

MEMORANDUM

TO: Authority Board of Directors

FROM: William A. Rabbia, Executive Director

DATE: June 9, 2017

RE: Meeting Notice & Tentative Agenda - Monday, June 19, 2017 - 4:30 PM

1. Pledge of Allegiance
2. Approval of May 15, 2017 Authority Minutes
3. Public Comment Period
4. Utica Audit
5. Recycling Education/Eco Drop - Update
6. Regional Landfill Construction - Update
7. Organics Processing Facilities - Review
8. Other Updates:
 - Capital Projects
 - Waste Heat RFP
9. Motion to go into Executive Session to discuss pending litigation.

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Authority Board Secretary

Preserving the environment through integrated recovery and disposal.

DRAFT

**AUTHORITY MEETING MINUTES
 May 15, 2017**

Board Members Present: Chairman Ken Long, Vice Chairman J. Vincent Bono, Neil Angell, James D’Onofrio, James Franco, Barbara Freeman, Nancy Novak and Jim Williams

Board Members Absent: Treasurer Harry Hertline

Authority Staff Present: William Rabbia, Jodi Tuttle, Jim Biamonte, Patrick Donovan, Andrew Opperman, Jamie Tuttle and William Schrader

Others Present: Authority Counsel Kevin Martin

Chairman Long called the May 15, 2017 Authority Board meeting to order at 4:30 PM, and opened with the Pledge of Allegiance.

A motion was made by Mr. Williams, seconded by Ms. Novak and passed to approve the March 20, 2017 Authority Minutes.

There were no speakers for public comment period.

Comptroller Patrick Donovan provided an overview of the Authority’s First Quarter Financial Report for the period ending March 31, 2017. Mr. Donovan said that Authority operations have generated an operating surplus for the first three months of \$553,971. This is an increase of approximately \$170,000 from 2016 first quarter results. The Authority generated \$4,701,922 of revenues (25% of budget) for the first three months of 2017, in comparison to \$4,353,078 (22.3% of budget) for the first quarter in 2016. Tipping fee revenue increased over \$135,000 over first quarter 2016. Tonnages increased by 6.5% over prior year first quarter. The sale of recyclables increased by approximately \$195,000 (43%) over 2016 first quarter. Out of County recyclables processing revenues increased by \$66,000 with the addition of Fulton County. The 2017 first quarter expenses were \$4,147,932 (22.1% of budget), in comparison to \$3,969,012 (20.3% of budget) for the first quarter in 2016. Mr. Donovan stated that overall expenses are conforming with 2017 budget assumptions. Fuel costs for the first quarter increased with an average price paid of about \$1.85 per gallon. Transportation expenses for hauling from the Authority Transfers Stations to the Landfill decreased by approximately \$18,000, as a result of the Authority’s new contract with Burrows Trucking. Total assets increased by about \$3,278,000 from first quarter 2016. This is the result of 2016 activity and 2017 first quarter activity. Mr. Donovan said that the Authority has seen growth within its current assets as cash and investments increased about \$2.5 million as a result of 2016 and 2017 first quarter activity. Retained earnings increased as a result of the 2016 final audit report and 2017 first quarter results. Mr. Donovan reviewed the income statement which includes all Authority and local governments’ [City of Utica and Villages of Ilion, Frankfort, Mohawk, Herkimer and Dolgeville] revenues and expenses. Overall 2017 revenues have increased by \$348,000. Overall 2017 expenses have increased by \$185,000. Changes in net assets was \$544,969. Mr. Donovan compared waste class tonnages received for the first quarter 2017 (62,690 actual) compared to first quarter 2016 (58,861 actual).

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Mr. Donovan stated that Resolution No. 10 would authorize budget transfers needed for unanticipated expenses for sorter positions funded (Authority utilizing temporary agency staff) in the Recycling Center salaries account; to cover additional costs of maintenance contracts for the Eastern Transfer Station; and to cover additional costs of automotive repairs for Green Waste Composting equipment.

Resolution No. 10 was introduced by Mr. Angell, seconded by Mr. Roberts and passed approving 2017 budget transfers.

Executive Director Bill Rabbia stated that Resolution No. 11 would authorize and direct the issuance of a Draft Request for Proposals (RFP) for design, procurement and installation of a new source-separated organics processing facility. Mr. Rabbia outlined a general timeline for the project. He said that on May 17, 2017, the Draft RFP would be released with a Notice of Issuance published in applicable outlets and filed with the two-County governments; June 20th, a pre-proposal conference and tour would be held; July 17th, would be the deadline for comments on the Draft RFP; August 2nd, the Final RFP would be issued and a set of the comments received with the responses would be filed with the two Counties and in the municipal public library; August 18th, responses (proposals) to the Final RFP are due; August 25th, the Authority would select qualified respondent(s) for interview and negotiations; and August 28th - September 15th, separate meetings and interviews with each qualified respondent would be held on the project and potential modifications to the qualified respondent's proposal (if deemed necessary). Mr. Rabbia said that the earliest date the Authority would enter into an agreement with a preferred qualified respondent would be November 20, 2017. It is anticipated that the project would be completed and on-line in the last quarter of 2018.

