

**ULSTER COUNTY RESOURCE RECOVERY AGENCY  
MINUTES OF THE REGULAR BOARD MEETING  
FEBRUARY 24, 2016**

The Ulster County Resource Recovery Agency held a Regular Board Meeting on February 24, 2016, at 999 Flatbush Road, Town of Ulster, NY.

The proceedings were convened at 4:22 pm. The Regular Board Meeting started right after the Annual Organizational Meeting ended.

The following Board members were present: Chairman Fred Wadnola; Vice Chairman David Gordon; Treasurer Charles Landi; Member Jack Hayes and Member Brian Devine.

Also present were: Executive Director Timothy Rose; Counsel / Secretary Kenneth Gilligan; Controller Tim DeGraff; Operations Manager Charlie Whittaker; Recycling Coordinator Merlyn Akhtar; Compliance Officer Tom Briggs; and Administrative Assistant Melinda France.

From the public: William Kemble from the Daily Freeman, Al Teetsel, Kenneth Ronk, Jr., Chairman of the Ulster County Legislature, K. O'Connor from the LWVMHR and Tom Nero of Waste Quip.

**PUBLIC COMMENT**

Fred Wadnola opened the meeting up for Public Comment.

Ken Ronk, Jr., Chairman of the Ulster County Legislature wanted to thank everyone at the Agency and the Board for all that they do. He thanked Fred Wadnola, Brian Devine and Jack Hayes for agreeing to serve on the Board. He said the Agency has been doing the County really proud for a number of years. He also added that Tim Rose is an asset to the Agency and does a great job.

**CHAIRMAN'S COMMENTS**

He thanked the new Board Members and he stated that the Agency is a smooth operating organization at this time and he looks forward continuing that way under Tim Rose's leadership.

**APPROVAL OF MINUTES**

Charles Landi made a motion to waive the reading of the Minutes of December 22, 2015 and December 29, 2016 and it was seconded by Jack Hayes. 5 in favor; none opposed; none absent.

**COMMUNICATIONS AND ANNOUNCEMENTS**

- Regular Board Meeting is scheduled for March 23, 2016 at 5:00 PM

## **GENERAL REPORTS**

Tim Rose presented the MSW, Recycling and Leachate Collection reports for both December, 2015 and January, 2016.

### **MSW**

#### **DECEMBER 2015**

Tim Rose stated that MSW target tons was 9,364 compared to tonnage brought in was 10,367 a difference of 1,003 tons to the good. The total target tons for 2015 was 117,500 and total tons in was 120,868 with a difference of 3,368. Sludge target tons were 287 and we brought in 378 tons, to the good of 91 tons. He stated that the sludge has been up since September due to the City of Kingston's pelletizer being down. He stated he was told that the pelletizer should be up and running by next week.

There was a discussion about the sludge: permitted amount, DEC, permit modifications, Kingston's pelletizer, impact on the communities that bring sludge in, and scheduling when the sludge comes in.

#### **JANUARY 2016**

Tim Rose stated the MSW target tons was 7,794 tons compared to tonnage brought in was 8,394 for a difference of 601 to the good. The sludge target tons was 122 tons compared to tonnage brought in was 309 tons for a difference of 187 to the good.

Tim DeGraff stated the 119,000 was a 3 year average and this was the first year this could be done due to 3 full years of flow control numbers.

## **RECYCLING TONNAGE**

#### **DECEMBER 2015**

The Recycling tonnage report was compared to the prior year (2014). Last December, 2014, for commingle we did 61.11 tons and December, 2015 we did 61.13; glass was 69.51 tons in December, 2014 and December, 2015 it was 59.98; mixed news was 179 tons for 2014 and December 2015 it was 134 tons; Single Stream December 2014 was 696 tons and December, 2015 was 843; OCC was 162 tons in 2014 and it was down to 122 in December 2015; brush for December 2014 was 11 tons and for December, 2015 it was 17 tons; and food waste was 30 tons in December 2014 and December 2015 food waste was 72 tons.

