

MEMORANDUM

TO: Authority Board of Directors
FROM: William A. Rabbia, Executive Director
DATE: June 6, 2014
RE: Meeting Notice & Tentative Agenda - Monday, June 16, 2014 at 4:30 PM

1. Pledge of Allegiance
2. Approval of May 12, 2014 Authority Minutes
3. Public Comment Period
4. Utica Audit
5. Draft RFP for the Purchase and/or Marketing of Processed Paper Recyclables
- Resolution
6. Group Life Insurance Policy - Resolution
7. Updates
 - Landfill Construction (Cell 6)
 - Business Recycling Program
8. Motion to go into executive session to discuss pending litigation.

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Authority Board Secretary

**AUTHORITY MEETING MINUTES
1600 GENESEE ST., UTICA, NY
MAY 12, 2014**

DRAFT

Board Members Present: Chairman Neil Angell, Alicia Dicks, James D'Onofrio, James Franco, Barbara Freeman, Harry Hertline, Ken Long, Robert Roberts and James Williams

Absent: Vincent Bono

Authority Staff Present: Bill Rabbia, Jodi Tuttle, Joe Artessa, Patrick Donovan, David Lupinski, Andy Opperman, Bill Schrader and Jamie Tuttle

Others Present: Kevin Martin, Esq.

Chairman Angell called the May 12, 2014 Authority Board meeting to order at 4:30 PM, and opened with the Pledge of Allegiance.

A motion was made by Ms. Freeman, seconded by Mr. Williams and passed to approve the March 24, 2014 Authority minutes.

There was no one present for public comment period.

Comptroller Pat Donovan provided an overview of the Authority's First Quarter Financial Report, which was reviewed earlier by the Finance Committee. Operating surplus for the quarter ended was \$290,625; a decrease of \$270,000 from 2013 first quarter surplus. Mr. Donovan said that reduction in State grants (\$312,000) and lower tipping fees were contributing factors. The 2014 first quarter revenues were \$4,421,175, compared to \$4,799,000 for 2013 first quarter. As a result of processing Oswego County's recyclables, the Authority has generated over \$100,000 in revenue. The 2014 first quarter expenses were \$4,130,550, compared to \$4,239,000 for 2013 first quarter. Expenses decreased as the result of fuel costs (\$10,000), leachate disposal (\$22,000) and automotive supplies (\$10,000). Utility costs increased over 75%, in comparison to first quarter of 2013. Mr. Donovan reviewed the Authority's March 31, 2014 balance sheet and income statement. Total assets increased by about \$1.7 million from first quarter 2013. The major growth area was in current assets which increased by over \$3.8 million as a result of 2013 activity. Total fixed assets were down as a result of depreciation of existing assets. Total long-term liabilities decreased as a result of Authority debt payments being made. Retained earnings increased as a result of the 2013 final audit report. The income statement, which includes all Authority and local government [City of Utica and Villages of Ilion, Frankfort, Mohawk, Herkimer and Dolgeville] revenues and expenses, was reviewed. Overall 2014 revenues declined by \$90,000; expenses declined by \$145,000; and changes in net assets was \$248,557.

Mr. Donovan said that Resolution No. 11 is a budget transfer required to move \$50,000 from the Recycling Center salaries account to the Recycling Center temporary labor account.

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Resolution No. 11 was introduced by Mr. Roberts, seconded by Mr. Franco and passed to approve 2014 budget transfers in the amount of \$50,000 to cover the cost of temporary labor at the Recycling Center.

School Recycling Coordinator Jamie Tuttle provided an update on recycling education and public information. Ms. Tuttle noted that the Authority's website search box has been upgraded to include visual icons and that website visitor sessions are up about 10% from 2013 with 11,000 website sessions from over 8,000 different users. As part of the 2014 community outreach, updated versions of the "*Mix It Up*" television spot, which illustrates the ease of the Authority's RecycleOne program, ran for approximately one month; and local newspapers published articles highlighting Authority facilities and programs, including a re-print of the Authority's *RecycleOne* poster. As of the 2013/2014 school year, 22 out of 25 school districts in the two Counties are participating in the Authority's "Go Green" school recycling program; 18 school assemblies and 63 presentations and/or green team meetings were held; and over 20 tours of the Recycling Center were given. This past spring the Authority sponsored its fourth annual Zero Waste Lunch Challenge with the goal of demonstrating how students can reduce the amount of food waste they produce. A total of 12 schools (over 5,000 students) participated. First place winners were Louis V. Denti Elementary School (Rome) [471 students produced less than .5 pounds of lunchtime waste] and Holland Patent Middle School [313 students produced 2 pounds of lunchtime waste]. To date, 16 schools have participated in a food waste composting program and have been provided Mantis Compost Units.

