

MEMORANDUM

TO: Authority Board of Directors
FROM: William A. Rabbia, Executive Director
DATE: June 8, 2021
RE: Meeting Notice & Tentative Agenda - Monday, June 21, 2021 - 4:30 PM

Effective June 21, 2021, the Authority will resume holding public meetings in the Authority public meeting room (1600 Genesee St., Utica). However, Board Members will continue to have the option of participating in-person or via Zoom. **Board Members will be emailed a private Zoom link, prior to the meeting.**

1. Pledge of Allegiance
2. Approval of May 10, 2021 Authority Minutes
3. Public Comment Period
4. City of Utica Agreed Upon Procedures Report
5. Approval of Investment Policy and Guidelines w/No Modifications – Resolution
6. Approval of Modified Accounting and Internal Control Procedures Manual – Resolution
7. Updates:
 - Cell #4 Construction/Flare
 - SSO Force Main/Hydrant Project
8. Request Motion for an Executive Session to Discuss a Personnel Matter

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DRAFT

AUTHORITY MEETING MINUTES
May 10, 2021

Board Members Present: In-Person: Vice Chairman Vincent Bono, Neil Angell, James Franco, Treasurer Harry Hertline and James Williams; Via Zoom/Video Conference: Jim D’Onofrio, Barbara Freeman, Nancy Novak and Richard Redmond

Board Members Absent: Chairman Ken Long

Authority Staff Present: William Rabbia, Jodi Tuttle, James Biamonte, Joseph Artessa (via Zoom) and Andrew Opperman

Others Present: Authority Counsel Kevin Martin

Due to the pandemic, this meeting was conducted via video conference.

Vice Chairman Vincent Bono called the May 10, 2021, Authority Board meeting to order at 4:30 PM and opened with the Pledge of Allegiance.

A motion was made by Mr. Williams, seconded by Mr. Hertline and passed to approve the March 10, 2021, Authority Minutes.

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

Environmental Coordinator Jim Biamonte reported on the Authority’s RFP for Solid Waste Transportation from the Transfer Stations to the Regional Landfill. Initial proposals were received on April 14, 2021. Proposals were received from four bidders including current contractor Fred Burrows Trucking and Excavating, LLC, of Whitesboro, T. J. Allen Bulk Services LLC of Westmoreland, CWSI of Utica and Colucci Trucking of Rome. Mr. Biamonte noted that this procurement process followed NYS General Municipal Law, Section 120-w which allowed bidders to meet with the Authority, provide additional information and clarification of bids, and the option to submit final pricing. Following discussions with the bidders, the Authority extended its deadline for final bids to April 28, 2021. Board Members were provided bid analyses of the final proposals, based on final pricing and routing frequency. Mr. Biamonte stated that Fred Burrows Trucking and Excavating, LLC was the lowest bidder over a five-year term. Fred Burrows Trucking has provided service to the Authority over the past 15 years in a reliable and responsible manner.

Resolution No. 8 was introduced by Mr. Angell, seconded by Mr. Franco, and passed awarding an agreement for transportation services between the Authority and Fred Burrows Trucking and Excavating, LLC for a five-year period beginning October 24, 2021. [8 Ayes; 0 Nays – Absent: Messrs. Long and D’Onofrio]

Mr. D’Onofrio joined the meeting via Zoom.

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AUTHORITY MEETING MINUTES

May 10, 2021

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Comptroller Joseph Artessa provided an overview of the Authority's first quarter financial reports for the three months ended March 31, 2021. Mr. Artessa stated that due to some unprecedented development projects (i.e., MVHS, Rome Cable and the Nexus Center) at the end of 2019 and into 2020, the comparison from 2020 to 2021 first quarter is not truly indicative of historical first quarter results. However, 2021 first quarter results are more in line with historical first quarter results. In 2021, the Authority had an operating surplus for the first three months of \$275,534 which is a decrease of \$1,778,828 from 2020 first quarter. The Authority generated \$4,979,916 of revenues for the first three months of 2021 compared to 2020 first quarter revenues which exceeded \$7,000,000. System tipping fee revenue decreased \$2.2 million from first quarter of 2020. Tonnage decreased by over 87% from last year at this time. Sales of recyclables revenue has increased \$210,408 or 57% from 2020. Out of County recyclables processing revenue increased by \$8,847. The Authority is seeing some very low interest rates on its investments and interest earnings decreased \$122,675 from first quarter of 2020. The 2021 first quarter expenses were \$4,704,382 compared to 2020 \$4,767,863. This is a decrease of \$63,481 or 1.33% in comparison to 2020 first quarter. Mr. Artessa commented that overall expenses are conforming to the 2021 budget. Salaries, wages, and benefits have decreased by \$47,414 from 2020. Contracted services have increased by \$97,590 from first quarter 2020 primarily due to the cost of the bags being sold from the Utica Waste Fund and the cost of collection for Herkimer, Frankfort and Dolgeville have increased. Depreciation increased \$32,144 from 2020 due to some additional equipment purchased and Western Transfer Station renovations. Disposal fees increased by \$75,261 from first quarter of 2020 due to additional material received from the Utica Waste Fund. Total assets increased by \$4,459,591 from first quarter 2020. Retained earnings increased to \$70,418,924 as a result of the final 2020 audit report and 2021 first quarter results. Authority investment in capital assets increased \$1,399,794 in comparison to 2020.

