

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
MINUTES OF THE REGULAR BOARD MEETING
DECEMBER 23, 2019**

The Ulster County Resource Recovery Agency held a Regular Board Meeting on December 23, 2019 at 999 Flatbush Road, Kingston, NY.

The proceedings were convened at 12:00pm.

The following Board members were present: Chair Fred Wadnola, Vice Chair Katherine Beinkafner, Treasurer Charles Landi, Member JoAnne Myers, and Member Lisa Mitten.

Also present were: Counsel/Secretary Kenneth Gilligan, Executive Director Tim Rose, Controller Tim DeGraff, Director of Operations and Safety Charlie Whittaker, Recycling Coordinator Angelina Peone, Recycling Educator Melinda France. Administrative Assistant Brenna Whitaker was absent.

From the public: Reporter Bill Kemble from the Daily Freeman, Ulster County Legislator Manna Jo Greene, and John Novak and Eric Lawson from Vantage Equipment.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Manna Jo Greene told the Board that the food waste composting legislation that has been in the works for over a year has passed unanimously. She plans to put together a meeting with the people who were part of the working group, including Angelina Peone and Melinda France.

Manna Jo Greene stated that she wanted to talk about the letter that was sent to the Agency from the Solid Waste Planning Commission regarding the Local Solid Waste Management Plan.

Fred Wadnola replied that he forwarded the letter to Mark Swyka.

JoAnne Myers asked Fred Wadnola that in the future he please forward documents like that to everyone on the Board.

Fred Wadnola responded that it was addressed to only him.

JoAnne Myers stated that it was addressed to "Chairman Fred Wadnola and Members of the Board".

Fred Wadnola agreed that he would forward future correspondence if it was addressed to the Board as a whole.

CHAIR'S COMMENTS

Fred Wadnola stated that it is good to see Tim Rose at the meeting while he is on medical leave.

Tim Rose responded that he's very happy to be out of the house.

APPROVAL OF MINUTES

Fred Wadnola motioned to approve the minutes of the November 18, 2019 Regular Board Meeting and the November 18, 2019 Public Hearing. Moved by Charles Landi and seconded by Katherine Beinkafner. 5 in favor, 0 opposed, 0 absent.

COMMUNICATIONS AND ANNOUNCEMENTS

Fred Wadnola stated that the next Regular Board Meeting will be held on Monday, January 27, 2020 at 12:00pm.

Katherine Beinkafner reminded the Board that she and Charles Landi will be attending Board meetings in 2020 until the Legislature appoints new Board members to fill their spots.

Tim Rose told the Board about the Organizational Meeting that needs to be held in January.

Fred Wadnola stated that they will hold the Organizational Meeting at 12:00pm on January 27, followed by the Regular Board Meeting at 12:30pm.

GENERAL REPORTS

Tim DeGraff presented the MSW, Recycling Tonnage, Recycling Market, and Leachate Collection reports:

MSW

	November 2019		
	Target Tonnage	Actual Tonnage	Difference
MSW	8,538 tons	9,580 tons	1,042 tons
Sludge	266 tons	248 tons	-18 tons

Tim DeGraff and Charlie Whittaker explained the excellent diversion of recyclables from the Transfer Stations.

Charlie Whittaker stated that they now keep track of diversion amounts.

Charles Landi asked about the process for the Freon in appliances.

Charlie Whittaker responded that the Agency uses a certified vendor that comes on site to responsibly evacuate Freon (and other refrigerant) from appliances. The Agency is required to keep track of these appliances.

Manna Jo Greene expressed her concern that the Agency is not properly handling Freon appliances which contribute to climate change.

Charlie Whittaker countered that the Agency pulls every Freon appliance out of the Transfer Station, tracks it, and has the gases safely evacuated by certified professionals. He stated there is nothing that could be changed to make the process more environmentally friendly.

Lisa Mitten asked if the disposal of Freon appliances is covered in outreach.

Angelina Peone responded that it is a topic they cover often.

