

ONONDAGA COUNTY RESOURCE RECOVERY AGENCY

March 13, 2019 BOARD MEETING MINUTES

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| Board Members Present: | J. Copanas, T. Geiss, L. Klosowski, D. Lawless, J. Lyons, B. Page, R. Raman, M. Reilly, J. Thomas |
| Board Members Absent: | J. Driscoll, T. Glazier |
| Also Present: | B. Bulsiewicz, D. Glance, M. Mokrzycki, A. Radin, K. Spillane, R. Czerwiak, C. Alunio |
| Guests: | M. Ciaralli, M. Lisson – Grossman St. Amour |

The March 13th Board Meeting was called to order at 4:05 p.m.

The February 13th Board meeting minutes were approved as submitted and filed.

The **EXECUTIVE DIRECTOR REPORT** was presented by D. Glance.

D. Glance praised both the Agency staff and the OCRRA Board members for their leadership and focus on the RCR Consolidation Project so far.

The project is on schedule.

Due to the Board's successful financial decisions and solid Agency management, the Agency's rating was increased from an A- to an A+ by Standard and Poor.

Onondaga County remains one of the strongest in the nation with their recycling practices. Quality is high.

D. Glance and A. Radin met with Legislators in Albany to discuss the Recycling crisis. They discussed expanding the bottle bill, the need for State financial assistance and the necessity to relook at how New York State currently processes recyclables.

Downstate, recycling costs are approaching double the cost of trash disposal.

Skaneateles will be meeting with OCRRA to discuss the possibility of joining the OCRRA system.

The **TREASURER REPORT** was presented by D. Lawless.

Copies of the report were distributed and discussed.

West Rock is experiencing a production slow-down. OCRRA has estimated an approximate 10% decrease in material received for 2019.

Agency's personnel costs were 4% lower in comparison to 2018.

The January MRF costs were approximately \$148K.

Finance leases were discussed.

B. Page had previously asked that a percentage column be added to the Monthly Income Statement. A percentage variation column has been added to the current Treasurer report. The committee discussed how to use this percentage variation column in future reports.

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

The Committee met on March 5, 2019.

Grossman St. Amour has attended today's Board meeting to present the Independent Auditor's Report.

M. Cirino has submitted her meeting notes from the February 11, 2019 and March 5, 2019 meetings. Copies of that report were distributed and discussed.

M. Cirino has also submitted her Agency Audit report.

There will be an Audit meeting during the summer months. A specific date has not yet been decided.

J. Thomas introduced M. Lisson and M. Ciaralli from Grossman St. Amour to present the Audit findings to the Board.

J. Copanas added that the Audit Committee had a very thorough discussion.

M. Ciaralli from Grossman St. Amour presented the Audit findings to the Board.

Grossman St. Amour meet with OCRRA's Audit committee on March 5, 2019.

Financials were discussed, committee questions were answered.

A summary of that meeting was distributed and discussed.

M. Lisson clarified the cash flow reported on the summary. OCRRA's cash flow is excellent.

M. Ciaralli commended the OCRRA management team and the Board members for their work.

Resolution #2175 – Resolution Approving Audit of Onondaga County Resource Recovery Agency for Calendar Year 2018 – was moved by J. Thomas and seconded by L. Klosowski

There was no Board discussion.

This Resolution was adopted 8 Ayes, 0 Nays, 0 Abstain

The **JOINT ADMINISTRATION/RECYCLING & OPERATIONS COMMITTEE** was presented by M. Reilly. Copies of the report were distributed and discussed.

The Committee met on February 26, 2019.

The committee discussed the Waste Q & C bids and agreed to advance a Resolution to the full Board to contract with MSW Consultants of Orlando, Florida to conduct the Waste Q&C in 2019.

There was an update and discussion of the RCR Consolidation Project.

The committee discussed Agency Insurance renewals and advanced a Resolution for approval by the full Board.

Resolution #2716 – Resolution Approving Investment Guidelines and Investment Report of Onondaga County Resource Recovery Agency for Calendar Year 2018. – was moved by M. Reilly and seconded by R. Raman

M. Mokrzycki added that the Resolution should also include M. Cirino’s Audit that was appended to this Resolution at the Administration committee meeting.

The Resolution was approved 8 Ayes, 0 Nays, 0 Abstain

Resolution #2177 – Resolution Authorizing Executive Director to Purchase Insurance Policies for the Agency for the Period Beginning April 1, 2019 – was moved by M. Reilly and seconded by T. Geiss.

An amendment by unanimous consent was made to the date listed on the Resolution to read ‘2019’.

B. Page asked for clarification of the financial breakdown itemized on the Resolution.

M. Mokrzycki noted that Pollution insurance is a 2-year policy, and that cost is reflected in the total amount in the resolved clause of the Resolution.

