

# ONONDAGA COUNTY RESOURCE RECOVERY AGENCY

## November 8, 2017 BOARD MEETING MINUTES

<b>Board Members Present:</b>	<b>J. Copanas, T. Geiss, T. Glazier, L. Klosowski, J. Lyons, J. Powers, R. Raman, M. Reilly, J. Wright,</b>
<b>Board Members Absent:</b>	<b>K. Dodson, D. Lawless, B. Page</b>
<b>Also Present:</b>	<b>B. Bulsiewicz, M. Cirino, D. Glance, K. Lawton, M. Mokrzycki, K. Spillane, R. Czerwiak</b>
<b>Guests:</b>	<b>Brad Smith – GHD, Jeff Heath - GHD</b>

The November 8th Board Meeting was called to order at 4:03 p.m.

R. Raman left the meeting at 4:45 pm

J. Wright entered the meeting at 4:35 pm

The October 11, 2017 Minutes of the Board were approved as presented and filed.

The **EXECUTIVE DIRECTOR REPORT** was presented by D. Glance. Copies of the report were distributed and discussed.

D. Glance updated the Board on OCRRA's potential relationship with Tractor Supply. Recently, A. Radin, and G. Gelewski went to Nashville, TN to pitch OCRRA's Compost to the company. OCRRA is hopeful that our product will be accepted and available within the Tractor Supply chain.

In K. Dodson's absence, the **TREASURER'S REPORT** was presented by M. Mokrzycki. Copies of the report were distributed and discussed.

M. Mokrzycki updated the Board on OCRRA's September financial standings, highlighting that September was another overall positive month for the Agency. Electricity rates remain steady.

M. Mokrzycki reminded the Board that China has implemented their 'Green Sword Program', which will ban certain recycled waste coming into China. Due to this program, recycling profits could be down in the coming year 2018. OCRRA has budgeted an expense in anticipation of this program. J. Copanas asked if the budgeted expense will cover the possible loss. M. Mokrzycki responded that 2016 figures were used for the 2018 budget, when the recycling markets were weak.

M. Mokrzycki reminded the Board that there will be a Finance Committee meeting prior to the Admin Meeting on November 28, 2017 at 3:30 pm. This meeting will be to discuss the 4 steel trailers that were approved by the Board in August 2017. The trailers will be delivered soon, and the Committee will need that update.

J. Copanas asked if the Agency was still on target to meet the 2017 budget. M. Mokrzycki responded that the Agency is set to meet the 2017 goals.

R. Raman asked, in regards to China's 'Green Sword Program', what products are on the ban list? M. Mokrzycki responded that there are certain plastics and papers that will not be allowed, the list is extensive. M. Mokrzycki will email R. Raman the corresponding information. D. Glance added that due

to OCRRA's high quality recyclables, most of OCRRA's materials should continue to have domestic markets.

An introduction from **TRANSFER INFRASTRUCTURE PLANNING (TIP) COMMITTEE** was presented by K. Spillane.

The TIP Committee met on October 26, 2017. The Committee reviewed the final preliminary design/report from GHD on the consolidation of OCRRA's Transfer Stations. GHD focused on the commercial portion of the consolidation. The TIP Committee recommended the information come to the full Board. Brad Smith and Jeff Heath, from GHD, were in attendance to answer questions from the Board members.

The final report was distributed and discussed.

In D. Lawless's absence, the **TRANSFER INFRASTRUCTURE PLANNING (TIP) COMMITTEE** report was presented by R. Raman. Copies of the report were distributed and discussed.

R. Raman reminded the Board that there had been a request for a schedule of events for the consolidation project. If the schedule needed to be modified throughout the process that was acceptable, but that a schedule was needed to keep tasks on track. GHD had included the schedule in their proposal.

**Resolution #2107 – Resolution Authorizing Agency's Executive Director to Continue Work by Consulting Engineers on Rock Cut Road Transfer Station Upgrades and Expansion Related to Consolidation of Operations** was moved by R. Raman and seconded by M. Reilly

M. Reilly asked for a friendly amendment to correct the written dollar amount to reflect the numeric dollar amount in the Resolution.

R. Raman asked B. Smith from GHD if they would be able to remain on track and meet the schedule that they have provided. B. Smith responded, yes.

The Resolution was adopted 8 ayes, 0 nays, 0 abstain.

The **ADMINISTRATION COMMITTEE** was presented by R. Raman. Copies of the report were distributed and discussed.

