

## MEMORANDUM

**TO:** Authority Board of Directors

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

**DATE:** March 10, 2017

**RE:** Meeting Notice & Tentative Agenda - Monday, March 20, 2017 - 4:30 PM

1. Pledge of Allegiance
2. Approval of December 19, 2016 Authority Minutes
3. Public Comment Period
4. Independent Audit – Paul Goetz, Partner, SaxBST
5. Reconciliation of 2016 Budget and 2016 Budget Amendments – Resolution
6. Cell 7 Construction Award – Resolution
7. Mission Statement/Performance Measure Report – Resolution
8. Annual Board of Directors Evaluation – Resolution
9. Reappointment of Contracting Officer and Approval of Modified Property Disposition Policy – Resolution
10. Code of Ethics Policy and Fraud Policy – Resolution
11. Approval of Modified Procurement Policy and Designation of Sole Source Vendors – Resolution
12. Public Authorities Reporting Information System (PARIS) Authorization – Resolution
13. A. Frank Dolan Memorial Resolution
14. Updates:
  - Styrofoam Recycling
  - SSO Feasibility Study
  - Demolition Program – MVCC (Rome)
  - Herkimer County Electronics Collection Day
  - Waste Heat Utilization – Regional Landfill
  - Boonville WWTP Headworks
  - Earth Day Events – April 22<sup>nd</sup>

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**DRAFT**

**AUTHORITY MEETING MINUTES  
December 19, 2016**

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

Board Members Absent: Robert Roberts

Authority Staff Present: Bill Rabbia, Jodi Tuttle, Emily Albright, Joe Artessa, Jim Biamonte, Patrick Donovan, Joshua Olbrys, William Schrader and Jamie Tuttle

Others Present: Kevin Martin, Esq.; Kathleen McGill, Utica Zoo Education Program Coordinator and Mike Beck, Utica Zoo Communications Coordinator

Chairman Angell called the December 19, 2016 Authority meeting to order at 4:30 PM and opened with the Pledge of Allegiance.

A motion was made by Mr. Bono, seconded by Mr. Williams and passed to approve the November 21, 2016 Authority Minutes.

There were no speakers for public comment period.

Resolution No. 19 was introduced by Mr. Hertline and seconded by Ms. Freeman commending the Utica Zoo as 2016 Recycling Champion. Authority Secretary Jodi Tuttle read Resolution No. 19 aloud. Resolution No. 19 was unanimously adopted.

Director of Recycling Emily Albright said that the Utica Zoo has gone above and beyond and continues to be an advocate for both the environment and its wildlife through their solid waste reduction, material repurposing, recycling, and energy conservation program. Ms. Albright introduced Kathleen McGill, Utica Zoo Education Program Coordinator and Mike Beck, Utica Zoo Communications Coordinator.

Ms. McGill and Mr. Beck were presented with the Authority’s 2016 Recycling Champion Award to commend the Utica Zoo’s fine example.

Executive Director Bill Rabbia said that Resolution No. 20 would approve the Authority’s proposed 2017 budget that was reviewed at the Public Hearing and briefing on November 21<sup>st</sup>. As relayed in a Memo to the Board, Mr. Rabbia noted that the proposed fee schedule also includes a third tier for bulk asbestos for large projects. The 2017 rate for direct haul bulk asbestos, 1 ton minimum up to 4,000 tons, would be \$80 per ton; more than 4,000 tons per year, \$70 per ton; and more than 8,000 tons per year, \$60 per ton. Mr. Rabbia said that the first municipality that may be able to take advantage of this new rate would be the City of Rome with the Wood Haven demolition.

Resolution No. 20 was introduced by Mr. Williams, seconded by Mr. Hertline and passed approving the 2017 Authority budget, 2017 rate schedule, and the solid waste collection and disposal permit rules and regulations.

