

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
MINUTES OF THE REGULAR BOARD MEETING
DECEMBER 27, 2021**

The Ulster County Resource Recovery Agency held a Regular Board Meeting on December 27, 2021. This meeting was held virtually only via Webex.

The proceedings were convened at 12:04 PM.

The following Board members were present: Chair Katherine Beinkafner, Vice Chair JoAnne Myers, Treasurer Charles Landi, Member Lisa Mitten, and Member 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 Brandt, and Office Manager Melinda France.

From the public: Daily Freeman reporter Bill Kemble, Ulster County Legislator Manna Jo Greene, Town of New Paltz Representatives Cara Lee, Ted Nitza, and Marty Irwin, Supervisor Neil Bettez from New Paltz, and Ulster County Deputy Comptroller Alicia DeMarco.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

None.

CHAIR'S COMMENTS

None.

APPROVAL OF MINUTES

Charles Landi motioned to approve the minutes of the November 22, 2021 Regular Board Meeting. Seconded by Lisa Mitten. 5 in favor, 0 opposed, 0 absent. The motion was approved.

COMMUNICATIONS AND ANNOUNCEMENTS

The Annual Organizational Meeting and Regular Board Meeting will be held on January 24, 2022 at 12:00pm.

RECYCLING OUTREACH TEAM PROGRAM UPDATE

Angelina Brandt provided the update.

She stated she had great news to share this month and that she'd like it to be the focus of the Recycling Program Update. UCRRA was selected for the Small Scale Compost Manufacturer of the Year Award, by the United States Composting Council.

Angelina stated the following:

- The US Composting Council (USCC) was established in the early 1990s and is the only national organization in the United States dedicated to the development, expansion and promotion of the compost industry. The USCC achieves its mission by encouraging, supporting and performing compost-related research, promoting best management practices, establishing standards, educating professionals and the public about the benefits of compost. The USCC is a non-profit organization that also directs the Composting Council Research and Education Foundation (CCREF), which administers public and private research and education.
- Each year, USCC recognizes the ‘Best of the Best’ in the compost manufacturing and organics recycling industries. On their website, USCC describes the prestige of the awardees as “these winners have given generously of their time and talent to further the compost industry and to protect the environment for future generations.” The Small-Scale Compost Manufacturer of the Year Award is awarded to a small-scale composting facility in the US (< 10,000 tons per year throughout), public or private sector, which has displayed excellence in both compost production and marketing. The nominated facility must be in operation for a minimum of three years and in regulatory compliance.
- Past awardees in the Small Scale Compost Facility category include: 2020 The Big Reuse NYC Compost Project in 2020, Rust Belt Riders in 2019, and Compost Company of Nashville, TN in 2018.
- Included in your Board Packet is an excerpt of our press release that was distributed locally to the Ulster County Executive’s Office, the Department of the Environment, the Ulster County Energy & Environment Committee, the Ulster County Legislative Secretary, Ulster County Chamber of Commerce News, Cornell Cooperative Extension Master Gardeners News, and to several local media outlets such as Hudson Valley One, Chronogram Magazine, and Mid-Hudson News where it was featured on the Daily News podcast.
- A longer-form press release has been added to the UCRRA website as a new blog post, and the press release was also added to our webpage for compost sales. A thank you acceptance video has been added to our Youtube channel and will be played at the COMPOST 2022 conference in Austin TX; the Agency will be unable to attend the conference.
- We are extremely proud of this recognition by USCC, and it is a wonderful way to end the year to have such validation from the leading composting organization in North America. Angelina ended by saying congratulations to all!

Tim DeGraff added a thank you to all of the staff, past and present board members that made this happen. August 2022 will be the 10 year anniversary of the compost program. Tim reminded everyone that people do look up to the Agency outside of this county.

GENERAL REPORTS

Tim DeGraff presented the November general reports.

