

ONONDAGA COUNTY RESOURCE RECOVERY AGENCY
February 08, 2023 BOARD MEETING MINUTES

Board Members Present	B. Page, A. Bianchetti, L. Colon-Torres, C. Dunham, E. Gilligan, L. Klosowski, J. Driscoll, D. Lawless, N. Zaccaria, S. Pasquale, D. Daley (remote via ZOOM)
Board Members Absent:	R. Raman
Also Present:	M. Cirino, K. Spillane, R. Czerwiak, C. Alburnio, J. Gascon Esq., M. Mokrzycki, K. Lawton, P. Pastella, T. Palmer
Guests:	

The February 08, 2023, Board meeting was called to order at 4:05 p.m.

Roll was taken. Quorum is present.

E. Gilligan moved and A. Bianchetti seconded the approval of the minutes from the January Board meeting.

Roll was called and the minutes were approved as submitted.

K. Spillane presented the Executive Director’s report.

- The collective bargaining agreement for a new proposed 4-year contract resolution will be presented today. K. Spillane thanked all the Board members and staff that contributed to bringing this agreement forward for the Board’s consideration.
- Ley Creek update:
 - The Ad-hoc committee met this month to review proposals submitted in response to a request for engineering assistance to complete the permitting package for Ley Creek.
 - The Agency is in the process of closing the purchase of the additional property at Ley Creek, but there was a concern raised by the Town of Salina that the simple lot line adjustment was now actually a subdivision because one small piece of the original parcel owned by the Congel family would be isolated on its own. K. Spillane distributed a map of the proposed three parcels. Now that it was a subdivision, Spillane said that it was subject to a public hearing at the Town and then 3 mile review by the Syracuse City Planning Department. K. Spillane further stated that through the attorney they had negotiated for an extension of the due diligence period in the purchase contract for the parcel and that he would keep the Board informed.
- Engineering update:
 - The Agency Engineer has identified three main accomplishments during the last month:
 - Completing the process for the RFP for engineering support for the permit package for Ley Creek.
 - Continuing the building 2 Optimization work which began in January 2023.
 - Issuing RFP for engineering related to next winter’s Optimization work to enclose the push pits in building 1 and 2.
- The Agency continues to work with Arcadis on the design of the new sanitation line at Amboy.
- Transfer update:
 - The Transfer Director has identified three main accomplishments during the last month:
 - Ensuring that the transfer station is able to accept and move waste each day while building 2 is unavailable due to construction.
 - Setting up the required annual training for all staff.

- Investigating the training required for refrigerant removal from the white goods OCRRA receives per EPA regulations.

- Recycling update:
 - The Recycling Director has identified three main accomplishments during the last month:
 - Reviewing and developing a new approach to the battery program.
 - Working with the City of Syracuse to apply for a grant from EPA which will provide the city with educational information to assist residents when the city implements its recycling cart roll out.
 - Focusing efforts on collecting data for the annual recycling report.
- Public Information update:
 - The Public Information Office has identified three main accomplishments during the last month:
 - Facilitating and participating with the Executive Director on engagement with area representatives and/or their staff from the city, county, state, and federal governments.
 - Finalizing the next newsletter which will be out next month.
 - Beginning promotions for Earth Day.
- OCRRA continues to meet with municipalities on the transition of blue bins to carts.
- The Agency has scheduled meetings with the Mayor of Syracuse and the County Executive to review the need to fill vacant Board appointments.

The **TREASURER'S** report was presented by L. Colon-Torres.

This report reflects December 2022 data.

- The December electricity rate was 6.3c/kWh.
- Electricity revenue for December was approximately \$1.2M.
- Total electricity revenue for the year was approximately \$10M.
- For the year, the Agency had an increase in net assets of approximately \$8.2M. This is an increase from last year.
- The Agency's cash balance at the end of December was \$22.6M.
- The Agency began the year with \$14.2M in cash reserves.
- The total amount paid to the MRF, year to date is \$781,896.

S. Pasquale moved and J. Driscoll seconded to approve the Treasurer's Report.

Roll was called and the report was unanimously approved.

The **RECYCLING AND OPERATIONS COMMITTEE** – report was presented by E. Gilligan.

- The committee discussed a resolution authorizing the Executive Director to contract for private hauling services.
- The committee discussed a resolution authorizing the Executive Director to contract for private roll-off truck hauling services.
- The committee discussed a possible contract with the Madison County Landfill. K. Spillane explained to the Board that Madison was contemplating a RFP for a private entity to operate its landfill. K. Spillane said that he reviewed with the committee, to see if there was general support, for a larger role for OCRRA to develop an intermunicipal contract with Madison to manage their solid waste plan as OCRRA has done for Onondaga County. With the support of the Committee members, K. Spillane is pursuing a follow up meeting with Madison County.
- K. Lawton gave a Legislative update on Packaging Products EPR.

Resolution #2370 – Resolution Authorizing Executive Director to Contract for Private Hauling Services was moved by E. Gilligan and seconded by S. Pasquale.

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

Resolution #2371 – Resolution Authorizing Executive Director to Contract for Private Roll-Off Truck Hauling Services was moved by E. Gilligan and seconded by J. Driscoll.

The resolution was adopted 9 ayes, 0 nays, 0 abstain.

The **ADMINISTRATION COMMITTEE** – report was presented by L. Klosowski.

