

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
REGULAR BOARD MEETING MINUTES
MAY 23, 2024**

The Ulster County Resource Recovery Agency held a Regular Board Meeting on May 23, 2024.

The proceedings were convened at 6:04 PM. This meeting was held at the Agency's Main Office, 999 Flatbush Road, Kingston, NY.

Board members present: Chair/Treasurer Regis Obijiski, Vice Chair James Gordon, Member Andrew Ghiorse, and Member Donna Egan. Member David Gilmour was absent.

Staff present: Counsel/Secretary Kenneth Gilligan, Executive Director Marc Rider, Director of Finance and Administration Tim DeGraff, and Office Manager Melinda France. Director of Sustainability Angelina Brandt was absent.

From the public: Manna Jo Greene, Ulster County Legislator; and Michael York, Town of New Paltz Transfer Station employee.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

- Regis Obijiski went over the guidelines regarding Public Comment. He also provided his email address for anyone who would like a topic to be addressed or discussed at a board meeting; robi@ucrra.org.

AGENDA

Regis Obijiski made a motion to accept the Agenda, it was moved by James Gordon and seconded by Andrew Ghiorse. 4 in favor, 0 opposed and 1 absent (GILMOUR)

APPROVAL OF MINUTES

James Gordon made a motion to approve the Minutes of April 25, 2024, and Andrew Ghiorse seconded the motion. 4 in favor, 0 opposed and 1 absent (GILMOUR).

PUBLIC COMMENT (Recording 4:24-18:32)

- Michael York, employee of the Town of New Paltz Transfer Station, spoke regarding the issue with storm water run-off. He provided pictures to the Board to review regarding the situation he discussed and what he has worked on to help the situation. He also discussed this matter and provided ideas on working together to Charlie Whittaker, Director of Operations and Compliance. He stated he would like to help with a remedy for the problem and he would like to know more about what is going on. He invited the Board to come out and view the situation.

- Marc Rider responded that the Agency is preparing an RFP (Request for Proposals) to hire an engineering firm to find a solution. Marc also stated that leachate is close to what was budgeted, and it is unsustainable to economically tank and truck the leachate. Marc Rider provided Michael York with his contact information if he wanted to discuss this matter further.
- Manna Jo Greene, Ulster County Legislator added to the conversation that the Town of Lloyd processes leachate using reed beds.
- Marc added that reed beds could be an option, but he would wait to see what the engineers would recommend. He also stated that this is a DEC compliance issue.

COMMUNICATIONS and ANNOUNCEMENTS (Recording 18:33-23:15)

Regis Obijiski, Chair stated and noted the following announcements:

1. The Agency was pleased to report that the operations at 999 Flatbush received an unexpected visit on May 16th from a team of four new DEC officers. Their purpose was to observe and learn. They commended the Agency on our handling of all materials, cleanliness, access, absence of odors, composting, and the condition of the equipment. Regis stated that it was a positive visit. Charlie Whittaker, Engel Delgado, Larry Ricci, and all of UCRRA's operations staff deserve the Board's sincere appreciation.
2. Composting has been the focus of the Board's Zero-Waste Committee. May 9, 2024, County Executive Jen Metzger was on site to view the composting options. Regis stated she was very pleased. Last Thursday, May 16th, Marc and Regis accompanied County Executive Jen Metzger, Legislators Manna Jo Greene, Chris Hewitt, Herb Litt and several others to learn from Greenways composting in New Paltz and Clintondale. Regis stated, diverting organic waste from landfills requires less competition and more collaboration.
3. Governance Committee is chaired by Board Member Jim Gordon. Regis stated that Jim Gordon, will be leading a discussion tonight on the improvement to the By-Laws for the Agency. He stated that this was a very ambitious and necessary task in the first revision of the By-Laws since the Agency's inception. He stated that the By-Laws are an elucidate practical ways of conducting business and following decision-making procedures.
4. Zero Waste Committee is chaired by Board Member Donna Egan. Regis stated that he appreciated everything Donna is doing with the Zero Waste Committee.
5. Finance Committee will meet at the Agency on Monday, June 17, 2024, at 6PM. The subject will be to discuss the planning elements involved in creating the Agency's Annual Budget with particular references to capital.
6. Next Regular Board Meeting: June 27, 2024 at 6PM.
7. Executive Session would be to discuss progress on possibly hiring specific candidates for three positions approved by the Board by resolutions; at the April 25, 2024 Board

Meeting. The three positions are: 1) an administrative position; 2) Agency Counsel; 3) Coordinator for Organizational Performance and Development.