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## **AUTHORITY MEETING MINUTES**

**December 19, 2016**

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Mr. Rabbia said that the debt service amount in the 2017 budget is based upon the Authority paying off the Series 2007 bonds at their call date of April 1, 2017. Mr. Rabbia stated that Resolution No. 21 would designate \$6,000,000 toward the defeasance of the bonds. The Series 2011 bonds would then be paid off in 2021.

Resolution No. 21 was introduced by Mr. Angell, seconded by Mr. Hertline and passed designating unrestricted funds for the partial redemption of Authority bonds.

Comptroller Donovan said that Resolution No. 22 would authorize budget transfers needed for unanticipated expenses to cover credit card fees and a new on-line payment portal system; service contracts for computers and other maintenance contract items; and automotive supplies for Eastern Transfer Station and Western Transfer Station equipment.

Resolution No. 22 was introduced by Mr. Bono, seconded by Mr. Franco and passed approving 2016 budget transfers.

Mr. Rabbia said that Resolution No. 23 would authorize another one-year agreement for bird and nuisance wildlife management at Authority facilities with the U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS). Mr. Rabbia said that fee for this service (\$76,717) was built into the 2017 budget.

Resolution No. 23 was introduced by Mr. Hertline seconded by Mr. D'Onofrio and passed awarding a one-year agreement to USDA-APHIS-WS for nuisance wildlife management.

Mr. Rabbia said that Resolution No. 24 would authorize the Authority to enter into a new contract for the transportation of leachate from the Regional Landfill. He stated that in October 2016, Environmental Coordinator Jim Biamonte issued an RFP, as per General Municipal Law Section 103, to solicit bids for a new five-year term. The Authority's current contractor, Eggan Excavating, turned out to be the low bidder. Mr. Rabbia noted that Eggan Excavating will hold their current pricing throughout the term of the next contract.

Resolution No. 24 was introduced by Mr. Williams, seconded by Ms. Freeman and passed directing the Executive Director to prepare and to take all action necessary to enter into a contract with Eggan Excavating & Equipment Company, Inc. for leachate transportation service.

Resolution No. 25 was introduced by Mr. Bono, seconded by Mr. Franco and passed designating the following meeting dates for 2017: March 20, May 15, June 19, September 18, November 20 and December 18; and designating the Utica Observer-Dispatch, the Rome Daily Sentinel, and the Times Telegram for publication of all official notices of the Authority; and directing the Authority Secretary to post all official notices on the Authority's web site.

Resolution No. 26 was introduced by Mr. D'Onofrio, seconded by Mr. Franco and passed electing the following slate of officers and committee members for 2017: Slate of Officers: Ken Long, Chairman; Vincent Bono, Vice Chairman; and Harry Hertline, Treasurer; Audit Committee: Harry Hertline, Chair; Vincent Bono, Vice Chair; and Robert Roberts; Finance Committee: Harry Hertline, Chair; Robert Roberts, Vice Chair; and Vincent Bono; Governance Committee: Barbara Freeman, Chair; James Williams and Nancy Novak; and FOIL Appeals Committee: James D'Onofrio, Chair; Barbara Freeman and James Franco.

Mr. Rabbia updated the Board on the organics processing project and feasibility study Barton & Loguidice (B&L) is conducting.

