

**ONONDAGA COUNTY RESOURCE RECOVERY AGENCY**  
**July 12, 2023 BOARD MEETING MINUTES**

<b>Board Members Present</b>	<b>B. Page, A. Bianchetti, L. Colon-Torres, D. Daley, J. Driscoll, C. Dunham, E. Gilligan, L. Klosowski, N. Zaccaria</b>
<b>Board Members Absent:</b>	<b>N. Jankowski, D. Lawless, J. McMahon, S. Pasquale, R. Raman</b>
<b>Also Present:</b>	<b>M. Cirino, M. Mokrzycki, K. Spillane, R. Czerwiak, J. Gascon, T. Palmer, J. Connery</b>
<b>Guests:</b>	

The July 12, 2023, Board meeting was called to order at 4:05 p.m.

Roll was taken. Quorum is present.

D. Daley moved and L. Klosowski seconded the approval of the May Board minutes.

Roll was called and the minutes were approved as submitted.

K. Spillane presented the Executive Director’s report.

- OCRRA has completed stack testing at Covanta.
  - Stack testing is required under OCRRA’s permit.
  - PCB levels were detected as elevated during the required testing period.
  - After the levels were detected, testing continued, and further elevated levels were not detected.
  - Although not required by the NYSDEC, additional testing was recently completed but results will not be available until sometime in September.
  - It is anticipated that all levels of emissions remain at a normal level or within compliance.
  - It is presumed that the elevated levels were an anomaly and not of concern to the Agency or Covanta, but the testing information and the exceedance was reported to the NYSDEC as required.

A discussion followed.

- The Agency will be conducting a study regarding non-represented staff wages to evaluate if OCRRA needs to adjust salaries.  
A discussion followed.
- Engineering:
  - OCRRA continues to work with Cornerstone on the Ley Creek permitting and design.
  - Cornerstone made a presentation to the Ley Creek Ad hoc committee, reviewing the 60% level of the project.
  - HDR continues to research the waste that could be generated by a chip plant similar to the ones being proposed by Micron.
- Transfer and Compost:
  - OCRRA utilized outside haulers in May and June to aid with ash hauling.
  - Transfer has 5 vacancies, including the Director position which is causing a strain on operations.
  - Today, the Agency will be asking the Board to approve the addition of an MEO I position to give OCRRA some more flexibility.
  - The new shredder was delivered early and is now being used at the compost site.
- Recycling:
  - The Recycling Director has been working on redesigning OCRRA’s compost bags so that the Agency remains compliant with the NYS Ag & Markets requirements for the description of the

compost material and what is written on the outside of the bag.

- The Recycling Director has also been working with Wegmans on a pilot program, testing the compostability of some paper towels, wipes, and other packaging from their stores.
- The Recycling staff, with some help from Engineering, conducted an audit at the MRF this past month. The Agency is still reviewing the data collected.
- **Public Information:**
  - The Public Information Officer (PIO) has been working with PHG to create a 6x9 recycling guide to be shared with municipalities transitioning from blue bins to recycling carts.
  - OCRRA has soft-launched a recycling quiz. Preliminary results showed 65% of people answered 8-10 questions correctly. 33% answered 4-7 questions correctly.
  - The PIO has also spent time editing, approving, and voicing multiple broadcast and digital ads, answering reporter and public information requests, creating and planning social media post, updating information on the website, reviewing messaging with recycling department, and connecting with municipalities that need to update their recycling information.
- The Executive Director was in Washington DC last month meeting with other municipalities that may be affected by the change in MACT floor requirements for our Waste to Energy facility in an anticipated new ruling from the USEPA.
- The Agency has held another hauler meeting. Attendance was better. There was a discussion on the drop of curbside recycling tonnages and its impact on the MRF.
- The Agency will be holding its first annual Summer Retreat at Long Branch Park on Aug 2<sup>nd</sup>. Staff and Board members are encouraged to join for a BBQ.

There was a brief discussion on lower curb-side recycling tonnages.

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

This report reflects May 2023 data.

- Tipping fees were approximately 13% above budget.
- The electricity rate was 1.31 c/kWh.
- Landfill costs were elevated.
- The Agency's cash balance at the end of May stood at \$21.6M. The Agency began the year with \$22.6M in cash reserves.
- To date, the Agency has paid the MRF \$687,981.
- The Agency has billed haulers \$324,670 for recycling tip fees during 2023.

A discussion followed.

D. Daley motioned and L. Klosowski 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 met on June 21, 2023.
  - A handout was distributed at the Board meeting regarding the Ley Creek projects that were discussed at several committees. E. Gilligan felt that the handout helped to clarify all the projects on-going to rebuild the Ley Creek campus. The handout was a spreadsheet developed by C. Alburnio, Agency Engineer, which shows completed, current and future projects, which firm held each contract, when they are scheduled to be completed and what the cost is for each.
  - E. Gilligan further reported that the committee considered a resolution for an engineering project related to Ley Creek building demolition and geotechnical investigations.
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**Resolution #2398 – Resolution Authorizing Executive Director to Execute a Contract for Consulting Engineering Services for Demolition Design for Ley Creek** was moved by E. Gilligan and seconded by L. Colon-Torres.

