

ULSTER COUNTY RESOURCE RECOVERY AGENCY

RESOLUTION NO. 2565

RE: Approval of a Rules of Conduct Policy

WHEREAS, the Ulster County Resource Recovery Agency (the "Agency") is engaged in Solid Waste Management, Recycling, and Composting in Ulster County, and

WHEREAS, the Agency Governance Committee recommends the further discussion and approval of the Rules of Conduct Policy as set forth in the proposed attached exhibit and made a part hereof,

NOW, THEREFORE, BE IT

RESOLVED, that the Ulster County Resource Recovery Agency does hereby approve the Rules of Conduct Policy attached hereto and made a part hereof, and, be it

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved by: _____

Seconded by: _____

Vote: Ayes: _____

Nays: _____

Absent: _____

Date: April 28, 2022

Financial impact \$0.00

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
(UCRRA)**

Rules of Conduct Policy

Purpose

Ulster County Resource Recovery Agency (UCRRA) facilities should be welcoming and safe for everyone, whether they're visitors, customers, employees, or contractors. This policy has been created to establish boundaries for how everyone entering our site shall conduct themselves in a normal and safe manner. The Agency must provide an atmosphere free of harassment, intimidation, or any abuse, be it physical, political, psychological or sexual at all times. The employees, visitors, vendors, and customers must be assured they are in a safe environment. The Agency Must Maintain a level of security and integrity, free from political intimidation and all other threats that would allow our facilities to provide a service to all of Ulster County for the safe removal municipal solid waste, construction debris and the recycling of post-consumer material at all times.

Definitions

UCRRA Owned or Leased Property means the 999 Flatbush Road, Kingston and 1 Clearwater Rd, New Paltz, and any facility designated by UCRRA from time to time.

Loitering means to remain at a location for more than 10 minutes for purposes other than the disposal or unloading of solid waste

Motor Vehicle is defined as any self-propelled conveyance including, without limitation, automobile, pickup truck, semi-truck, box-truck or other self-propelled or motorized piece equipment.

Infraction means a violation of any policy established by the Board of Directors of any Rule set forth. **A FILE** of the violator illustrating the date, place of infraction, name of Violator, the Rule violated, a brief description of the circumstances underlying the Infraction, less the name of the employee/

person issuing the Infraction. All person/persons will be kept confidential and at the discretion of the Executive Director.

Person is defined as any visitors, customers, employees, or contractors to any UCRRA Owned or Leased Property.

Policy is a course or principle of action adopted or proposed by a government, party, business, or individual.

Scavenging means the removal by unauthorized Personnel of materials from the solid waste stream at waste handling areas of a solid waste disposal facility or solid waste transfer facility.

Suspension means being temporarily or permanently barred from entering upon any UCRRA Owned or Leased Property.

Transfer Stations are those solid waste transfer stations operated by UCRRA located at 999 Flatbush Road, Kingston, and 1 Clearwater Rd, New Paltz and such other locations as designated by UCRRA from time to time.

Warning is a notice, in verbal or written form, issued by UCRRA indicating to the violator that a Rule has been violated by the recipient.

Rules of Conduct

The following Rules shall apply to all non-UCRRA Persons who are moving on, in, or about any portion of UCRRA Owned or Leased Property.

Obey 5-10 MPH speed limit at all times

All Motor Vehicles Must Be Tarpred when hauling any material as per NYS Law and the facilities 360 permit. All motor vehicles must be tarpred when entering UCRRA facilities.

No Littering.

Use Only Designated Tarping/Untarping Area(s).

Follow Direction(s) Of UCRRA Employees.

No Person shall fail to respond and act in accordance with verbal or hand.

Directions of designated UCRRA employees.

Stay Within Six (6) Feet of Motor Vehicle at Unloading Zone.

Transfer Station Equipment Has The Right-Of-Way At All Times.

No bypassing another customer (Line Gauging) unless instructed by Transfer Station Staff.

Obey all posted signs including stop signs.

No Smoking.
No Loitering.
No harassment or threatening behavior.
No obscene or abusive language.
No destruction of property.
No unsafe conduct.
No intoxication.
NO Public Urination.
Failure to pay tipping fee (Bounce checks, dump and dash, wrong payment type etc.).
No bribing staff (sandwiches, coffee, money, tickets etc.).
Illegal cell phone or recording devices/pictures.
Violation of any posted signs.
Non-essential vehicle traffic will be prohibited.

NO Scavenging any item(s) or material(s) delivered to the transfer station
Failure to remove any unwanted/ unaccepted material dumped as directed by UCRRA staff.

UCRRA prohibits the use of Cell Phones, Walkmans and other non-authorized audio equipment while operating any vehicle or equipment in the facility. Two-way radios authorized for company business are allowed but the operator must stop to use these devices.

UCRRA employee(s) must report all violations of these rules and procedures by vehicle driver`s, helper, passenger, occupant, visitor, contractor to a supervisor.

