

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
MINUTES OF THE REGULAR BOARD MEETING
APRIL 26, 2021**

The Ulster County Resource Recovery Agency held a Regular Board Meeting on April 26, 2021. This meeting was held in person.

The proceedings were convened at 12:09 pm.

The following Board members were present: Chair Katherine Beinkafner; Vice Chair JoAnne Myers (by phone); Treasurer Charles Landi; Board Members Lisa Mitten and Thomas Kacandes.

Also present were: Counsel/Secretary Kenneth Gilligan, Executive Director/Controller Tim DeGraff, Director of Operations and Compliance Charlie Whittaker, Director of Sustainability Angelina Peone, and Recycling Educator Melinda France.

From the public: Larry Ricci, Reporter Bill Kemble from the Daily Freeman, Ulster County Legislator Manna Jo Greene (by phone), and Reporter Hank Gross from Mid-Hudson News (by phone).

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

No public comment was made.

CHAIR'S COMMENTS

Katherine Beinkafner stated that there were vacant seats for the Audit Committee and the Finance Committee due to Fred Wadnola no longer being on the Board. She asked Thomas Kacandes if he would be willing to sit on those committees. Thomas Kacandes accepted.

APPROVAL OF MINUTES

Charles Landi motioned to approve the minutes of the **March 29, 2021 Regular Board Meeting** seconded by Thomas Kacandes.

Roll Call Vote

Beinkafner: Aye

Myers: No response

Landi: Aye

Mitten: Aye

Kacandes: Aye

The motion passed 4-0 with 1 abstention (MYERS).

COMMUNICATIONS AND ANNOUNCEMENTS

Zero Waste Committee Meeting is scheduled for Monday, May 10, 2021 at 2:00 PM.

Regular Board Meeting will be held on Monday, May 24, 2021 at 12:00 PM.

Both meetings will be held in person at the Agency's Administrative Office.

RECYCLING OUTREACH TEAM PROGRAM UPDATE

Angelina Peone presented the program update.

She stated that the Team's messaging for this month was to support the launch of the Recycle Right NY campaign. Recycle Right NY campaign is coordinated by the NYS Sustainable Materials Management. This campaign is sponsored by NYS DEC and hosted by SUNY ESF. Recycle Right NY is a collaborative initiative and the Agency is 1 of over 100 participating members on the steering committee for this campaign. The Recycle Right NY is made up of recycling professionals across the state. On Earth Day, Recycle Right NY launched first of its kind, a statewide recycling website. The website can be viewed at www.recyclerightny.org. The site addresses recycling confusion and contamination. Angelina continued to explain that the Team incorporates a lot of their messaging for their outreach strategies from the Recycle Right NY campaign. She stated that the Team added a special blog post on the Agency's website sharing the information of the Recycle Right NY campaign. The Team also created an Eco contact list of climate smart organizations in the County; to share the campaign information with. The Team held two seminars this month with the Recycle Right messaging and emphasized the importance to know your local recycling guidelines. Angelina stated it is estimated that the recycling contamination rate in the US is between 10 to 20%.

Angelina provided some other program updates. She showed the Board some of the new signs for the compost demonstration garden. She stated, A Home Guide to Reducing Food Waste is in production and will be provided at the next meeting. The Household Hazardous Waste event was Saturday and 250 residents participated. She stated everyone was very appreciative of the relaunch of the program. The e-waste program reopened on April 10th. There were over 280 drop-offs in total from the last two Saturday collections of e-waste. The Agency is moving forward on the bagging facility and education building. The permits have been approved. The building has been ordered and should be on site in the next week or 2.

Katherine Beinkafner stated she received positive reviews with respect to the Recycle Right class that was in collaboration with the Highland Library. Thirty-three people attended the class.

