

MARCH 24, 2014 REGULAR BOARD MEETING MINUTES

ULSTER COUNTY RESOURCE RECOVERY AGENCY

MINUTES OF THE REGULAR BOARD MEETING

March 24, 2014

The Ulster County Resource Recovery Agency held a Regular Board Meeting on March 24, 2014 at 999 Flatbush Ave, Town of Ulster, NY.

The proceedings were convened at 5:00 pm.

The following Board members were present: Chairman Leon Smith, Treasurer Al Teetsel and Member Charles Landi. Vice Chairman Catherine Nilsen arrived at 5:30.

Also present were: Timothy Rose, Executive Director; Counsel / Secretary Kenneth Gilligan; Controller Tim DeGraff; Operations Manager Charles Whittaker, Compliance Officer Tom Briggs; Recycling Coordinator Michelle Bergkamp and Confidential Executive Secretary, Kelly Utter.

PUBLIC COMMENT

Leon Smith opened up the meeting for Public Comments.

No Public Comments

Leon Smith closed the Public Comments but held the right to open it back up again should anyone arrive and wish to speak.

CHAIRMANS COMMENTS

PRESENTATION OF TOSKI & CO. RE: 2013 AUDIT

Tim DeGraff introduced Joe Klimek from Toski & Co. He addressed the Board and did a presentation of the 2013 Audit. They do their audit in accordance with auditing standards generally accepted in the United States and Government Auditing Standards. The auditor stated that the Agency had a positive year. No County subsidy was needed as flow control is working. There were no audit adjustments. There are no material weaknesses in internal control or significant deficiency that the Auditors would need to report and the Agency was in compliance with all regulations that were material to the financial statements.

Leon Smith addressed the Audit Committee and asked them if it was their opinion that the Board should accept the 2013 Audit. Dominic Tagliaferro, Al Teetsel and Charles Landi indicated that they should.

Charles Landi noted that in the past, the auditors have issued a letter to the Board. He asked Joe Klimek if the Board can anticipate receiving this letter. He stated that they didn't feel the need to issue a Management Letter this year, all the controls are in place and their past recommendations have been put in place.

Al Teetsel moves to accept the 2013 Audit, Charles Landi seconded. Four in favor, none opposed, one absent (Nilsen).

APPROVAL OF MINUTES

The minutes of the February 24, 2014 Regular Board Meeting were moved by Charles Landi and seconded by Dominic Tagliaferro. Four in favor. None opposed. One Abstain. The minutes of the February 24, 2014 Regular Board Meeting was approved.

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COMMUNICATIONS AND ANNOUNCEMENTS

The next Regular Board Meeting has been scheduled for Monday, April 28, 2014 at 5:00pm.

GENERAL REPORTS

MSW

Tim Rose gave the MSW and Recycling Tonnage report and the Leachate Collection report. The MSW tonnage in was 6,850 which is 137 tons less than the projected tonnage of solid waste for February 2014. The Sludge tonnage in was 132 which is 5 tons less than the projected tonnage of sludge.

RECYCLING TONNAGE

The Recycling tonnage report, looking back at last February for commingle we did 105 and this year we did 64. Glass was 10 and this year it is 31, mixed news was 108 and is now 102. Single stream was 162 and now it is 304. The OCC was at 222 and is now 197.

COMMODITY REPORT

Tim Rose noted the commodity report in the Board packet. He reminded the Board that NR means the Agency did not receive a return phone call.

Al Teetsel moved. Charles Landi seconded. Four in favor. None opposed. One Absent (Nislen)

LEACHATE COLLECTION

The leachate collection report, in February of last year for Ulster we did 248,500 and this year we did 112,000. In New Paltz we did 139,000 last year and 70,000 for this year.

