

Preserving the environment through integrated recovery and disposal.

MEMORANDUM

TO: Authority Board of Directors
FROM: Joshua J. Olbrys, Executive Director
DATE: June 4, 2024
RE: Meeting Notice & Tentative Agenda - Monday, June 17, 2024 - 4:30 PM

A regular meeting of the Oneida-Herkimer Solid Waste Management Authority is scheduled for Monday, June 17th, at 4:30 PM in the Authority public meeting room, 1600 Genesee Street, Utica, NY 13502. **Board Members will continue to have the option of participating in-person or via Zoom and will be emailed a private Zoom link to participate, prior to the meeting.** This meeting will be livestreamed through the Authority's YouTube channel at <https://www.youtube.com/user/OHSWA>.

1. Pledge of Allegiance
2. Approval of May 13, 2024, Authority Minutes
3. Public Comment Period
4. City of Utica Agreed Upon Procedures Report
5. Approval of Investment Policy Guidelines w/No Modifications – Resolution
6. Updates:
 - Regional Landfill Construction
 - Utica Cold Storage Building
 - Recycling Coloring Contest Winners

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**AUTHORITY MEETING MINUTES
 May 13, 2024**

Board Members Present: Chairman Kenneth Long, Vice Chairman Vincent Bono, Treasurer Richard Redmond, Steven Boucher, Robert Comis, James D’Onofrio, James Franco, Barbara Freeman (via Zoom), Nancy Novak (via Zoom) and James Williams

Authority Staff Present: Joshua Olbrys, Jodi Tuttle, Joseph Artessa, Eileen Brinck, Justin Fitch, Hailey Hutchinson and Pat Lisandrelli

Others Present: Authority Counsel Kevin Martin

Chairman Kenneth Long called the May 13, 2024, 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 Mr. Bono, and passed to approve the March 18, 2024, Authority Minutes. [10 Ayes; 0 Nays]

There were no speakers or comments received for the public comment period.

Comptroller Joseph Artessa presented the Authority’s First Quarter 2024 Financial and Investment Report through a PowerPoint presentation. The 2024 first quarter revenues were \$5,878,134, in comparison to \$5,278,273 for 2023 first quarter revenues. System tipping fee revenue increased \$22,234 from first quarter 2023. Sales of recyclables increased by \$276,773 from 2023 first quarter. Out of county recyclables processing revenues increased by \$4,320. Interest earnings increased \$3,543 from the first quarter of 2023. The 2024 first quarter expenses were \$5,697,268, in comparison to \$5,228,620 2023 first quarter. Salaries, wages, and benefits have decreased by \$134,307. The primary reason for the decrease from 2023 is the reduction in the GASB 75 Liability in the amount of \$439,850. Contracted services increased by \$148,232 from first quarter 2023. The reason for the increase in contracted services from 2023 to 2024 is the beginning of the new City of Utica Collection Contract. Depreciation increased \$560,176 from 2023 due to a new landfill cell placed into service and additional equipment purchased. Materials and supplies decreased \$109,100 from the first quarter 2023 due to less equipment purchases under the \$5,000 threshold for capitalization. Disposal fees increased by \$71,430 from the first quarter 2023. The increase is due to additional leachate disposal. Total operating surplus for the first three months of 2024 is \$180,866 which is an increase of \$131,214 from 2023 first quarter. Total assets decreased by \$2,891,411 from the first quarter 2023. Total liabilities decreased by \$3,098,624 from the first quarter 2023. This is the result of principal payments on the remaining revenue bond. Retained earnings increased to \$82,816,442 because of the 2023 final audit report and 2024 first quarter results. Authority investment in capital assets decreased \$705,359, in comparison to 2023.

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Overall, 2024 revenues have increased by \$690,080 and 2024 expenses have increased by \$468,648 (confirming with budget). Mr. Artessa next reviewed revenues and expenses for the City of Utica and Villages of Ilion, Mohawk, Dolgeville, Herkimer, and Frankfort, managed by the Authority. Each municipality is accounted for separately to ensure revenues and expenses are charged according to the respective community. Discussion ensued.

Mr. D'Onofrio commented that the Authority's first quarter decrease in salaries, wages and benefits for 2024 is misleading because without the GASB 75 liability decrease, the Authority would have shown an increase in salaries, wages and benefits of \$305,543.

Mr. Artessa explained that the 2024 first quarter financial report is consistent with the Authority's audited financial statements, which will reflect the reduction in the GASB 75 liability.

Mr. Artessa said that Resolution No. 13 before the Board would amend the Deferred Compensation Plan for employees of the Authority. He stated that from time to time it is necessary to amend the Model Plan to adhere to the rules and regulations promulgated by the New York State Deferred Compensation Board, pursuant to the State Finance Law.

