

Preserving the environment through integrated recovery and disposal.

## MEMORANDUM

**TO:** Authority Board of Directors

**FROM:** William A. Rabbia, Executive Director

**DATE:** November 2, 2015

**RE:** Meeting Notice & Tentative Agenda – Monday, November 16, 2015

1. Pledge of Allegiance
2. Approval of September 21, 2015 Authority Minutes
3. Public Comment Period
4. Recycling Champion – FX Matt Brewing Co
5. Proposed 2016 Budget – Briefing
6. Request a Motion to Set Public Hearing for Proposed 2016 Budget for December 21, 2015 at 4:30 PM
7. Investment Policy & Guidelines – Resolution
8. Village of Boonville/Erwin Library Negotiations
9. Solar Array Project Update
10. Request a Motion to go into Executive Session to Discuss Potential Litigation

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**AUTHORITY MEETING MINUTES**  
**September 21, 2015**

**DRAFT**

Board Members Present: Chairman Neil Angell, Vice Chairman Ken Long, Treasurer Harry Hertline, Vincent Bono, James D’Onofrio, James Franco, Barbara Freeman, Nancy Novak, Robert Roberts and Jim Williams

Authority Staff Present: Bill Rabbia, Jodi Tuttle, Joe Artessa, Jim Biamonte, Patrick Donovan, David Lupinski, Andrew Opperman and William Schrader

Others Present: Kevin Martin, Esq.

Chairman Angell called the September 21, 2015 Authority Board meeting to order at 4:33 PM, and opened with the Pledge of Allegiance.

A motion was made by Mr. D’Onofrio, seconded by Mr. Roberts and passed to approve the June 15, 2015 Authority Minutes.

There were no speakers for public comment period.

Comptroller Pat Donovan said that Resolution No. 12 would authorize budget transfers needed for unanticipated expenses to cover additional temporary labors costs at the Recycling Center; repairs to equipment, automotive supplies, additional service contracts, and stone for road paving at the Regional Landfill; and additional materials and supplies for the Eastern Transfer Station and Household Hazardous Waste Facility. Mr. Donovan noted that these transfers were previously reviewed with the Finance Committee.

Resolution No. 12 was introduced by Ms. Freeman, seconded by Mr. Williams and passed approving 2015 budget transfers.

Environmental Coordinator Jim Biamonte said that Resolution No. 13 would formally authorize the filing of a New York State Department of Environmental Conservation grant application in the amount of \$327,187 for recycling public education. Specifically, the grant would help cover public education and salaries and benefits for the Director of Recycling and Recycling Coordinator for the period 2009 through 2012.

Resolution No. 13 was introduced by Mr. Roberts, seconded by Mr. Hertline and passed authorizing the filing of an application for a state assistance grant for a municipal waste reduction and/or recycling project and signing of the master grant contract, under the appropriate laws of New York State.

Executive Director Bill Rabbia reported that the Authority has been working with Trainor Associates on a new digital campaign entitled, AmIRecyclable.com? The campaign targets contamination in the recycling stream with emphasis on the top ten items [i.e. paint cans; electronics; rigid containers and plastic toys; plastic bags; clothing/textiles; prescription bottles; propane tanks; pots and pans; garden hoses; and Styrofoam] that come into the Recycling Center and end up as residue because they are either non-recyclable and/or inappropriately mixed in with curbside recyclables.

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## **AUTHORITY MEETING MINUTES**

**September 21, 2015 - Page 2**

A mobile web app, search engine marketing, and billboards are part of the campaign to drive awareness of Authority services through a strong digital presence and increased website traffic. Interested individuals will have the option to download a digital dashboard at no fee. Digital ads are targeted to users that live in Oneida and Herkimer Counties based on IP addresses of computers/tablets/mobile devices through Google. It is a pay per click arrangement in which the Authority would pay only when someone clicks on a digital ad. Mr. Rabbia provided samples of the digital ads and billboard examples. All website traffic and digital ads will be measured and analyzed to provide insight and recommendations for optimization. Mr. Rabbia said that website traffic has increased significantly in September 2015 compared to September 2014 and within a two week timeframe noted that there were 402 clicks (# of individuals that clicked on an ad) and 793 page views (708 of which were first time visits that went directly to [AmIRecyclable.com?](http://AmIRecyclable.com?) versus the Authority's traditional website).

