

## MEMORANDUM

**TO:** Authority Board of Directors

**FROM:** William A. Rabbia, Executive Director

**DATE:** September 6, 2019

**RE:** Meeting Notice & Tentative Agenda - Monday, September 16, 2019 at 4:30 PM

1. Pledge of Allegiance
2. Approval of June 17, 2019 Authority Minutes
3. Public Comment Period
4. Gleasman Property Purchase – Resolution
5. Regional Landfill – Stage 1 Closure Project
6. Recycling Market Update/RFP Processed Paper
7. Organics Processing Facility – Operational Update
8. Other Updates:
  - Regional Demolition Program
  - 2020 Budget Timeline/Financial Plan/Public Hearing Date (November 18<sup>th</sup>) – Motion

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**DRAFT**

**AUTHORITY MEETING MINUTES**  
**June 17, 2019**

Board Members Present: Chairman Ken Long, Vice Chairman Vincent Bono, Treasurer Harry Hertline, Neil Angell, James D’Onofrio, James Franco, Barbara Freeman, Nancy Novak and Jim Williams

Authority Staff Present: William Rabbia, Jodi Tuttle, Joe Artessa, Jim Biamonte, Samantha Brown, Pat Lisandrelli, Joshua Olbrys and Andrew Opperman

Others Present: Authority Counsel Kevin Martin

Chairman Long called the June 17, 2019 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 13, 2019 Authority Minutes.

There were no speakers for public comment period.

Comptroller Joseph Artessa provided an overview of the City of Utica Solid Waste Agreed Upon Procedures Report which highlights the amount of revenue collected through user fees, the sale of City blue bags, and expenses associated with the Utica Fund for the period April 1, 2018 through March 31, 2019, performed by BST & Co. CPAs, LLP. Mr. Artessa reported that there were no exceptions to the Agreed Upon Procedures Report. Total revenues for the 12-month period were \$4,003,246 in comparison to \$3,659,628 for the prior year. Solid waste service charge revenue was \$2,247,120 in comparison to \$2,101,011 for the prior year. Revenue for the sale of blue bags was \$1,691,611 compared to \$1,503,884 for the prior year. Expenses were \$4,041,144 in comparison to \$3,638,477 for the prior year. Expenses for tipping fees were \$1,168,720 compared to \$1,180,279 for the prior year.

Waste collections fees were \$1,946,165 in comparison to \$1,529,236 for 2018. Salaries and benefits were \$304,377 in comparison to \$338,809 for the prior year. In 2019, the City of Utica Solid Waste Fund had a \$37,898 deficit, in comparison to the \$21,151 surplus in 2018. Contributing to the deficit for 2019 was an increase in the new collection contract with Controlled Waste Systems Inc. (CWSI), increase in bad debt expense and an increase in the cost of City blue bags sold. Mr. Artessa noted that the Utica Common Council agreed to a user fee increase of \$7 for a single-family property; \$14 for a two-family property, and \$21 for a three-family or more property, effective April 1, 2018. Also, a \$.15 increase per bag was implemented on April 1, 2018 and April 1, 2019. The collection contract with CWSI is fixed for five years, effective April 1, 2018 through March 31, 2023.

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**June 17, 2019**

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Mr. Artessa said that as part of the 2018 budget, the Board approved the Source Separated Organics Processing Facility in the Capital Plan. As construction of the SSOPF will be completed in the 2019 fiscal year, a supplemental appropriation/budget amendment to roll forward all unexpended balances is required.

Resolution No. 13 was introduced by Mr. Bono, seconded by Ms. Freeman and passed to approve a 2019 supplemental appropriation/budget amendment in the amount of \$2,349,507.

Executive Director William Rabbia said that Resolution No. 14 would authorize the Authority to utilize unrestricted cash to accelerate the purchase of a loader for the Western Transfer Station, scheduled for 2020 purchase, in the amount of \$275,000; and \$1,400,000 for replacement of the Western Transfer Station roof and building envelope scheduled for 2022. Resolution No. 14 would also authorize a budget amendment in the amount of \$1,675,000. Discussion ensued.

Resolution No. 14 was introduced by Mr. Angell, seconded by Mr. Hertline and passed designating unrestricted funds for capital expenditures and authorizing a budget amendment.

Mr. Rabbia said that Resolution No. 15 would approve a modification to the Authority's Investment Policy and Investment Guidelines to comply with a change in New York State General Municipal Law related to collateral requirements and public investments. Mr. Rabbia stated that the Authority's Finance Committee has reviewed the modification and is recommending approval.

Resolution No. 15 was introduced by Mr. D'Onofrio, seconded by Mr. Franco and passed approving the modified Investment Policy and Investment Guidelines of the Authority.

Recycling Coordinator Samantha Brown reported that the Authority recently purchased an email generation service through Constant Contact which allows the Authority to send custom electronic newsletters, emails, announcements and other information to a list of subscribers. Current subscribers include businesses and apartment complexes. To expand the data base, a pop up has recently been added to the Authority's website which prompts you to enter your email address, if interested in receiving the newsletter. Since adding the pop up on May 6<sup>th</sup>, there have been approximately 200 subscribers and 300 readers. This service is also available on the Authority's Facebook and Instagram.

