

**ULSTER COUNTY RESOURCE RECOVERY AGENCY  
REGULAR BOARD MEETING MINUTES  
DECEMBER 19, 2024, at 6:00 PM**

**This meeting commenced at 5:55 PM on December 19, 2024, at the Agency’s Main Office, 999 Flatbush Road, Kingston, NY.**

**ROLL CALL**

**Board Members**

James Gordon          X    
Andrew Ghiorse       X    
Donna Egan             X    
David Gilmour         X    
Erica Brown            X  

**Agency Staff**

Marc Rider              X    
Timothy DeGraff       X    
Angelina Brandt       X    
Timothy Weidemann   X    
Melinda France        X  

The Board welcomed Erica Brown to the board.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**-no public was present.

**APPROVAL OF AGENDA** (recording :58-5:39)

David Gilmour, Board Member requested that the Agenda reflect that the Meeting starts at 6:00 PM and not 5:30 PM.

James Gordon, Chair of the Board requested:

- **“Executive Director Update”** be moved to the bottom of the **“General Reports”**
- Add **“Discussion”** regarding the contract with County, Capital Plan and any other points the Board would like to discuss after Executive Director’s Update.
- **“West Group, LLC Proposal”** under **“New Business”** be moved up after **“Communications & Announcements”**

Under **“Communications & Announcements”** Marc Rider, Executive Director, cancelled the proposed Zero Waste Committee Meeting for January 23, 2025. The Annual Organizational Meeting will start at 6:00 PM and the Regular Board Meeting will immediately follow the Annual Organizational Meeting.

Andrew Ghiorse approved the revised Agenda and it was seconded by Donna Egan. 5 in favor, 0 opposed, 0 absent.

**APPROVAL OF MINUTES** (recording 5:10-12:23)

- *Minutes of the November 21, 2024, Regular Board Meeting*

Donna Egan made a motion to open discussion of the Minutes from the November 21, 2024, Regular Board Meeting and it was seconded by Andrew Ghiorse. After discussion, the Board decided to table the November 21, 2024, Regular Board Meeting Minutes until the next meeting.

- *Minutes of the November 21, 2024, Special Board Meeting regarding the 2025-2029 Capital Plan*

Donna Egan made a motion to open discussion of the Minutes from the Special Meeting from the November 21, 2024, and it was seconded by Andrew Ghiorse. These minutes were modified to add an “X” to the chart in the Minutes on page 2 under the category “Project #25-03 RIC” next to David Gilmour’s name.

## **COMMUNICATIONS & ANNOUNCEMENTS**

**The next meetings are scheduled as follows:**

- Annual Organizational Meeting is scheduled for January 23, 2025, at 6:00 PM
- Regular Board Meeting is scheduled for January 23, 2025, immediately following the Annual Organizational Meeting

David Gilmour and James Gordon advised that they provided a letter to Chair Criswell of the Legislature asking to renew their term as board members of the Agency. The letter was also provided to Marc Rider, Executive Director and board members.

James Gordon discussed the meeting he had with Legislator Hewitt, Chair of the Energy, Environmental and Sustainability Committee.

## **NEW BUSINESS** (Recording 15:18-44:26)

- *West Group LLC proposal*

Teno West, Esq. and Steven A. Torres, Esq. of the West Group, LLC provided an overview of their law group and answered questions the Board had. Mr. West also discussed the proposal that was provided to the Board and staff.

Board and staff discussed what services the Agency would be looking for West Group to provide.

## **GENERAL REPORTS** (Recording 44:50-1:09:55)

Zero Waste Committee Update was provided by Donna Egan, Chair of the Committee. She stated that the last meeting was cancelled. She has planned for several guest speakers to attend the ZWC meeting in the future.

### ***Recycling Program Update***-Angelina Brandt, Director of Sustainability (Recording 45:18-48:10)

Angelina Brandt’s update for the month included the following points:

- Recycling Outreach Team completed five educational events:
  - Girl Scout Troop in Highland

- Wallkill and Hurley Libraries
- Marlborough Middle School
- Plattekill Elementary School.
- Eco-friendly tips for the holiday season were the theme for social media and advertising
- The 2024 Recycling Outreach Team Program Impact Report was provided in the board packet. This report is a comprehensive reflection on the accomplishments celebrated at the end of the year. The report could be shared with many different stakeholders or new collaborators to introduce the Agency’s educational services. The report features project spotlights on the key program areas led by the Recycling Outreach Team, results and metrics about each program, and year end totals.
- Some numbers highlighted in the report were as follows:
  - 2,271 adults participate in educational tours, events, and classes, which is about 800 more than last year
  - Youth programs reached 1,511 children, which is about 300 more than last year
  - Doubled the number of tabling events, increased the number of classes, saw steady increases in social media subscribers and newsletter audience.
- Angelina stated that this report is helpful with evaluating where to consider new milestones or strategies in the new year.

