

Preserving the environment through integrated recovery and disposal.

MEMORANDUM

TO: Authority Board of Directors
FROM: William A. Rabbia, Executive Director
DATE: September 7, 2021

RE: Meeting Notice & Tentative Agenda - Monday, September 20, 2021 - 4:30 PM

A regular meeting of the Oneida-Herkimer Solid Waste Management Authority is scheduled for Monday, September 20, 2021, at 4:30 PM in the Authority public meeting room, 1600 Genesee Street, Utica, NY 13502. **Board Members will continue to have the option of participating in-person or via Zoom and will be emailed a private Zoom link to participate, prior to the meeting.** This meeting will be livestreamed through the Authority's YouTube channel at <https://www.youtube.com/user/OHSWA>. The Authority's YouTube channel may also be accessed on the homepage of the Authority's website at www.ohswa.org.

1. Pledge of Allegiance
2. Approval of June 21, 2021 Authority Minutes
3. Public Comment Period
4. Budget Transfers – Resolution
5. Applications for Reduced Tip Fee for Disposal of Disaster Debris
 - Town of Western – Resolution
 - City of Rome – Resolution
6. Fulton County Intergovernmental Agreement for Processing and Marketing of Recyclables –Resolution
7. Updates:
 - Cell 4 Construction
 - Utica Hydrant/SSO Force Main
 - Regional Demolition Program
 - 2022 Budget Timeline/Financial Plan/Public Hearing Date (November 15th) – Motion

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AUTHORITY MEETING MINUTES

June 21, 2021

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

Authority Staff Present: William Rabbia, Jodi Tuttle, Joseph Artessa, Jim Biamonte, Joshua Olbrys and Andrew Opperman

Chairman Long called the June 21, 2021 Authority Board 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 May 10, 2021 Authority Minutes.

Authority Board Secretary Jodi Tuttle relayed that there were no comments received for public comment period.

Comptroller Joe Artessa presented the City of Utica Solid Waste Fund Agreed Upon Procedures Report for the fiscal year ended March 31, 2021 and reported that there were no exceptions noted. Mr. Artessa provided highlights from the revenue and expense summary. He noted that the solid waste service charge is down \$36,000 from where it was at the end of March 31, 2020. The primary reason is related to reduction in collections. Account receivables was higher in March 2021 as there was an increase in the sale of blue bags of \$213,625, attributable to more residential waste generated during the pandemic. Total revenues were \$4,439,138, compared to \$4,266,091 for the prior fiscal year. Expenses for waste tipping was \$1,426,982 in comparison to \$1,129,822 from the previous fiscal year. Other fees and services show \$22,577 more in 2021, which is related to the cost of the City blue bags. Total expenses were \$4,357,555 compared to \$3,996,402 for the prior fiscal year. Surplus went down from \$269,689 to \$81,583 in direct correlation with waste tipping.

Executive Director William Rabbia stated that every five years when the Authority bids the City of Utica collection contract, the Authority works with the Common Council in establishing its rates. The City previously increased its solid waste service charge and the cost of the blue bags over two years. The 2021 fiscal year that is being reported on doesn’t represent an increase in revenues due to increased fees as that was considered in previous years. The increase in bag sales and waste tipping is related to the pandemic lockdown has been seen throughout many communities. Mr. Rabbia stated that, based upon the current surplus, it doesn’t appear that the City will have to increase blue bag fees in year four of the contract, as previously projected.

Mr. Artessa relayed that the Finance Committee has reviewed the Authority’s existing Investment Policy and Investment Guidelines and is recommending no modifications be made at this time. He noted that the NYS Authorities Budget Office requires authorities to annually review their Investment Policy and Investment Guidelines.

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AUTHORITY MEETING MINUTES

June 21, 2021

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Resolution No. 9 was introduced by Mr. Bono, seconded by Mr. Angell, and passed [10 Ayes; 0 Nays] approving the Authority's Investment Policy and Investment Guidelines without modification.