Recycling Tonnage

	November 2019	November 2018
Commingle	97.27	58.78
Glass	32.25	29.36
Mixed News	96.08	115.05
Kingston City Hard Mix	78.70	N/A
Single Stream	0.00	425.23
OCC	168.24	186.91
Food Waste	402.29	329.87

Fred Wadnola asked if that hard mix from the City of Kingston is being put where the bagging operation will be.

Charlie Whittaker replied that it is.

Fred Wadnola asked if this material is being shipped to Republic at the Agency's expense.

Tim Rose replied that it is.

Fred Wadnola asked why the Agency is paying for this.

Tim DeGraff stated that technically a cardboard/paper mix is considered dual stream, but that it isn't worth anything as a product.

JoAnne Myers asked what a good solution to this would be.

Tim Rose responded that the Agency would have to require them to separate cardboard and paper like the towns do.

Fred Wadnola expressed that he was upset to find out that the Agency was accepting this mix from the City of Kingston.

Charlie Whittaker explained ways that the City of Kingston could pick up the two products separately.

Ken Gilligan suggested sending a letter to the City of Kingston giving them six months to figure out a different system.

JoAnne Myers suggested the Board invite Steve and Julie Noble to the Agency to discuss their concerns.

Lisa Mitten asked how much the hard mix is costing the Agency.

Tim DeGraff responded that it costs about \$15-\$18/ton, about \$1,250.00/month.

JoAnne Myers suggested inviting the Nobles for a meeting where they can discuss the issue. If after a period the City of Kingston hasn't made any changes toward separating cardboard and paper, the Agency will draft a letter giving them a date that either the Agency won't accept the material, or the Agency will bill the City of Kingston for its transportation of the product.

Fred Wadnola stated that Charlie Whittaker should contact Ed Norman from the City of Kingston.

JoAnne Myers said that the matter should be escalated to the Mayor.

Lisa Mitten said that she likes the idea of a letter, outlining the amount that they have cost the Agency.

Charles Landi asked Lisa Mitten is she was going to put that in the form of a motion.

Lisa Mitten motioned that the Board direct Ken Gilligan to write a formal letter to the City of Kingston stating how much the Agency has spent this year, and that the space their product is taking up is needed for the bagging operation. Seconded by Charles Landi. 5 in favor, 0 opposed, 0 absent.

Ken Gilligan said that he thinks Charlie Whittaker should be the one to send the letter to Ed Norman.

Tim Rose stated that Charlie Whittaker has already been in contact with Ed Norman.

Charles Landi said that the letter should come from Ken Gilligan.

The Board agreed that the letter will be drafted by Ken Gilligan from the Board and will be addressed to Mayor Steve Noble.

Recycling Market Report

The Recycling Market Report shows the price the Agency was offered for each commodity. NR means no response.

The Board discussed more efficient ways this information could be presented in the future.

Lisa Mitten stated that Charlie Whittaker had shown her graphs of the market trends and she liked that format.

Charlie Whittaker replied that Brenna Whitaker does those graphs every month.

JoAnne Myers added that maybe there could be a spot on those graphs to show what the Agency actually sold.

Tim DeGraff responded that the staff will put something together.

Fred Wadnola motioned to approve the November 2019 Recycling Market Report. Moved by Lisa Mitten and seconded by JoAnne Myers. 5 in favor, 0 opposed, 0 absent.

(35:32)

Leachate Collection

	November 2019	November 2018
Ulster	219,108 tons	378,000 tons
New Paltz	182,000 tons	217,000 tons

Lisa Mitten asked where the leachate goes.

Tim Rose replied that it goes to the City of Kingston Wastewater Treatment Plant. He added that they charge the Agency \$0.07/gallon (\$0.08 starting January 1, 2020).