Resolution No. 13 was introduced by Mr. Franco, seconded by Mr. Williams and passed to amend the Deferred Compensation Plan for employees of the Authority by adopting the amended and restated Model Plan, effective January 1, 2025. [10 Ayes; 0 Nays]

In follow-up to discussion from the March 18th Authority meeting, Executive Director Joshua Olbrys provided the Board with additional information on computer-controlled robotics' operating systems for improving the overall sorting system at the MRF/Recycling Center. The robotics' systems the Authority investigated can capture high-speed images of the materials on the conveyors using a self-contained industrial 3D vision system. The robot(s) capture a 3D map of the objects on the conveyor at any point in the recycling process and can identify objects and provide data to help enhance sorting operations. Mr. Olbrys provided a draft Master Services Subscription Agreement, based upon NYPIT, Inc. (d/b/a EverestLabs.AI) to the Board. The Agreement includes a Master Services Subscriptions Agreement, License Agreement, and Support Services Agreement for a three-year period with an option to renew the service term and/or purchase equipment. Through a PowerPoint presentation, Mr. Olbrys provided financial details including a cost analysis and estimated savings under a three-year lease option versus a purchase option. The cost per robot per year to lease would be \$60,000. The total cost to lease two robots over a three-year period would be \$360,000. The purchase price per robot would be \$120,000 and annual support and upgrade per robot is \$35,000. The total purchase price over three years would be \$450,000. Both options cover the robot(s) and all upgrades to software and hardware, reporting software, and custom reporting; troubleshooting and repair, or replacements; and wear items on the robot(s). Discussion ensued.

Resolution No. 14 was introduced by Mr. Redmond, seconded by Mr. Bono and unanimously passed to authorize and direct the Executive Director and Authority Counsel to take all necessary actions to finalize and enter into a Master Services Subscription Agreement, License Agreement, and Support Services Agreement with NYPIT, Inc. (d/b/a EverestLabs.AI) for a period of three years; and authorizes and directs

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the Executive Director to monitor the recycling operations and to make such adjustments in operations as is warranted under the Agreement. [10 Ayes; 0 Nays]

Mr. Olbrys estimates that the robotic system will be installed mid-August and will continue to provide updates to the Board.

Mr. D’Onofrio requested that Mr. Olbrys find out who is responsible for disassembling and shipping back the equipment at the end of the three years.

Mr. Olbrys said that Resolution No. 10, which was previously tabled at the May meeting, would approve 2024 budget transfers in the amount of \$100,000 to secure the lease of robotics equipment.

Resolution No. 10 was introduced by Mr. Redmond, seconded by Mr. D’Onofrio and passed to approve 2024 budget transfers in the amount of \$100,000. [10 Ayes; 0 Nays]

Recycling Coordinator Eileen Brinck provided an update on the Authority’s public education efforts. She reported that the Authority held its annual Earth Day event, in partnership with Senator Griffo, on Saturday, April 27th from 10 AM to 2 PM at the Oneida-Herkimer Recycling Center. Approximately 1,000 vehicles delivered a total of 20,165 pounds of electronics, 660 pounds of pharmaceuticals and 18,220 pounds of paper at the event. The Authority’s new recycling mascot, “Binny” was revealed over Facebook Live during the Earth Day event. A “Binny” poster contest will be held this spring and “Binny” will soon be making school appearances.

At 5:08 PM, with no further business, a motion was made by Mr. Boucher, seconded by Mr. D’Onofrio, and passed to adjourn the meeting.

Respectfully submitted,

Jodi M. Tuttle
Authority Secretary

Preserving the environment through integrated recovery and disposal.

Introductory No.

Resolution No. 15

Introduced by:

Seconded by:

RE: APPROVAL OF INVESTMENT POLICY AND INVESTMENT GUIDELINES

WHEREAS, the Authority Board of Directors adopted an Investment Policy with a comprehensive set of investment guidelines by Resolution No. 42 on August 20, 1990 in compliance with the requirements of the Public Authorities Law and the Authority's Bylaws; and

WHEREAS, these investment guidelines detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority; and

WHEREAS, pursuant to the Public Authorities Accountability Act, this Investment Policy will be reviewed annually and from time to time the Authority may amend such Investment Guidelines; and

WHEREAS, the Board approved amendments to the Investment Policy by Resolution No. 13 on May 18, 2009, Resolution No. 12 on May 17, 2010, Resolution No. 24 on November 21, 2011 and Resolution No. 15 on June 17, 2019; and

WHEREAS, the Authority's Finance Committee has reviewed the existing Investment Policy and Investment Guidelines and is recommending no further modifications be made to the Investment Policy and Investment Guidelines at this time; now, therefore, be it

RESOLVED, that the Authority approves the attached Investment Policy and Investment Guidelines without modification.

Adopted by the following vote:

AYES ___ NAYS ___

Dated:

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