**Tim DeGraff provided an update regarding the following reports for November:** (Recording 48:10-1:04:14)

➤ **MSW & C & D Tonnage Report**

Target Tons	Actual Tonnage in	Difference
11,219	11,056	Actual Tonnage was 163 tons less than the targeted tons

- Year-to-date tonnage is short by 3,785 tons which is a difference of 2.8%

➤ **Recycling Tonnage Report**

- There was not much change in the volume
- Recycling mainly comes in from the towns

➤ **MRF Cost Center Analysis**

- Total Sale of Recyclables was \$23,188
- Total Recycling cost \$6,205
- Net Revenue of \$16,983
- Total Personnel/Operating Expenses \$52,906
- Net loss of \$35,923 for the month
- Year-to-date net loss of \$140,985
- If a tipping fee was charged for recycling, it would have to be \$29.20/ton to breakeven

The Board and staff had a discussion regarding recycling, including charging/not charging for recycling.

➤ **Treasurer's Report**

- No Revenue Line items to note
- Total Revenue were \$1,494,926
- Expenses Line items to note-
  - HHW Clean-up in the amount \$37,628
  - CLF Monitoring & Maintenance in the amount of \$14,189 for UCLF leachate pump/control panel repairs
- Total Operating Expenses for the month was \$1,426,268
- Net Operating Revenues and a surplus of \$68,658
- Year-to-date the deficit is \$405,329

David Gilmour, Treasurer stated he has been reviewing the Invoice Expense Ledgers Postings. He stated he observed that the Agency consumes a lot of energy, a lot of different categories of fuels and a lot of electricity. He stated that utilities and fuel were 6.25% of the expense side of the operation in the first 11 months of 2024. He spoke to Marc Rider and Tim DeGraff regarding how the Agency was performing with regards to the budget. Marc Rider discussed the deficit and surplus over the last five years. He stated that overall, the Agency has a \$165,000 surplus. For 2025, the Agency budgeted a \$90,000 surplus on top of a capital reserve of \$890,000 which was separate.

James Gordon and David Gilmour commended the staffs' work on the finance side.

David Gilmour asked staff to find ways to divert glass as a beneficial use.

The Board briefly discussed the report "The Threat of Landfill Leachate to Drinking Water in Hudson/Mohawk Rivers" by Rebecca Martin. The Agency is responsible for two consolidated closed landfills-Ulster and New Paltz. The Agency did provide samples for the report. January 6, 2025, at noon will be an informational meeting and January 17, 2025, will be "how to take action" meeting. Both meetings will be held virtually on Zoom. The Board and staff decided if the report needed to be discussed further to add this to the next meeting agenda. Marc Rider added that Rebecca Martin could come in and provide a presentation if the Board was interested. (Recording 1:04:18-1:09:36)

Erica Brown motioned to accept November's Treasurer's Report, and it was seconded by Andrew Ghiorse. 5 in favor, 0 opposed, and 0 absent.

***Executive Director Update***-Marc Rider (Recording 1:10:03-1:36:13)

- **Leachate Collection Project**
  - SCS Engineers were onsite at both landfills on 12/13/2024
  - Called and discussed with SCS Engineers what the direct access to the Town of Ulster wastewater system is (possibly treatment on site)
- **Composting Operations and Permit Modifications**
  - No update; still waiting for approvals
  - Discussion on what should be done on how to move this process
  - The Agency has had 15 inspections in the last year by DEC with 0 violations
  - The Agency is ready to move forward once the permit modifications are approved
- **Landfill Engineering Services RFP**
  - On Friday 12/6, the RFP for Landfill Engineering Services was posted on Bidnet