MSW Report

Tim DeGraff noted that through November the Agency is up by 11.6% over budget in volume. He stated MSW should end up around 148,000 tons. He noted that he hasn’t seen these numbers since flow control started. He stated this is a good indication that the commercial sector is coming back up since

COVID. He pointed out that Charlie Whittaker had spoken to other authorities including transfer stations who have noticed an increase in numbers as well.

Recycling Report

Tim DeGraff stated the recycling numbers seem pretty consistent.

FINANCIAL MATTERS

Treasurer's Report

For the month of November the Agency's MSW tons were 8,826 and C&D tons were 4,311. No Revenue line items to note. Total revenue for the month was \$1,643,924. Expense line items of note: Vehicle & Equipment Maintenance in the amount of \$18,575 (\$5,077 for roll-off tires for stock). Total operating expenses for the month were \$1,313,595. Net operating revenue was \$330,329. Capital Outlay in the amount of \$120,826 (\$1,065 for installation costs for education/bagger building, additional concrete work for DEC compliance in amount of \$43,364; and \$76,397 for a new tanker which was on the Capital Plan). For the month of November, the fund balance was \$209,503. Year-to-date \$632,189. Should come in with a positive 700-800 thousand dollar surplus for the year.

Charles Landi motioned to approve the November 2021 Treasurer's Report. Seconded by Lisa Mitten. 5 in favor, 0 opposed, 0 absent. The motion was approved.

MRF Cost Center Analysis

For the month of November, the total sale of recyclables were \$78,501. Total transport/disposal costs for November were \$4,462. Net revenue of \$74,039. Total personnel expenses were \$34,847. Total operating expenses were \$3,994. Total personnel/operating costs were \$38,841. Net income for the month of November was \$35,198. Year-to-date net income of \$159,657. Tim DeGraff stated the Agency should be in the positive for the end of year.

ADMINISTRATIVE MATTERS

The Board moved Resolution # 2560 to be presented first.

Resolution # 2560-Authorizing the Agency to Permit the Town of New Paltz to enter into an Option Agreement for a Solar Lease at the Town of New Paltz Transfer Station

Tom Kacandes moved that the Board and staff go into executive session at 12:45pm to discuss possible lease agreement with Town of New Paltz and the Ulster County Resource Recovery Agency; seconded by Charles Landi.

Lisa Mitten motioned to exit executive session and resume normal session; seconded by Charles Landi. 4 in favor, 0 opposed, 1 abstention (MYERS).

Lisa Mitten motioned to amended **Resolution # 2560** to add the following paragraph "**Further Resolved, that the Town of New Paltz provide to the Agency the final proposed lease agreement for review and consent prior to entering into same with SL New Paltz Solar I, LLC**" and seconded by Katherine Beinkafner.

Ken Gilligan stated that Resolution #2560 presented to the Board will now include the following paragraph: "**Further Resolved, that the Town of New Paltz provide to the Agency the final**

proposed lease agreement for review and consent prior to entering into same with SL New Paltz Solar I, LLC". Charles Landi moved to approve the amended Resolution #2560 and seconded by Lisa Mitten.

Roll Call Vote

Beinkafner: Aye
Mitten: Aye
Kacandes: Aye
Landi: Aye
Myers: Abstention

The motion passed. 4 in favor and 1 abstention (MYERS)

Resolution # 2553-Authorizing and Approving the Purchase of a Caterpillar Skid Steer Loader, Caterpillar Wheel Loader and Caterpillar Excavator

Tim DeGraff explained Resolution #2553 to the Board. The wheel loader and mini excavator are in the 2022 Capital Plan and the skid steer is a 2023 scheduled purchase. He stated there will be a surplus that for 2021 that will cover these purchases in 2022. He stated prices are going up so he wanted to order them now. Plus there is a 6 to 8 month lead time on receiving the equipment. Charlie Whittaker discussed the L110 loader that the Agency has and why the Agency is now looking at L950M.