#### **JANUARY 2016**

The Recycling tonnage report was compared to the prior year. Last January for commingle we did 44.55 tons and this January 46 tons; glass was 38.65 tons and this January it was 56.71; mixed news was 92.58 and this year it is 78 tons; Single Stream was 631 and this year 685; OCC was 94.59 and this year 83; brush was 4.2 and this year was 4.1; and food waste was 23 this year it was 56.

## **COMMODITIES REPORT**

### **DECEMBER 2015**

Tim Rose noted the Commodities Report for December 2015 which is in the Board packet and explained the report. This shows who we sold what to and the prices. Tim stated that NR means no response.

Fred Wadnola moved to approve the Commodities Report. Motion to vote was made by Charles Landi and seconded by Fred Wadnola. 5 in favor; none opposed; 0 absent.

### **JANUARY 2016**

He stated the Report shows who we sold what to and the prices. Tim stated that NR means no response.

David Gordon stated he seen a negative in the Single Stream. Charles Landi stated that there is no market for Single Stream; it is contaminate. Tim Rose stated it is not just contamination but there are other factors. Tim stated one of the brokers mentioned they might stop taking our Single Stream and in January it was \$10 a ton to get rid of. As of February it is \$0.

There was a discussion of Single Stream including possibly charging a tipping fee for Single Stream if the Agency needs to pay to get rid of it. The Agency's MRF is not able to handle Single Stream. They also discussed markets constantly changing.

Fred Wadnola wanted to know if the towns are Single Stream. Tim Rose stated the 4 towns who did not sign the contract which included Saugerties, City of Kingston, Marbletown and Town of Ulster went Single Stream and the other 15 towns are not.

Fred Wadnola moved to approve the Commodities Report for January 2016. Motion to vote was made by Charles Landi and seconded by David Gordon. 5 in favor; none opposed; 0 absent.

## **LEACHATE COLLECTION**

### **DECEMBER 2015**

Tim Rose noted that December 2015 we did 305,000 gallons and December 2014 we did 184,000 out of Ulster and December 2015 we did 182,000 gallons and December 2014 we did 231,000 out of New Paltz. These numbers depend on precipitation.

Charles Landi wanted to know if all leachate has to go to the City of Kingston Waste Water Treatment Plant. Tim Rose stated that is correct and the Agency pays a nickel a gallon.

### **JANUARY 2016**

Tim Rose noted that January 2016 we did 319,000 gallons and last January we did 58,000 out of Ulster and January 2016 we did 196,000 gallons and last January we did 168,000 out of New Paltz.

## **RECYCLING PROGRAM UPDATE FOR JANUARY & FEBRUARY**

Merlyn Akhtar handed out a packet with her updates. Her updates that she discussed included:

- Annual Planning Unit Recycling and MSW Report Update-this form was updated and was sent out to all town transfer stations, commercial haulers and applicable businesses and vendors. She will compile the numbers in a report and submit it to the NYSDEC by the end of March. She said she was granted an extension.
- Household Hazardous Waste Collection Event Schedule for 2016-The dates are Saturday, April 16<sup>th</sup> at the Agency's Kingston facility; Saturday, July 16<sup>th</sup> at NYSDEC Region 3 Office in New Paltz and Saturday, October 8<sup>th</sup> at the Agency's Kingston facility. Registration form is available on website and was prompted on Facebook, homepage and HHW page.
- Grants-Project #: 3-MSWSS-272, Food Waste final application and supporting documentation has been submitted. Waiting for final approved amount for reimbursement. State Aid Voucher and supporting documentation for 2015 HHW events has been submitted. Final reimbursement amount has been calculated by DEC to be \$37,216.44.
- Public Outreach-
  - SOCIAL MEDIA-
    - Facebook Stats for the period 12/18-2/22;
      - Page likes-7 new
      - Post Reach- ~50-80 people; highest posts ~30-628
      - Public engagement-clicks ~5-24; Likes/Shares/Comments ~1-19
    - Google+ Stats for the period 12/22-02/22;
      - 9172 page views
      - 584 clicks
  - RADIO-
    - Second set of 15-second radio ads are running on Radio Woodstock 100.1 and the ads are on homepage and Facebook. Three ads voiced by herself regarding electronics recycling, reducing food waste at home, and recycling plastic film. Starting a web and social media campaign with Radio Woodstock in March to promote the April HHW event. Will continue with WAMC for 2016 which will run through January 31, 2017.
  - MEETINGS ATTENDED-
    - The January meeting of the Town of Shawangunk Environmental Council by invitation. Updated information was provided regarding recycling and composting.
    - Met with George Glass at Town of Rosendale Transfer Station by request. Clarification was made regarding plastics.
    - Planning meeting for the NYSP21 Food Waste Prevention and Awareness Project. Dutchess County, Hudson Valley Regional

