

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

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

The proceedings were convened at 11:00am.

The following Board members were present: Chairman Fred Wadnola, Vice Chairwoman Katherine Beinkafner, Treasurer Charles Landi, Member, Member JoAnne Myers, and Member Lisa Mitten.

Also present were: Executive Director Timothy Rose, Counsel/Secretary Kenneth Gilligan, Controller Tim DeGraff, Operations Manager Charlie Whittaker, Recycling Coordinator Angelina Peone (arrived at 11:45am), Recycling Educator Melinda France (arrived at 11:45am), Compliance Officer Tom Briggs (absent), and Clerical Secretary Brenna Whitaker.

From the public: Daily Freeman Reporter Bill Kemble, Ulster County Legislator Manna Jo Greene (arrived at 11:50am).

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

No comments.

CHAIRMAN'S COMMENTS

Fred Wadnola stated that the Town of Ulster Planning Board approved the lot line adjustment for the Agency's property.

APPROVAL OF MINUTES

Fred Wadnola motioned to approve the Minutes of the March 27, 2019 Regular Board Meeting. Moved by Charles Landi and seconded by Katherine Beinkafner. 3 in favor, 0 opposed, 2 abstained (Mitten, Myers), 0 absent.

COMMUNICATIONS AND ANNOUNCEMENTS

Tim Rose stated that the Agency's next Regular Board Meeting will be held on Thursday, May 23, 2019 at 11:00am. He added that they need to discuss changing the meeting schedule.

Fred Wadnola suggested an 8:00am or 9:00am meeting.

The Board discussed their various schedules and decided on the fourth Tuesday of the month at 8:30am, beginning in the month of June. The May meeting will remain the same.

GENERAL REPORTS

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

MSW

	March 2019		
	Target Tonnage	Actual Tonnage	Difference
MSW	8,964 tons	10,093 tons	1,129 tons
Sludge	267 tons	275 tons	8 tons

Recycling Tonnage

	March 2018	March 2019
Commingle	36.35 tons	60.41 tons
Glass	51.33 tons	32 tons
Mixed News	69.29 tons	91.81 tons
Single Stream	509.53 tons	137.94 tons
OCC	111.78 tons	168.36 tons
Food Waste	199.29 tons	296.06 tons

Recycling Market Report

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

JoAnne Myers requested that the report show more clearly the difference between items the Agency is charged for vs. paid for.

Fred Wadnola motioned to approve the March 2019 Recycling Market Report. Moved by Charles Landi and seconded by Lisa Mitten. 5 in favor, 0 opposed, 0 absent.

Leachate Collection

	March 2018	March 2019
Ulster	206,500 tons	231,000 tons
New Paltz	252,000 tons	140,000 tons

RECYCLING PROGRAM UPDATE

Tim Rose gave the April Recycling Program Update:

Outreach/Education

- WGHQ Radio Interview was on April 4.
- The Agency's message this month is "Recycle Textiles."
- Events:
 - 4/08 Composting for Kids at the Saugerties Library (15 youth, 6 adults)
 - 4/10 Recycling Education at Chambers Elementary School (20 youth, 2 adults)
 - 4/11 Recycling Education at Chambers Elementary School (20 youth, 2 adults)
 - 4/13 Household Hazardous Waste Event (385 adults)
 - 4/17 Visited Highland Rotary Club (20 adults)
 - 4/22 Composting for Kids at the Wallkill Library (10 youth, 10 adults)
 - 4/22 Kingston YMCA Youth Group Toured the UCRRA (10 youth, 1 adults)
 - 4/25 Recycling Education at Mt Marion Elementary School
 - 4/27 Earth Day New Paltz
 - 4/29 Food Waste & Composting film and discussion in Woodstock
- UCRRA purchased reusable bags made from 100% recycled content for promotional giveaways.
- A new dual stream recycling brochure was created.
- The Agency provided flyers for various meetings and events.
- For the month of March the following utilized the electronic program:
 - 282 residents
 - 2 non-profits
 - 12 businesses
 - 3 government entities

Summary for 1st Quarter 2019: 43.5 hours of direct community education. 241 adults and 18 youth participants. Social media has grown from 671 to 883 followers. Email/Newsletter subscribers have grown from 2,493 to 2,611.

Administration

- The Agency submitted an application for the New York State Environmental Excellence Awards on 4/17.
- The Agency will be submitting an application for the New York State Pollution Prevention Institute Community Grant Program.
- Researching bagging companies, bagging/printing process, requested product samples of various bag sizes, developing marketing/branding messages.

Development Meetings

- 4/23 Angelina Peone and Melinda France toured the Omega Institute, who recently switched to dual stream.
- 4/11 and 4/19 the Food Waste Composting Working Group met.

FINANCIAL MATTERS

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

Treasurer's Report

For the month of March, the Agency did 10,093 tons. Total revenue of \$1,181,139. Disposal cost of recyclables was \$13,561, which now includes glass as well as single stream. Total operating expenses were \$974,096. Net operating revenue was \$207,043. Capital outlay for the month was \$49,752 for the final lease payment on the L110 loader. For the month of March the fund balance was \$157,291. Year to date fund balance is a deficit of \$1,548,432.

Tim Rose explained to the Board how the budget process works each year, as well as the Agency's net service fee. He added that the Agency will be going out to bid for final disposal and transportation this year and there will be an RFP from May to June.

Fred Wadnola motioned to approve the March 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 March, the Agency did \$15,863 in tipping fees. The total sale of recyclables was \$5,719. Total revenue of \$21,582. Total expenses were \$36,089. Net loss for the month of \$30,678. Year-to-date net loss of \$61,161.

Charlie Whittaker explained the trends in the recycling market to the new Board members.

