

Preserving the environment through integrated recovery and disposal.

## MEMORANDUM

**TO:** Authority Board of Directors  
**FROM:** Joshua J. Olbrys, Executive Director  
**DATE:** May 1, 2026  
**RE:** Meeting Notice & Tentative Agenda - Monday, May 11, 2025 - 4:30 PM

A regular meeting of the Oneida-Herkimer Solid Waste Management Authority is scheduled for Monday, May 11, 2026, 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.

1. Pledge of Allegiance
2. Approval of March 16, 2026, Authority Minutes
3. Public Comment Period
4. Creation of New Waste Processing Equipment Operator Job Title - **Resolution**
5. Amendment to the Community Compensation Agreement with the Village of Boonville - **Resolution**
6. Authorization to Submit Grant Application for Leachate Treatment - **Resolution**
7. Updates:
  - Recycling Markets
  - Waste Hauling Bid
8. Motion to go into Executive Session to Discuss Proposed Litigation

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**GET SOCIAL WITH THE AUTHORITY:**



**AUTHORITY MEETING MINUTES**  
**March 16, 2026**

**DRAFT**

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

Absent: James Franco and Barbara Freeman

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

Others Present: Authority Counsel Kevin Martin (via Zoom), Ann DeLucco, Partner-BST & Co., and Trevor Carroll, Manager-BST & Co.

Vice Chairman Bono called the March 16, 2026, Authority Board meeting to order at 4:30 PM and opened with the Pledge of Allegiance.

A motion was made by Mr. Comis, seconded by Mr. Williams, and passed to approve the December 15, 2025, Authority Minutes. [8 Ayes; 0 Nays; Absent: Mr. Franco and Ms. Freeman]

There were no comments submitted for the public comment period.

Ann DeLucco, Partner at BST & Co., and Trevor Carroll, Manager at BST & Co., provided an overview of the audited financial statements of the Authority for the years ended December 31, 2025, and 2024. Ms. DeLucco and Mr. Carroll 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. Ms. DeLucco provided an overview of the financial statements and noted that there was no new accounting standards adopted for the year. Ms. DeLucco stated that management successfully implemented electronic timesheets, as well as a software system to automate approval of invoices, in response to prior year’s audit suggestions regarding segregation of duties and automation. Ms. DeLucco said that there were no issues or difficulties during the audit, and thanked management for their efforts.

The Authority received an unmodified opinion (clean opinion) on the financial statements, indicating no material misstatements, which is the highest level of assurance one can receive from an auditing firm. There were no internal control or compliance matters to report and no significant deficiencies or material weaknesses noted. The Authority also received an unmodified opinion on compliance with trust indenture.

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## **AUTHORITY MEETING MINUTES**

**March 16, 2026**

Page 2

Ms. DeLucco reported that the 2025 financial report continues to reflect the strong operating results of the Authority. Capital assets put in service equal a total of \$8.3M, which Ms. DeLucco stated was related to the new landfill cells placed into service in 2025. Paydown of debt as scheduled was \$1.8M, with the final payment of \$4M due in the coming weeks. The Authority has increased its net position by \$1.8M for the year ended December 31, 2025. The Authority's net investment in capital assets is \$48 Million. Ms. DeLucco said that the Authority is in compliance with all ABO investment requirements and is investing wisely.

Ms. DeLucco reviewed operating revenues and expenses. Tipping fee revenue from municipal solid waste remained strong with a slight 2.5% increase in tonnage, and other operating revenues remained healthy. The Authority's depreciation increased due to placing of the new landfill cells, which totaled slightly over \$8M.

Treasurer Richard Redmond stated that the Finance Committee had no significant questions regarding the audit and commended the team for positive performance on the audit year after year.

Comptroller Joseph Artessa said that Resolution No. 1 is an annual resolution necessary to reconcile the 2025 budget and 2025 budget amendments to the 2025 audited financial statements and for the purposes of the rate covenant compliance report.

