

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
REGULAR BOARD MEETING MINUTES
NOVEMBER 30, 2023**

The Ulster County Resource Recovery Agency held a Regular Board Meeting on November 30, 2023.

The proceedings were convened at 6:00 PM. This meeting was held at the Agency's Main Office, 999 Flatbush Road, Kingston, NY.

Board members present: Chair Andrew Ghiorse, Vice Chair James Gordon (Absent), Treasurer Regis Obijiski, Member Donna Egan and Member David Gilmour (Arrived 6:04 PM).

Staff present: Counsel/Secretary Kenneth Gilligan, Interim Director Anna Roppolo; Director of Finance and Administration Tim DeGraff, and Office Manager Melinda France.

From the public: Reporter Bill Kemble from the Daily Freeman; and Manna Jo Greene, Ulster County Legislator.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT-no comments were made.

CHAIR'S COMMENTS-no comments were made.

APPROVAL OF MINUTES

Regis Obijiski made a motion to approve the Minutes of October 30, 2023, Regular Board Meeting and it was seconded by Andrew Ghiorse. 3 in favor, 2 absent (GILMOUR/GORDON).

COMMUNICATIONS & ANNOUNCEMENTS

- Regular Board Meeting is scheduled for Thursday, December 28, 2023, at 5:30 PM at the Main Office

EXECUTIVE DIRECTOR UPDATE (Recoding 2:00-48:58)

Anna Roppolo's update included the following points, recommendations, comments, and discussion:

- Executive Director's search
 - Advertised the position in SWANA, NYSASWM, NYSAR3, US Composting Council, NYSDEC newsletter, NYSGFOA, NWRA (National Waste and Recycling Association), Indeed, LinkedIn, UCRRA website, UCRRA Facebook page, and Daily Freeman.

- To date, received 32 applications
- Submission will be kept open until the end of the year
- The Board and Anna discussed the executive director's search. The discussion included the process and moving forward.
- Attorney position
 - To date, have received two letters of interest.
 - Anna reviewed the contracts that will expire within the next 18 months. The Agency has more than 20 contracts that are due, five of them major contracts. She stated, there will be a considerable amount of work just in contracts alone.
 - The Board and Anna discussed the attorney position. The discussion included the scope of work and what should be included, possibly an in-house counsel, part-time counsel, HR components being included, posting the position and hours that might be spent.

The Board and staff had a discussion regarding the meetings being more efficient:

- Agenda being done in a timely manner
- Paper copies of the Board packet being mailed out prior to the meeting as well as electronic copies
- Weekly updates prior to the meeting from Anna

Anna continued her updates:

- Green School Collaboration
 - Angelina, Tanesia and Anna met with Legislator Stewart and Legislator Greene and discussed if there were partnership opportunities between the agency and their Green School concept.
 - Legislators Stewart and Greene's concepts are in the preliminary phase. The exchange of information and ideas was appreciated.
 - From that discussion, the Recycling Education department was able to reach out to the Mid-Hudson Teachers Center to discuss potential opportunities to connect with teachers through their professional learning programs.
 - Anna advised that she would have Angelina keep the board updated
- Electronic Collection Program
 - Closed for the season
 - The Agency will be holding two pop up electronic recycling events. One on December 30th 2023 and another January 6th 2024.
 - The pop-up events have been posted to website
- Ulster Tip Floor
 - First phase of the construction will be completed by the end of December
 - The second phase is scheduled to be completed by February
 - The construction has not impacted receipt of waste at the transfer station
 - Calculations of the cost savings will be provided, at the end of the project
 - Project is being done in-house

- Project is under the direction of Barton and Loguidice Engineers
- Anna passed pictures of the project around to the Board

- Landfill Study
 - The scope of work was sent to the two engineering firms.
 - Replies are slated to be received by December 8th
 - Replies will be provided to the Board for consideration at the December meeting

There was a brief discussion of the RIC presentations, Resolution 549 and the RIC study by the Board and Legislator Manna Jo Greene. Legislator Manna Jo Greene clarified that there were two meetings regarding the RIC and she discussed what each meeting was about. Slides of the presentation will be provided to the Board. (Recording 35:34-43:00)

The Board and Anna discussed her tasks and time.

RECYCLING PROGRAM UPDATE (Recording 49:00-1:00:00)

Angelina Brandt, Director of Sustainability, was absent from the meeting. Tim DeGraff presented on behalf of Angelina and stated the following: "The NYSAR3 Leadership Award recognizes people and initiatives that are models of excellence to further waste prevention, recycling, and composting in NY. This year NYSAR chose to honor Angie's nomination in the Education Institution category.

Karen Hadley is an Instructional Coach for Social Studies and has been the driving force behind a very successful film plastic recycling initiative in the Onteora Central School District.

You may recall this program was highlighted on the Agency's Community Spotlight Blog earlier this year and you can read a full interview on our website.

What began as curiosity about plastic bag recycling expanded into a community-wide film plastic recycling program where students, families, and more than 50 local businesses collect and drop off film plastic at the school, and Karen personally transports it to the recycling location each week."

