

DRAFT

**AUTHORITY MEETING MINUTES
December 15, 2025**

Board Members Present: Chairman Kenneth Long, Vice Chairman Vincent Bono, Steven Boucher, Robert Comis, James D’Onofrio, Barbara Freeman, James Franco, Nancy Novak (via Zoom), and James Williams

Board Members Absent: Treasurer Richard Redmond

Authority Staff Present: Joshua Olbrys, Jodi Tuttle, Hailey Hutchinson, Joseph Artessa, Eileen Brinck, Justin Fitch, Pat Lisandrelli, Emily Albright and Andrew Opperman

Others Present: Authority Counsel Kevin Martin, Conkling Elementary School Principal Heather Galinski, Conkling Elementary School Green Team Club Advisors Hilary Lonis and Deb Rowlands, Conkling Elementary School Green Team Student Club Members

Chairman Long called the December 15, 2025, 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 November 17, 2025, Authority Minutes. [8 Ayes; 0 Nays; Absent: Messrs. Redmond and Comis]

There were no comments submitted for the public comment period.

Recycling Coordinator Eileen Brinck introduced Conkling Elementary School Green Team as the Authority’s 2025 Recycling Champion. Ms. Brinck stated that Conkling Elementary School Green Team has been active in the Utica City School District for the past five years and has participated in numerous projects geared toward educating staff and students about the importance of recycling and sustainability. Conkling Elementary School Green Team Reporter, student Milania Mallozzi, spoke on behalf of her team and thanked the Authority for the honor of being named 2025 Recycling Champion. Ms. Brinck presented the team with a plaque.

Mr. Comis arrived at 4:36 PM.

Resolution No. 24 was introduced by Ms. Freeman, Seconded by Mr. Bono, and passed to commend Conkling Elementary School Green Team as 2025 Recycling Champion. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Ms. Brinck read Resolution No. 24 aloud.

BOARD OF DIRECTORS

Kenneth A. Long
Chairman

Richard G. Redmond
Treasurer

Robert Comis
James M. D’Onofrio

Barbara Freeman
Nancy A. Novak

Joshua J. Olbrys
Executive Director

Vincent J. Bono
Vice Chairman

Steven R. Boucher

James A. Franco

James M. Williams

Hailey Hutchinson
Authority Board Secretary

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Executive Director Josh Olbrys said that Resolution No. 25 would approve the Authority's Proposed 2026 Budget, 2026 Rate Schedule and Solid Waste Collection and Disposal Permit Rules and Regulations. The proposed 2026 Budget and Rate Schedule were presented before a public hearing at the November 17, 2025, Board meeting.

Resolution No. 25 was introduced by Mr. Bono, seconded by Mr. Boucher, and passed approving the 2026 Authority Budget, Rate Schedule and the Solid Waste Collection and Disposal Permit Rules and Regulations. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Comptroller Joseph Artessa said that Resolution No. 26 would approve 2025 Supplemental Appropriations and Budget Transfers needed for unanticipated expenses and explained the appropriations and budget transfers required within the departments. Mr. Artessa stated that the Authority saw a significant increase in tire disposal from previous years. Mr. Artessa explained that the fees for tire disposal are imposed by New York State and are used to support tire recycling programs and environmental initiatives.

Resolution No. 26 was introduced by Mr. D'Onofrio, seconded by Mr. Bono, and passed to approve 2025 Supplemental Appropriations and Budget Transfers. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Mr. Olbrys said that Resolution No. 27 would authorize the issuance of a Draft Request for Proposals for the transportation of non-recyclable solid waste. Mr. Olbrys stated that the 5-year contract is currently awarded to Fred Burrows Trucking, which is set to expire in 2026.

Resolution No. 27 was introduced by Mr. Comis, seconded by Mr. Franco, and passed authorizing and directing the issuance of a Draft Request for Proposals for the transportation of non-recyclable solid waste. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Mr. Olbrys said that Resolution No. 28 would renew a Professional Services Agreement with Trainor Associates, Inc. The Authority has utilized Trainor Associates for their professional public relations and advertising services since 2010. Mr. Olbrys stated that Ms. Brinck has worked closely with Trainor Associates on various projects aimed at increasing public education opportunities, including the development of the Authority's mascot, Binny.

Resolution No. 28 was introduced by Mr. Comis, seconded by Mr. D'Onofrio, and passed to approve a Professional Services Agreement with Trainor Associates, Inc., for a one-year period, and directing the Executive Director to take the action necessary to execute the Agreement. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Ms. Brinck stated that students at Hamilton College have been developing a recycling app for their senior project, which she would be presenting to the Board at the next meeting. Ms. Freeman said that there is often confusion surrounding proper recycling of items, due to public recycling education not being geographical to Oneida and Herkimer counties. Ms. Freeman also said that the 'Am I Recyclable' search feature on the Authority website does not always function properly.

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Resolution No. 29 was introduced by Mr. Bono, seconded by Mr. Williams, and passed to establish the following regular meetings dates for 2026: March 16th, May 11th, June 15th, September 14th, November 16th and December 14th, and designating the Utica Observer-Dispatch, the Rome Daily Sentinel, and the Times Telegram for publication of all official notices of the Authority; and directing the Authority Secretary to post all official notices on the Authority's web site. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Resolution No. 30 was introduced by Mr. D'Onofrio, seconded by Mr. Comis, and passed electing the following slate of officers and committee members for 2026: Slate of Officers: Ken Long, Chairman; Vincent Bono, Vice Chairman; and Richard Redmond, Treasurer; Audit Committee: Richard Redmond, Chair; Vincent Bono, Vice Chair; Steven Boucher and James Franco; Finance Committee: Richard Redmond, Chair; Vincent Bono, Vice Chair; Steven Boucher and James Franco; Governance Committee: Barbara Freeman, Chair; Nancy Novak, James Williams, and Robert Comis; and FOIL Appeals Committee: James D'Onofrio, Chair; James Franco and Barbara Freeman. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Resolution No. 31 was introduced by Mr. Franco, seconded by Ms. Freeman, and passed appointing Hailey Hutchinson to the position of Authority Board Secretary, effective January 1, 2026, and authorizing the Executive Director to take all other action necessary to complete this appointment. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Resolution No. 32 was unanimously introduced and passed commending the service of Authority Board Secretary Jodi M. Tuttle. [9 Ayes; 0 Nays; Absent: Mr. Redmond]

Account Clerk Hailey Hutchinson read Resolution No. 32 aloud.

At 5:22 PM, a motion was made by Mr. D'Onofrio, seconded by Mr. Franco, and passed to adjourn the meeting and go into executive session to discuss contract negotiations.

With no further business, at 5:45 PM, a motion was made by Mr. Bono, seconded by Mr. Comis, and passed to come out of executive session.

Respectfully submitted,

Hailey Hutchinson
Authority Board Secretary