RECYCLING PROGRAM UPDATE

Outreach/Education

- RecycleRightNY message this month is “Recycle Cardboard”
- Print Advertising: “Holiday Tips to Reduce, Reuse, Recycle”
- Radio Advertising: “Holidays”
 - Americans create 25% more trash during the holidays. Avoid unnecessary waste; choose to give gifts in decorative baskets, reusable bags, or wrapped in fabric. Americans estimate they spend more than \$700 on gifts and 70% of Americans would welcome less gift giving and spending. Memories last forever; give tickets to a show, outdoor adventure, or spend more time with each other. Consider your ‘gift to the earth’ while shopping. Reduce, Reuse, and Rethink. This message by the Ulster County Resource Recovery Agency. U-C-R-R-A-DOT-ORG

Community Engagement Events

- 12/05 – Tour: Marist College Students
- 12/10 – Tour: Resource Center for Accessible Living
- November 2019 Electronics Recycling Program
 - 324 residents
 - 3 non-profits
 - 7 businesses
 - 3 government entities

Administration

- Quarterly STA compost testing due this month
- Content Plan for new UCRRA website under development
- New Compost Program Supplies under development
- Updating Contact List for Annual MSW & Recycling Reports

Miscellaneous Meetings

- 12/09 Hudson Valley Zero Waste Training in Albany, hosted by Zero Waste USA

- 12/11 Webinar: Will They Breakdown at My Compost Facility? The Compostable Products Field Testing Program
- 12/11 - Hudson Valley Regional Council, Materials Management Meeting in Newburgh
- 12/14 - Hudson Valley Zero Waste Training in Albany, hosted by Zero Waste USA
- 12/16 - Planning meeting at Radio Woodstock WDST
- 12/17 - Planning Meeting “Zero Waste Saugerties” at Public Library
- 12/30 - Planning meeting at WBPM/WGHQ

January Preview

- Annual Reports due
- 2019 Recycling Program Overview
- Repair Cafe 1/25

JoAnne Myers asked if the Agency has received the compost bags.

Angelina Peone replied that they have been received, and the Board passed around a sample.

Angelina Peone stated that Governor Cuomo recently signed a paint stewardship bill into law that will go into effect in 2021. She added that an estimated two million gallons of paint will be recycled and will greatly reduce costs for waste management facilities across the state, including the Agency. There will be hundreds of drop-off sites throughout the state managed by Paint Care where residents can recycle their unwanted paint at no cost to them.

FINANCIAL MATTERS

Tim DeGraff presented the October and November 2019 Treasurer’s Report and MRF Cost Center Analysis.

Treasurer’s Report

For the month of October, the Agency’s MSW tons were 9,020 and C&D tons were 3,809. Revenue line items of note: Sale of recyclables was \$28,736 due to selling the last load the Agency had of UBCs as well as colored plastics; Misc. revenue was \$10,727, \$4,500 of which related to grinding services for the town of Shawangunk; Grant revenue was \$52,442 for a payment from the County of Ulster related to their compost grant for the bagging machine and totes that the Agency purchased. Total revenue for the month of \$1,549,125. Expense line items of note: Administration expense was \$49,176, of which \$22,336 related to engineering services for the Solid Waste Management Plan; HHW expense was \$37,797 for the October HHW event. Total expense for the month of \$1,106,801. Net operating revenue was \$442,324. Capital Outlay of \$190,219 was for a new roll off truck. For the month of October, the fund balance was a positive \$252,105.

For the month of November, the Agency’s MSW tons were 8,063 and C&D tons were 3,295. Revenue line item of note: Grant revenue was for the 3rd quarter recycling grant payment of \$12,201. Total revenue for the month of \$1,337,835. Expense line items of note: Personnel costs were higher due to

three payrolls during the month; Administration expenses were \$31,573, of which \$4,046 related to engineering services for the Solid Waste Management Plan; Transfer station expenses were \$17,803, of which \$6,530 related to the installation of a new video intercom system. Total expense for the month of \$1,109,769. Net operating revenue was \$228,066. Capital Outlay of \$9,868 was for a new shed behind the Main Office. For the month of November the fund balance was a positive \$218,198. Year to date fund balance is \$859,080.