- The committee discussed a resolution approving the collective bargaining agreement.
- The committee discussed a resolution amending the Agency’s employee handbook.
- The committee discussed a resolution updating and adopting a use of camera policy.
- The committee discussed a resolution adopting salary adjustments for non-represented employees for 2023.
- The committee discussed a resolution authorizing changes to the Agency’s Civil Service Roster.
- The committee discussed potential benefits to trading in vehicles before major issues arise.

There was a brief discussion regarding a possible relationship with the Madison County Landfill.

Resolution #2372 – Resolution Approving Labor Agreement with Local 158-C of the International Union of Operating Engineers was moved by L. Klosowski and seconded by L. Colon-Torres.

B. Page asked for final edits to be made to the Longevity Pay chart. Those changes will be made after this meeting.

The resolution was adopted 9 ayes, 0 nays, 0 abstain.

Resolution #2373 – Resolution Amending Agency’s Employee Handbook was moved by L. Klosowski and seconded by J. Driscoll.

There was no further discussion.

The resolution was adopted 9 ayes, 0 nays, 1 abstain.

Resolution #2374 – Resolution Updating and Adopting a Use of Camera Policy was moved by L. Klosowski and seconded by L. Colon-Torres.

There was no further discussion.

The resolution was adopted 9 ayes, 0 nays, 0 abstain.

Resolution #2375 – Resolution Adopting Salary Adjustments for Non-Represented Employees for Year 2023 was moved by L. Klosowski and seconded by C. Dunham.

E. Gilligan asked how this increase compares to the state.

M. Mokrzycki responded – that the New York State CSCA had issued a 3% pay increase for employees.

K. Spillane added that the Agency has always matched the same increases from the represented to the non-represented employees.

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

Resolution #7376 – Resolution Authorizing Changes to the Agency’s Civil Service Roster was moved by L. Klosowski and seconded by C. Dunham.

There was no further discussion.

The **LEY CREEK AD HOC COMMITTEE** – update was presented by D. Lawless.

- The committee discussed a resolution authorizing retention of an engineering firm to assist in permitting with Ley Creek.
- The committee discussed each proposal that had been submitted. The Agency received three proposals.

Resolution #2377 – Resolution Authorizing Retention of Engineering Firm to Provide Permitting Design and Permit Renewal Assistance for the Ley Creek Transfer Station was moved by D. Lawless and seconded by E. Gillian.

C. Dunham noted that the amount was recorded incorrectly in the resolution.

That error will be corrected.

The resolution was adopted 9 ayes, 0 nays, 0 abstain.

The **AUDIT COMMITTEE** – report was presented by J. Driscoll.

- This report is from November 2022.
- The committee discussed the risk assessment documents.
- The committee discussed the Code of Ethics training for 2022.
- The committee reviewed the DEC Report for Compost Sites audit report.
- The committee discussed the Fixed Asset Software audit report.
- The was given an update on records destruction.

B. Page mentioned that he should not be listed as a committee member in the header of the minutes, as he is exofficio.

Moving forward, he will be listed under ‘also present’.

The **FINANCE COMMITTEE** – report was presented by D. Lawless.

- This report is from December 2022.
- The committee discussed proposed changes to the Finance Committee Charter.
- The committee discussed their performance over the past year.
- The committee reviewed the Finance Committee Charter.

Resolution #2378 – Resolution Approving Amendment to OCRRA Finance Committee Charter was moved by D. Lawless and seconded by L. Klosowski.

There was no further discussion.

The resolution was adopted 9 ayes, 0 nays, 0 abstain.

B. Page asked for staff updates.

T. Palmer –

- The Agency is working on the upcoming newsletter and Earth Day promotions.

K. Lawton –

- The Agency is working on further battery management and will be discussing that at the upcoming Recycling and Operations Committee.

A. Bianchetti asked if there was any value to battery collection.

K. Lawton responded that there is value in the metals.

P. Pastella –

- Training to meet health and safety regulations continues. The training courses include the following topics: Hazardous Communications, Hearing conservation, Bloodborne Pathogens, Workplace Violence, Lockout Tagout Awareness, and Confined Space Awareness. Inhouse training on Stormwater Pollution Prevention Plan, Spill Prevention Control and Countermeasures and Waste Control will take place in March.

- Being more diligent with incoming cardboard. Incoming loads with excessive cardboard are being photo documented, time and hauler identification is recorded, and this information is provided to Chanel Quail, Enforcement Officer for follow up. Cardboard is prohibited at the transfer facility as it is recyclable and should be separated out of the waste stream before it is brought to the facility.

- Preparing for the upcoming construction at the Agency Office. Office furniture will be transferred from the main office to the RCR training room.

C. Alburnio –

- The first outage at the Waste to Energy Facility is underway. One boiler is taken out of service during each outage.

- The Ley Creek transformer demo has been completed.

- Construction on the loadout in building 2 continues.

- RFP's have been issued for engineering services. This will be a discussion item at the next Recycling and Operations committee meeting.

M. Cirino –

- The Audit committee will meet twice in the upcoming months.

- The year end Audit has been complete.

- The Executive Director's review will be completed soon.

M. Mokrzycki –

- The office construction 'kick-off' meeting is on Tuesday.

- Construction will begin soon.

E. Gilligan moved and J. Driscoll seconded to adjourn the meeting.

A unanimous aye voice vote was recorded.

The Board adjourned at 4:55 p.m.

Board Minutes were taken by R. Czerwiak