R. Raman updated the Board on the Van Buren Pilot one year extension. The Committee was unanimously in support of the extension.

The Committee also discussed the OCRRA headquarters office space. The Committee agreed to extend the lease for an additional 4 years. J. Copanas added that after extensive research into moving OCRRA headquarters, it was determined that it was in OCRRA's best financial interest to remain at the current location.

**Resolution #2109 - Resolution Authorizing Interim Host Community Agreement with the Town of Van Buren** was moved by R. Raman and seconded by T. Geiss

J. Copanas asked that the 'not to exceed' amount be rounded to a solid dollar amount. A friendly amendment will be made to this Resolution.

The Resolution was adopted 8 ayes, 0 nays, 1 abstain.

**Resolution #2110 – Resolution Authorizing Executive Director to Enter Into a Four Year Extension for Agency Office Space** was moved by R. Raman and seconded by M. Reilly

M. Reilly asked what the terms were for the \$6.00 per square foot tenant allowance. D. Glance responded that the allowance was a per year allowance.

The Resolution was adopted 8 ayes, 0 nays, 0 abstain

**Resolution #2108 - Resolution Electing OCRRA Officers for 2018**

Ballots were tallied, results were as follows.

**Chair** – J. Copanas 9 votes

**Vice Chair** - J. Powers 9 votes

**Treasurer** – K. Dodson 9 votes

**Secretary** – R. Czerwiak 9 votes

**Assist. Secretary** – M. Farrell 9 votes

R. Raman praised K. Dodson for his position as Treasurer, stating that he was the best Treasurer the Agency has had.

The **RECYCLING AND OPERATIONS COMMITTEE** was presented by J. Wright. Copies of the report were distributed and discussed.

J. Wright updated the Board on OCRRA’s Shred-o-Rama event which was held at the NYS Fair’s Brown lot. This event was a huge success, approximately 60 tons of paper was collected. J. Copanas asked, with the upcoming construction at the Fair Grounds, would OCRRA be able to use the venue for the next event. K. Spillane responded that the construction will not interfere with the event. D. Glance added that the NYS Fair is a phenomenal partner for this event.

Being that OCRRA is number 1 in the state in recycling, it is important, moving forward that OCRRA take the lead in evolving policies and procedures in the industry. In 2018 the Recycling Committee will begin to address the need to evolve and to continue to set the standard within NYS.

J. Copanas added that the Recycling Committee will have a Vice Chair, J. Lyons.

**Resolution #2111 – Resolution Authorizing Purchase of Service Truck** was moved by J. Wright and seconded by M. Reilly

The Resolution was adopted 8 ayes, 0 nays, 0 abstain

**Resolution #2112 – Resolution Authorizing the Executive Director to Contract for up to a 5 Year Period with the Eagle and Post-Standard Newspaper for Distribution of the Agency’s Quarterly Printed Newsletter** was moved by J. Wright and seconded by L. Klosowski

M. Reilly asked if there would be an opportunity in the future to move to exclusive digital distribution. K. Lawton responded that the target audience prefers the printed edition and OCRRA utilizes online advertising to reach the more digital savvy audience; so both audiences are addressed and receive OCRRA information in the way that best suits their style. K. Lawton also noted that the printed newsletter is one of the most cost-effective ways to get our full message out – so no editing by the media – to a very broad audience. D. Glance added that the OCRRA newsletter is very popular. T. Glazier added that this non digital audience helps broaden the objective, which is to get as much information to as much of the public as possible. J. Copanas suggested that the Agency look into a way to monitor which audience utilizes the digital vs. printed newsletter, to help better market the information in the future.

The Resolution was adopted 8 ayes, 0 nays, 0 abstain

**The GOVERNANCE COMMITTEE** was presented by J. Copanas. Copies of the report were distributed and discussed.

J. Copanas asked M. Cirino if she had polled the Board as to when the last meeting of 2017 should be. M. Cirino will be gather that information in the near future.

J. Copanas added that in addition to any regular items to be discussed at the next meeting, there will be an Executive Session to review, in a summary form, what the input was both from the Board and OCRRA staff, as well as the self-evaluation from D. Glance, in regards to her first year as Executive Director.

J. Copanas asked for input on the Governance Agenda for the last meeting. He ended the meeting by encouraging all to attend.

The meeting adjourned at 5:03 p.m. Board Minutes were taken by R. Czerwiak