

**APPROVED**

**AUTHORITY MEETING MINUTES**  
**March 17, 2025**

Board Members Present: Chairman Ken Long (via Zoom), Vice Chairman Vincent Bono, Robert Comis (via Zoom), James D’Onofrio, Barbara Freeman (via Zoom), Nancy Novak (via Zoom), Richard Redmond and James Williams

Absent: Steven Boucher and James Franco

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

Others Present: Authority Counsel Kevin Martin and Ann DeLucco, Partner-BST & Co.

Vice Chairman Bono called the March 17, 2025, 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. D’Onofrio, and passed to approve the December 16, 2024 Authority Minutes. [7 Ayes; 0 Nays; Absent for vote: Mr. Long; Absent from Meeting: Messrs. Boucher and Franco]

There were no comments submitted for the public comment period.

Ann DeLucco, Partner at BST & Co., provided an overview of the audited financial statements of the Authority for the years ended December 31, 2024 and 2023. Ms. DeLucco met with the Authority’s Audit and Finance Committees prior to this meeting to review the Independent Auditor’s Report and Statement of Net Position.

Ms. DeLucco reviewed the Independent Auditor’s Report and explained the required communications to the Board through a PowerPoint presentation. She provided an overview of the financial statements and noted that there were no new GASB accounting standards, only one adjustment made, and no issues or difficulties. Ms. DeLucco suggested that the Authority consider further segregation of duties and automation, particularly with the payroll system, to increase productivity and streamline operations. The Authority received an unmodified opinion (clean opinion) on the financial statements, which is the highest level of assurance one can receive from an auditing firm. There were no internal control matters to report and no significant deficiencies, material weaknesses or compliance findings noted. The Authority also received an unmodified opinion on examination of investment compliance with NYS requirements.

**BOARD OF  
DIRECTORS**

Kenneth A. Long  
*Chairman*

Vincent J. Bono  
*Vice Chairman*

Richard G. Redmond  
*Treasurer*

Steven R. Boucher

Robert Comis  
James M. D’Onofrio  
James A. Franco

Barbara Freeman  
Nancy A. Novak  
James M. Williams

Joshua J. Olbrys  
*Executive Director*

Jodi M. Tuttle  
*Authority Board Secretary*

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THE AUTHORITY:**



## **AUTHORITY MEETING MINUTES**

**March 17, 2025 - Page 2**

Ms. DeLucco reported that the 2024 financial report continues to reflect the strong operating results of the Authority. Capital assets put in service equal \$8.1M. Paydown of debt as scheduled was \$1.8M in principal. The Authority has increased its net position by \$904,596 for the year ended December 31, 2024. Ms. DeLucco reviewed operating revenues and expenses. Tipping fee revenue from municipal solid waste was strong and other operating revenues remained healthy. The Authority's net investment in capital assets is \$46.8M. Ms. DeLucco said that the Authority is in compliance with all ABO investment requirements and is investing wisely.

Chairman Ken Long joined the meeting via Zoom.

Comptroller Joseph Artessa said that Resolution No. 1 is an annual resolution necessary to reconcile the 2024 budget and 2024 budget amendments to the 2024 audited financial statements and for the purposes of the rate covenant compliance report.

Resolution No. 1 was introduced by Mr. Redmond, seconded by Mr. Comis, and passed reconciling the 2024 budget and 2024 budget amendments to reflect 2024 actual activity. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Executive Director Joshua Olbrys explained that the following resolutions related to Board policies were previously reviewed by the Governance Committee at its December meeting.

Resolution No. 2 was introduced by Ms. Freeman, seconded by Mr. Williams, and passed approving the Authority's current Mission Statement and Performance Measures with no modifications and approving the Performance Measure Report for 2024; and directing the Board Secretary to file and post the Performance Measure Report in accordance with the New York State Public Authorities Law. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Resolution No. 3 was introduced by Mr. Redmond, seconded by Ms. Freeman, and passed approving the current Annual Board of Directors Evaluation of Board Performance form, without modifications. The Authority Secretary will submit a confidential summary of the results to the Authorities Budget Office before the March 31<sup>st</sup> deadline. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Resolution No. 4 was introduced by Mr. D'Onofrio, seconded by Mr. Williams, and passed re-appointing Andrew Opperman, Solid Waste Engineer, as the Authority's Contracting Officer for the period 2025-2026, responsible for the disposition of Authority property and approving the Procedure for the Disposition of Authority Property, without modification. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Mr. Olbrys stated that Resolution No. 5 would approve the Authority's Procurement Policy, with no modifications and designates organizations and companies utilized for sole source purchases. Mr. Olbrys noted that sole source companies that were recently added were highlighted for the Board's review.

