

MEMORANDUM

TO: Authority Board of Directors

FROM: William A. Rabbia, Executive Director

DATE: September 7, 2017

RE: Meeting Notice & Tentative Agenda - Monday, September 18, 2017

1. Pledge of Allegiance
2. Approval of June 19, 2017 Authority Minutes
3. Public Comment Period
4. 2017 Budget Amendment – Resolution
5. 2017 Budget Transfer – Resolution
6. Deferred Compensation Plan – Resolution
7. Other Updates:
 - Proposed Part 360 Revisions
 - Organics – RFP Responses
 - City of Utica Bid
 - Regional Demolition Program
 - Village of Ilion Bid
 - Solar System
 - Regional Landfill – Waste Heat RFP/Cell 7 Construction
 - 2018 Budget Timeline/Financial Plan/Public Hearing Date (November 20th) – Motion
8. Motion to go into Executive Session to discuss pending litigation, contract negotiations and real property acquisition.

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DRAFT

AUTHORITY MEETING MINUTES
June 19, 2017

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

Board Members Absent: James Franco, Treasurer Harry Hertline and Robert Roberts

Authority Staff Present: William Rabbia, Jodi Tuttle, Joseph Artessa, Jim Biamonte, Patrick Donovan, Josh Olbrys, Andrew Opperman, William Schrader and Jamie Tuttle

Others Present: Authority Counsel Kevin Martin

Chairman Long called the June 19, 2017 Authority Board meeting to order at 4:35 PM, and opened with the Pledge of Allegiance.

A motion was made by Mr. Williams, seconded by Ms. Freeman and passed to approve the May 15, 2017 Authority Minutes.

There were no speakers for public comment period.

Comptroller Pat Donovan provided an overview of the City of Utica Solid Waste Agreed Upon Procedures Report which highlights the amount of revenue collected through user fees, the sale of City blue bags, and expenses associated with the Utica Fund for the period April 1, 2016 through March 31, 2017, performed by BST & Co. Total revenues for the 12-month period were \$3,582,311 in comparison to \$3,611,027 for the prior year. Solid waste service charge revenue was \$2,077,318 in comparison to \$2,105,050 for the prior year. Revenue for the sale of blue bags was \$1,452,465, compared to \$1,449,091 for the prior year. Mr. Donovan noted that approximately 1.1 million blue bags are sold per year. Expenses were \$3,627,102, in comparison to \$3,652,708 for the prior year. Salaries and benefits were \$334,606 in comparison to \$301,647 for the prior year. Expenses for tipping fees was \$1,233,866 compared to \$1,256,485 for the prior year. Expenses exceed revenues by \$44,791 compared to \$41,753 for the prior year. Mr. Donovan noted that the Utica Fund has sufficient cash revenue to cover this deficit.

Mr. Donovan stated that the City of Utica Waste Collection and Disposal Agreement with Feher Rubbish Removal for the collection and haul of garbage and recyclables, expires in March 2018.

Executive Director Bill Rabbia said that the Authority will go out to bid on a new contract for the City of Utica collection in August 2017. Mr. Rabbia will be meeting with City of Utica representatives to discuss details of the bid and potential rate increases.

Recycling Educator Jamie Tuttle provided an update on the Authority’s public education efforts including, the “**Am I Recyclable?**” campaign, search engine and social media marketing (Google and Facebook), and the use of traditional and digital advertising (i.e., bus advertising, tailgate wraps, radio, newspapers and billboards). Ms. Tuttle provided graphs illustrating the dramatic increase in website traffic over the past year.

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Ms. Tuttle said that the Authority has renamed its residential convenience stations to “EcoDrop Utica” and “EcoDrop Rome”, to refresh the special programs offered by the Authority and to make a clear distinction between curbside “RecycleOne” recyclables and EcoDrop recyclables. New signage is in place at the Utica facility to assist residents on where to deliver specific material. EcoDrop Rome will also be getting new signage. An EcoDrop brochure is in the process of being developed.

Ms. Tuttle reported on the 2016-2017 school recycling program. She stated that 22 out of 25 districts currently participate in the Authority’s Go Green Recycling Program. To demonstrate how students can reduce the amount of waste they produce at lunchtime, the Authority held its 7th annual zero waste lunch challenge. Seven schools participated this year. Sauquoit Valley Elementary, Middle and High School won first place in the challenge in all categories.

Ms. Tuttle displayed the EPA Environmental Champion Award the Authority received in recognition of its “Am I Recyclable?” campaign.