Marc Rider corrected executive session will be for matters related to appointment.

EXECUTIVE DIRECTOR UPDATE (Recording 23:18-35:25)

Marc Rider's update included the following:

He thanked Regis for highlighting the DEC visit and acknowledging the Operational Staff. Marc continued by complimenting the administrative staff and pointing out various projects and jobs they have been working on.

- He met with Supervisor Parete, the new Chair of the Ulster County Town Supervisors Association
- Went to Bailey's School and did a presentation for his daughter's class (5th graders)
- Cornerstone-Task Three should be completed in the next 1-2 weeks. Anticipated to be able to share the draft report with the Board in June.
- Leachate Collection-Tim and Melinda have drafted a RFP for engineering services. He is reviewing and the RFP should go out next week.
- Alternative Technology Options
 - Plan to begin drafting a RFP to see what alternatives to disposal are out there.
 - Taken several meetings with companies eager to site a facility on the property.
 - Companies are looking for different things including MSW Recycling, Biogas, to Recycling of hard plastics.
- Agency Vehicles
 - Have purchased two vehicles.
 - One vehicle is for administrative use, including the Recycling outreach team. It is a plug-in hybrid-Kia Niro.
 - One vehicle is a fully electric Nissan Aryia which he will drive for Agency purposes only.
 - Looking at electric charging infrastructure options
- Local Solid Waste Management Plan
 - LSWMP will be due annually in October, including the update for 2022-23
 - Will provide a revised update closer to that time.
- Greenway Letter
 - Provided a letter to the Town of Hurley stating that the Agency had no objections to their Pilot Agreement.
- SWANA Conference
 - Attended the conference with 5 other staff members. Staff members were engaged during sessions, and even led some of the activities as volunteers.
 - Received praised regarding the Agency
 - One thing he found interesting at the conference is a hauler provided a pickup at the door to collect household hazardous waste. This company was interested in participating in Ulster County

The Board thanked Marc for all his work.

RECYCLING PROGRAM UPDATE

Angelina Brandt, Director of Sustainability update was provided to the Board in their packet. Angelina Brandt was excused due to illness.

The Recycling Outreach Team held a Compost Bin and Rain Barrel Sale on Saturday. Over 100 bins were sold. The Board and staff discussed purchasing and storing extra bins. The Agency did purchase a few extra bins for promotional giveaways throughout the year.

GENERAL REPORTS (Recording 38:05-1:01:19)

➤ **COMMITTEE & OFFICIAL MEETING UPDATES**

UCRRA Reform Committee: Jim Gordon provided an update. He stated it is going well but there are a lot of complications that will not be worked out by the time the report is due to be completed in July. He stated that diversion will be the focus of the Committee, the hub and spoke system seem to be very popular, as well as the RIC idea being popular. Partnering broadly to divert the waste stream is agreeable amongst everyone in the Committee. DEC will attend the next UCRRA Reform Committee meeting next Thursday (May 30th). It still needs to be figured out how everything will be paid for. The UCRRA Reform Committee will not turn the Agency into a County Department at this time. He stated the recommendation would be to have a 9-member board for the Agency. It has not been approved, just recommended. The contract with the County will expire next year.

Marc added that the contract discussion will be happening soon.

Recycling Oversight Committee: Donna Egan stated there was no meeting this month, so no update was provided.

Tim DeGraff provided an update regarding the following reports:

➤ **MSW Tonnage Report**

| Target Tons | Actual Tonnage in | Difference |
|-------------|-------------------|--|
| 11,773 | 11,814 | Actual Tonnage was 41 tons more than the targeted tons |

- Sludge was right on target.
- For the year-to-date; under budget by 3.4%

➤ **Recycling Tonnage Report**

- Food waste is up 18.5% from January through April from this year to prior year

- Tim pointed out that recycling was consistent from prior year

➤ **MRF Cost Center Analysis**

- Net loss of \$2,046 for the month
- Year-to-date net loss of \$62,571
- \$36.42 to break even
- He reviewed the prices from the Recycling Market Trend Report