## **AUTHORITY MEETING MINUTES**

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B&L will identify and evaluate the types of equipment and processing equipment required for the Authority to accept commercial and institutional food scraps/organics. B&L was asked to develop a design concept and put together preliminary capital and O&M cost estimates. Mr. Rabbia reviewed the design concept through aerial photos and a power point presentation with the Board. The analysis will factor in costs associated with running equipment, contamination, capital amortization, heating expenses and potential fees from Oneida County. The Authority would be charged, by Oneida County, by the gallon. The Authority submitted a grant application, on behalf of Oneida County, as the Authority was not directly eligible, through the latest CFA for a Climate Smart Communities Grant to fund 50% of the capital cost of a source separated organic waste processing facility. The County and the Authority were awarded the grant. The grant application was for \$1,327,500, which is half of the estimated \$2,655,000 project cost. Mr. Rabbia said that, ultimately, the Authority would enter into an intergovernmental agreement with Oneida County related to the grant proceeds and Authority funding. The EPA estimates approximately 22% of the total municipal solid waste stream is food waste. The digesters being designed at Oneida County are fully contained, therefore, would capture nearly 100% of the gas emitted through the organics process. Mr. Rabbia said that the Authority had included organics/food waste processing into its Local Solid Waste Management Plan, which is consistent with New York State's Beyond Waste Plan. New York State is proposing a food scrap mandate targeting large generators (i.e., 2 tons per week; 104 tons per year) such as supermarkets, colleges, hospitals and nursing homes. Mr. Rabbia said that there are approximately 10 entities within the two Counties that would currently fall under the mandate. B&L will look at other planning units that are accepting food waste/organics and their associated tip fees. The Authority will be meeting with some of the commercial haulers to better analyze how much food waste is out there and consider potential hurdles associated with accepting organics. Mr. Rabbia said that of large concern is whether there would be enough food waste/organics tonnage for this project. The next steps will be to determine the grant timeline; further analyze the food scraps available; analyze market constraints/tipping fees; continue to analyze legislative proposals and final design/procurement/construction. Mr. Rabbia will report back to the Board once the final study is complete. He will also be working with the Finance Committee on the sensitivity analysis related to tip fees and other financial-related issues for the project.

Director of Recycling Emily Albright updated the Board on the Authority's RecycleOne Business Certification Program. Ms. Albright stated that this is the third year for the program. In 2016, the Authority certified 7 new businesses: Bonide (Oriskany); McCraith Beverages (New York Mills); Pratt & Whitney/HMI Metal Powders (Clayville); Roser Communications (Utica); Utica Zoo (Utica); Reeves Dental (Utica); and Munson Williams Procter Arts Institute (Utica). Thus far, a total of 22 businesses are certified.

Recycling Educator Jamie Tuttle provided an update on school recycling. She stated that currently, 22 out of 25 two-County districts participate in the Authority's "Go Green" school recycling program. She is currently working with the City of Rome and City of Utica school districts to establish consistent recycling programs throughout their elementary schools. This year the Authority sponsored its first Plastic Film Recycling Challenge for schools, in an effort to promote and educate youth and the community on proper recycling of plastic grocery bags and other plastic film which cannot be recycled through regular curbside recycling programs. Although plastic film/plastic bags are not recyclable through the Oneida-Herkimer System, some of the local grocery stores accept plastic film/plastic bags for recycling. Ms. Tuttle said that in 2009, New York State's Plastic Bag Reduction, Reuse and Recycling Act went into effect. The Act requires stores with 10,000 sq. ft. or more of retail space and chains which operate five or more stores with greater than 5,000 sq. ft. of retail space, and which provide plastic carry out bags to customers, to establish in-store plastic film recycling programs. The Challenge was open to all public and private K-12 school buildings located in Oneida or Herkimer Counties from November 15, 2016 (America Recycle's Day) to December 23, 2016.

## **AUTHORITY MEETING MINUTES**

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The Authority's goal for this Challenge was to not only increase student awareness and involvement, but encourage the community to take action and save plastic film to be delivered to local grocery stores for proper recycling. Ms. Tuttle said that when residents inappropriately place plastic film in their recycling bin, it contaminates acceptable recyclables and causes mechanical problems at the Recycling Center. Participating schools will partner with local grocery stores that serve as collection points for plastic film recycling. Schools will compete against each other to collect the highest amount of plastic film per capita. All participating schools will receive a framed certificate for participating. The winning Elementary School will be awarded presentations from the Utica "Zoomobile." The winning Middle/High School will be awarded appearances from KISS FM DJs.