RECYCLING PROGRAM UPDATE

Michelle Bergkamp notified the Board that every year the Cornell University and Cornell Waste Management Institute in Ithaca holds multiple composting tours and workshops across the state. The first day is the workshop; classroom teaching throughout the day and the second day is a tour of facilities and neighboring areas of where the workshop is located. Michelle has participated with them in the past but this year we were asked to participate in the southeastern NY workshop and facility tour by providing all of the participants a tour of our composting operation. On April 17th she will be participating in that event.

The Annual Report is due on the 1st of April and after that, we have a lot of events planned. April 19th is our HHW Collection event and this is the first event in which we will not be collecting electronics. We have provided information to people in various ways, informing them of the places in which they can recycle electronics.

Michelle announced that on the 26th of April the Agency, in conjunction with Dutchess County, will be holding a truckload sale of compost bins, rain barrels and composting accessories including aerator tools and thermometers. It will be from 9 to 3 at the Hudson Valley Mall parking lot near the Sears building.

Michelle informed the Board that in February she was also appointed on the Board of Directors for the Federation of New York State Solid Waste Association. The Federation is made up of three other organizations; Solid Waste Association of North America (SWANA –NY) and The New York State Association for Solid Waste Management (NYSASWM) and The New York State Association of Reduction, Reuse and Recycling (NYSAR3).

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The Agency has been taking pharmaceuticals at our collection events from 2010 and at every event the amount collected increases. Establishing a permanent collection was needed. The Ulster Prevention Council and the Ulster County Prescription Drug Task Force have been working together during the last year to get medication collection boxes securely placed in local police departments. She distributed a list of all the locations in the county where these boxes have been placed. These boxes were funded through the Prevention Council and the Task Force.

The Agency as well has been working in cooperation with the Ulster County Sherriff's Dept. on getting boxes placed in various law enforcement locations throughout the county. The NYS Medication Drop-box Program administered by the NYS Department of Health provided funding for purchasing the boxes. These boxes will be fastened securely to the floors at the Ulster County Law Enforcement Center in Kingston and at all of the UC Sherriff substations and are of metal construction. These boxes should arrive within the next month or so.

In total, there will be about 16 boxes throughout the county and the Agency may not be offering the pharmaceutical collection at the HHW event anymore because there is now an alternate means of disposal that is conveniently available to residents.

PUBLIC COMMENT

Leon Smith recognized Legislator Manna-Jo Greene and opened the Public Comment session.

Legislator Manna-Jo thanked the Board for their work and she is here at the meeting mostly to observe and she is very interested in what the Agency is going to be doing moving forward to reduce costs and protect the environment.

Leon Smith closed the Public Comment

Catherine Nilsen arrived

FINANCIAL MATTERS

Timothy DeGraff presented the Treasures Report for the month of February. We had 6,850 tons. Approximately \$19,000 of the \$28,740 for Miscellaneous Revenues has to do with a credit for our premiums for Workers Compensation. There was an audit on our prior year policy and we ended up with a reduction in premiums. The Agency also received payment for two Grants, HHW and the Recycling Grant in the amount of \$128,939. Total revenue was \$972,712.

For expenses, Vehicle and Equipment Maintenance was \$31,472. There were some major repairs to R10 and T7. There was also a purchase of material to do roll off box repair. Most of those repairs are not normal repairs and this is the reason why the maintenance is higher than it usually is.

Net operating revenues for the month were \$182,183 and we had a capital outlay of \$9,000 for the rental of the Trommel Screen. The Debt Service Payment has been made. For the year, our Net Operating Revenue is \$320,743 and the fund balance for the year, because of the debt service payment, is negative 2.2 million.

Leon Smith made a motion to approve the February, 2014 Treasurer's Report, Al Teetsel seconded. Five in favor. None opposed.

MRF COST CENTER ANALYSIS

For February, there really wasn't much of a change on the revenue or expense side from the prior month.