Mr. D'Onofrio suggested adding haulers to the data base.

Mr. Rabbia updated the Board on the Regional Landfill Stage 1 construction closure that was awarded to Adhan Construction. Mr. Rabbia said that although work has not yet started on the capping project, as the month of May was a washout, Adhan has started to mobilize their equipment. The Authority has been finalizing details with NYSDEC on the final design. Mr. Rabbia will continue to keep the Board informed as the project moves forward.

Mr. Rabbia provided an update on recycling markets. For the period January 2019 through May 2019, the average revenue per ton for all Authority recyclables marketed averaged \$60.88, compared to \$72.77 for the first five months of 2018.

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Mr. Rabbia noted that in 2017, recyclables marketed averaged \$125 per ton. The first quarter of 2018 is when the Authority noticed market constrictions. Average revenue for the month of May (2019) was \$48.42 per ton. Cardboard, which has always been fairly steady, is currently averaging \$52 per ton and mixed news is averaging \$12.50 per ton. Mr. Rabbia said that there are new developments on the horizon that should improve market conditions in the future. He noted that staff often gets asked if Authority recyclables are being sent to the landfill. Mr. Rabbia commented that there is still a positive market and that all recyclables that the Authority takes in and bales, are shipped to markets. Mr. Rabbia concluded that from a tipping fee standpoint, the Authority is in very good shape, which will offset any reduction in recycling revenue.

Mr. Rabbia reported that the Authority began accepting Source Separated Organics (SSO) on May 6<sup>th</sup> while construction of the building was being completed. The Authority is currently in the testing phase and plans to send the first load to Oneida County's anerobic digesters by June 21<sup>st</sup>. Mr. Rabbia said that currently there are a couple of routes coming from Bliss Environmental (approximately 5-6 tons per week of SSO from Hamilton College and some local restaurants) and Natural Upcycling (approximately 4-5 tons per week of SSO from Hannaford Supermarkets and other local grocery stores) that will go through the system. He stated that several local food packagers and companies that service the grocery industry have also expressed interest in participating. Mr. Rabbia and staff will be meeting with Turning Stone, MVHS, local colleges and other potential generators who are starting pilot programs.

Mr. Rabbia stated that in the past, the Authority has leased some of its property in front of the Western Transfer Station Property (between River Route and Route 69 and a small fenced-in area on Perimeter Road in Rome) to local farmers to maintain and utilize for crops. When the Authority began building the solar array in this area, it discontinued this service. As the solar array project was completed and doesn't require additional expansion, the Authority advertised this service again this year. As a result, the Authority awarded the lease of a portion of the property to a local farmer in the Vernon-Verona area.

In response to the recent requirement that IDAs must begin livestreaming their meetings, Mr. Rabbia asked Authority Counsel Kevin Martin to review whether public authorities are also legally obligated to do so. He also asked Mr. Martin to review the Authority's Bylaws to see if any related updates are required. Mr. Martin has reviewed both and now the Authority's Governance Committee will include this as an agenda item for discussion at a future Committee meeting and come back with a recommendation to the full Board. Meantime, the Authority is talking with its IT people regarding cost of technology and other options to enhance its Board meetings.

At 5:05 PM, with no further business, a motion was made by Mr. Hertline, seconded by Mr. Williams and passed to adjourn the meeting.

Respectfully submitted,

Jodi M. Tuttle  
Authority Secretary

Preserving the environment through integrated recovery and disposal.

**Introductory No.**

**Resolution No. 16**

Introduced by:

Seconded by:

**RE: APPROVAL OF PURCHASE OF PROPERTY AT 2370 GLEASMAN ROAD, BOONVILLE, NEW YORK, IN THE TOWN OF AVA, SPECIFICALLY PROPERTY CURRENTLY OWNED BY ARTHUR GLEASMAN AND CHRISTINA GLEASMAN IDENTIFIED AS TAX MAP NO. 45.000-2-22 INCLUDING A TOTAL OF 8.04 ACRES**

**WHEREAS,** the Authority has acquired land in the Town of Ava for the landfill property, wetland mitigation, buffer areas and immediately adjacent potentially impacted properties; and

**WHEREAS,** the Gleasman parcel identified above is immediately adjacent to the landfill and provides additional buffer area and other potential utility to the Authority; and

**WHEREAS,** the Authority has negotiated the purchase; and

**WHEREAS,** the owners of the property at 2370 Gleasman Road have expressed a desire to sell this property; now, therefore, be it

**RESOLVED,** that the Authority Board hereby approves the purchase of 8.04 acres identified as tax map no. 45.000-2-22 for \$120,000 and designates \$120,000 from its unrestricted cash reserves for this purchase, and further directs the Executive Director and Authority Counsel to take all action necessary to execute this purchase; and be it further

**RESOLVED,** that the Authority Board approves a budget amendment as follows:

<u>Revenue</u>		
310-0000	Retained Earnings	\$120,000
<u>Expenses</u>		
901-8175	Capital Projects: RLF	\$120,000

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

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