An amendment by unanimous consent was made. The ‘total’ line item will be adjusted to reflect the correct amount of \$ 242,884.00.

B. Bulsiewicz asked for a friendly amendment to read ‘Broker fee / other’ – as the last line item.

An amendment by unanimous consent was made to reflect ‘Broker fee / other’.

M. Reilly asked for an update on the form that had been requested by R. Raman in regards to the Agency’s Insurance Broker with Brown and Brown Empire State.

D. Glance responded – OCRRA has sent the form to Brown and Brown Empire State for review by their legal department.

D. Glance will give another update to the Board once Brown and Brown Empire State has responded.

The Resolution was adopted 8 Ayes, 0 Nays, 0 Abstain

Resolution #2178 – Resolution Awarding Contract to Conduct Waste and Recyclables Quantification and Characterization Study – was moved by M. Reilly and seconded by J. Lyons

An amendment by unanimous consent was made to the acronym MWS to read MSW.

An amendment by unanimous consent was made to remove ‘cost of up to’ from the last line of the Resolution.

The Resolution was adopted 8 Ayes, 0 Nays, 0 Abstain

J. Copanas asked if this study was eligible for a partial reimbursement from NYS.

A.Radin responded – this will be reimbursed at up to 50%.

M. Reilly announced that the Administration Committee meeting on March 26th will be canceled.

TIP AD HOC COMMITTEE was presented by D. Lawless. Copies of the report were distributed and discussed.

The committee met on March 7, 2019.

The committee reviewed the RCR bid opening.

Contracts were awarded for: General Contractor, Electrical, HVAC and Plumbing.

The committee also reviewed the purchase of a new shredder.

The committee reviewed the purchase of new scale software and two new scales for RCR.

The awarded General Contractor has given K. Spillane a 26 week construction schedule. That schedule would allow for operations at RCR to begin as early as late fall of 2019.

J. Copanas commended the TIP Ad hoc committee for their diligence and outstanding work with the RCR Consolidation Project.

In reference to the new scale software, B. Page asked how pictures would be taken of trucks as they entered if they were required to have their loads tarped.

K. Spillane responded – After the truck has crossed the scale, they will be un-tarped and inspected. The inspector will have a hand held device that can take pictures. The new software will help resolve any disputes that may arise.

B. Page asked if all interior building measurements were taken into consideration when choosing the shredder.

C. Albunio responded that the Agency had measured all aspects of the environment where the shredder will be used.

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

The committee met on March 7, 2019 to discuss and advance Resolutions considered by the TIP Ad hoc Committee for Board approval today.

Resolution #2179 – Resolution Authorizing Agency Executive Director to Enter into Contract for Construction Oversight Services for Rock Cut Road Transfer Station Upgrade and Expansion Project – was moved by M. Reilly and seconded by R. Raman

There was no Board discussion.

The Resolution was adopted 8 Ayes, 0 Nays, 0 Abstain

Resolution #2180 – Resolution Authorizing Agency Executive Director to Execute Contracts for Rock Cut Road Transfer Station Reconstruction – was moved by M. Reilly and seconded by D. Lawless

There was a discussion about the process of change orders. The Board will consider amending change order policy at a future time.

The Resolution was adopted 8 Ayes, 0 Nays, 0 Abstain

Resolution #2181 – Resolution Authorizing Executive Director to Enter into Contract for Purchase of Shredder – was moved by M. Reilly and seconded by J. Lyons

B. Page asked if the magnet was included in the purchase price.

K. Spillane responded - yes

The Resolution was adopted 8 Ayes, 0 Nays, 0 Abstain

Resolution #2182 – Resolution Authorizing the Agency Executive Director to Enter into a Contract for Purchase of Scale Software and Related Services – was moved by M. Reilly and seconded by L. Klosowski

There was no Board discussion.

The Resolution was adopted 8 Ayes, 0 Nays, 0 Abstain

Resolution #2183 – Resolution Authorizing Agency Executive Director to Enter into Contract to Purchase Truck Scales – was moved by M. Reilly and seconded by R. Raman

There was no Board discussion.

The Resolution was adopted 8 Ayes, 0 Nays, 0 Abstain

Resolution #2184 – Resolution Creating and AD HOC Committee to Study Agency Recycling Planning – was moved by M. Reilly and seconded by D. Lawless

J. Copanas requested that the Resolution reflect the words ‘Recycling 2020’ in the language.

That language will be used in the Resolution.

There was a discussion about the Agency’s previous Ad Hoc committees.

The Resolution was adopted 9 Ayes, 0 Nays, 0 Abstain

Board Adjourned at 4:55 pm

Board Minutes were taken by R. Czerwiak

The Adopted Resolutions as Amended are available upon request

#2177

#2178

#2184