There was a brief video shown.

The Board and staff had a discussion regarding the ewaste program which is closed for the season. The discussion included the ewaste out front, being a harass, the program continuing all year and the towns accepting ewaste.

Regis asked Anna and Tim to express the Board's appreciation to the operational staff with regards to the concrete work. He also stated that he appreciates all the work Angelina and Tanesia (Recycling Outreach Team) do.

GENERAL REPORTS PRESENTED (Recording 1:00:00-1:13:52)

Tim noted the following:

October MSW Tonnage Report

Tonnages were good for the month and tons were over the target tons by 339 tons.

October Recycling Tonnage Report & MRF Cost Center Analysis

No items to note.

October Treasurer's Report

Regis presented the October Treasurer's Report. Regis explained some line items and discussed what the numbers represented. The Agency is in a positive position.

Regis Obijiski moved the October Treasurer's Report, and it was seconded by David Gilmour. 4 in favor, 0 opposed, 0 absent.

ADMINISTRATIVE MATTERS

- **Resolution # 2604 Re: Procurement of Audit Services (Recording 1:14:01-1:16:21)**

Donna Egan requested the resolution be amended to add the wording "term of contract" to the last sentence in the first paragraph after the word "for".

Donna Egan moved to approve the amended **Resolution #2604 Re: Procurement of Audit Services**, and it was seconded by Regis Obijiski. 4 in favor, 0 opposed and 1 absent (GORDON).

- **Resolution # 2605 Re: Authorizing and Approving the Finance Committee Charter (Recording 1:16:23-1:17:15)**

Andrew Ghiorse moved to approve **Resolution #2605 Re: Authorizing and Approving the Finance Committee Charter** and it was seconded by Regis Obijiski. 4 in favor, 0 opposed and 1 absent (GORDON).

- **Resolution # 2606 Re: Authorizing and Approving Section 211 Application for New York State Retirement and Social Security Law-Anna Roppolo (Recording 1:17:18-1:20:32)**

Donna Egan had a question regarding the attachment (Exhibit A) to the resolution with respect to Anna's contract. Anna stated if her contract was going to be discussed that it should be executive session.

Anna and Tim explained what the purpose of the resolution was for. This resolution would be for 2024 and would cover Anna if she should go over the allowable income.

David Gilmour moved to approve **Resolution #2606 Re: Authorizing and Approving Section 211 Application for New York State Retirement and Social Security Law-Anna Roppolo**, and it was seconded by Regis Obijiski. 4 in favor, 0 opposed and 1 absent (GORDON).

- **Resolution # 2607 Re: Approving the Ulster County Resource Recovery Agency's Sexual Harassment Policy** (Recording 1:20:35-1:23:04)

The changes in the policy were in line with the NYS Sexual Harassment Policy changes.

Donna Egan moved to approve **Resolution # 2607 Re: Approving the Ulster County Resource Recovery Agency's Sexual Harassment Policy**, and it was seconded by Andrew Ghiorse. 4 in favor, 0 opposed and 1 absent (GORDON).

OLD BUSINESS (Recording 1:23:07-1:38:24)

The Board and staff had a discussion regarding mattress recycling. The discussion included the mattress recycler in NYC, costs, EPR (Extended Producer Responsibility), emissions, how to ship the mattresses, number of mattresses that could fit in a 53-foot trailers, alternatives way to possibly recycle mattresses, legislation, how they are recycled and impacts. Anna distributed a packet to the Board regarding the costs associated with mattress recycling, carbon footprint, proposed resolution for the State and a spreadsheet with the information on tonnage, trucks, mileage, and costs.

Manna Jo Greene, Ulster County Legislature discussed the ZWIP (Zero Waste Implementation Plan) and how the group worked on mattress recycling. She also stated, mattress recycling was brought up at the Mid-Hudson Regional Sustainability Committee Hazard Material Group but they opted for textiles instead. She hopes they will reconsider. RIC is not addressing mattress recycling but would need to make a recommendation on how they should be addressed.

Anna recommended that the Agency work with the EPR legislation regarding mattresses.

NEW BUSINESS-None

EXECUTIVE SESSION

Andrew Ghiorse made a motion to enter Executive Session at 7:45 PM for employment history of a particular person and it was seconded by Regis Obijiski. 4 in favor, 0 opposed, 1 absent (GORDON).

Donna Egan made a motion to exit the Executive Session at 8:19 PM and it was seconded by Regis Obijiski. 4 in favor, 0 opposed, 1 absent (GORDON).

ADJOURN

Donna Egan made a motion to adjourn the November 30, 2023, Regular Board Meeting at 8:20 PM and it was seconded by Regis Obijiski. 4 in favor, 0 opposed, 1 absent (GORDON).

December 28, 2023

Motion to approve the above transcribed Minutes of the November 30, 2023, Regular Board Meeting was made by Regis Obijiski, and seconded by Andrew Ghiorse. 5 in favor, 0 opposed, 0 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:


Andrew Ghiorse, Chair


Ken Gilligan, Secretary