Resolution No. 5 was introduced by Mr. D'Onofrio, seconded by Ms. Freeman, and passed approving the Authority's Procurement Policy, with no modifications, and designating sole source vendors/purchases. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

## **AUTHORITY MEETING MINUTES**

**March 17, 2025 - Page 3**

Resolution No. 6 was introduced by Mr. Comis, seconded by Ms. Novak, and passed authorizing and directing the Executive Director to certify and submit all reports required under the Public Authorities Accountability Act. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Resolution No. 7 was introduced by Ms. Freeman, seconded by Ms. Novak, and passed approving both the Authority's current Code of Ethics Policy and Fraud Policy, without modifications. As in the past, both policies will be posted at all Authority facilities with a copy forwarded to all employees. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Mr. Olbrys said that in December 2020, the Board adopted a policy for Reduced Tip Fee Programs to assist local municipalities and Oneida-Herkimer Counties when disaster occurs with reduced tipping fees for disposal of disaster debris. In February 2025, the Town of Trenton suffered property damage to the Town's Recycling Center/Transfer Station and old Highway Garage located in Barneveld, due to a series of winter storms.

Resolution No. 8 was introduced by Mr. D'Onofrio, seconded by Ms. Freeman, and passed approving the Town of Trenton's application for the Reduced Tip Fee Program for Disposal of Disaster Debris at a rate of \$42.00 per ton resulting from the winter storm that occurred in February 2025, and authorizing the Executive Director to take all necessary action to assist the Town of Trenton with its clean-up. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Mr. Olbrys said that the Trenton Joint Fire District had also suffered property damage to its Barneveld Fire House due to the series of winter storms in February 2025, resulting in an estimated 120 – 150 tons of disaster debris.

Resolution No. 9 was introduced by Mr. Redmond, seconded by Mr. Williams, and passed approving Trenton Joint Fire District's application for the Reduced Tip Fee Program for Disposal of Disaster Debris at a rate of \$42.00 per ton resulting from the winter storm that occurred in February 2025, and authorizing the Executive Director to take all necessary action to assist the Trenton Joint Fire District with its clean-up. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Mr. Artessa said Resolution No. 10 would allow for the designation of additional unrestricted Authority funds toward the capital reserves. Mr. Olbrys attributed the need for the transfer of funds to recent regulatory changes, increasing the cost of landfill equipment and cell construction, and prospective regulations related to changes in leachate management. Mr. Olbrys also mentioned that there are a few local disposal projects that could result in a large volume of materials coming into the landfill in the near future, which may accelerate the need for a landfill cell expansion.

Resolution No. 10 was introduced by Mr. Redmond, seconded by Mr. Comis, and passed to approve the designation of \$2M in additional unrestricted Authority funds to the Regional Landfill Liner Extension Reserve Fund, and \$800,000 to the Bond Redemption Improvement Fund/Regional Landfill Equipment Reserve Fund. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

Mr. Olbrys said Resolution No. 11 would authorize the first amendment to the Gas Rights and Development agreement between the Authority and Oneida-Herkimer RNG, LLC. With the guidance of Authority Counsel Kevin Martin, the Authority recently served Oneida-Herkimer RNG, LLC with a

## **AUTHORITY MEETING MINUTES**

**March 17, 2025 - Page 4**

Notice of Default and Notice of Arbitration due to a delay in commercial operations per the original agreement. The Authority and Oneida-Herkimer RNG, LLC have since agreed to amend the agreement, and to settle any outstanding issues regarding milestones and major milestones under the agreement.

Resolution No. 11 was introduced by Mr. Williams, Seconded by Mr. D'Onofrio, and passed directing the Executive Director and Authority Counsel to take all necessary steps to withdraw any notice of default and notice of arbitration, and to enter into the First Amendment to Gas Rights and Development Agreement with Oneida-Herkimer RNG, LLC and execute any required documents as necessary. [8 Ayes; 0 Nays; Absent: Messrs. Boucher and Franco]

At 5:09 PM, with no further business, Mr. D'Onofrio made a motion, seconded by Mr. Williams, and passed to adjourn the meeting.

Respectfully submitted,



Jodi M. Tuttle  
Authority Secretary