Resolution No. 1 was introduced by Mr. Redmond, seconded by Mr. Boucher, and passed reconciling the 2025 budget and 2025 budget amendments to reflect 2025 actual activity. [8 Ayes; 0 Nays; Absent: Mr. Franco and Ms. Freeman]

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 Mr. D'Onofrio, seconded by Mr. Comis, and passed, approving the Authority's current Mission Statement and Performance Measures with no modifications and approving the Performance Measure Report for 2025; 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: Mr. Franco and Ms. Freeman]

Resolution No. 3 was introduced by Mr. Williams, seconded by Mr. Boucher, 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: Mr. Franco and Ms. Freeman]

Resolution No. 4 was introduced by Mr. D'Onofrio, seconded by Mr. Comis, and passed re-appointing Andrew Opperman, Solid Waste Engineer, as the Authority's Contracting Officer for the period 2026-2027, responsible for the disposition of Authority property, and approving the Procedure for the Disposition of Authority Property, without modification. [8 Ayes; 0 Nays; Absent: Mr. Franco and Ms. Freeman]

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

## **AUTHORITY MEETING MINUTES**

**March 16, 2026**

Page 3

Resolution No. 6 was introduced by Mr. Redmond, seconded by Mr. D’Onofrio, 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: Mr. Franco and Ms. Freeman]

Resolution No. 7 was introduced by Mr. Comis, seconded by Mr. Williams, and passed, designating Authority Secretary Hailey Hutchinson as Records Management Officer for the Authority. [8 Ayes; 0 Nays; Absent: Mr. Franco and Ms. Freeman]

Resolution No. 8 was introduced by Mr. Redmond, seconded by Mr. Comis, 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: Mr. Franco and Ms. Freeman]

Mr. Olbrys stated that Resolution No. 9 would approve the implementation of a new First Amendment Audit Policy, which was previously reviewed and approved by the Governance Committee. Mr. Olbrys explained that municipalities are seeing an influx of individuals conducting “self-audits” at public facilities, often with the purpose of seeking confrontation to post the content on social media platforms. The policy will include designation of public vs. private areas via signage at all Authority facilities, and annual employee training.

Resolution No. 9 was introduced by Mr. Comis, Seconded by Mr. Boucher, and passed to adopt the Policy for First Amendment Audits and approve the Executive Director to implement the Policy via the Employee Handbook and delineate public and non-public spaces and signage at all Authority facilities. [8 Ayes; 0 Nays; Absent: Mr. Franco and Ms. Freeman]

Mr. Olbrys provided the Board with an update on leachate treatment at the Authority’s Regional Landfill. Mr. Olbrys stated that New York State Department of Environmental Conservation (NYSDEC) has been pushing for new landfill regulations since November of 2022, which would require landfills to treat their own leachate. Mr. Olbrys reminded the Board that \$10M of Authority funds were reserved for this back in 2023. The new regulations would aim to better protect the environment and community drinking water sources from emerging contaminants by treating leachate at the source. The proposed regulations could take effect by the end of 2026, and give landfills four years to design, permit, and build treatment facilities. Mr. Olbrys stated that there is funding available for the project, which he would like to begin the process of pursuing. The first step is to complete a pre-engineering report and submit it to NYSDEC by the end of May. Mr. Olbrys said that a resolution will be presented to the Board for approval at the next Board meeting in May.

Mr. Olbrys reminded the Board of his upcoming meeting with the Village of Boonville and plans to discuss results of said meeting with the Board in May.

At 5:10 PM, with no further business, Mr. Redmond made a motion, seconded by Mr. Comis, and passed to adjourn the meeting.