Resolution No. 11 was introduced by Mr. Franco, seconded by Mr. Bono and passed directing the Executive Director to issue a Draft RFP and make the necessary notices of issuance in accordance with Section 120-w of General Municipal Law for design, procurement and installation of a source-separated organics processing facility.

Mr. Rabbia said that Resolution No. 12 would authorize and direct the issuance of a Draft RFP for use of excess heat from the Landfill Gas to Energy Facility. Mr. Rabbia provided a site plan of the parcels that could be developed at the Landfill. He said that on June 7, 2017, the Draft RFP would be released with a Notice of Issuance published in applicable outlets and filed with the two-County governments; August 7th would be the deadline for comments on the Draft RFP; August 23rd, the Final RFP would be issued; September 11th responses (proposals) to the Final RFP are due; September 15th the Authority would select a qualified respondent(s) for negotiation; and September 18th - October 18th, separate meetings and interviews with each qualified respondent would be held on Agreement mark-up and modifications to the qualified respondent(s) proposal (if deemed necessary). A landfill gas excess heat use agreement would then be presented to the Board for consideration at the December 18, 2017 Authority meeting.

Resolution No. 12 was introduced by Mr. D'Onofrio, seconded by Ms. Freeman and passed directing the Executive Director to issue a Draft RFP and make the necessary notices of issuance in accordance with Section 120-w of General Municipal Law for use of excess heat from the Landfill Gas to Energy Facility.

Mr. Rabbia stated that Resolution No. 13 would grant full stewardship to the Boonville Knights of Columbus for temporary use of Parcels 1-8 (as identified in the Authority's Land Management Plan) for harvesting and managing evergreen trees on Authority-owned property adjacent to the Regional Landfill, on the north side of NYS Route 294. Mr. Rabbia said that the Knights of Columbus was previously granted temporary use of Parcels 1, 3, 6 and 7 and the West Leyden Youth Baseball had prior temporary use of Parcels 2, 4, 5 and 8. West Leyden Youth Baseball has since disbanded and the Knights have expressed interest in managing Parcels 2, 4, 5 and 8. Mr. Rabbia said that the Knights have done an excellent job managing its parcels, including replanting approximately 200 trees annually.

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Resolution No. 13 was introduced by Ms. Freeman, seconded by Mr. Roberts and passed, authorizing temporary use of Parcels 1-8, identified above, for harvesting and managing evergreen trees to the Boonville Knights of Columbus, through April 2023.

Mr. Rabbia announced that the Authority has been selected to receive a 2017 U.S. EPA Environmental Champion Award. The EPA annually recognizes individuals, businesses, government and organizations that have demonstrated outstanding commitment to protecting and enhancing environmental quality and public health. The Authority is being recognized for its “**Am I Recyclable?**” campaign and overall diversion program. The Environmental Champion Award is the highest recognition bestowed to the public by EPA, Region 2.

Mr. Rabbia provided an update on the Solar City project. He stated that the three-phase power is now interconnected with National Grid and the system has been undergoing a testing period, from April 24th through May 15th. Following the testing period, permission to operate will be granted. Solar City said that the system should be operational by May 29th.

Mr. Rabbia updated the Board on the Authority-Herkimer County-City of Little Falls electronics recycling event that was held on March 25th in the City of Little Falls. Mr. Rabbia said that the event serviced 142 households and brought in 7.5 tons of e-waste.

Mr. Rabbia reported on the Authority’s Earth Day events. He stated that tours of the Recycling Center were provided; the Authority sold 60 composters and 60 rain barrels; 5,340 pounds of paper was shredded for recycling; and 140 pounds of waste pharmaceuticals was received for proper disposal.

At 5:09 PM a motion was made by Mr. Bono, seconded by Mr. Franco and passed to go into executive session to discuss pending litigation.

At 5:31 PM a motion was made by Mr. D’Onofrio, seconded by Mr. Angell and passed to come out of executive session.

With no further business, a motion was made by Ms. Freeman, seconded by Mr. Bono and passed to adjourn the meeting.

Respectfully submitted,

Jodi M. Tuttle
Authority Secretary