Fred Wadnola motioned to approve the October and November 2019 Treasurer's Reports. Moved by Charles Landi and seconded by JoAnne Myers. 5 in favor, 0 opposed, 0 absent.

MRF Cost Center Analysis

(51:25)

For the month of October, tipping fees were \$0. The total sale of recyclables was \$25,755. Total personnel expenses were \$23,570. Total operating expenses were \$4,259. Total expenses were \$27,829. Net loss for the month of \$5,268.

For the month of November, tipping fees were \$0. The total sale of recyclables was \$4,437. Total personnel expenses were \$33,774. Total operating expenses were \$7,550. Total expenses were \$41,324. Net loss for the month of \$40,966. Year-to-date net loss of \$272,274.

ADMINISTRATIVE MATTERS

Resolution No. 2492 - Authorizing and Approving the Appointment of Acting Executive Director

Fred Wadnola explained that he came to the stipend amount of \$2000/month by taking the annual salary of the Executive Director (\$112,000) and the Controller (\$90,000) a difference of \$22,000, which he rounded up to \$24,000. Divided by 1.2 that is \$2000.00/month during the time that Tim DeGraff is Acting Executive Director.

Tim Rose stated his support for the resolution. He added that this arrangement is commonplace for the Agency and is in the personnel manual.

Tim DeGraff added that this resolution is not only monetary, it also gives him the authority to do things such as sign large checks which he needs to be able to do as Acting Executive Director.

Fred Wadnola motioned to approve Resolution No.2492 - Authorizing and Approving the Appointment of Acting Executive Director. Seconded by Charles Landi. 5 in favor, 0 opposed, 0 absent.

Resolution No. 2493 - Authorizing and Approving the Purchase of a 2019 Volvo L110H Loader

Fred Wadnola explained that Tim DeGraff had has forecasted additional funds to be available at the end of the year, and since the Agency has two loaders that are coming up on 20,000 hours he thought it would be a good idea to use the money to purchase a new loader.

Charles Landi asked why the staff is purchasing this loader two years before the capital plan allocates for it.

Charlie Whittaker stated that when the capital plan was being put together, the staff didn't know what price the Agency would be paying for transportation and disposal, so they were looking at ways to move around purchases in case the bids came back high. At that point he told Tim DeGraff that the purchase of the loader could be moved back a couple of years to give some wiggle room. Now that the transportation and disposal costs are set for the next five years, Tim DeGraff was able to move that purchase back to the original time-frame. He added that if the current machines go down, they cannot be rented and the Agency will not be able to operate and stay in compliance with DEC.

Charles Landi asked why the Agency is purchasing a new loader when the current loader only has 8,000 hours on it, when usually machines like that are rated for 10,000 hours.

Charlie Whittaker responded that these machines run constantly at this facility, so it will be reaching the end of its life very soon. He reiterated that if this machine goes down, the facility will be unable to operate and will be out of compliance with DEC.

Charles Landi asked about the bucket capacity of the new loader versus the two loaders it is replacing.

Charlie Whittaker responded that the capacity of this machine is twice as large as one of the old machines, at almost 8 cubic feet.

JoAnne Myers asked about the loader being a 2019.

John Novak stated that the loader will actually be a 2020.

JoAnne Myers pointed out that the resolution states the loader is a 2019 and will need to be amended.

Lisa Mitten asked why the Agency didn't receive three quotes.

Charlie Whittaker responded that this is being purchased from the state bid and does not require three quotes. He added that on the state bid the loader comes at about a 43% discount.

Lisa Mitten asked how much money the Agency has in the bank.

Tim DeGraff replied that the operating reserve is about \$3.4 million.

Tim Rose added the New York State Comptroller's Office wants the Agency to keep 10-20% of the annual operating budget in reserve.

Eric Lawson explained how the DEF (diesel exhaust fluid) exhaust system works on the new machine, which is much more environmentally friendly than old exhaust systems.

Lisa Mitten asked if the machines are American made.