➤ **Treasurer's Report**

- Received dividend payment from Workers' Compensation premiums for the period of July 1, 2022-June 30, 2023, in the amount of \$49,715
- Expenses-
 - Leachate
 - Budgeted for \$190,000 and year-to-date the amount is at \$174,000
 - This is for both facilities
 - Tim stated that he mentioned throughout the years that leachate needed to be looked at from a capital standpoint to investment in. He stated that the Agency should spend some capital money and invest in some infrastructure. There is money available in contingency accounts for these purposes.
 - Leachate last year was at it highest in 20 years
 - Planning an RFP for engineering services to find a solution for the leachate
- Net Operating Revenues were \$263,277
- Capital Outlay was \$35,706 for the purchase of the Kia Niro
- For the month of April there is a surplus of \$227,571
- Year-to-date the deficit is \$1,472,829
- Compared to last, the budget is off by \$170,342
- Regis Obijiski noted a few numbers on the Treasurer's Report and stated April was a good month for the Agency
- Marc Rider discussed the expense of the Ulster Transfer Station floor. This expense will not incur year after year
- Tim DeGraff added that the DEC required the Agency to do the whole floor

James Gordon motioned to accept April's Treasurer's Report and it was seconded by Donna Egan. 4 in favor, 0 opposed, 1 absent (GILMOUR).

ADMINISTRATIVE MATTERS (Recording 1:01:45-1:23:00)

- **Resolution # 2613 Re: Approval of a Visitor's Rules of Conduct Policy**

James Gordon made a motion to discuss **Resolution #2613** and it was seconded by Andrew Ghiorse. **Resolution # 2613 Re: Approval of a Visitor's Rules of Conduct Policy** was approved. 4 in favor, 0 opposed and 1 absent (GILMOUR)

- **Resolution # 2619 Re: Amending By-Laws**

Andrew Ghiorse made a motion to discuss **Resolution # 2619 Re: Amending By-Laws** and it was seconded by James Gordon.

The Board and staff reviewed the amended By-Laws. James Gordon stated the Governance Committee supported the amendments to the By-Laws. Donna Egan made several suggestions and had a few questions in the By-Laws. The Board discussed Donna's points.

Andrew Ghiorse made a motion to approve **Resolution # 2619 Re: Amending By-Laws** and it was seconded by James Gordon. 4 in favor, 0 opposed and 1 absent (GILMOUR).

- **Resolution # 2618 Re: Approving Amendment to the Personnel Policy**

James Gordon made a motion to approve **Resolution # 2618 Re: Approving Amendment to the Personnel Policy** and it was seconded by Andrew Ghiorse. 3 in favor, 1 opposed (EGAN) and 1 absent (GILMOUR).

The Board and staff discussed this resolution.

The amendment to the Personnel Policy is for non-union employees.

Donna Egan stated that the amendment was not traditional and was over generous with the benefits. She didn't agree with the language and stated it was not clear.

Marc Rider explained the change. He read the change which Donna stated wasn't clear. The change read as follows: "Regular Part time employees who work 20 or more hours per week shall receive fifty (50%) of all benefits, except that they will receive one hundred (100%) of the health, dental and vision benefits." Employees pay 10% for medical. Marc stated the health insurance company stated this change needed to be added to the personnel policy.

Donna felt that the part-time employee should pay more for medical than the full-time employee.

EXECUTIVE SESSION

James Gordon made a motion to enter executive session at 7:30 PM for matters pertaining to appointment of a particular person and it was seconded by Andrew Ghiorse. 4 in favor, 0 opposed, 1 absent (GILMOUR).

No action was taken in Executive Session.

ADJOURN

James Gordon made a motion to adjourn the May 23, 2024, Regular Board Meeting at 7:53 PM and it was seconded by Andrew Ghiorse. 4 in favor, 0 opposed, 1 absent (GILMOUR).

June 27, 2024

Motion to approve the above transcribed Minutes of the May 23, 2024, Regular Board Meeting was made by _____, seconded by _____ . in favor, 0 opposed, _____ absent.

The Minutes were approved by the Board.

Transcribed by: Melinda France, Office Manager.

Signatures:

Regis Objiski, Chair

Ken Gilligan, Secretary

DRAFT