All three pieces of equipment are on the OGS Sourcewell Statewide Contract.

Charles Landi motioned to approve **Resolution #2553 RE: Authorizing and Approving the Purchase of a Caterpillar Skid Steer Loader, Caterpillar Wheel Loader and Caterpillar Excavator**; seconded by Lisa Mitten. 4 in favor, 0 opposed, 1 abstention (MYERS). The motion was approved.

Roll Call Vote

Beinkafner: Aye
Myers: Abstention
Landi: Aye
Mitten: Aye
Kacandes: Aye

The motion passed. 4 in favor and 1 abstention (MYERS)

Resolution # 2554-Authorization for Salary Adjustments for Administrative Staff Positions

Charles Landi motioned to approve **Resolution #2554 RE: Authorization for Salary Adjustments for Administrative Staff Positions**; seconded by Tom Kacandes. 4 in favor, 0 opposed, 1 abstention (MYERS). The motion was approved.

Roll Call Vote

Beinkafner: Aye
Myers: Abstention
Landi: Aye
Mitten: Aye
Kacandes: Aye

The motion passed. 4 in favor and 1 abstention (MYERS)

Resolution # 2555-Approving the Agency's Organizational Chart

Lisa Mitten motioned to approve **Resolution #2555 RE: Approving the Agency's Organizational Chart**; seconded by Charles Landi. 4 in favor, 0 opposed, 1 abstention (MYERS). The motion was passed.

Resolution # 2556-Authorization for Revision of Recycling Educator Job Description

Katherine Beinkafner motioned to approve **Resolution #2556 RE: Authorization for Revision of Recycling Educator Job Description**, seconded by Charles Landi. 4 in favor, 0 opposed, 1 abstention (MYERS). The motion passed.

***JoAnne Myers had technical difficulty with hearing the meeting. She stated she has not heard anything since executive session.**

Resolution # 2557-Approval of Governance Policies

Charles Landi motioned to approve **Resolution #2557 RE: Approval of Governance Policies**; seconded by Lisa Mitten. 4 in favor, 0 opposed, 1 abstention (MYERS). The motion was approved.

Resolution # 2558-Authorizing and Approving the Sale of Surplus Equipment

Tim DeGraff explained the bidding process to the Board. The bid opening was on December 22, 2021. The equipment was awarded to the highest bidder on each piece of equipment. Charlie Whittaker stated he was elated on the bid amounts that were submitted. The staff was very satisfied with the bids.

Lisa Mitten motioned to approve **Resolution #2558 RE: Authorizing and Approving the Sale of Surplus Equipment**; seconded by Charles Landi. 4 in favor, 0 opposed, 1 abstention (MYERS). The motion was approved.

Resolution # 2559-Approving the Solid Waste Management Agreement between the Ulster County Resource Recovery Agency and the Town of Rochester

Lisa Mitten motioned to approve **Resolution #2559 RE: Approving the Solid Waste Management Agreement between the Ulster County Resource Recovery Agency and Town of Rochester**; seconded by Charles Landi. 4 in favor, 0 opposed, 1 abstention (MYERS). The motion was approved.

OLD BUSINESS-None

NEW BUSINESS

Charles Landi asked Katherine Beinkafner for an update on the report from Paul Rubin of HydroQuest. Katherine Beinkafner responded that he is moving right along and she expects results within a month.

ADJOURN

Lisa Mitten motioned to adjourn the December 27, 2021, Regular Board Meeting at 1:05PM, seconded by Charles Landi. 4 in favor, 0 opposed, 1 abstention (MYERS).

January 24, 2022

Motion to approve the above transcribed Minutes of the December 27, 2021 Regular Board Meeting was made by _____, moved by _____. ____ in favor, ____ opposed, ____ absent.

The minutes were approved by the Board.

Transcribed by: Melinda France, Office Manager. 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, Office Manager