At 5:43 PM, with no further business, a motion was made by Mr. Bono, seconded by Ms. Freeman 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. 1

Introduced by:

Seconded by:

### RE: RECONCILIATION OF 2016 BUDGET AND 2016 BUDGET AMENDMENTS TO REFLECT 2016 ACTUAL

**WHEREAS**, the Authority Board, by Resolution No. 16 dated December 21, 2015 adopted the 2016 Budget;  
and

**WHEREAS**, the Authority Board approved budget transfers to the 2016 Budget by Resolution No. 12 dated June 20, 2016, Resolution No. 14 dated September 19, 2016 and Resolution No. 22 dated December 19, 2016; and

**WHEREAS**, the changes to total revenues and expenses for 2016 were included in the completed independent audited financial statements issued in March of 2017 and it is necessary to reconcile the 2016 Budget to the 2016 audited financial statements; now, therefore, be it

**RESOLVED**, that for purposes of the rate covenant compliance report for the Series 2007 bonds, Series 2006 bonds and Series 2011 bonds, the 2016 Budget shall reflect actual 2016 expenses as audited.

Adopted by the following vote:

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

Dated:

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Find us on 

## Introductory No.

## Resolution No. 2

Introduced by:

Seconded by:

### **RE: AWARD OF CONTRACT TO ADHAN PIPING CO., INC. FOR \$3,948,669 FOR CELL 7 LINER SYSTEM CONSTRUCTION AT THE ONEIDA-HERKIMER REGIONAL LANDFILL**

**WHEREAS,** the Oneida-Herkimer Solid Waste Management Authority owns and, pursuant to New York State Department of Environmental Conservation Permit Number 6-3024-00009/00007 (the “Permit”), operates the Oneida-Herkimer Regional Landfill in Ava, NY (the “Landfill”); and

**WHEREAS,** New York State Regulations and the Permit require that the Landfill have at least one additional landfill cell available for use at all times; and

**WHEREAS,** projections for the fill progression at the Landfill provided to the Authority by the Authority’s consulting engineers, Barton & LoGuidice, predict the need for the availability of an additional cell, necessitating the construction of that cell in 2017; and

**WHEREAS,** Authority staff, as well as Barton & LoGuidice considered and reviewed the location and configuration of the next cell construction and concluded that the most cost effective expansion of the Landfill was the construction of “Cell 7” (as the cells were numbered on the original plans of the landfill submitted in the permit application); and

**WHEREAS,** the size, location and construction of Cell 7 were elements of the plans prepared and submitted to the New York State Department of Environmental Conservation (“NYSDEC”) during the Authority’s comprehensive landfill siting process, which included review of compliance with all the requirements of the New York State Environmental Quality Review Act (SEQRA); and

**WHEREAS,** Barton & Loguidice has completed design for the Cell 7 liner system; and

**WHEREAS,** NYSDEC will approve and authorize construction of Cell 7 and certify the design as fully compliant with the New York State Part 360 Solid Waste Regulations, prior to construction; and

**WHEREAS,** sealed bids for Cell 7 construction were solicited in compliance with General Municipal Law Section 103; and

**WHEREAS,** in compliance with the solicitation and General Municipal Law, a pre-bid meeting was held with prospective bidders to explain the project and answer questions related to the project; and

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**Introductory No.**

**Resolution No. 2**

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**WHEREAS,** on March 10, 2017, bids were received and opened from the following companies for Cell 7 construction, with the results as follows:

<b>Bidder &amp; Address</b>	<b>Total</b>
Kubricky Construction (Queensbury, NY)	\$4,841,000.00
Marcy Excavation Services, LLC (Utica, NY)	\$4,424,750.00
Adhan Piping Co., Inc. (Cortland, NY)	\$3,948,669.00
Zoladz Construction Co., Inc. (Alden, NY)	\$6,824,000.00
Gorrick Construction Co. (Binghamton, NY)	\$6,688,000.00

