

Preserving the environment through integrated recovery and disposal.

FINANCE COMMITTEE MEETING MINUTES May 12, 2014

Committee Members Present: Harry Hertline, Treasurer; Neil Angell, Board Chairman and Ken Long

Staff Present: William Rabbia, Executive Director; Patrick Donovan, Comptroller; and Joseph Artessa, Principal Accounting Supervisor

The May 12, 2014 meeting began at 3:30 PM. The Finance Committee first reviewed the Accounts Receivable Report. The total amount due from 30-120 days was \$641,910. The largest amount (\$393,443) was from the 30-day category. The 120-day was \$105,115 and contained four haulers, of which two are on approved payment plans. The 90-day was \$16,843 and included one hauler and the 60-day was \$126,509. The Authority continues to work with haulers who fall behind in their payments to the Authority. The Authority will consider all avenues available to collect outstanding monies.

Executive Director Bill Rabbia reviewed the First Quarter Sole Source Report which contained purchases made from four different vendors. Items purchased included door springs, electrofusion couplers, smoke detectors and a DVR.

The Authority's First Quarter Financial and Investment Reports were reviewed and discussed. The Authority's operating surplus was \$290,625 for the quarter ended; this is a decline of approximately \$270,000 from 2013 first quarter. The decline was largely due to the timing of State grants received in 2013. The Authority's revenues were \$4,421,175 and its expenses were \$4,130,550 for the quarter. The Authority's material tonnage was 51,607 tons vs. 51,788 in 2013. The Board reviewed several charts that outlined revenues by source, tonnages and the financial activity of the City of Utica and the five villages.

The Authority's March 31, 2014 balance sheet and income statement were reviewed and discussed. The balance sheet indicated a growth in total assets of \$1.7 million for the first quarter of 2014. The major growth area was in current assets which grew by over \$3.7 million dollars. This was the result of the positive financial operations in 2013. The long-term liabilities decreased by \$5,050,000 as a result of the Authority's bond payments. It was also noted that the Authority on April 1, 2014 paid off all the bonds related to the initial creation of the Authority. The comparative income statement for 2013 and 2014 was discussed and reviewed.

The First Quarter Investment Report was also reviewed. The bond funds placed with the trustee increased by \$1.5 million during the quarter. The schedule of bank accounts and cds increased by about \$850,000 for the quarter ended March 31, 2014.

BOARD OF DIRECTORS

Neil C. Angell
Chairman

Harry A. Hertline
Treasurer

Alicia Dicks
James M. D'Onofrio

Barbara Freeman
Robert J. Roberts, III

William A. Rabbia
Executive Director

Kenneth A. Long
Vice Chairman

Vincent J. Bono

James A. Franco

James M. Williams

Jodi M. Tuttle
Authority Board Secretary

Finance Committee Meeting Minutes
May 12, 2014
Page 2

A cash flow analysis for the revenue fund was reviewed. This document was put together to project the cash receipts, disbursement and investment opportunities available to the Authority. The report also summarizes the certificates of deposit that are held by the Authority.

The report projects that the Authority will be able to invest in additional cds in May, August, September, October and December. The cash flow report is updated each month to reflect the actual cash receipts for the month.

A discussion ensued regarding the Authority's projected five-year financial plan. This document was distributed at the March 24, 2014 Finance Committee meeting. The plan has not been updated since that meeting. Authority staff will continue to monitor the report and it will be a key document in preparing the 2015 budget.

The Committee reviewed one budget transfer that will move \$50,000 from the Recycling Center salaries account to the Recycling Center temporary labor account. The Authority has six vacant positions included in the Recycling Center budget. These six vacancies created the need for six temporary employees through our contracted temporary help agency.

The Finance Committee had asked staff to research the cost of a group life insurance policy. Staff distributed the quotes received for a policy that provided up to one times salary up to a maximum of \$50,000. The Committee asked several questions and indicated that it will continue to review this option.

The Authority began a contract with Oswego County for the processing of its recyclables. To date, the contract is going well and Oswego has delivered over 2,100 tons of material for the first four months of 2014. This equates to a projected volume of approximately 6,500 tons for the year.

The meeting adjourned at 4:30 PM.

Meeting Minutes Prepared by:

Patrick Donovan
Comptroller