

**JOINT FINANCE COMMITTEE/AUDIT COMMITTEE  
MEETING MINUTES  
MARCH 22, 2021**

**Committee/Board Members Present:** Harry Hertline, Treasurer; Vincent Bono, Finance Committee and Audit Committee Vice Chairman; Neil Angell, and Ken Long, Board Chairman

**Guests:** William Rabbia, Executive Director; Joseph Artessa, Comptroller; and Brendan Kennedy (Partner BST & Co.)

The March 22, 2021 joint Finance Committee/Audit Committee video conference meeting began at 3:00 PM.

The Finance/Audit Committee first reviewed the Accounts Receivable Analysis. This report outlined haulers/companies in the 30, 60, 90 and 120-day categories. The total due is \$63,463 for these four categories with \$12,381 of the total in 30 days. A discussion ensued regarding overall receivable collections. The Authority continues to work with haulers who fall behind in their payments to the Authority. The Authority assesses a 1% finance charge on all past due accounts and will consider all avenues available to collect outstanding monies.

Comptroller Artessa then presented the 2020 Investment Report. Mr. Artessa highlighted the increase in total cash from all cash accounts from 1/1/2020 to 12/31/2020 was \$4,219,419. Mr. Artessa then discussed the additional cash in the Debt Service Funds and the Bond Redemption fund was the result of interest earnings. Mr. Artessa then reviewed the opening balance Trustee plus the cash additions minus the debt service payments and then remaining cash going into 2021. Interest earned by Bank was also illustrated.

Next, Mr. Artessa discussed the planned redemption of the 2011 Revenue Bond issue. The 2011 Revenue Bonds were issued to finance the 2011 expansion of the Material Recycling Facility (MRF). The MRF was retrofitted to accept single stream recyclables. All funds to accomplish the redemption of the 2011 Revenue Bond issue have been deposited with the Trustee in anticipation of the April 1, 2021 redemption.

Next, Executive Director Rabbia updated the Committee on a potential grant the Authority may receive from an application submitted to the NYS DEC regarding gas field construction at the Regional Landfill. The Authority applied for a NYSDEC Landfill Capping Assistance Grant in 2008. The NYSDEC recently told the Authority it was now eligible. The application submitted totaled \$2,048,644, of which a 50% grant fund of \$1,024,322 would be funded by NYSDEC. The application was related to the Authority's initial installation of its active gas collection system at the Regional Landfill. Mr. Rabbia recommended that the Board designate the funds toward a system-wide capital reserve.

Next, Executive Director Rabbia discussed formalizing the policy of Asset Capitalization through the Account and Internal Control Procedures manual. Currently, the Authority capitalizes assets that exceed \$1,000 in total cost. Executive Director Rabbia recommended increasing the threshold to \$5,000. The Committees were in agreement.

**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  
Barbara Freeman

Richard G. Redmond  
James M. Williams

Jodi M. Tuttle  
*Authority Board Secretary*

**JOINT FINANCE COMMITTEE/AUDIT COMMITTEE  
MEETING MINUTES  
MARCH 22, 2021  
Page 2**

The Executive Director and Comptroller will develop a modified policy for the Committees' review. The Board will further discuss at a future meeting and a policy will be developed.

Brendan Kennedy from the Authority's independent auditor, BST & Co., then presented the 2020 audit.

Mr. Kennedy reviewed the Independent Auditor's Report and provided a power point presentation. The first pages reflect the following:

1. Year one of a five-year engagement.
2. Planning for the audit commenced in December 2020.
3. Field work conducted in February 2021.
4. Independent Auditor Report is the work of the audit firm.
5. May 2021 will commence Agreed Upon Procedures Report for the City of Utica Solid Waste Fund.

Next, Mr. Kennedy highlighted that the Authority received an unmodified opinion on the financial statements otherwise known as a clean opinion. There were no internal control or compliance findings, and the Authority received an unmodified opinion on compliance with rate covenants.

There were no changes in 2020 regarding significant estimates. There were no audit or uncorrected adjustments. Also, there were no issues or difficulties with management.

Mr. Kennedy presented the following 2020 financial highlights:

1. Net position increase of \$5.8 million.
2. The Authority has experienced an adverse impacted associated with NYS Retirement System pension liability measured at 3/31/2020 the low of the year for the Dow Jones Industrial Average.
3. The Authority has diversified its revenue stream and experienced an increase in recycling markets.
4. Operating expenses saw a slight trend upwards in 2020 which was commensurate with revenues.

Mr. Kennedy then illustrated the Authority's financial performance in comparison to those of its peers. The conclusion is the Authority's financial performance is exceeding its peers.

Messrs. Rabbia and Artessa excused themselves at 3:50 PM so that the Committees could further discuss the audit privately with Mr. Kennedy.

The joint meeting ended at 4:00 PM.

Meeting Minutes Prepared by:

Joseph M. Artessa  
Comptroller