; and

**WHEREAS,** each bid has been evaluated for compliance with the specifications for the project promulgated by Barton & LoGuidice; each contractor's qualifications have been confirmed; and reference projects have been checked; and

**WHEREAS,** the bid price received by Adhan Piping Co., Inc. has been determined to be an acceptable low bid; now, therefore, be it

**RESOLVED,** that the Authority Board accepts and approves the lump sum total bid submitted by Adhan Piping Co., Inc. and hereby awards a contract for the completion of the work specified in the bid; and further be it

**RESOLVED,** that the Board directs the Executive Director and Authority Counsel to take all action necessary to implement this award and complete this work.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:



**Introductory No.**

**Resolution No. 3**

Introduced by:

Seconded by:

**RE: APPROVAL OF ONEIDA-HERKIMER SOLID WASTE MANAGEMENT AUTHORITY MISSION  
STATEMENT AND PERFORMANCE MEASURE REPORT FOR 2016**

**WHEREAS,** Section 2824-a of the New York State Public Authorities Law requires that the Oneida-Herkimer Solid Waste Management Authority (the "Authority") develop and adopt a Mission Statement and Performance Measures to assist the Authority in evaluating accomplishments of the mission and goals of the Authority; and

**WHEREAS,** the Authority was required to file a Mission Statement and Performance Measures with the Authorities Budget Office (ABO) on or before March 31, 2011; and

**WHEREAS,** the Authority adopted its Mission Statement and Performance Measures with adoption of Resolution No. 36 of 2010 and filed as required; and

**WHEREAS,** the Authority is also required to annually review its Mission Statement and Performance Measures and publish a Measurement Report; and

**WHEREAS,** the Governance Committee of the Oneida-Herkimer Solid Waste Management Authority has developed the attached Performance Measure Report for 2016 and recommends adoption by the full Board; now, therefore, be it

**RESOLVED,** that the Oneida-Herkimer Solid Waste Management Authority Board of Directors has reviewed and hereby approves the Authority's current Mission Statement without modifications at this time; and be it further

**RESOLVED,** that the Oneida-Herkimer Solid Waste Management Authority Board of Directors hereby approves the attached Performance Measure Report for 2016; and be it further

**RESOLVED,** that the Authority Board of Directors further directs the Secretary of the Board to file and post the Performance Measure Report for 2016 in accordance with the New York State Public Authorities Law.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

**Introductory No.**

**Resolution No. 4**

Introduced by:

Seconded by:

**RE: ANNUAL BOARD OF DIRECTORS EVALUATION**

**WHEREAS,** Sections 2800(1)(a)(15), 2800(2)(a)(15) and Section 2824(7) of the New York State Public Authorities Law requires that the Oneida-Herkimer Solid Waste Management Authority Board of Directors (the “Authority”) conduct an annual evaluation of its performance; and

**WHEREAS,** Board members must be committed to the highest standards of corporate governance and hold itself accountable to the mission of the Authority and the public interest; and

**WHEREAS,** this annual assessment is a reminder to each Board member of his or her duties, why those responsibilities are important, and whether they are performing those duties appropriately; and

**WHEREAS,** the evaluation provides an opportunity for Board members to measure their individual collective effectiveness, determine if they are following their own policies and procedures, identify areas for Board improvement, and to compare how their evaluation of the Board’s performance compares to that of other Board members; and

**WHEREAS,** the Authorities Budget Office (ABO) recommends that each Board member annually perform his/her own evaluation of the whole Board and the evaluation should be conducted confidentially with the results compiled by the Governance Committee; and

**WHEREAS,** to the extent that the results of the evaluation demonstrate the need for the Board to improve its performance, amend its practices or procedures, or clarify its expectations of Board members, the Board is expected to implement suitable corrective actions immediately; and

**WHEREAS,** the Oneida-Herkimer Solid Waste Management Authority approved an Evaluation form by Resolution No. 37 of 2010; and

**WHEREAS,** the Governance Committee of the Oneida-Herkimer Solid Waste Management Authority is required to annually review the Board of Directors Evaluation form and recommends no modifications at this time; and