Council, and Recovering Leftover Cuisine are the other members of the project.

- February Hudson Valley Regional Council meeting and updated the Agency's updates.

## **FINANCIAL MATTERS**

### **DECEMBER**

Tim DeGraff presented the year-end report. In the month of December, he stated we did 10,367 tons. No items to note on the revenue side. On the expense side he noted personnel costs are higher because of 3 payrolls in the December and he booked a year-end accrual for compensated absences. MRF and Transfer Station Operations had large swings in December; this was due to a change in fuel record keeping with the help of Charlie Whittaker and Melinda France. Employees documented each fueling and Melinda used that to prepare a fuel log spreadsheet to keep track of the fuel used; where, when and what piece of equipment. Tim stated at year-end he sat down with Charlie to determine which piece of equipment was used where and then allocated it to the appropriate cost center. He stated he was able to allocate based on real gallon usage rather than estimates, and the numbers now reflect this. The effect on the MRF and Transfer Stations Operations was a \$10,000 adjustment. The fuel log helps keep more accurate record keeping and capture other costs (compost costs, trommel screen, salamanders, etc.). Net operating revenues for the month were \$249,177. He said 2015 was a good year all year. The revenue line items to note that had a major effect on the bottom line are MSW Tipping Fee, Sludge Tipping Fee, Fuel Surcharge and Sale of Recyclables. The expense line items to note were Fuel Replenishment Program, Hauling Private Contract and Solid Waste Disposal costs. For year-end the fund balance was a positive \$1,173,090. We budgeted a positive \$247,000, with the intent of building up reserves. Of the extra \$900,000, \$400,000 is for buying the boxes, and the remaining \$500,000 will be moved to the operating reserve, giving the Agency approximately 12% in reserves. If excess debt services reserves are included, total reserves are in the 15%-18% range we were aiming for.

Fred Wadnola made a motion to approve the December, 2015 Treasurer's Report. Charles Landi moved and seconded by Fred Wadnola. 5 in favor; none opposed; 0 absent.

### **JANUARY**

Tim DeGraff presented the January, 2016 Treasurer's Report. We did 8,394 tons for the month. Total revenues were \$987,503. Total Operating Expenses \$787,436. On the expense side some items changed due to contractual reasons. Hauling Private Contract and Solid Waste Disposal costs increased \$.50 a ton each. Sludge Disposal and Transport increased \$27 per ton. Net operating revenues for the month were \$200,067. For the month the fund balance was to the good \$186,689.

Fred Wadnola made a motion to approve the January, 2016 Treasurer's Report. Charles Landi moved and seconded by David Gordon. 5 in favor; none opposed; 0 absent.

## **MRF COST CENTER ANALYSIS**

### **DECEMBER**

Tim DeGraff presented the December, 2015 MRF Cost Center Analysis report. Total sale of recyclables for the month was \$21,000. He brought attention to the expense side. MRF Operating expenses were much higher due to the reclassification noted with the December Treasurer's report. For December, net loss before depreciation was \$26,789 and after depreciation was a net loss of \$37,824; year-to-date net loss before depreciation was \$141,837 and after depreciation \$274,257.