Mr. Rabbia provided an update on organics. He said that the solid waste industry as a whole is continuing to look at organics, specifically food waste, as that next big recyclable. Mr. Rabbia said that the Authority has been tracking food waste within the local waste shed. He noted that a few neighboring states have put food waste diversion mandates or landfill bans into place. Most recently, the EPA and USDA issued a press release announcing the first-ever national food waste reduction initiative with a goal to reduce food waste by 50% by 2030. He stated that EPA's initiative is consistent with the Authority's Local Solid Waste Management Plan. In order to reduce food waste, Mr. Rabbia said that the primary focus must be on education. Second, would be to consider finding an outlet for food that is still edible (i.e., food banks). If the food couldn't be utilized by humans, agricultural feed for livestock, etc. would be the next consideration. Over the years, the Authority has assisted some of the area's larger businesses and institutions (FX Matt Brewery, Herkimer County Community College and Hamilton College) with their efforts to compost organic waste on-site. The Authority continues to promote backyard composting through its semi-annual home composter sale. Mr. Rabbia said that while backyard composting in many areas of upstate New York can be done quite easily, it may not be feasible in a metropolitan area such as New York City; one size does not fit all. Mr. Rabbia said that the Authority has been working closely with the New York State Association for Solid Waste Management and New York State Association for Reduction, Reuse and Recycling to try to educate the State of New York as to why mandates do not make sense and to push for individual planning units to take care of organics in their own way. Mr. Rabbia said that in addition to trying to track how much of the organic waste is already being diverted through food banks or farmers, some anaerobic digesters are being modified or re-developed in our region. Mr. Rabbia said that the City of Rome is considering expanding its anaerobic digester and Oneida County will discontinue incinerating sludge and begin retrofitting their facility for anaerobic digestion of its sludge. Mr. Rabbia said that the Authority has partnered with Oneida County and the sewer district to put together a grant application to seek funding for a future feasibility study to study the economics and feasibility of building an addition to the Authority's transfer station to accept and process certain food waste. Mr. Rabbia said that the Authority will continue to monitor organics to see what can be done to improve the Oneida-Herkimer system and its potential impact on tipping fees and facilities.

Environmental Coordinator Jim Biamonte said that four New England states (VT, MA, CT and RI) plus New York City have enacted legislation with a goal to divert organics from disposal. He said that Massachusetts set a goal of 50 megawatts of anaerobic digestion by 2020 and New York City wants to reduce greenhouse gas emissions by 30%. Mr. Biamonte said that the focus thus far has been on commercial entities, and each state defines commercial entity differently (i.e. based on # of tons produced per year, building square footage, # of students, employees, seats or beds); each have elements of a phased-in approach with focus on location or distance criterion to the nearest digester, etc. At this time only Vermont and Rhode Island include residential generated organics. Some of the challenges for New York State include enforcement, capacity and economics. Mr. Biamonte said that the Authority will make it known to the state that a mandate does not make sense.

Mr. Rabbia said that the Authority will continue to track its numbers and keep the Board apprised of any proposed legislation.

## **AUTHORITY MEETING MINUTES**

**September 21, 2015 - Page 3**

Mr. Rabbia provided a timeline of the 2016 budget. He said that the budget process begin in August; staff met with department heads, analyzed waste tonnages and put together a draft 2016 budget; and the draft budget was released to the Finance Committee in September. Mr. Rabbia said that tipping fees remain stable for 2016 with no proposed tipping fee increases or reductions for 2016. Authority staff will meet with the Finance Committee in October. The proposed 2016 budget will be released to the public, as required, by October 30<sup>th</sup>. An overview of the proposed 2016 budget will be presented at the November 16, 2015 Board meeting and a public hearing and action by the Board is anticipated for the December 21, 2015 meeting.

Mr. Rabbia relayed that he sent information to the Counties and municipalities reminding them of the Authority's regional demolition program. Mr. Rabbia stated that this is the 9<sup>th</sup> consecutive year that the Authority is offering assistance through the program. Under the program, the Authority makes available a demolition crew and equipment to demolish abandoned structures owned by a municipality, during the months of December through March. The Authority does not charge for the demolition crew and equipment. However, the municipality pays for disposal of the demolition debris to be landfilled. Last year the Authority provided assistance to both Herkimer and Oneida Counties. This year, the Town of New Hartford has expressed interest.

Mr. Rabbia said that the Authority completed the process of bidding out new collection terms for the Villages of Dolgeville, Herkimer and Frankfort. Each bid included low bid options and a provision to provide residents with recycling carts/toters with a goal to increase recycling and make collection more efficient and convenient. New collection costs were figured into the 2016 proposed budgets. The Villages of Dolgeville and Herkimer will increase their rates effective January 1, 2016. The Village of Frankfort adjusted its rates in April 2015. Mr. Rabbia said the Director of Recycling David Lupinski is assisting the Village of Oriskany with a new collection bid. Toter options in the bid will help the Village of Oriskany transition to a pay-as-you-throw program.