**WHEREAS,** Board member comments are protected from disclosure under Article 6 of Public Officers Law, but summary of the results of the assessment are to be provided to the Authorities Budget Office (ABO); now, therefore, be it

**Introductory No.**

**Resolution No. 4**

Page 2

**RESOLVED,** that the Oneida-Herkimer Solid Waste Management Authority Board of Directors hereby approves the attached Confidential Evaluation of Board Performance with no modification at this time; and be it further

**RESOLVED,** that each Board Member will annually complete such evaluation and that member responses will be confidentially submitted to the Authority Governance Committee and then aggregated; and be it further

**RESOLVED,** that the Authority Board of Directors directs the Secretary of the Board to submit a summary of results of the Board of Directors Evaluation to the ABO via e-mail on or before March 31<sup>st</sup> of each year.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

**Introductory No.**

**Resolution No. 5**

Introduced by:

Seconded by:

**RE: RE-APPOINTMENT OF CONTRACTING OFFICER RESPONSIBLE FOR THE DISPOSITION OF AUTHORITY PROPERTY AND APPROVAL OF THE PROCEDURE FOR THE DISPOSITION OF AUTHORITY PROPERTY**

**WHEREAS,** since its formation, the Authority has advertised for the sale of, or placed or public auction, personal and real property no longer needed for Authority operations; and

**WHEREAS,** the Authority prepares and maintains an inventory of such surplus personal and real property; and

**WHEREAS,** Section 2896 of the New York State Public Authorities Accountability Act (PAAA) has required that the Authority adopt a procedure for the disposition of personal and real property which provides for inventory of property, public notice, open-competitive bidding, and documentation of property sold and that the Authority appoint a contracting officer to administer that procedure; and

**WHEREAS,** the PAAA requires that the Procedure for the Disposition of Authority Property be annually reviewed and approved by the Board of Directors; and

**WHEREAS,** the Authority Board adopted the Procedure for the Disposition of Property by Resolution No. 28 dated October 16, 2006; and

**WHEREAS,** in 2006, the Authority Board appointed James V. Biamonte, Authority Environmental Coordinator, to be the Contracting Officer as set forth in the Public Authorities Accountability Act; and

**WHEREAS** James V. Biamonte has been reappointed by the Authority Board as Contracting Officer each year since 2006; and

**WHEREAS,** the Board approved modifications to the Procedure for the Disposition of Authority Property by Resolution No. 1 dated March 17, 2008, Resolution No. 2 dated March 30, 2009, Resolution No. 4 dated March 29, 2010 and Resolution No. 5 dated March 25, 2013; and

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**Introductory No.**  
**Resolution No. 5**

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**WHEREAS,** the Governance Committee reviewed the Procedure and is recommending further modifications; now, therefore be it

**RESOLVED,** the Authority Board re-appoints James V. Biamonte to be the Contracting Officer for the period 2017-2018 and directs the Contracting Officer to take all actions required by Public Authorities Accountability Act and the Procedure for the Disposition of Property; and be it further

**RESOLVED,** the Authority Board of Directors hereby approves the attached modified Procedure for the Disposition of Authority Property.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

**Introductory No.**

**Resolution No. 6**

Introduced by:

Seconded by:

**RE: APPROVAL OF CODE OF ETHICS POLICY AND FRAUD POLICY**

**WHEREAS,** the Authority recognizes that there are certain standards of ethical conduct for employees that must be observed to maintain a high level of public confidence; and

**WHEREAS,** the Authority has from its inception placed a high priority on conducting all matters in the most ethical fashion and numerous steps have been taken to guard against fraudulent activities; and

**WHEREAS,** the Authority has in place policies and practices to address potentially fraudulent unethical activities as set forth in, but not limited to, the Authority Code of Ethics and other policies set forth in the Employee Handbook as well as the Authority Annual Ethics Disclosure & Statement of Board Responsibility; and