Fred Wadnola brought up the fact that New York State needs to incentivize recycling processing facilities to come to the area.

Charlie Whittaker explained how the Agency is having trouble finding a market for mixed paper and cardboard because it is not as high quality of a commodity when mixed together.

Katherine Beinkafner enquired as to why the Agency doesn't keep paper and cardboard separated, since it seems counterintuitive.

Charlie Whittaker stated that mixing the two is a new practice, and asked Tim Rose to explain the reasoning.

Tim Rose stated that because the City of Kingston's recycling system is set up, cardboard and paper are combined, therefore we have to take it that way.

JoAnne Myers and Katherine Beinkafner both stated that it would make more sense to require the City of Kingston to keep the two products separate.

Lisa Mitten asked if the Agency charges for recycling.

Charlie Whittaker replied that there was only a charge for single stream, not dual stream.

ADMINISTRATIVE MATTERS

Resolution 2472 RE: Authorizing and Approving the Purchase of a Granite GR 6BFR/Allison Air Ride Truck

Tim Rose explained that this purchase is to replace the Agency's roll-off truck that was destroyed by fire a few weeks prior. The payment from the insurance is pending. The new truck is on backorder and it will be about six to ten months before the Agency receives it after it's purchased. The Agency will use old equipment in the meantime.

Fred Wadnola motioned to approve Resolution 2472 RE: Authorizing and Approving the Purchase of a Granite GR 6BFR/Allison Air Ride Truck. Seconded by Charles Landi. 5 in favor, 0 opposed, 0 absent.

OLD BUSINESS

NEW BUSINESS

Tim Rose explained his ideas for the Agency's expansion, to include an expanded compost operation, residential transfer station, permanent household hazardous waste collection, a new administrative building, and an environmental education center. Since the lot lines between parcels has now been eliminated, he would like to move forward with an engineering company to come up with a formal plan.

Discussion ensued between the Board and Tim Rose about whether or not the Agency needs to do an RFP, and if not, whether to interview multiple companies before making a decision.

Important points of discussion:

- Tim Rose stated that the Agency does not have to do a Request for Proposal (RFP). He recommends hiring Barton & Loguidice. However, Cornerstone is also an option.
- Katherine Beinkafner has reservations about Barton & Loguidice due to having a bad experience them. She would prefer a firm that works only out of the Hudson Valley. Tim Rose replied that because this is a very specialized field, there are no many firms located solely in the Hudson Valley. Katherine suggested the Board invite Barton & Loguidice to come discuss the project with them, and have a pre-prepared list of questions to ask them.
- Lisa Mitten asked what exactly the scope of work will be for the chosen firm. Tim Rose replied that in the beginning it will just be conceptual, however it would be best to hire the company that the Agency plans to use throughout the entire project, which would save both time and money.
- JoAnne Myers stated that she prefers to do an RFP or at least interview more than one company so that the Board can compare them.
- Lisa Mitten is in favor of hiring Barton & Loguidice outright based on Tim Rose's advice. Fred Wadnola is not in favor of hiring Cornerstone.
- The Board agreed that whatever new buildings are created, they will need to be expandable.
- Manna Jo Greene recommended that the Agency wait on this project until the Solid Waste Management Plan is complete.

- JoAnne Myers recommended that Tim Rose have at least two firms come in for a presentation at the Agency's next Board Meeting during Executive Session. Fred Wadnola asked that the presentations are limited to 45 minutes. Lisa Mitten suggested a 30 minute presentation with 15 minutes for questions.
- The Board collectively discussed and agreed that Tim Rose will ask Barton & Loguidice and Cornerstone Engineering to present.
- Tim Rose requested the Board members email him a list of questions by May 1 to ask each firm.

JoAnne Myers put forth a motion to request presentations from Cornerstone Engineering and Barton & Loguidice regarding the Agency's expansion at the Agency's Regular Board Meeting on May 23, 2019. Seconded by Charles Landi. 4 in favor, 1 opposed (Beinkafner), 0 absent.

Manna Jo Greene, the Board, and staff discussed the costs and logistics of siting a landfill in Ulster County, as well as the status of GUS within the Legislatures of the three counties.

Charlie Whittaker explained the issue that the Agency has been having with the fuel depot project, done by American Petroleum and Cornerstone. He told the Board that the Agency went out to bid for an upgraded fuel depot. Cornerstone was hired to put together the bid. The contract stated the project was to be done in 30 days, meaning it should have been done last June. The project is not yet completed, at almost a year late.

JoAnne Myers questioned whether or not the contract included an incentive or penalty for not meeting its terms.

Charlie Whittaker replied that it did not, it just states that the project is to be completed within 30 days from the award letter.

Tim Rose stated that as long as he is Executive Director, American Petroleum will not be hired for any other projects with the Agency.

The Board discussed where to change the motion to bring Cornerstone in for a presentation, given this new information.

Tim Rose stated that Cornerstone did fulfill their obligations, and that the issue lies with American Petroleum.

Therefore, JoAnne Myers replied that she will not change her motion.

Charlie Whittaker outlined some of the issues he has had with both American Petroleum and Cornerstone. He added that he has not been impressed with Cornerstone during this job.

Tim Rose added that Cornerstone has done a great job on other projects with the Agency. He reiterated his earlier comments that each firm has different specialties.

CLOSING

Fred Wadnola motioned to adjourn the April 25, 2019 Regular Board Meeting. Moved by Charles Landi and seconded by JoAnne Myers. 5 in favor, 0 opposed, 0 absent.

May 23, 2019.

Motion to approve the above transcribed Minutes of the April 25, 2019 Regular Board Meeting was made by Fred Wadnola, moved by Charles Landi and seconded by JoAnne Myers. 4 in favor, 0 opposed, 1 absent (Beinkafner). 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