Landfill Operations Manager Josh Olbrys provided an update on Cell 7 construction, landfill gas operations and the paving project currently underway at the Regional Landfill. Mr. Olbrys said that Adhan Piping, the contractor for Cell 7 construction, has set-up the silt fences and storm water controls, and has begun stripping topsoil. Adhan is currently constructing the west berm and has started to mine and screen the gray clay for the soil liner. CB&I Environmental, the drilling contractor, has set up its drill rig and will begin drilling 12 vertical wells throughout Cells 1, 2 and 3. Mr. Olbrys said that 4 of the 12 wells will be new and 8 will be re-drills in which existing wells will be replaced. The Authority will install a total of 406 feet of vertical collection per pipe. Three additional 400-foot primary collection horizontal wells were installed for landfill gas collection in Cell 5. Mr. Olbrys said that top coating and paving of the access road around the leachate collection tanks and front entrance is in the works. The Authority also replaced 100 feet of 48-inch culvert pipe leaving sediment basin 2.

Mr. Rabbia reported that the draft RFP for design, construction and installation of an organics processing facility adjacent to the Authority’s Utica Complex was released. A mandatory pre-proposal meeting will be held on June 20th. Mr. Rabbia said that 24 RFPs were distributed to 21 different companies.

Mr. Rabbia said that NY City passed certain legislation within the City to mandate organics diversion which started with schools and extended to curbside collection of source separated organics (SSO) from residential neighborhoods. Mr. Rabbia and Authority staff visited three SSO facilities in New York to view their operations and to discuss operational and maintenance issues. He noted that since the facilities are relatively new, data is still evolving. The first facility visited was on Staten Island which is built on a large compost site on the former Fresh Kills Landfill. Staten Island utilizes an Ecoverse Tiger system designed to process 20 tons of organics per hour. From January to date, they have taken in a little over 872 tons of SSO with a residue rate of 4% (30.82 tons). Mr. Rabbia stated that the operators at all the facilities visited agree that residue will vary drastically, depending on the generators. Textiles were the number one worse residue, resulting in machinery shut down. The facility’s operators perform required maintenance on the equipment at this facility. Mr. Rabbia said that Staten Island’s facility processes its SSO dry, not adding water or turning it into a slurry. He noted that much of the technology utilized in the SSO process is similar to the Authority’s single stream processing equipment.

The next facility toured was a Waste Management facility in Brooklyn, with the trademark name WM CORE (Centralized Organic Recycling equipment) System. Mr. Rabbia said that this facility is similar to what the Authority would be doing in that it processes the SSO into a bioslurry that goes to a municipally-operated waste water treatment anaerobic digester, Newtown Creek, operated by the NYC Department of Environmental Protection. This facility is designed to handle about 48 tons per day. This facility is in its first year of a three-year pilot.

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June 19, 2017

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They receive SSO from NY City schools through the Department of Sanitation and some residential SSO, and are marketing it. Their goal is to ramp up to 250 tons per day. Their residue rate averages 10% or higher and varies greatly by generator.

The last facility visited was in Jamaica-Queens, the American Transfer Station. They have a Thor System that utilizes a Scott Turbo. Mr. Rabbia noted that this was the equipment Barton & Loguidice analyzed in the Authority's organics feasibility study. They receive SSO from NY City schools through the Department of Sanitation, as well as residentials. The equipment at this facility utilizes swing hammers and screens and is designed to process 25 tons per hour. They process it dry and send it to Massachusetts for composting.

Solid Waste Engineer Andy Opperman provided an update on Authority capital projects. Mr. Opperman said that projects at the Western Transfer Station (Rome) included lane extension to allow for easier traffic flow; road paving; new scale house building and relocation; and new signage to be installed at the EcoDrop facility are nearing completion. In addition to constructing a new cell at the Regional Landfill, a litter fence is being extended to help with stray debris and re-paving will be done near the leachate loadout area and landfill entrance. Additional paving will be done at the Utica Transfer Station near the loadout area and electronics building and new concrete will be installed in the glass residue/trash compactor area. Storage bunkers at the EcoDrop Utica (household hazardous waste area) will be replaced this Fall. A new wall will be built to replace a damaged wall on the tipping floor area of the Recycling Center. The Administrative Office parking lot will be re-paved and new concrete sidewalk and curb will be placed.

Mr. Rabbia reported that NYSDEC Inspector Sarah Harrison recently inspected Authority facilities in Rome and Utica and gave each facility high marks with no noted issues.

Mr. Rabbia said that the draft RFP for use of excess heat generated by the Landfill Gas to Energy Facility was released, publicly advertised and sent out to seven interested parties. Comments on the draft RFP are due to the Authority on August 7, 2017.

Mr. Rabbia stated that the NYSDEC will be releasing new Part 360 proposed regulations for public review and comment on June 21st.

At 6:11 PM a motion was made by Mr. Bono, seconded by Ms. Freeman and passed to go into executive session to discuss pending litigation.