Walking or standing in the transfer station unnecessarily by any individual is prohibited at all times. If a person enters the transfer station for any other reason than listed above, all activity must cease immediately and that person questioned.

Drivers and/or helpers that are tipping or unloading must open doors as far away as possible from heavy equipment and forklift. Drivers/helpers will not approach the rear of the truck unless adequate floor space exists between the truck and the loading pit and conveyor. A minimum distance of **10 feet** between driver/helper and pit/conveyor must be maintained. No driver, helper, traffic spotter or other individual is allowed under a raised tailgate without proper block out, t-bar or similar device.

A minimum of **15 feet** must be maintained between any persons and mobile equipment. If helpers must leave the vehicle for any reason other than to assist the driver, they will do so before vehicle is directed to tip/unload or after

vehicle has tipped/unloaded and exited the tipping area.

Drivers, passengers and/or helpers will be restricted to activities related to the tipping and/or unloading of their vehicles. It is strictly prohibited for drivers, passengers and/or helpers to be moving about anywhere else throughout the tipping area(s).

Customers, Vendors, and Visitors must stay clear of loose swinging truck doors and equipment operators. A minimum of 15 feet of clearance space must be maintained between employees and tipping/unloading vehicles(s). After load is tipped/unloaded, drivers will be required to pull forward, away from "pile" outside of the transfer station to close and secure door(s).

Tipping areas will be limited to within the confines of the transfer station and MRF. No vehicle will dump outside of the transfer station/MRF doors. All tipping floor personnel will be equipped with radios to communicate with company vehicles, scale operator and supervisors.

Passengers or helpers in self-tipping vehicles will remain in vehicle at all times when waiting to unload or when unloading, unless engaged in assisting the driver. The designated person who exits the vehicle must stay within 6 feet of the vehicle. When closing swinging door(s), the driver or helper is to stay with the moving door until it is closed and secured. ALL DOORS WILL BE CLOSED ON ROLL-OFF VEHICLES OUTSIDE OF THE TRANSFER STATION, CLEAR OF TRAVELED WAY. NO vehicle is to be left unattended at any time while waiting to tip/unload, during unloading or after unloading.

Any incident resulting in property damage UCRRA Owned or Leased Property at the 999 Flatbush Road, Kingston and 1 Clearwater Rd, New Paltz, or from time to time any facility designated by UCRRA, ID's required, photo identification, Insurance information, and if necessary a police report shall be provided upon request.

All incoming waste is tipped at your risk including flat tires, damage, or personal injury, (ENTER AT YOUR OWN RISK).

Issuance of Warnings or Notices of Infraction

UCRRA employees designated by UCRRA's Executive Director or Director of Operations & Compliance may issue a warning for an infraction of these Rules.

Agency employees must report all violations of this policy.

A report of Infraction shall be in written form and shall be kept on file concerning the pertinent facts of the Person committing the infraction as soon as possible after the occurrence of the infraction.

A Warning may be issued in verbal or written form and shall indicate the nature of the infraction and the Rule violated and filed at the Agency.

A Denial shall be issued to any person who enters upon UCRRA Owned or Leased Property during the time of revocation of privileges.

Administration of Penalties

Pursuant to this policy, the Executive Director or Director of Operations & Compliance may suspend and/or place said Person or persons on restriction from the Agency for violating the Rules set forth in this policy.

Any Infraction, the Executive Director or Director of Operations & Compliance shall cause an investigation to be conducted into the events, facts, and circumstances.

A Person may be issued any number of Warnings without penalty.

The Person may be suspended from entering upon or using the facilities of any UCRRA Owned or Leased Property.

Prior to suspending a Person or person's privileges or placing individual/company on a list permanently banned from the property, the Executive Director or his Director of Compliance shall conduct an internal review with agency council in which the evidence against the Person shall be presented and its findings filed at the Agency's main office.

If a Person has been suspended from entering upon or about the premises of UCRRA Owned or Leased Property, such Person's employer shall be informed of such suspension or probation, and informed of any such terms of suspension or probation.

If a Person is found by the Executive Director or Director of Operations & Compliance to have violated a Rule or to have entered upon UCRRA Owned or Leased Property while banned from the property, that Person shall be subject to the following penalties:

1. Asked to leave said property immediately
2. Police enforcement if necessary.
3. Permanent restriction from facility.

Administration of penalties for infraction of the Rules does not preempt or limit any applicable criminal or civil prosecution and will be enforced in addition to any civil or criminal penalty assessed by a court of law.

Management Rights

Except as specifically and lawfully abridged, or modified by the Board of Directors or law, the Agency retains the right to manage its business affairs and services and to direct the workforce, including the right of its business and service operations to be conducted and rendered; the control and conditions of its buildings and equipment, along with all employees which may be used in the operation of its business or supplying its services; to maintain order and efficiency in all departments and operations including the right to discipline, hire, suspend and discharge employees; to hire layoff, assign, promote and determine if any policies were violated, to disallow, suspend, and if needed permanently remove all services.