Mr. Rabbia stated that the Board annually approves \$132,000 in the capital plan to expand its gas wells at the Regional Landfill. Eleven new vertical wells were installed in Cells #1, #2 and #3 and the Authority is in the process of installing three new horizontal wells as well as tying into the primary leachate collection system of Cell #5. Mr. Rabbia said that excess gas volume has been slowing increasing with both engines running at full bore. Mr. Rabbia expects that gas volumes will increase upon completion of the new wells. He noted that the proposed budget does not include installation of an additional engine for 2016.

Solid Waste Engineer Andrew Opperman updated the Board on Solar City's project of installing solar cells on the Authority's property between Route 49 and River Road, Rome. On September 28<sup>th</sup> Solar City will be doing site preparation work (i.e., clearing top soil) and installing posts and the solar cells the first week in October. The project should be complete by the end of October.

Mr. Opperman said that the MRF addition is near completion and the Authority is now awaiting Department of State approval of the Certificate of Occupancy. The project should be completed within one week.

At 5:59 PM a motion was made by Mr. Roberts, seconded by Mr. Bono and passed to go into executive session to discuss pending litigation, contract negotiations and real property acquisition.

At 6:47 PM a motion was made by Mr. Hertline, seconded by Mr. Franco and passed to come out of executive session.

With no further business a motion, a motion was made by Mr. Long, seconded by Mr. Bono and passed to adjourn the meeting.

Respectfully submitted,

Jodi M. Tuttle  
Authority Secretary

Preserving the environment through integrated recovery and disposal.

**Introductory No.**

**Resolution No. 14**

Introduced by:

Seconded by:

**RE: COMMENDING FX MATT BREWING COMPANY AS 2015 RECYCLING CHAMPION**

**WHEREAS,** FX Matt Brewing Company is committed to developing and implementing a comprehensive, reliable program to reduce solid waste, increase recycling and save energy its Utica business; and

**WHEREAS,** FX Matt Brewing Company has been an advocate for the environment through its dedication to increase recycling and waste reduction, reducing dependency on landfilling and other natural resources; and

**WHEREAS,** FX Matt Brewing Company has a long history of environmental stewardship and has been recycling and reusing spent brewery grains, wood pallets, glass bottles, aluminum cans, corrugated cardboard and office paper for decades; and

**WHEREAS,** FX Matt Brewing Company has incorporated sustainability initiatives into every aspect of its operations, including daily production, marketing, and warehousing while achieving a 98.4% recycling rate; and

**WHEREAS,** FX Matt Brewing Company partnered with the Authority to conduct an on-site review of the brewery in an effort to profile types and volumes of waste and recyclables and to identify its origins and handling of such waste and in October 2015 received RecycleOne Business Certification through the Authority; and

**WHEREAS,** FX Matt Brewing Company is a leading example of how a local industry can implement a comprehensive, consistent and sustainable recycling, energy and solid waste reduction program; now, therefore be it

**RESOLVED,** that the Oneida-Herkimer Solid Waste Management Authority recognizes the outstanding work done by the FX Matt Brewing Company in Utica, New York, by presenting them with the Authority's 2015 Recycling Champion Award to commend their fine example.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

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**Introductory No.**

**Resolution No. 15**

Introduced by:

Seconded by:

**RE: APPROVAL OF INVESTMENT POLICY AND INVESTMENT GUIDELINES**

**WHEREAS,** the Authority Board of Directors adopted an Investment Policy with a comprehensive set of investment guidelines by Resolution No. 42 on August 20, 1990 in compliance with the requirements of the Public Authorities Law and the Authority's Bylaws; and

**WHEREAS,** these investment guidelines detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority; and

**WHEREAS,** pursuant to the Public Authorities Accountability Act, this Investment Policy will be reviewed annually and from time to time the Authority may amend such Investment Guidelines; and

**WHEREAS,** the Board approved amendments to the Investment Policy by Resolution No. 13 on May 18, 2009, Resolution No. 12 on May 17, 2010 and Resolution No. 24 on November 21, 2011; and

**WHEREAS,** the Authority's Finance Committee has reviewed the existing Investment Policy and Investment Guidelines and is recommending no modifications be made to the Investment Policy and Investment Guidelines at this time; now, therefore, be it

**RESOLVED,** that the Authority approves the attached Investment Policy and Investment Guidelines without modification.

Adopted by the following vote:

AYES \_\_\_ NAYS \_\_\_

Dated:

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