At 6:22 PM a motion was made by Mr. Bono, seconded by Mr. Angell and passed to come out of executive session.

With no further business, a motion was made by Ms. Novak, seconded by Mr. D'Onofrio and passed to adjourn the meeting.

Respectfully submitted,

Jodi M. Tuttle
Authority Secretary

Introductory No.

Resolution No. 14

Introduced by:

Seconded by:

RE: 2017 BUDGET AMENDMENT

WHEREAS, the Authority Board, by Resolution No. 20 of 2016, adopted the 2017 Operating and Capital Budget; and

WHEREAS, it is being recommended that a budget amendment be made for 2017 capital expenses that were part of the five-year capital plan or were newly identified during the current year's operations; and

WHEREAS, these expenses will be funded by 2017 unanticipated revenues; now, therefore, be it

RESOLVED, that the Authority Board approves a budget amendment as follows:

Revenue

530-8175	Sale of Carbon Credits	\$275,000
505-8165	Sale of Recyclables	\$480,000

Expenses

157-0004	(1) Loader - MRF	\$218,744
157-0006	(1) Loader - GWC	\$242,869
154-0002	(2) Fork Lifts - MRF	\$ 54,000
153-0002	Interior Fire Wall Replacement - MRF	\$141,587
153-0002	Fencing - MRF	\$ 20,000
Various Accounts (TBD)	(17) System-Wide Roll-Offs	\$ 77,800

Adopted by the following vote:

AYES__ NAYS__

Dated:

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Introductory No.

Resolution No. 15

Introduced by:

Seconded by:

RE: 2017 BUDGET TRANSFERS

WHEREAS, the Authority Board, by Resolution No. 20 of 2016 adopted the 2017 Operating and Capital Budget; and

WHEREAS, it has been determined that budget transfers are needed for unanticipated expenses as indicated below; now, therefore, be it hereby

RESOLVED, that the following 2017 Budget Transfers are approved:

From: 601-8165 MRF – Salaries \$50,000.00
To: 608-8165 MRF – Temporary Labor \$50,000.00
Explanation: Sorter positions funded in salaries account, but utilizing temporary agency staff.

From: 900-8165 MRF – Contingency \$15,000.00
To: 603-8165 MRF – Overtime \$15,000.00
Explanation: To account for additional overtime related to an increase in material received.

From: 900-8170 ADMIN – Contingency \$5,000.00
To: 608-8170 ADMIN – Temporary Labor \$5,000.00
Explanation: To cover costs of office cleaning.

From: 900-8175 RLF – Contingency \$8,000.00
693-8175 RLF – Maintenance/Service Contracts \$8,000.00
Explanation: To cover costs of additional maintenance expenses.

Adopted by the following vote:

AYES__ NAYS __

Dated:

Introductory No.

Resolution No. 16

Introduced by:

Seconded by:

RE: DEFERRED COMPENSATION PLAN

WHEREAS, Employees of the Authority have voluntarily participated in the Deferred Compensation program sponsored by the Authority for the past 19 years; and

WHEREAS, Section 9003.2 of the NYS Deferred Compensation Plan Board Rules requires a plan sponsor (“the Authority”) to conduct a competitive proposal process for awarding a contract for any category of service for a deferred compensation plan; and

WHEREAS; the Authority issued a Request for Proposals dated June 14, 2017 and published such notice in the New York State Register as required; and

WHEREAS, the Authority received three responses, which contained proposals to serve as the provider, as defined by the New York State Deferred Compensation Board, of the Authority’s Deferred Compensation Plan; and

WHEREAS; Authority staff have reviewed these proposals and, based upon their review, is recommending that the Authority award a five-year contract to Nationwide Retirement Solutions and this entity will serve as the provider of the Authority’s Deferred Compensation Plan; and

WHEREAS, the Authority agrees to appoint the following individuals to the Deferred Compensation Plan Committee:

William A. Rabbia, Executive Director
Patrick J. Donovan, Comptroller
James V. Biamonte, Environmental Coordinator
Joseph M. Artessa, Principal Accounting Supervisor

; now, therefore, be it

RESOLVED, the Oneida-Herkimer Solid Waste Management Authority Board hereby recognizes and designates the Deferred Compensation Committee (the “Committee”) to act on behalf of the participants of the Oneida-Herkimer Solid Waste Management Authority’s Deferred Compensation Plan; and further be it

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Resolution No. 16

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RESOLVED, that the Oneida-Herkimer Solid Waste Management Authority hereby selects Nationwide Retirement Solutions as the Authority's provider of its Deferred Compensation Plan and authorizes the Executive Director and Authority Counsel to execute all necessary documents to enter into a five (5) year contract.

Adopted by the following vote:

AYES__ NAYS__

Dated: