

MEMORANDUM

TO: Authority Board of Directors

FROM: William A. Rabbia, Executive Director

DATE: June 7, 2019

RE: Meeting Notice & Tentative Agenda - Monday, June 17, 2019 - 4:30 PM

1. Pledge of Allegiance
2. Approval of May 13, 2019 Authority Minutes
3. Public Comment Period
4. City of Utica Agreed Upon Procedures Report
5. Supplemental Appropriation/Budget Amendment – Resolution
6. Designating Unrestricted Cash Funds for Capital Expenditures/Budget Amendment – Resolution
7. Approval of Modified Investment Policy and Guidelines – Resolution
8. Updates:
 - Authority News/Constant Contact
 - Landfill Closure Construction
 - Recycling Markets
 - Source Separated Organics Project
 - Western Transfer Station Property Lease

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DRAFT

AUTHORITY MEETING MINUTES
May 13, 2019

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

Authority Staff Present: William Rabbia, Jodi Tuttle, Joe Artessa, Jim Biamonte, Samantha Brown, Pat Lisandrelli, Andrew Opperman and Jamie Tuttle

Others Present: Authority Counsel Kevin Martin

Chairman Long called the May 13, 2019 Authority Board meeting to order at 4:33 PM and opened with the Pledge of Allegiance.

A motion was made by Mr. Bono, seconded by Mr. Williams and passed to approve the March 18, 2019 Authority Minutes.

There were no speakers for public comment period.

Comptroller Joseph Artessa provided an overview of the Authority’s First Quarter Financial and Investment Reports for the three months ended March 31, 2019. The Authority’s operations (exclusive of the local community systems in the City of Utica and Villages of Ilion, Mohawk, Dolgeville, Herkimer and Frankfort) have generated an operating surplus for the first three months of \$341,834. This is a decrease of \$260,900 in comparison to 2018 first quarter results. The Authority has generated \$4,918,454 of revenues for the first three months of 2019. This is 24.81% of the 2019 budgeted revenues. The growth in revenues is from several different sources including State grants for the Source Separated Organics Processing Facility, carbon credits and interest earnings. Mr. Artessa compared waste class tonnages received for the first quarter 2019. Overall material received was 60,411 tons vs. 75,005 tons in 2018. The percentage of material received compared to the budgeted tonnage was 21.73% for 2019 compared to 27.83% for 2018. The primary reason for the decrease in tonnage from 2018 is related to the acceptance of less contaminated soil for alternative daily cover. Authority expenses for the three months are \$4,561,379, or 23.02% of budget compared to \$4,275,739 or 19.8% for 2018. The majority of expense items are conforming to 2019 budget expectations. The balance sheet indicated a growth in total assets of \$3.765 million from first quarter 2018. Retained earnings increased to \$59,044,874 as a result of the 2018 final audit report and 2019 first quarter results. Authority investment in capital assets increased \$1,405,432, in comparison to 2018. The income statement which includes revenues and expenses, was also reviewed.

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Mr. Rabbia said that Resolution No. 12 before the Board would authorize a new Professional Services Agreement with Capital Markets Advisors, LLC for professional financial advisory services and continuing disclosure services. The Authority currently has an Agreement with Environmental Capital, LLC. Environmental Capital recently merged with Capital Markets Advisors. Based on a successful long-term relationship with Environmental Capital, Mr. Rabbia is recommending entering into an agreement with Capital Markets Advisors, LLC.

Resolution No. 12 was introduced by Mr. Hertline, seconded by Ms. Freeman and passed approving a Professional Services Agreement with Capital Markets Advisors, LLC for financial advisory services and carbon credit sales services.

Environmental Coordinator James Biamonte provided an overview of the Authority's Local Solid Waste Management Plan biennial update (March 2019) for the planning period of 2017-2018, as well as a planning period extension for the year 2021-2022. The document has been forwarded to NYSDEC for review and approval. The Authority's current LSWMP expires in 2020. Mr. Biamonte stated that the Authority is the solid waste management planning unit for the Oneida-Herkimer region. He discussed components of the update, including the comparison of actual waste recycling and disposal data to projected planning unit projections; detailed the status of conformance with the implementation schedule; highlighted the section on the Authority's new Food2Energy program; and explained the revised implementation schedule and revised residential, commercial and industrial municipal solid waste projections. Mr. Biamonte will report back to the Board following review by the State.

Mr. Rabbia announced that the Authority will hold a ribbon cutting ceremony to introduce its new Food2Energy/ Source Separated Organics Processing Facility on Friday, May 17th at 10 AM, at the Oneida-Herkimer Recycling Center. The new facility will provide for the recovery of food scraps in order to divert this waste from the Regional Landfill and turn it into energy. Construction is being finalized and the Authority began accepting SSO on May 6th. Waste is being characterized to ensure its compatibility with the new equipment.

Mr. Rabbia reported on the new radiation monitoring procedure at the Oneida-Herkimer Regional Landfill, implemented on May 13, 2019. The new procedure is in accordance with NYS Part 360 requirements. Mr. Rabbia stated that each inbound load that enters the Regional Landfill will be screened for radioactive material, using a radiation monitor. The monitor is located before the truck scales and is a drive-through system that scans the waste hauling vehicles as they pass between the two detectors. In the event of an alarm, Authority personnel would immediately notify the truck driver and the Landfill Operations Manager. The driver would then run the load through the monitor a second time to determine if the initial alarm was a false positive. If the alarm sounds again, a NYSDEC protocol will be followed to determine source and type of radioactive material.

Mr. Rabbia updated the Board on Governor Cuomo's budget proposal related to the organics mandate and the statewide single-use plastic bag ban for retailers. The organics ban will become effective in 2022.

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May 13, 2019

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It will impact facilities that generate two tons, or greater, per week and would require these facilities to donate or recycle their organic waste. The single use plastic bag ban will be effective April 2020. Counties have an option of adding a five-cent fee for alternatives (such as paper bags), with three cents going to the state and the remaining two cents being used to provide reusable bags.

In follow-up to the March Board meeting, Mr. Rabbia reported on regional demolition program totals for the period 2018 - 2019. [Through the program, the Authority aids municipalities with clean-up of abandoned, dilapidated structures; provides a demolition crew, including equipment, at no cost, to demolish abandoned structures owned by a municipality. The municipalities pay for transportation and disposal of the demolition debris which must be landfilled.] In 2018 -2019, the Authority worked with the Village of Herkimer in taking down a building at Ft. Herkimer for the new War Dog Memorial. The Authority also assisted the Greater Mohawk Valley Land Bank, of which the Land Bank paid for abatement and disposal of two structures located in the Village of Middleville, one in East Herkimer, and one in the Village of West Winfield. The last structure demolished was for the Adirondack Central School District which was close to its bus turnaround at the Middle School.

Mr. Rabbia reported on the Authority's annual Earth Day events held on April 20, 2019 at the Oneida-Herkimer Recycling Center. Senator Griffo partnered with the Authority to host the event, similar to the event held last Fall. Last Fall, a total of 950 cars attended the event compared to 840 in April 2019. A total of 47 tons of e-waste was received last Fall, compared to 37 tons in April 2019. Mr. Rabbia said that the Authority is seeing a decrease in e-waste tonnage primarily the result of CRTs and TVs going away. At the April event the Authority took in 4,700 pounds of pharmaceutical waste. An Environmental Conservation Officer was on-site to receive the pharmaceutical waste and then delivered it to Oswego County's incinerator. The Authority received approximately 10 tons of paper (approximately two trailer loads) for confidential shredding through Confidata at both the Fall and April events. Mr. Rabbia concluded that there is some value in the residential postcard mailing.

Mr. Rabbia said that another element of the Authority's LSWMP is educating the public on home composting and offering home composters for sale at discounted rates on an annual basis. This year residents were able to place their order on-line and pre-pay the composter company directly. The composters are then shipped to the Authority where residents can pick up their order on May 17th or 18th.

At 5:55 PM, with no further business, a motion was made by Mr. Bono, seconded by Ms. Novak 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. 13

Introduced by:

Seconded by:

RE: SUPPLEMENTAL APPROPRIATION/BUDGET AMENDMENT

WHEREAS, as part of the 2018 budget, the Board of Directors of the Authority approved the Source Separated Organics Processing Facility (SSOPF) in the Capital Plan; and

WHEREAS, at the close of the 2018 fiscal year, the SSOPF was not completed; and

WHEREAS, construction of the SSOPF will be completed in the 2019 fiscal year, a budget amendment is needed to roll-forward all unexpended balances; now, therefore, be it

RESOLVED, that the Authority Board approves a 2019 supplemental appropriation/budget amendment as follows:

<u>Revenue</u>		
523-8180	State Grants – ETS	\$1,174,753.50
310-0000	Retained Earnings – ETS	\$1,174,753.50
 <u>Expenses</u>		
901-8180	Capital Projects – WTS	\$2,349,507.00

Adopted by the following vote:

AYES__ NAYS__

Dated:

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Introductory No.

Resolution No. 14

Introduced by:

Seconded by:

RE: DESIGNATING UNRESTRICTED FUNDS FOR CAPITAL EXPENDITURES/BUDGET AMENDMENT

WHEREAS, the Finance Committee (the “Finance Committee”) of the Oneida-Herkimer Solid Waste Management Authority (the “Authority”) reviews on a semi-annual basis the five-year financial plan that outlines projected revenues, expenses, debt and tipping fees; and

WHEREAS, the Board of Directors of the Authority and the Finance Committee are committed to paying for capital projects, including equipment and landfill cell expansions, without incurring additional debt; and

WHEREAS, the Finance Committee has reviewed the five-year financial plan of the Authority and has recommended that the Authority utilize unrestricted cash to accelerate the purchase of equipment and completion of capital projects; now, therefore, be it

RESOLVED, by the Oneida-Herkimer Solid Waste Management Authority as follows:

1. The Authority hereby designates the following from its unrestricted cash:

\$275,000 for Western Transfer Station loader scheduled for 2020 purchase;
and

\$1,400,000 for Western Transfer Station roof and building envelope
replacement scheduled for 2022.

2. The Executive Director of the Authority is hereby authorized to initiate procurement requirements to complete the approved transactions.

; and be it further

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Introductory No.
Resolution No. 14
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RESOLVED, that the Authority Board approves a budget amendment as follows:

<u>Revenue</u>		
310-0000	Retained Earnings	\$1,675,000
<u>Expenses</u>		
901-8182	Capital Projects – WTS	\$1,675,000

Adopted by the following vote:

AYES__ NAYS__

Dated:

Introductory No.

Resolution No. 15

Introduced by:

Seconded by:

RE: APPROVAL OF MODIFIED 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 further modifications be made to the Investment Policy and Investment Guidelines at this time; now, therefore, be it

RESOLVED, that the Authority approves the attached modified Investment Policy and Investment Guidelines, as attached.

Adopted by the following vote:

AYES ___ NAYS ___

Dated:

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