### **JANUARY**

Tim DeGraff presented the January, 2016 MRF Cost Center Analysis report. Total sale of recyclables for the month was \$13,173. He pointed out Transportation and Disposal Costs related to Single Stream of \$3,735, which was a cost of \$10 per ton. One item he has changed for 2016 was the insurance cost on buildings; he re-assessed based on the current policy's listed property values on the buildings and took an appropriate percentage. Prior year's monthly expense was \$3,337, and he has reduced it to \$808 per month. Another change he made was regarding trailers that use to be in service; depreciation amount placed on the report of \$1,892 and since they are not being used he dropped it to \$0. For January, net loss before depreciation was \$20,049 and after depreciation was a net loss of \$29,192.

## **ADMINISTRATIVE MATTERS**

### **Resolution No. 2374 Re: Authorizing and Approving the Purchase of 82 Recycling Roll-Off Boxes**

Tim Rose stated this Resolution is to purchase 82 new recycling boxes for a total cost of \$379,707.13 (info. attached to Resolution) and this is being purchased off of National Bid. They are being purchased from Waste Quip. Tim Rose stated they are being built in the Hudson Valley. Tom Nero from Waste Quip presented the color samples and everyone agreed that John Deere green was the best color. Tim Rose stated that Merlyn Akhtar will work on the grant to receive a 50% reimbursement which will take 5-7 years to receive the reimbursement. Should receive the boxes within 6 weeks from date ordered.

Jack Hayes asked if the solid waste boxes have different specs from the recycling boxes. Tim Rose stated you can use the same boxes.

David Gordon wanted to know if they will all have covers. Tim Rose stated not all.

Jack Hayes wanted to know what the life span are on the boxes. Tim Rose stated 10 years but there is only a 1 year warranty.

Ken Gilligan moved to the floor **Resolution No. 2374**; Motion to vote was made by Fred Wadnola and seconded by Charles Landi. 5 in favor; none opposed; 0 absent.

**Resolution No. 2375 Re: Authorizing and Approving the Award of Contract for the Sale of Surplus Roll-Off Containers**

Tim Rose stated this Resolution is to sell 10 containers that are no good. The Agency went out to bid and received 4 bids and the lowest bid was \$5,000 and went up to \$10,900.

Fred Wadnola moved to the floor **Resolution No. 2375**; Motion to vote was made by Charles Landi and seconded by Jack Hayes. 5 in favor; none opposed; 0 absent.

**OLD BUSINESS**

Tim Rose updated the Board on the renovation. The painting is done in house, the carpet is next which is about \$7,000.00 and furniture will be last. The budget is \$20,000.00. He stated the Board will need to decide what to do with the old furniture.

He stated the L90 is in. Charlie Whittaker and Tim Rose is going up on Monday to inspect it. Charlie Whittaker stated this is the first time in Agency's history that the equipment is standardized.

**NEW BUSINESS**

Charles Landi stated that the new Board members should get a copy of the internal audit done by Sickler, Torchia, Allen and Churchill. He stated he didn't see anything questionable.

Tim Rose stated the Board of Directors asked to have the internal audit done for one year.

Charles Landi wanted to make sure the new Board Members were aware of the ABO webinar that they have to take. Everyone is signed-up.

**MOTION to ADJOURN** the February 24, 2016, Regular Board Meeting at 6:17 pm was made by Charles Landi and seconded by Brian Devine. 5 in favor; none opposed; 0 absent.

The above transcribed Minutes of the February 24, 2016, Regular Board Meeting were moved by Charles Landi and seconded by Brian Devine. 4 in favor. None opposed. 1 absent (HAYES). The Minutes were APPROVED by the Board.

Date: March 23, 2016