Executive Director Bill Rabbia provided an update on landfill construction of cell #6 and landfill gas to electricity through a powerpoint presentation. He said that Kubricky Construction has mobilized; all liner material has been delivered and insured; and dewatering of the soil mine area has begun. Mr. Rabbia explained fill progression in Cell #5, which was newly opened. He described when a new cell opens, municipal soft waste must be segregated from mixed construction and demolition debris (C&D). Currently C&D is delivered to cell #1, #2 and #3 and soft waste (msw) to cell #5. Although regulations require a 5-foot soft lift, the Authority uses a 10-foot lift to protect the integrity of the liner system. Mr. Rabbia noted that last fall the Authority used internal forces to build the new cell access road to get to the top of cells #1, #2 and #3. The access road also allows contractors to come on-site without hindering Authority operations. Mr. Rabbia said that there is a full-time inspection engineer from Barton & Loguidice on-site during construction. The cost for building cell #6 and for engineering oversight was built into the Board-approved capital plan [landfill liner extension fund].

Mr. Rabbia said that when the Authority first installed its landfill gas collection system in November 2010, there were 12 vertical wells. By July 2014 there will be 48 vertical wells and 12 horizontal wells. As the waste mass progresses, more wells will need to be drilled. The landfill is currently flaring 250 scfm of additional landfill gas. When landfill gas reaches 400 scfm, WMRE will be put on notice that there is enough gas for an additional engine. Once on notice, WMRE will have one year to obtain the necessary permits to put in a new engine. Mr. Rabbia anticipates hitting 400 scfm in July 2014. The Authority's long-term financial plan projects another engine to be installed in 2016.

Mr. Rabbia reported that for the first four months of 2014, the Authority received over 2,000 tons of recyclables from Oswego County, which translates into \$140,000 in revenue (\$65 per ton). Mr. Rabbia said that from an O&M standpoint, the Authority has been able to accommodate the additional tonnage and Oswego County is pleased with the arrangement.

AUTHORITY MEETING MINUTES

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At 5:12 PM a motion was made by Mr. Roberts, seconded by Ms. Dicks and passed to go into executive session to discuss pending litigation.

At 5:58 PM a motion was made by Mr. Roberts, seconded by Ms. Freeman and passed to come out of executive session.

With no further business, a motion was made by Ms. Freeman, seconded by Mr. Hertline and passed to adjourn the meeting.

Respectfully submitted,

Jodi M. Tuttle
Authority Secretary

Introductory No.

Resolution No. 12

Introduced by:

Seconded by:

RE: AUTHORIZING AND DIRECTING THE ISSUANCE OF A DRAFT REQUEST FOR PROPOSALS FOR THE PURCHASE AND/OR MARKETING OF PROCESSED PAPER RECYCLABLES

WHEREAS, the Oneida-Herkimer Solid Waste Management Authority (the "Authority"), pursuant to Title 13-FF, Article 8 of the Public Authorities Law, is empowered to perform, or cause to be performed, solid waste management services, including recycling, on behalf of Oneida and Herkimer Counties; and

WHEREAS, the Authority processes the region's paper recyclables through its single stream recycling system at the Oneida-Herkimer Recycling Center; and

WHEREAS, the Authority Board awarded a five-year contract to Waste Management Inc./ Recycle America for processed paper marketing service which will expire in 2014; and

WHEREAS, the Board wishes to consider proposals by private companies to provide for purchase and/or marketing of its processed paper recyclables; and

WHEREAS, Section 120w of the General Municipal Law establishes a fair, open and competitive procedure for entering into an agreement(s) for the purchase and/or marketing of processed paper recyclables; and

WHEREAS, the Board wishes to make a contract award for processed paper purchase and/or marketing services in time to allow for the necessary preparations prior to the existing contract expiration; now, therefore, be it

RESOLVED, that the Board hereby directs the Executive Director to issue a draft request for proposals (RFP) in accordance with Section 120w of General Municipal Law for processed paper purchase and/or marketing services which submissions and results will be reviewed by the Board prior to issuance of a final RFP and so that the Board may make any necessary decision on the provisions of the service arrangement.

Adopted by the following vote:

AYES__ NAYS__

Dated:

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Introductory No.

Resolution No. 13

Introduced by:

Seconded by:

RE: APPROVAL OF A GROUP LIFE INSURANCE POLICY WITH MUTUAL OF OMAHA INSURANCE

WHEREAS, the Authority's Finance Committee has reviewed employee benefits with Authority staff and believes that providing a group life insurance policy would be advantageous to Authority employees; and

WHEREAS, the Authority Executive Director and Comptroller have solicited and evaluated competitive proposals for the purchase of a group life insurance for all full-time, active, Authority employees; and

WHEREAS, the policy researched would pay one times annual salary up to a maximum of \$50,000 per claim; and

WHEREAS, quotes were received from 11 insurance companies with the low quote from Mutual of Omaha Insurance, guaranteed for two years; and

WHEREAS, the Finance Committee reviewed the policy and is recommending purchasing the group life insurance policy through Mutual of Omaha Insurance; now, therefore be it

RESOLVED, that the Board of Directors hereby approves purchasing a group life insurance policy for all full-time, active, Authority employees through Mutual of Omaha Insurance, effective July 1, 2014, and directs the Executive Director to take all necessary action for its implementation.

Adopted by the follow vote:

AYES_____ NAYS_____

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