**WHEREAS,** the Governance Committee reviewed the Authority's current Code of Ethics Policy and Fraud Policy and is recommending no modifications be made to the Code of Ethics Policy or the Fraud Policy at this time; now, therefore, be it

**RESOLVED,** that the Board of Directors hereby approves the attached Code of Ethics Policy and Fraud Policy without modification; and further be it

**RESOLVED,** the Board directs the Executive Director to post both policies at all Authority facilities and to provide annual written notices to employees, such as an enclosure with employee paychecks, which notifies employees of their responsibilities in regard to ethical conduct and fraudulent activities; and further be it

**RESOLVED,** that the Authority Board of Directors will continue to monitor activities and implement improvements in the future to protect against potential fraud and unethical practices.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

Preserving the environment through integrated recovery and disposal.

**Introductory No.**

**Resolution No. 7**

Introduced by:

Seconded by:

**RE: APPROVAL OF PROCUREMENT POLICY & DESIGNATION OF SOLE SOURCE VENDORS**

**WHEREAS,** the Authority Board of Directors adopted a Procurement Policy by Resolution No. 3 on March 17, 2008 in compliance with the requirements of the New York State Public Authorities Accountability Act; and

**WHEREAS,** the Board approved amendments to the Procurement Policy by Resolution No. 6 on April 21, 2008, Resolution No. 6 on March 30, 2009 and Resolution No. 7 on March 23, 2015 ; and

**WHEREAS,** the Board is required to review the Policy annually; and

**WHEREAS,** the Governance Committee reviewed the policy and is recommending further modifications at this time; now, therefore be it

**RESOLVED,** the Board of Directors hereby approves the attached modified Procurement Policy; and further be it

**RESOLVED,** that the Authority Board hereby designates and authorizes the following agencies, organizations and companies for sole source purchases, and directs the Executive Director to take all action necessary to implement such actions within the budget allocations approved by the Board and in conformance to the Authority Procurement Policy:

Sole Source

Rome Daily Sentinel (legal notices)  
Utica Observer Dispatch (legal notices)  
Herkimer Evening Telegram (legal notices)  
Applicable Federal, State, County, local governments, including school districts (payments in lieu of taxes, fees, health insurance, workers' compensation, regulatory payments/fees and host community payments)  
National Grid (electricity and natural gas transmission)  
Boonville Municipal Commission (electricity)  
Upper Mohawk Valley Regional Water Authority (water)  
NYS & Local Employee Retirement System (retirement plan)  
City of Utica Comptroller (annual solid waste service charge printing and billing)  
US Postal Service (mail)  
Landfill Services Corp (methane flares)

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Sole Source - Continued

Creative Information Systems (scale computer software)  
SWK Technologies (accounting system software)  
Siemens (SCADA software/hardware)  
Geologic Computer Systems (GPS software – RLF compaction)  
ADP (Payroll/HR software)  
Al-Jon Manufacturing (waste compactor)  
SAGE (third party credit card processor)  
VanDyk Baler Corp (Bollegraaf Balers/Titech Opticals – MRF)  
LC Whitford (Morbark Tub Grinder Parts)  
Landtec (Landfill Monitoring – calibration /service/data service)  
Hustler Conveyor Co. (Sorting Discs, Screens – MRF)  
Harris Baler Co. (Double Ram Baler – MRF)  
Accent Wire (Baler wire tie parts/service – MRF)  
Kinequip (Kaeser Compressor – parts/service – MRF)  
Joest (vibrator, screen parts – MRF)  
QED (Landfill gas well leachate pumps)  
Vermeer Rock and Recycling (trommel screen parts – GWC)  
Ingersoll Rand Co. (Regional Landfill compressor – parts/service)  
Milton CAT – (late model equipment filters – no after-market available/warranty requirement, **oil sample kits for warranty validation**)  
**Integrated Facility Systems, Inc. (HVAC computer control system – RLF and MRF)**  
**S&W Services (fuel management system parts and service – MRF, WTS, RLF)**  
**Specialty Tire Inc. (solid skid steer tires)**  
**Website Pipeline (payment portal software)**  
**Wayne Dalton (commercial overhead doors – all facilities)**

;and be it further

**RESOLVED,** that additional sole source vendors/purchases will be identified to the Board as outlined in the Procurement Policy.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:



Preserving the environment through integrated recovery and disposal.