There will be a friendly amendment to the resolution, clarifying language in the last ‘Whereas’ clause.

E. Gilligan moved and J. Driscoll seconded the friendly amendment.

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

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

- The Committee met on June 27, 2023.
  - The committee considered a resolution for the WTE insurance renewal.
  - The committee considered a resolution authorizing a change to the Agency’s Civil Service roster.
  - The committee discussed an RFP to update OCRRA’s salary ranges and salary survey for all non-represented staff.
  - The committee discussed the upcoming budget process.
  - The committee considered a resolution amending the Agency’s purchasing guidelines permitting the Executive Director to accept up to a 5% increase to an awarded bid or proposal.

**Resolution #2399 – Resolution Authorizing and Affirming Executive Director’s Continuing Purchase of All Risk Property Insurance Policies for Waste to Energy Facility** was moved by L. Klosowski and seconded by C. Dunham.

There will be a friendly amendment made to add the policy period to the last ‘Resolved’ clause.

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

**Resolution #2400 – Resolution Authorizing Change to the Agency’s Civil Service Roster** was moved by L. Klosowski and seconded by L. Colon-Torres.

There was no further discussion.

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

**Resolution #2401 – Resolution Increasing the Executive Director’s Compensation** was moved by L. Klosowski and seconded by C. Dunham.

B. Page thanked the Executive Director for his efforts filling in for the vacant Transfer Director’s position while OCRRA tries to find additional staffing.

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

**Resolution #2402 – Resolution Amending the Agency Purchasing Guidelines Permitting the Executive Director to Accept up to 5% Increase in an Awarded Bid** was moved by L. Klosowski and seconded by A. Bianchetti.

There was a brief discussion on the definition of ‘all awarded bid’. The clause will now read ‘for any awarded bid or proposal’.

It was decided that the word 'proposal' would be added for clarity.

L. Klosowski reminded the Board that D. Lawless was not in favor of this resolution.

A. Bianchetti moved and J. Driscoll seconded the friendly amendment.

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

The **LEY CREEK AD HOC COMMITTEE** - report was presented by D. Daley.

- The Committee met on June 27, 2023.
  - The committee was given an update on SEQR.
  - Cornerstone attended this meeting via ZOOM to give their presentation.
  - The committee was given a 60% design review from Cornerstone.
  - The committee discussed possible uses for the residential drop-off site at Ley Creek.

**Resolution #2403 – Resolution Determining Significance Pursuant to SEQR and Authorizing Filing of Application for Permit Renewal for Ley Creek Transfer Station Project** was moved by D. Daley and seconded by L. Colon-Torres.

There was no further discussion.

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

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

- The Audit committee met on March 01, 2023.
  - Grossman St. Amour spoke with the committee about the year-end 2022 audit.
  - The committee discussed keeping future meetings to one hour.
  - The committee discussed the investments audit report.
  - The committee discussed future business meetings and when they should be held.

The **FINANCE COMMITTEE** – update

- The committee met just prior to this Board meeting to discuss funding for recent Board approved purchases.
- The purpose of this meeting was to determine how the Komtech Crambo 6000 Shredder and the Peterbilt Dump Trucks will be financed. The Board adopted a resolution approving the purchase of the shredder in June and adopted a resolution in August for the dump trucks.
- The committee also discussed funding for one truck tractor cab/chassis and roll off hoist/tarp system from county contract. The Board adopted a resolution in September of 2022 for the purchase of the roll-off truck.
- It was decided that all purchases would be made using cash reserves.

B. Page asked each staff member for an update.

M. Cirino –

- Records retention is finally able to destroy the chosen and approved records boxes at RCR. This destruction will take place tomorrow. To ensure confidentiality and proper disposal, supervising the efforts will be both M. Cirino and R. Czerwiak.
- ABO training continues. Three other Board members have completed the task today.
- Ethics exams are being sent to all staff members.

M. Mokrzycki –

- Audio placement is nearly complete in the Board room.

J. Connery –

- Storm-drain cleanout continues.
- Floor prep is underway in anticipation of the floor replacement.

T. Palmer –

- The recycling quiz is quite popular.
- People are generally knowledgeable of recycling rules.
- Approximately 400 new residents have signed up for the OCRRA Newsletter.

B. Page encourage anyone that was interested, attending the OCRRA picnic August 2<sup>nd</sup>.

D. Daley moved and L. Klosowski seconded to adjourn the meeting.

A unanimous aye voice vote was recorded.

The Board adjourned at 5:20 p.m.

Board Minutes were taken by R. Czerwiak