Respectfully Submitted,

Hailey Hutchinson  
Authority Secretary

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**Introductory No.**

**Resolution No. 10**

Introduced by:  
Seconded by:

**RE: APPROVAL TO CREATE NEW POSITION TITLE OF WASTE PROCESSING EQUIPMENT OPERATOR**

**WHEREAS**, administration has determined that it is in the best interest of the Authority to establish a new position title to support the Authority's operations; and

**WHEREAS**, administration has consulted with Oneida County Civil Service to create said title and establish title duties, responsibilities, and experience requirements, consistent with the Authority's bylaws and policies; and

**WHEREAS**, the Board has reviewed the proposed title, responsibilities, and organizational need for the position, and believes that is in the best interest of the Authority to create the position title of Waste Processing Equipment Operator; now, therefore be it

**RESOLVED**, that the Authority Board of Directors approves the creation of job title Waste Processing Equipment Operator and authorizes the Executive Director and appropriate Authority employees to take the necessary action required to create the position title.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

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**Introductory No.**

**Resolution No. 11**

Introduced by:

Seconded by:

**RE: APPROVAL OF AMENDMENTS TO THE COMMUNITY COMPENSATION AGREEMENT WITH THE VILLAGE OF BOONVILLE**

**WHEREAS,** the Oneida-Herkimer Solid Waste Authority constructed, owns, and operates the Regional Landfill located at 7044 State Route 294 in the Town of Ava, New York; and

**WHEREAS,** the proximity and operation of the Regional Landfill create environmental and economic externalities that may impact the Village over time, including heavy use of the transportation corridor through the Village, and possible air and water quality issues; and

**WHEREAS,** the parties entered into an Agreement made as of March 2007, which provided for various host community benefits, which has become outdated and which the parties agree should be updated; and

**WHEREAS,** the parties have worked together during the operation of the Regional Landfill for their mutual best interests to address traffic safety, transportation practices, the protection of groundwater and surface water, provision of emergency services and other issues; and

**WHEREAS,** the Authority agrees to continue transporting all non-recyclable waste at the Boonville Transfer Facility to the Regional Landfill and will increase the annually waived tip fee for the disposal of non-recyclable waste to the first twelve hundred (1200) tons; and

**WHEREAS,** the Authority agrees to make an annual payment to the Boonville Volunteer Fire Department in the amount of \$15,000 on or about October 1 of each year; and

**WHEREAS,** the Board of Trustees of the Village of Boonville has approved the Amendment to the Agreement, which is attached hereto as Exhibit "A" and made a part hereof; now, therefore, be it hereby

**RESOLVED,** that the Authority Board of Directors approves the Amendment to the Agreement with the Village of Boonville and directs the Executive Director and Authority Counsel to take all action necessary to execute and effectuate the Amendment to the Agreement.

Adopted by the following vote:

AYES\_\_ NAYS\_\_ Dated:

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**Introductory No.**

**Resolution No. 12**

Introduced by:

Seconded by:

**RE: AUTHORIZING THE EXECUTIVE DIRECTOR TO SERVE AS THE AUTHORIZED REPRESENTATIVE FOR THE AUTHORITY FOR LEACHATE TREATMENT FUNDING APPLICATIONS**

**WHEREAS**, the Oneida Herkimer Solid Waste Authority (Authority) determined to undertake a Leachate Pretreatment Project at the Ava Landfill; and

**WHEREAS**, the Authority has continued to seek funding opportunities and assistance relative to the construction and operation of the Leachate Pretreatment Project; and

**WHEREAS**, the Authority requires that the Board designate the source of any money appropriated after the Authority Budget has been adopted; and

**WHEREAS**, the Authority intends to apply for funding award from various sources; and

**WHEREAS**, the Authority Board has determined that the Executive Director should be empowered to act on behalf of the Authority as the “Authorized Representative”; now, therefore, be it hereby

**RESOLVED**, that the Executive Director of the Oneida Herkimer Solid Waste Authority is hereby authorized on behalf of the Authority to apply for, accept, and expend grant funds. This named “Authorized Representative” has hereby been granted permission to sign all documents that bind the Authority and such other documentation as is necessary to carry out the intent of this resolution.

Adopted by the following vote:

AYES\_\_\_ NAYS\_\_\_

Dated:

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