

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
GOVERNANCE COMMITTEE MEETING MINUTES
JUNE 14, 2021**

The Ulster County Resource Recovery Agency held a Governance Committee Meeting on June 14, 2021. This meeting was at the Agency's Main Office located at 999 Flatbush Road, Kingston, NY 12401. There was also a call-in audio option available through Webex.

The proceedings were convened at 12:17pm.

The following Board members were present: Committee Chair JoAnne Myers, Members Katherine Beinkafner and Lisa Mitten (through audio; left meeting at 1:15pm).

The following Staff members were present: Executive Director/Controller Tim DeGraff, and Director of Operations and Compliance Charlie Whittaker.

From the Public: Alicia DeMarco, Deputy Comptroller from the Ulster County Comptroller's Office and an unidentified individual.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

No public comment

APPROVAL OF MINUTES

Katherine motioned to approve the minutes of the **August 10, 2020 Governance Committee Meeting** and seconded by Katherine Beinkafner. **VOTE: Ayes: 3; Nays: 0** The motion passed.

COMMUNICATIONS AND ANNOUNCEMENTS

A Regular Board Meeting will be held on Monday, June 28, 2021 at 12:00 PM.

The Regular Board Meeting will be held in person at the Agency's Administrative Office.

ADMINISTRATIVE MATTERS

OLD BUSINESS-none was discussed

NEW BUSINESS

The Committee and staff discussed a new social media, remote working from home and on boarding new Board member policies.

- **Social Media**-drafts of social media policies from Society for Human Resource Management "SHRM" and Ron Coons, Agency's safety consulting were reviewed among the Committee and staff. The social media policy will include cell phone use as well.
- **Remote Working from Home**-The Committee reviewed a draft policy from SHRM and discussed changing the terms and possibly other edits to the draft. Once the edits are done Tim DeGraff will forward to everyone.

- On Boarding new Board members-The Committee and staff discussed what would be included in the new board members' packet, updating a checklist of what new board members should be provided, contact list of all board members and staff, and preparing a timeline of the history of the agency. Tim DeGraff added a timeline of the board history is available on the website but not the history of the Agency.

Drafts will be prepared of a checklist for new board members and of each of the above policies.

The Committee and staff had a discussion regarding the compost program.

Tim DeGraff stated the compost program internal controls don't need to be addressed and are the same controls as garbage. Tim DeGraff discussed Onondaga County RRA's "OCRRA" compost program. He stated OCRRA provides a list of delivery providers for compost on their website and people can request to be added to the list by emailing OCRRA directly. OCRRA provides a legal disclaimer to the list. Tim believes this would be a good idea for the Agency. He also thinks adding a list of dump trailer businesses as well. Tim DeGraff will discuss this with Ken Gilligan, Esq., Agency counsel for legalities.

The Committee and staff discussed recycling, enforcement and contamination.

Tim DeGraff and Charlie Whittaker discussed the SUNY Stony Brook waste stream audit that will be conducted over the next four summers. The waste audit will start the second week in July. The Agency advised Stony Brook what they would like to see in the waste audit. Tim stated they will hand select various haulers. They will sample 4 loads a day. They will also look at the recycling. Tim stated that Oneida-Herkimer is also involved in this study. SUNY Stony Brook will test samples from all over the state. Tim stated the study is funded by NYS DEC.

Tim DeGraff stated he was going to do some research regarding resale of the compost and about putting a policy in place. He stated we are not required to collect sales tax on the compost due to selling the product in bulk. There is surplus of compost of approximately 200-250 tons. Tim stated he would like to put out 100 tons of compost for bid. The Committee agreed with staff on going out to bid for 100 tons of compost.

Charlie Whittaker discussed the weather station that is being purchased and the benefits it'll have regarding the compost program.

JoAnne Myers would like the Agency to reach out to the legislature and invite them for a tour of the facility.

The Committee and staff discussed the Food Waste Law. The discussion included enforcement, who the law will effect, waivers and the food waste trailer program that the Agency is putting in place.

ADJOURN

JoAnne Myers motioned to adjourn the June 14, 2021 Governance Committee Meeting seconded by Katherine Beinkafner at 1:38pm. 2 in favor, 0 opposed, 1 absent (MITTEN).

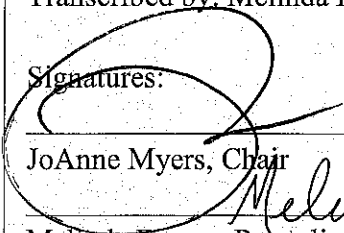
July 20, 2021

Motion to approve the above transcribed Minutes of the June 14, 2021 Governance Committee Meeting was made by Katherine Beinkafner and seconded by JoAnne Myers. 2 in favor, 0 opposed, 1 absent (MITTEN).

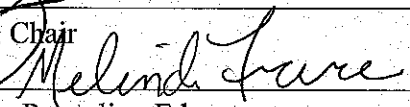
The minutes were approved by the Board.

Transcribed by: Melinda France, Recycling Educator. Meetings are recorded and available upon request.

Signatures:



JoAnne Myers, Chair



Melinda France, Recycling Educator