Landfill Operations Manager Josh Olbrys provide updates on the landfill gas flare upgrade and existing infrastructure expansion. Mr. Olbrys said that gas trends and collection efficiency have increased greatly over the past few years. To ensure that there is enough capacity to keep up with the gas that is being destroyed (currently being destructed at a rate of 2,200 scfm), the Authority decided to expand its flare blower skid building. Infrastructure work included an additional 10' x 38' area in the back of the building to house the air compressor and air dryer. The Authority also added a new blower skid to the front area of the building and a new flare. Mr. Olbrys noted that the new candlestick flare that the Authority is adding is substantially bigger and capable of destroying 3,000 scfm (in addition to the 2,000 scfm for existing flares). Most of the infrastructure work was performed in-house including all concrete work, framing the building, removing the existing roof and raising it by one foot, removing and installing new trusses and adding siding to the structure. The required electrical work was also done in-house, and two new overhead doors to access the compressors and allow for better air flow were installed. Rigall was hired to set the flare and Jon Zink (flare manufacturer out of Oklahoma) will fire up the flare at the end of the month. Mr. Olbrys noted that the landfill crew also repaired and replaced 1,750' of litter fence at a cost of approximately \$45,000 compared to \$118,000, if it were outsourced.

Mr. Olbrys provided an update on Cell 4 construction. He stated that Kubricky Construction mobilized the last week in April; de-watered the site; repaired stormwater controls and welded the HDPE pipe. The liner and material were delivered over the winter. Kubricky is doing the excavation work for the new transfer manhole. The structure for the manhole will be on-site by the end of next week. After the test pad and lab results are in, Kubricky will begin the fine-grade and sub grade work. In June, the groundwater suppression area and liner work will begin. Mr. Olbrys said that Kubricky is doing a great job and the project is progressing nicely. He anticipates that the project will be completed by September.

Mr. Rabbia commended Mr. Olbrys and the talented landfill crew for stepping up to complete much of the construction for flare expansion in-house and for a job well done.

Mr. Rabbia said that in September, the Board approved a supplemental appropriation to install a force main for the Source Separated Organics (SSO) Processing Facility and additional fire hydrants at the Utica complex.

AUTHORITY MEETING MINUTES

May 10, 2021

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The force main will eliminate tanking the slurry over to Oneida County and instead the slurry will be pumped over. Solid Waste Engineer Andrew Opperman has been working with Barton & Loguidice on bid specs for the hydrant and slurry pipe installation project. Bids are due May 14, 2021. Mr. Rabbia will report on the bid results at the June Board meeting.

Mr. Rabbia presented a recycling update. He stated that average revenue per overall ton increased in the first quarter of 2021 across all commodities. In 2017, the average revenue per overall ton was \$112.37. In 2018, China implemented restrictions and the entire global recycling market started to crash. In 2019, the average revenue per overall ton went down to \$53.20. There was some improvement in 2020, primarily due to a number of domestic mills for fiber coming on-line in U.S. and the Amazon effect related to COVID. First quarter 2021 average revenue per overall ton was \$99.83. Overall revenue per ton for April 2021 was \$118.05. The Authority is now projecting that Recycling Center revenue will be over \$3.3 million for 2021. Projected 2021 Recycling Center operating expenses equal \$3,730,200 which does not include debt service and depreciation which is approximately \$1 million. Mr. Rabbia noted that the Authority did pay off outstanding bonds in April 2021. From a historical perspective, 2012 was the highest year for sale of recyclables revenue for the Authority. The Authority was conservative for 2021 and budgeted a little under \$1 million in projected revenue for 2021. Mr. Rabbia will continue to keep Board updated on markets as they evolve.

With no further business, at 5:08 PM a motion was made by Mr. Hertline and seconded by Mr. Franco to adjourn.

Respectfully submitted,

Jodi M. Tuttle
Authority Secretary

Preserving the environment through integrated recovery and disposal.

Introductory No.

Resolution No. 9

Introduced by:

Seconded by:

RE: APPROVAL OF 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, Resolution No. 24 on November 21, 2011 and Resolution No. 15 on June 17, 2019; and

WHEREAS, the Authority's Finance Committee has reviewed the existing Investment Policy and Investment Guidelines and is recommending no 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 Investment Policy and Investment Guidelines without modification.

Adopted by the following vote:

AYES __ NAYS __

Dated:

BOARD OF DIRECTORS

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Preserving the environment through integrated recovery and disposal.

Introductory No.

Resolution No. 10

Introduced by:

Seconded by:

RE: APPROVAL OF MODIFIED ACCOUNTING AND INTERNAL CONTROL PROCEDURES MANUAL

WHEREAS, the Authority Board of Directors adopted an Accounting and Internal Control Procedures Manual that documents the Authority's accounting systems by Resolution No. 29 on November 15, 2010; and

WHEREAS, this manual provides a detailed overview of the procedures utilized for the recording of the Authority's financial transactions; and

WHEREAS, this manual also documents the responsibilities of each member of the Authority's finance department; and

WHEREAS, the Authority's Finance Committee has reviewed the existing manual and is recommending modifications be made to the Accounting and Internal Control Procedures Manual at this time; and

WHEREAS, this manual will continue to be updated to reflect changes in the procedures and internal control policies of the Authority's financial transactions; now, therefore, be it

RESOLVED, that the Authority approves the attached modified Accounting and Internal Control Procedures Manual.

Adopted by the following vote:

AYES___ NAYS___

Dated:

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