sites with outreach. We sent memos to City of Kingston schools, but it is difficult for them to come to the Agency because of the cost of bussing. We will go to schools that can't come to us.

FINANCIAL MATTERS

Tim DeGraff introduced John Rizzo of the Agency's auditors, Toski, Schaeffer & Co., P.C.. The financial statements for 2007 were handed out, along with the management letter and the report to the Board. Each of these items was discussed by Mr. Rizzo. We have an unqualified opinion. No significant problems. Only 4 non-material routine audit adjustments were made. Certain highlights of the Statements were reviewed. Our net deficit is shrinking because our amortized debt is being paid off. Long term liability for post closure care of the closed landfills has decreased. NSF also decreased. Operating expenses were lower than the prior year. The revenue decrease was off-set by the decrease in operating expenses. No deficiencies in internal controls of a material nature were discovered. The management letter advised that we should switch from modified accrual to full accrual basis accounting. Accounting software should be in one integrated system to improve timing of financial reporting. Finally, accounts payable should be reconciled at the end of each month from the G/L to the Aging Report.

Michelle Rodden asked if we improved our software would we improve our accounts payable? The auditor said yes. We should consolidate into one program or the other. Also, full accrual accounting would streamline our financials. Tim DeGraff advised that we have been making steps toward that goal. GASB 34 would bring us away from the accounting of a governmental agency and more along the lines of a private enterprise. The auditor reviewed the time they spent on the audit. He indicated that next year would be more efficiently handled. Katherine Beinkafner asked about the 4 adjustments, and auditor explained that they included a duplication, and settlement of the reserve for uncollectible accounts.

Tim DeGraff presented the monthly Treasurer's report. He is trying to look into other options for investing our funds. The Agency is saving money on our Worker's Comp.

Resolution No. 2097 - Re: Authorization and Approval of Capitalization Policy :

MOVED to the floor by Fred Wadnola and seconded by Steve Noble.

This resolution authorizes and approves the establishment of a capitalization policy, which is a requirement of GASB 34. Tim DeGraff explained that we had an informal policy to capitalize everything over \$300. Tim followed the basics of another entity's policy and set the capitalization level at \$1,000. We have an inventory of fixed assets.

Vote: Five in favor. None opposed.

ADMINISTRATIVE MATTERS

Resolution No. 2098 - Re: Authorization and Approval of Sale of Surplus Equipment:

MOVED to the floor by Don DeBrosky and seconded by Steve Noble.

Mike Bemis stated that the Agency has two pieces of equipment that it no longer uses, a recycling truck and a bobcat, and the Agency wishes to offer them for public purchase. The Agency had previously offered the recycling truck to local governments. We don't need the recycling truck because we divested ourselves of the collection business. Steve Noble asked where revenues go from the sale. Tim DeGraff advised they go into the operating reserve for the purpose of lowering the NSF, per direction of a prior Agency Board.

Don DeBrosky left the meeting at 5:57 PM.

Vote: Four in favor. None opposed. One Absent (DeBrosky)

Board Notification - Status of collective bargaining.

Steve Wing advised that the collective bargaining agreement with the Teamsters was successfully concluded, with salary increases of 3% in 2008, 4% in 2009 and 4% in 2010. The Agency will provide the employees with the health and dental plan instead of the Union welfare plan. The cost of the settlement is well within budget projections.

Board Notification - Public Authorities Accountability Training. Training session information for 6/13/08 in Albany was described. Fred Wadnola and Katherine Beinkafner said they could go. Steve Noble and Don DeBrosky said they would check their calendars. Annual Financial Statements must be received from some members.

Steve Wing described the necessity for Board Members to attend training. The Agency will reimburse Members' expenses.

Steve Wing discussed Solid Waste Management Planning process. The Agency is the Planning Unit for the County. The Solid Waste Management Plan will expire in 2011 and it is necessary to begin the process to adopt a new plan. The process involves SEQRA and significant public input. Steve Wing will attend a SWANA Seminar in Albany on the subject. Michelle Rodden requested that Mike Bemis notify the Environmental Committee Legislators of the necessity to re-do the Plan and of the seminar.

OLD BUSINESS

Mike Bemis handed out an article in the newspaper about Michelle Leggett's new position at the Agency.

Fred Wadnola asked about the berm along the state property. We have set a goal to accomplish the screening, and have discussed matters with a representative of the Bridge Authority. The issue of a park and ride has been reviewed. We clean a portion of Route 32 near the entrance to the Ulster Facility to one mile south.

Steve Noble leaves at 6:10 PM.

NEW BUSINESS

We are recognizing the service of former Chairman Dennis Helm with a plaque.

EXECUTIVE SESSION

MOTION to enter into Executive Session at 6:45 pm to discuss potential litigation was moved by Michelle Rodden and seconded by Fred Wadnola. Three in favor. None opposed. Two absent (DeBrosky and Noble).

Executive Session Minutes are held by the Secretary in a confidential file.

MOTION to enter into Regular Session at 6:50 pm was made by Michelle Rodden and seconded by and Fred Wadnola. Three in favor. None opposed. Two absent.

ADJOURN

MOTION to Adjourn the May 20, 2008 meeting at 6:51 pm was made by Michelle Rodden and seconded by Fred Wadnola. Three in favor, none opposed. Two absent.

The above transcribed Minutes of the May 20, 2008 Board Meeting were **UNANIMOUSLY** approved
Date: June 17, 2008