Lisa Mitten noticed the staff attended the "Creating New Jobs and Enterprises through Zero Waste" webinar and the presentation the County Executive made regarding the New Green Deal for Ulster County. She asked if there were any information pertaining to waste. Angelina responded that she attended the County Executive's speech addressing the Chamber of Commerce, Chamber Breakfast as well. Angelina stated that she noted that in the Green New Deal there were several focus areas in the County Executive's plan, and so many of them tangentially relate to waste and waste management.

Katherine Beinkafner asked how the hazardous waste event went. Charlie Whittaker responded that he, Angie and Tim met with Clean Harbors on Friday before the event. The event went smoothly and was very efficient. Angelina added that several people did cancel their appointments and only one person showed up without an appointment and was advised of the next event. Next event will be Sunday, June 27 from 8am-12pm in Kingston.

GENERAL REPORTS

Tim DeGraff presented the MSW and Recycling Tonnage reports.

Tim suggested to the Board that these reports be provided quarterly instead of monthly due to repetitiveness. He said the Board could advise him at a later date if they wanted the reports provided quarterly.

MSW

	March 2021		
	Target Tonnage	Actual Tonnage	Difference
MSW	10,539 tons	11,827 tons	1,288 tons
Sludge	268 tons	333 tons	65 tons

Tim noted that the Seneca Meadows Landfill was shut down for two days which made the actual tonnage much higher than disposal tons. Charlie Whittaker added to Tim’s comment, that besides Seneca Meadows being shut down, High Acres and Ontario were closed as well due to high winds. He stated that the Agency has strong contracts that help in situations like these. He stated all MSW was removed off the floors and there were extra trailers on both sites to help with keeping MSW off the floors.

Tim stated that the year-to-date MSW was over by 1,516 tons and sludge was short 42 tons.

Recycling Tonnage

	March 2021	March 2020
Commingle	148.72 tons	122.44 tons
Glass	51.77 tons	61.33 tons
Mixed News	96.94 tons	102.9 tons
Kingston City Hard Mix	85.55 tons	65.44 tons
OCC	222.25 tons	201.35 tons
Food Waste	161.79 tons	382.56 tons

The Board and staff had a discussion regarding food waste and the Ulster County Food Waste Law. The discussion included who would be responsible for enforcement of the law, haulers, who the law effects and how the Agency has prepared for the law.

FINANCIAL MATTERS

Tim DeGraff presented the March 2021 Treasurer's Reports and MRF Cost Center Analysis.

Treasurer's Report

For the month of March the Agency's MSW tons were 8,574 and C&D tons were 3,253. Revenue line item of note: HHW/MWRR/FSR Grant line in the amount of \$57,907 was for reimbursement of the 2019 HHW events. Total revenue for the month was \$1,490,951. Expense line items of note: Administration Expense line in the amount of \$35,108 which related to progressive billing for 2020 audit in the amount of \$10,500. Total operating expenses for the month were \$1,163,151. Net operating revenue was \$327,800. A budgeted Operating Reserve Transfer in of \$146,227. Capital outlay of \$81,433 related to the compost expansion. For the month of March, the fund balance was \$392,594. Year-to-date deficit of \$1,214,448.

Lisa Mitten motioned to approve the March 2021 Treasurer's Report seconded by Thomas Kacandes.

Roll Call Vote

Beinkafner: Aye

Myers: No response

Landi: Aye

Mitten: Aye

Kacandes: Aye

The motion passed 4-0 with 1 abstention (MYERS).

MRF Cost Center Analysis

For the month of March, the total sale of recyclables were \$29,719. Total transport/disposal costs for March were \$4,970. Net revenue of \$24,749. Total personnel expenses were \$37,044. Total operating expenses were \$9,978. Total personnel/operating costs were \$47,022. Net loss for the month of \$22,273. Year-to-date net loss of \$23,456.

The Board discussed if the MSW Report, Recycling Tonnage Report and the MRF Cost Center Analysis report should be presented at each meeting or quarterly due to no significant changes from month-to-month.

