

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.

BOARD OF DIRECTORS

Kenneth A. Long
Chairman

Harry A. Hertline
Treasurer

James M. D’Onofrio

Nancy A. Novak

William A. Rabbia
Executive Director

Vincent J. Bono
Vice Chairman

Neil C. Angell

James A. Franco

Richard G. Redmond

Jodi M. Tuttle
Authority Board Secretary

Barbara Freeman

James M. Williams

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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