

# ONONDAGA COUNTY RESOURCE RECOVERY AGENCY

## December 13, 2017 BOARD MEETING MINUTES

<b>Board Members Present:</b>	<b>J. Copanas, K. Dodson, T. Geiss, T. Glazier, L. Klosowski, D. Lawless, B. Page, J. Powers, M. Reilly</b>
<b>Board Members Absent:</b>	<b>J. Lyons, R. Raman, J. Wright</b>
<b>Also Present:</b>	<b>B. Bulsiewicz, M. Cirino, D. Gance, A. Miller, M. Mokrzycki, A. Radin, K. Lawton, K. Spillane, R. Czerwiak</b>
<b>Guests:</b>	

The December 13<sup>th</sup> Board Meeting was called to order at 4:05 p.m.

The November 8<sup>th</sup> Minutes of the Board were approved as presented and filed.

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

Three of the Agency's employees will be leaving at the end of this month. Michele Loney has served as OCRRA's enforcement officer since 1999, and she is retiring. M. Loney's work significantly influenced OCRRA's recycling program by helping both businesses and residents within the county remain in compliance with local recycling and waste laws.

Cheri Zajac has lead the front desk operations and will also be retiring. C. Zajac was part of Team OCRRA since 2001, and in addition to being the voice of OCRRA and the first face folks see at the front desk, she also supported the rental properties and was a key contributor to OCRRA's Earth Day community wide litter clean up event.

Amy Miller, is moving on to be the Deputy Director for Madison County's solid waste program. A. Miller served as the Agency's Engineer since 2008. Her knowledge and reputation within the industry will not be easily replaced and she will be greatly missed. J. Copanas added that A. Miller has been a tremendous asset to both the Agency and the Board and that he will personally miss her presence at OCRRA.

The **TREASURER REPORT** was presented by K. Dodson. Copies of the report were distributed and discussed.

Cash flow, in comparison to last year is up. Landfill contracts are higher than normal, due to higher ash production as well as diversion during the planned outages. Revenues and expenses are on schedule to meet the 2017 budget. J. Copanas added that OCRRA is slated to have a better year than years past. With clear guidance and solid decisions, OCRRA is on a steady track to achieving their financial goals. B. Page asked what had caused the upturn. J. Copanas responded that the WTE Facility had not been working at capacity and recycling markets were down. With OCRRA's current contract with WestRock, the WTE Facility working at capacity and recycling markets up, OCRRA has had the opportunity to turn things around.

The **RECYCLING AND OPERATIONS REPORT** was presented by T. Geiss. Copies of the report were distributed and discussed.

The Resolution in support of the state wide ban on lightweight single use plastic bags was recommended for Board approval at the November 15<sup>th</sup> Committee meeting. A. Radin added that there would be a ban on the plastic bags as well as a fee on the brown paper bags that from a lifecycle standpoint, paper bags created a larger environmental impact than the plastic bags.

The new Compost fee schedule is posted on OCRRA's website and addressed in the OCRRA Newsletter.

The Committee also recommended that the Resolution to amend the Intermunicipal Landfill use agreement be submitted to the Board. This would be an extension of the existing agreement.

Finally the Committee recommended the purchase for two dump trucks and dump body/tarp systems off of the county contract.

**Resolution #2113 - Resolution in Support of Statewide Ban of Lightweight Single-Use Plastic Retail Bags** was moved by T. Geiss and seconded by L. Klosowski

K. Dodson asked if the paper bags should be included in this Resolution, or just to focus on the plastic. A. Radin responded that from a lifecycle standpoint, paper bags created a larger environmental impact than the plastic bags. This Resolution is in line with where the State Task Force is headed in regards to both paper and plastic retail bags.

The Resolution was passed by 8 Ayes 0 Nays 0 Abstain

**Resolution #2114 - Resolution Authorizing Executive Director to Purchase Two Dump Truck Tractor Cab/Chassis and Dump Body/Tarp Systems off County Contract** was moved by T. Geiss and seconded by L. Klosowski

It was noted that the Finance Committee recommended lease financing for this purchase.

The Resolution was passed by 8 Ayes 0 Nays 0 Abstain

The **ADMINISTRATION COMMITTEE REPORT** was presented by M. Reilly. Copies of the report were distributed and discussed.

M. Reilly updated the Board on the Resolutions that were sponsored at the Committee meeting.

**Resolution #2115 - Resolution Authorizing an Amendment to Intermunicipal Landfill Use Agreement with Madison County NY** was moved by M. Reilly and seconded by T. Geiss

The Resolution was passed by 8 Ayes 0 Nays 0 Abstain

**Resolution #2116 - Resolution Authorizing Executive Director to Purchase Workers' Compensation Insurance Policy for the Agency for One (1) Year Period Beginning January 1, 2018** was moved by M. Reilly and seconded by J. Powers

The Resolution was passed by 8 Ayes 0 Nays 0 Abstain

**Resolution #2117 - Resolution Confirming Agency's Voluntary Disability Benefits Liability Insurance Policy** was moved by M. Reilly and seconded by J. Powers

M. Reilly asked if this was at the employees cost, or the Agency's. M. Mokrzycki responded that it was at the employees cost. A small portion of the employee's paycheck is deducted each pay period, and that pays for the insurance policy.  
1/8/2018 2:44 PM

A friendly amendment was made to reflect that the disability benefit coverage is at no cost to the Agency.

The Resolution was passed by 8 Ayes 0 Nays 0 Abstain

**Resolution #2118 - Resolution Adopting Salary Adjustments for Non-Represented Employees for Year 2018** was moved by M. Reilly and seconded by K. Dodson

The Resolution was passed by 8 Ayes 0 Nays 0 Abstain

The **FINANCE COMMITTEE REPORT** was presented by M. Reilly. Copies of the report were distributed and discussed.

The Committee discussed the purchase of four additional transfer trailers, and whether to use cash, or lease purchase to acquire the trailers. Resolution #2091 - Resolution Authorizing Agency to Purchase Four (4) Additional Transfer Trailers was passed by the Board in August. The Board accepted the Finance Committee's recommendation to use lease financing for this purchase.

**Resolution #2119 - Resolution Amending the Procedure for Agency to Use Lease Purchase Financing** was moved by J. Copanas and seconded by M. Reilly

B. Page asked for clarification on the Resolution. J. Copanas responded, in the past, OCRRA would make most of their purchases as cash transactions. That is not always a feasible option, and so there are times that lease financing is best. This amendment allows those options.

The Resolution was passed by 8 Ayes 0 Nays 0 Abstain

The **TIP COMMITTEE UPDATE** was given by D. Lawless.

There was no TIP Committee meeting in November. An informal meeting with DEC was held to gather information on DEC requirements, moving forward with OCRRA's consolidation project. The meeting went well. There will be a traffic study done for the left hand turning lane at Rock Cut Road. There will be another TIP meeting at the end of January.

J. Copanas concluded the meeting with a summary on the Governance meeting that had taken place prior to this December 13<sup>th</sup> Board meeting. An assessment of Governance Principals and Code of Ethics was done and reviewed by B. Bulsiewicz and M. Cirino. Both B. Bulsiewicz and M. Cirino concluded that OCRRA is in compliance. The Committee discussed the yearly review of the Executive Director. A formal report will be submitted in January.

The meeting adjourned at 4:50 p.m.

Board Minutes were taken by R. Czerwiak 1/8/2018 2:44 PM