MOTION MADE:

Thomas Kacandes made a motion for the staff to report on things of significance, topics of interest chosen to highlight, specific trends or any concerns each month instead of going over the MSW Tonnage Report, Recycling Tonnage Report and the MRF Cost Center Analysis reports each month in detail. A paper copy of each report will still be provided. MSW Tonnage Report, Recycling Tonnage Report and MRF Cost Center Analysis reports will only be discussed at the meetings, if a Board Member or the Staff have questions, something of significance to report or concerns. Motion was seconded by Lisa Mitten.

Roll Call Vote

Beinkafner: Aye

Myers: Aye

Landi: Nay-He stated that he doesn't want to lose any of the information from month to month.

Mitten: Aye

Kacandes: Aye

Motion passed 4-1(LANDI)

ADMINISTRATIVE MATTERS

Resolution #2536 Re: Authorization for Salary Adjustments for Administrative Staff Positions

Tim DeGraff stated this relates to the 2021 fiscal year. He asked the Board to authorize salary adjustments for his administrative staff. The Agency was required to stay open throughout the pandemic. He stated his staff went above and beyond and he had zero complaints from his staff. He performed individual performance reviews of each administrative staff position. The increase range is from 2%-5% depending on each staff's review.

Lisa Mitten motioned to approve **Resolution No. 2536 Re: Authorization for Salary Adjustments for Administrative Staff Positions** and seconded by Charles Landi.

Roll Call Vote

Beinkafner: Aye

Myers: Aye

Landi: Aye

Mitten: Aye

Kacandes: Aye

The resolution passed 5-0.

Resolution #2537 Re: Authorizing and Approving the Contract for Community Solar Subscription with Nexamp, Inc.

The Board had a discussion regarding this resolution. This resolution was tabled for a month to see if the terms of the contract could be changed from a three year term, down to a one year term.

Thomas Kacandes motioned to TABLE **Resolution No. 2537 Re: Authorizing and Approving the Contract of Community Solar Subscription with Nexamp, Inc.** and seconded by Charles Landi.

Roll Call Vote

Beinkafner: Aye

Myers: Aye

Landi: Aye

Mitten: Aye

Kacandes: Aye

The resolution was tabled for one month 5-0

OLD BUSINESS

None

NEW BUSINESS

Tim DeGraff stated he requested a GIS Suitability Analysis Proposal for Landfill Siting. He hopes this study will help better understand the ways a number of environmental and geographic variables impact the potential construction of a solid waste landfill in Ulster County through geospatial analysis. A recent SUNY New Paltz graduate will be providing the mapping services for this work. The following variables and data sources will be taken into consideration to create the maps: areas protected by the NYSDEC including NYC Watershed, the Hudson River, environmental justice communities, and other protected lands and bodies of water, major roads and highways, topography, solid composition and potentially others that arise through the research process. The work will include a geospatial analysis utilizing ESRI's ArcGIS Pro to analyze how these variables interact and demonstrate what areas of the county may be suitable for the potential construction of a solid waste landfill. This project would take about 16 hours. The study will be provided to the Board for review once completed.

Charlie Whittaker advised the Board that he has the permits for the Ulster location and the modification to proceed with the Education and Compost Bagging Building. He stated he will need to update the NYSDEC with an odor plan within 30 days and a fire plan within 60 days.

ADJOURN

Lisa Mitten **MOTIONED** to **ADJOURN** the April 26, 2021, Regular Board Meeting at 1:35 PM and seconded by Charles Landi.

May 24, 2021

Motion to approve the above transcribed Minutes of the April 26, 2021 Regular Board Meeting was made by _____, moved by _____ . in favor, opposed, absent, abstention.

The minutes were approved by the Board.

Transcribed by: Melinda France, Recycling Educator. Meetings are recorded and available at www.ucrra.org/about-us/board-of-directors-meetings-minutes/ .

Signatures:

Katherine Beinkafner, Chair

Ken Gilligan, Secretary

Melinda France, Recycling Educator

DRAFT