Mr. Rabbia said that Resolution No. 10 would approve a modified Accounting and Internal Control Procedures Manual. He noted that this policy isn't required to be reviewed annually. The primary reason for the current recommended modifications were based on discussion with the Authority's auditor. The Authority previously had a non-written policy related to capitalization of improvements and equipment with a threshold of \$1,000. A new capitalization policy was developed and, effective January 1, 2022, the threshold would increase to \$5,000. The Finance Committee has reviewed all the modifications and is recommending approval of the updated Accounting and Internal Control Procedures Manual.

Resolution No. 10 was introduced by Mr. Hertline, seconded by Ms. Freeman, and passed [10 Ayes; 0 Nays] to approve modifications to the Accounting and Internal Control Procedures Manual.

Landfill Operations Manager Josh Olbrys provided an update on Cell 4 construction. Mr. Olbrys stated that unlike other cells, this 7-acre cell requires a transfer manhole be installed. Kubricky Construction is the general contractor for this project and is ahead of schedule. Thus far, the hole for the transfer manhole has been dug and prepped with stone; the sub-base has been compacted to ensure it could handle the weight of the manhole; and prep work has begun to set the pre-cast concrete structure. Once it is backfilled and sealed it will be tested to ensure that it will hold the leachate and not leak. After the structure is set, there is a need to extend the collection lines through the berm into where the floor of the cell will be. HDPE pipe has been installed and tested and fine grading of the floor has started to prepare for the liner system. Chenango Lining is on-site and started laying the geonet fabric. The groundwater suppression system should be completed by week's end.

Mr. Rabbia reported on the bids for the new hydrant loop and SSO force main slurry pipe installation at the Utica facility. In September 2020, the Board approved a supplemental appropriation to proceed with these two projects. Two bids were received and opened May 14th. The low bid was from C.O. Falter Construction in the amount of \$639,000. C.O. Falter is the company currently doing the upgrades at the Oneida County Wastewater Treatment Plant. Mr. Rabbia said that the Authority had budgeted \$250,000 for the hydrant loop and \$360,000 for the force main installation at 639,000 but that the supplemental appropriation had also included the flare work. The engineer is currently reviewing the submittals on the pumps and hydrants and anticipates breaking ground after July 4th. Both projects are expected to be completed this construction season.

At 4:54 PM a motion was made by Mr. Angell, seconded by Mr. Bono, and passed to go into executive session to discuss a personnel matter.

At 5:05 PM a motion was made by Mr. Hertline, seconded by Mr. Bono and passed to go back into open session.

With no further business, at 5:05 PM a motion was made by Mr. Bono, seconded by Mr. Franco and passed to adjourn the meeting.

Respectfully submitted,

Jodi M. Tuttle
Authority Secretary

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Introductory No.

Resolution No. 11

Introduced by:

Seconded by:

RE: 2021 BUDGET TRANSFERS

WHEREAS, the Authority Board, by Resolution No. 19 of 2020 adopted the 2021 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 2021 budget transfers are approved:

From:	601-8165	MRF- Salaries and Wages	\$140,000.00
	860-8165	MRF- Hospitalization	\$120,000.00
	900-8165	MRF- Contingency	\$15,000.00
To:	608-8165	MRF- Temp. Labor	\$275,000.00

Explanation: Sorter positions funded in salaries account but utilizing temp agency staff.

Adopted by the following vote:

AYES__ NAYS__

Dated:

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Introductory No.

Resolution No. 12

Introduced by:

Seconded by:

RE: APPROVAL OF REDUCED TIP FEE FOR THE TOWN OF WESTERN CLEAN-UP FROM THE JULY 8, 2021 STORM/TORNADO

WHEREAS, the Authority Board of Directors adopted a Policy for Reduced Tip Fee Programs per Resolution No. 20 on December 21, 2020 to assist local municipalities and Oneida-Herkimer Counties when disaster occurs with reduced tipping fees for disposal of disaster debris; and

WHEREAS, the Town of Western suffered damage to structures, trees and power lines from a tornado that occurred on July 8, 2021, resulting in approximately 100 tons of disaster debris; and