John Novak replied that they are, the plant is in Pennsylvania.

Fred Wadnola motioned to amend Resolution No. 2493 - Authorizing and Approving the Purchase of a 2019 Volvo L110H Loader to Authorizing and Approving the Purchase of a 2020 Volvo L110H Loader. Seconded by JoAnne Myers. 5 in favor, 0 opposed, 0 absent.

Fred Wadnola motioned to approve amended Resolution No. 2493 - Authorizing and Approving the Purchase of a 2020 Volvo L110H Loader. Moved by Charles Landi and seconded by Lisa Mitten. 5 in favor, 0 opposed, 0 absent.

OLD BUSINESS

Tim DeGraff handed out self-evaluation forms to the Board. This form is required by the ABO.

Fred Wadnola stated that he wants the Board to form a committee to do performance evaluations on the Agency's contract employees.

The Board discussed their availability to work on this committee.

Fred Wadnola stated that Manna Jo Greene left a note with him before she left asking for the Agency's plans regarding the Solid Waste Management Plan.

Lisa Mitten asked about the status Barton & Loguidice's site study.

Fred Wadnola replied that they finished their site plan. He added that they need to make changes due to a clay bank that they didn't anticipate.

Tim Rose read an email from Barton & Loguidice to the Board regarding what the new facility will include.

Lisa Mitten asked when the Board will be able to interact with Barton & Loguidice.

JoAnne Myers added that she would like to see these plans in person as well, before they are finalized.

Fred Wadnola responded that he would set up a meeting with them.

Lisa Mitten asked the individuals who attended the zero waste conference if they learned anything that could be useful in planning the new facility.

Katherine Beinkafner responded that basically the Agency needs to divert anything it can from landfill.

Charles Landi said that zero waste should be focusing more on packaging.

Charlie Whittaker talked about the safety and efficiency aspects of diverting things from the transfer station.

The Board and staff discussed ways to promote recycling and reuse.

Fred Wadnola asked Ken Gilligan about Katherine Beinkafner's previous request to donate money to the zero waste initiative.

Ken Gilligan replied that because the Agency is not a corporation it is not an option.

Lisa Mitten asked if the Agency can use its revenues to offer grants to non-profit or for-profit companies that align with the Agency's mission of working toward zero waste.

Ken Gilligan replied that the Agency cannot give grants or donations of any kind.

JoAnne Myers added that Ulster County just passed a zero waste initiative, so they should be able to do something like that. She asked if the Board can make a memorializing resolution to send to the County voicing the Agency's support for such a grant.

NEW BUSINESS

Fred Wadnola explained that the Agency only has one tractor. A new one is about \$150,000, and takes about a year to receive. He stated that he thinks they Agency should be proactive and order another one.

Tim DeGraff stated that the Agency has enough money to purchase a new tractor.

Fred Wadnola said he would like a resolution to make the purchase at the next meeting.

The Board discussed the comments to the Solid Waste Management Plan.

Tim Rose stated that Mark Swyka has the comments, which he will then address with the Board's OK. He will then send everything to the DEC. If the DEC approves, it will go to the Legislature.

ADJOURN

Fred Wadnola motioned to adjourn the December 23, 2019 Regular Board Meeting. Moved by Charles Landi and seconded by Katherine Beinkafner. 5 in favor, 0 opposed, 0 absent.

January 27, 2019


Motion to approve the above transcribed Minutes of the December 23, 2019 Regular Board Meeting was made by Fred Wadnola moved by Charles Landi and seconded by JoAnne Myers. 5 in favor, 0 opposed, 0 absent. Absent: N/A

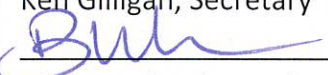
The Minutes were approved by the Board.

Transcribed by: Brenna Whitaker, Administrative Assistant. Meetings are recorded and available upon request.

Signatures:


Fred Wadnola, Chair


Ken Gilligan, Secretary


Brenna Whitaker, Administrative Assistant