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Before depreciation, we had a Net Revenue of \$5,877 and after depreciation there was a loss of \$5,158

Resolution No. 2318 – Re: Authorizing the Amendment of Ulster County Resource Recovery Agency Resolution No. 1969 concerning Fuel Surcharge;

At the time of Resolution No. 1969 dated September 21, 2005, it was designated the adjustment of the price of fuel based on the New England Region On-Highway Diesel Prices as determined by the US Department of Energy. It came to the Agency's attention that the correct calculation of the Fuel Surcharge should be based upon the Central Atlantic On-Highway Diesel Price as determined by the US Department of Energy.

This resolution authorizes and approves the authorization to calculate the Fuel Surcharge by use of the Central Atlantic On-Highway Diesel Prices.

Leon Smith moved to the floor Resolution No. 2318; Motion to approve was made by Al Teetsel and seconded by Dominic Tagliaferro. Five in favor. None opposed.

Resolution No. 2319 – Re: Authorizing and Approving Award of Contract for the Purchase of a Trommel Screen Machine;

The Agency had publicly issued and advertised a request for proposals for the purchase of a new or used Trommel Screen Machine (Project No. 2014-01); and received Proposals from five Companies for such Services. After review of the Proposals, the Agency recommends the purchase of a used Trommel Screen Machine, Model Terra Select T3 from Vantage Equipment for \$101,000.

A representative of Emerald Equipment asked who the performance references and interviews were with. Who did you reference and interview regarding the machines?

Ken Gilligan stated that it was the people that were at the Agency on the day of the opening.

The representative of Emerald Equipment asked if it was the people that attended were the people that you referenced. Ken said that the people that attended the opening were the people that were spoken to.

Leon Smith moved to the floor Resolution No. 2319; Motion to approve was made by Charles Landi and seconded by Al Teetsel. Five in favor. None opposed.

ADMINISTRATIVE MATTERS

Resolution No. 2320 – Re: Authorizing and Approving the Creation of a New Job Title at the Agency;

Agency staff has conducted a review and analysis of employees positions at the Agency and has determined that it is beneficial to create a new position at the Agency.

This resolution authorizes and approves the position creation of Administrative Assistant with a salary of \$40,000 to \$45,000 a year.

Leon Smith moved to the floor Resolution No. 2320; Motion to approve was made by Charles Landi and seconded by Dominic Tagliaferro. Five in favor. None opposed.

OLD BUSINESS

The final pouring of concrete was done today at 9am for the Transfer Station Floor Repair. On April 21st we should be able to use that section of the floor.

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Charlie pointed out that the last two repairs have been done in-house and has saved the Agency money.

The Agency received its invoice for Environmental Monitor and we were paying \$32,400 to DEC for the onsite monitor and that has been reduced to \$19,600. The Environmental Monitors is for onsite inspections done by DEC.

NEW BUSINESS

Leon stated that for the Budget next year, there was some criticism from the legislators that the Agency didn't fulfill the contract and didn't have it to them in July. Leon suggests that the Board think about this for the next meeting and that we should put together a letter stating that the Agency will follow the same pattern that it has for years and will get the budget to them in August. This way they are aware of when they will receive it as getting a budget together within the first six months of the year is very difficult, there is not enough data. Leon said that he would draft the letter and have it ready for the next board meeting.

EXECUTIVE SESSION

MOTION to enter into **EXECUTIVE SESSION** at 5:54pm to discuss the Status of Negotiations under the Taylor Law was made by Leon Smith and seconded by Charles Landi. Five in Favor. None opposed.

MOTION to enter into **REGULAR SESSION** at 6:19pm was made by Charles Landi and seconded by Dominic Tagliaferro. Five in favor. None opposed.

MOTION to **ADJOURN** the March 24, 2014 Regular Board Meeting at 6:20pm was made by Al Teetsel and seconded by Catherine Nilsen. Five in Favor. None opposed.

The above transcribed Minutes of the March 24, 2014 Regular Board Meeting were moved by Al Teetsel and seconded by Charles Landi.

Five in favor, None opposed. The Minutes were **UNANIMOUSLY APPROVED** by the Board.

Date: **April 28, 2014**