WHEREAS, the Town of Western has submitted an Application for the Reduced Tip Fee Program for Disposal of Disaster Debris related to the July 8, 2021 storm/tornado to the Authority for its consideration; and

WHEREAS, the Authority Executive Director and staff evaluated the application submitted by the Town of Western and recommended approval by the Finance Committee; and

WHEREAS, the Finance Committee has reviewed the application submitted by the Town of Western and is now recommending approval by the full Authority Board of Directors; now, therefore, be it

RESOLVED, that the Oneida-Herkimer Solid Waste Authority Board of Directors approves the Application for the Reduced Tip Fee Program for Disposal of Disaster Debris at a rate of \$42.00 per ton resulting from the July 8, 2021 storm/tornado; and be it further

RESOLVED, that the Authority Board authorizes and directs the Executive Director to take all necessary action to assist the Town of Western with its clean-up.

Adopted by the following vote:

AYES__ NAYS__

Dated:

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Introductory No.

Resolution No. 13

Introduced by:

Seconded by:

RE: APPROVAL OF REDUCED TIP FEE FOR THE CITY OF ROME CLEAN-UP FROM THE AUGUST 19, 2021 FLOODING RESULTING FROM HURRICANE FRED

WHEREAS, the Authority Board of Directors adopted a Policy for Reduced Tip Fee Programs per Resolution No. 20 on December 21, 2020 to assist local municipalities and Oneida-Herkimer Counties when disaster occurs with reduced tipping fees for disposal of disaster debris; and

WHEREAS, on August 19, 2021 a State of Emergency was declared in the City of Rome due to flooding resulting from Hurricane Fred; and

WHEREAS, the City of Rome suffered flood damage to properties/homes located primarily on River Street, resulting in an estimated 500 tons of disaster debris; and

WHEREAS, the City of Rome may ultimately demolish one to three condemned properties/homes as a result of the flooding; and

WHEREAS, the City of Rome has submitted an Application for the Reduced Tip Fee Program for Disposal of Disaster Debris related to flooding that occurred on August 19, 2021 to the Authority for its consideration; and

WHEREAS, the Authority Executive Director and staff evaluated the application submitted by the City of Rome and recommended approval by the Finance Committee; and

WHEREAS, the Finance Committee has reviewed the application submitted by the City of Rome and is now recommending approval by the full Authority Board of Directors; now, therefore, be it

RESOLVED, that the Oneida-Herkimer Solid Waste Authority Board of Directors approves the Application for the Reduced Tip Fee Program for Disposal of Disaster Debris at a rate of \$42.00 per ton resulting from the flooding that occurred on August 19, 2021; and be it further

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Introductory No.
Resolution No. 13
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RESOLVED, that the Authority Board authorizes and directs the Executive Director to take all necessary action to assist the City of Rome with its clean-up.

Adopted by the following vote:

AYES__ NAYS__

Dated:

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Introductory No.

Resolution No. 15

Introduced by:

Seconded by:

RE: APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT WITH FULTON COUNTY FOR PROCESSING AND MARKETING OF RECYCLABLES

WHEREAS, the Authority has invested in a state-of-the-art single stream processing facility to process recyclables from Oneida and Herkimer Counties; and

WHEREAS, the Authority has proven it has excess capacity which will allow more recyclables to be processed within its fixed operating labor; and

WHEREAS, the Authority is authorized under its enabling legislation, to take out-of-region recyclables; and

WHEREAS, the Authority has taken out-of-region recyclables while charging a fee to cover the cost of processing such recyclables; and

WHEREAS, the Authority entered into a five-year intergovernmental agreement with Fulton County effective January 1, 2017 through December 31, 2021 and Fulton County is interested in entering into a new five-year agreement with the Authority for the processing and marketing of recyclable material collected and delivered by Fulton County to the Authority; now, therefore, be it

RESOLVED, that the Authority Board authorizes and directs the Executive Director and Authority Counsel to take all necessary actions to finalize an intergovernmental agreement with Fulton County.

Adopted by the following vote:

AYES__ NAYS__

Dated:

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