**Introductory No.**

**Resolution No. 8**

Introduced by:

Seconded by:

**RE: AUTHORIZING AND DIRECTING THE EXECUTIVE DIRECTOR TO SUBMIT/CERTIFY ALL REPORTS  
REQUIRED BY THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT**

**WHEREAS,** the Public Authorities Accountability Act requires submitting information to the Authority Budget Office through the Public Authority Reporting Information System (PARIS) including a Budget Report, Annual Report, Procurement Report, Investment Report and Certified Financial Audit; and

**WHEREAS,** the Authority's transparency is evident from its annual budget process that requires a public hearing, its reporting of financial and operating information to the Counties, and various reporting required by New York State; and

**WHEREAS,** the Authority's financial information and governance policies have been distributed to appointing bodies and distributed to the general public; and

**WHEREAS,** all such PARIS reporting shall be compiled from the records of the Authority, including the independent audit, annual budget, annual report and any other documents necessary; and

**WHEREAS,** all such information has been made available to the Authority Board of Directors; now, therefore, be it

**RESOLVED,** that the Authority Board of Directors hereby authorizes the Executive Director to ensure preparation and submit/certify all reports required by the Public Authorities Accountability Act.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

Preserving the environment through integrated recovery and disposal.

## Introductory No.

## Resolution No. 9

Introduced by:

Seconded by:

### MEMORIAL RESOLUTION

#### A. FRANK DOLAN

It is with great regret that the Oneida-Herkimer Solid Waste Management Authority Board of Directors marks the death of former Board Member, A. Frank Dolan.

Frank was one of the original appointees to the Authority Board in 1988 and he served until 1992. As an original member of the Authority Board, Frank provided the insight and support critical to the early development of Authority facilities and programs. He provided tremendous leadership in building a strong foundation for the two Counties' integrated solid waste management system and in developing the Authority's first Local Solid Waste Management Plan.

As Chairman of the Authority from 1990 to 1991, Frank led the construction of the Oneida-Herkimer Recycling Center. His fiscally conservative approach helped keep fees for Authority services as low as possible. As a former Herkimer County Superintendent/Engineer with a background in engineering, construction and management, Frank proved especially beneficial to the Authority throughout its landfill siting endeavor. Frank's character and sense of humor made challenging times less difficult and helped make Authority meetings more productive.

The Oneida-Herkimer Solid Waste Management Authority hereby recognizes the life and contributions of A. Frank Dolan and extends its sincere sympathy to the family.

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Kenneth A. Long, Chairman

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Barbara Freeman, Board Member

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Vincent J. Bono, Vice Chairman

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Nancy A. Novak, Board Member

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Harry A. Hertline, Treasurer

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Robert J. Roberts, III

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Neil C. Angell, Board Member

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James Williams, Board Member

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James M. D'Onofrio, Board Member

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William A. Rabbia, Executive Director

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James A. Franco, Board Member

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Jodi M. Tuttle, Authority Secretary

Dated:

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#### BOARD OF DIRECTORS

Kenneth A. Long  
*Chairman*

Harry A. Hertline  
*Treasurer*

James M. D'Onofrio

Nancy A. Novak

William A. Rabbia

Vincent J. Bono  
*Vice Chairman*

Neil C. Angell

James A. Franco

Robert J. Roberts, III

*Executive Director*

Barbara Freeman

James M. Williams

Jodi M. Tuttle  
*Authority Board Secretary*

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