- 26 firms have downloaded the documents from Bidnet
- Will send out an addendum next week granting an extension due to holiday
- Proposals will be due back on January 24th
- **Staffing Changes**
  - On 12/2 Tanesia White resigned as Recycling Educator. Tanesia has taken another position. Her last day of work was 12/11.
  - On 12/7 Karen Sheard resigned from the position as Agency Counsel.
- **USDA Grant**
  - Was not granted
  - Board and Staff discussed what this grant was and why it wasn't awarded
- **SWIFR Grant**
  - Will be submitted tomorrow (December 20<sup>th</sup>)
  - Creating this application has given a good framework for the Reuse Innovation Center hub and spoke program
  - Toured one property last week which would be an ideal space. More details will be provided. The space is approximately 30,000 square feet.
  - Will provide the RIC plan and more details regarding this plan at the next meeting
  - Possibly the County could help defer some of the costs
- **NYS Food Waste Diversion Law Amendment**
  - The amendment phases down the weight limit to be considered a Large Waste Generator every two years.
    - Now to December 31, 2025, the limit is 2 tons
    - December 31, 2027, the limit is one ton, and
    - After January 1, 2028, the limit is one half ton
    - Starting January 1, 2026, the law also extends the distance from a food waste recycler from 25 miles to 50 miles

James Gordon, Chair of the Board asked Marc Rider, Executive Director to discuss where the Agency is at, with the County contract, that will expire on March 31, 2025. (Recording 1:31:40-1:36:13)

- Marc stated that he has two meetings scheduled in January with the County Attorney
- They will review the old contract and recommendations from the Reform Committee
- If there is no contract done by March 31<sup>st</sup> nothing will change but the Agency might not have the opportunity to receive a net service fee
- The Agency was created by the act of State Legislature
- The County contract required permission from the County for the Agency to have a bonding requirement for anything \$500,000 or more. If there is no contract, the Agency would not be required to request bonding through the County.
- The Board and staff discussed bonding

**DISCUSSION with regards to the 2025-2029 Capital Project Plan** (Recording 1:36:17-2:00:05):

The Board and staff discussed the 2025-2029 Capital Project Plan prioritization of the projects listed in the plan. Marc asked the Board to put a list together ranking the projects 1-9 so staff could see what projects to move forward on. The Board discussed the RIC project, diversion and the spoke/hub system. The Capital Project Plan will be updated and revisited at January's meeting.

Marc Rider, Tim Weidemann and James Gordon viewed a possible location for the RIC. Marc and James encouraged the Board to visit the property. This property is a warehouse and ready for use. This would be a 5-year lease. Marc Rider would ask the County for assistance with paying for this project.

**RESOLUTIONS AND BOARD NOTIFICATIONS** (Recording 2:00:07-2:10:37)

- Resolution #2639 Re: Authorizing and Approving the Purchase of a Caterpillar 320 Excavator

**Andrew Ghiorse moved the motion for discussion and Donna Egan seconded the motion. The Board discussed Resolution #2639 Re: Authorizing and Approving the Purchase of a Caterpillar 320 Excavator.**

- This piece of equipment is purchased off of Sourcewell
- Agency is trying to standardize equipment to CAT
- It will take 8 to 9 months to receive the piece of equipment
- The equipment is unique to the industry
- Donna Egan felt that the Agency doesn't look into other options. She would like a comparison of various options. Tim DeGraff stated that this has been analyzed over the years. Charlie Whittaker, Director of Operations and Compliance did provide information regarding the equipment but some of the Board didn't have a chance to review it prior to the meeting
- This excavator would be for New Paltz

**The Board approved Resolution #2639 Re: Authorizing and Approving the Purchase of a Caterpillar 320 Excavator. 5 in favor, 0 opposed and 0 absent.**

The Board asked if Erica Brown, new board member had thoughts regarding the Capital Project Plan. She thanked the board but stated she had nothing to add at this time.

**EXECUTIVE SESSION**

David Gilmour motion to enter Executive Session at 8:07 PM for discussion of a contract and evaluation of an employee performance and it was seconded by Donna Egan. 5 in favor, 0 opposed and 0 absent.

The Board exited Executive Session at 8:27 PM. No decisions were made.

**ADJOURN**

Motion to adjourn the December 19, 2024, Regular Board Meeting was made by Andrew Ghiorse and seconded by Erica Brown.

Vote: Ayes:   5  

Nays:   0  

Absent:   0

**January 23, 2025**

**Motion to approve the above transcribed Minutes of the December 19, 2024, Regular Board Meeting was made by \_\_\_\_\_ and seconded by \_\_\_\_\_. \_\_\_ in favor, \_\_\_ opposed and \_\_\_ absent.**

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

**Signatures:**

\_\_\_\_\_  
**James Gordon, Chair**

DRAFT