

Preserving the environment through integrated recovery and disposal.

## MEMORANDUM

**TO:** Authority Board of Directors  
**FROM:** Joshua J. Olbrys, Executive Director  
**DATE:** March 13, 2025  
**RE:** Meeting Notice & Tentative Agenda - Monday, March 17, 2025 - 4:30 PM

A regular meeting of the Oneida-Herkimer Solid Waste Management Authority is scheduled for Monday, March 17, 2025, 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.**

1. Pledge of Allegiance
2. Approval of December 16, 2024 Authority Minutes
3. Public Comment Period
4. Independent Audit – Ann DeLucco, Partner BST & Co.
5. Reconciliation of 2024 Budget and 2024 Budget Amendments – Resolution
6. Approval of Authority Mission Statement and Performance Measures and Performance Measure Report for 2024 – Resolution
7. Annual Board of Directors Evaluation – Resolution
8. Appointment of Contracting Officer and Approval of Property Disposition Policy – Resolution
9. Approval of Procurement Policy and Designation of Sole Source Vendors – Resolution
10. Public Authorities Reporting Information System (PARIS) Authorization – Resolution
11. Approval of Code of Ethics Policy and Fraud Policy – Resolution
12. Application for Reduced Tip Fees for Disposal of Disaster Debris from the Town of Trenton – Resolution
13. Application for Reduced Tip Fees for Disposal of Disaster Debris from the Trenton Joint Fire District – Resolution
14. Designation of Unrestricted Funds Toward Established Authority Capital Reserve Funds – Resolution
15. First Amendment to Gas Purchase and Development Agreement – Resolution

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Barbara Freeman  
Nancy A. Novak

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*Authority Board Secretary*

**GET SOCIAL WITH THE AUTHORITY:**



**AUTHORITY MEETING MINUTES**  
**December 16, 2024**

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

Board Members Absent: James Franco

Authority Staff Present: Joshua Olbrys, Jodi Tuttle, Hailey Hutchinson, Emily Albright, Joseph Artessa, Eileen Brinck, Andrew Opperman, and Pat Lisandrelli

Others Present: Kevin Martin, Authority Counsel; and Sarah Marris-Swann, Founder and Board President, Utica Creative Reuse

Chairman Long called the December 16, 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 November 18, 2024, Authority Minutes. [9 Ayes; 0 Nays; Absent: Mr. Franco]

There were no comments received for the public comment period.

Recycling Coordinator Eileen Brinck announced that the Authority is honoring Utica Creative Reuse as 2024 Recycling Champion. Ms. Brinck stated that she had the opportunity to meet Sarah Marris-Swann, Founder and Board President of Utica Creative Reuse, while giving a tour of the Authority’s Recycling Center in November 2023. Utica Creative Reuse was founded with the mission to divert usable arts and crafts materials from the waste stream and return them to the community through an art supply thrift store and markerspace. Since 2023, the non-profit organization has diverted 5,885 pounds of unwanted materials from the waste stream. With the help of more than 50 volunteers, Utica Creative Reuse held 75 events at 20 locations in 2024, serving about 1,500 visitors. Ms. Brinck presented the Recycling Champion Award to Ms. Marris-Swann, who stated that she was honored to accept the award on behalf of the organization.

Resolution No. 18 was introduced by Mr. Redmond, seconded by Ms. Freeman, and passed commending Utica Creative Reuse as 2024 Recycling Champion. [9 Ayes; 0 Nays; Absent: Mr. Franco]

Authority Secretary Jodi Tuttle read Resolution No. 18 aloud.

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## **AUTHORITY MEETING MINUTES**

**December 16, 2024**

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Executive Director Josh Olbrys said that Resolution No. 19 would approve the Authority's Proposed 2025 Budget, 2025 Rate Schedule and Solid Waste Collection and Disposal Permit Rules and Regulations. The proposed 2025 Budget and Rate Schedule were presented before a public hearing at the November 18, 2024, Board meeting.

Resolution No. 19 was introduced by Mr. Redmond, seconded by Mr. Bono, and passed approving the 2025 Authority Budget, Rate Schedule and the Solid Waste Collection and Disposal Permit Rules and Regulations. [9 Ayes; 0 Nays; Absent: Mr. Franco]

Mr. Artessa said that Resolution No. 20 would approve 2024 Supplemental Appropriations and Budget Transfers needed for unanticipated expenses and explained the appropriations and budget transfers required within the departments.

Resolution No. 20 was introduced by Mr. Comis, seconded by Mr. D'Onofrio, and passed to approve 2024 Supplemental Appropriations and Budget Transfers. [9 Ayes; 0 Nays; Absent: Mr. Franco]

Mr. Olbrys said that Resolution No. 21 would allow the Authority to enter into a contract with Southwick Trucking, LLC, of Boonville, for the wastewater treatment by-products transportation service. Mr. Olbrys explained that the Authority has a long-standing, mutually beneficial relationship with Rome Water Pollution Control (RWPCF) and the Oneida County Water Quality and Water Pollution Control facilities (OCWQWPCF), as these facilities utilize the Authority's Regional Landfill to dispose of all wastewater treatment by-products. The Authority, via a Request for Proposals dated November 7, 2024, invited interested respondents to submit proposals for the transportation of wastewater treatment by-products from RWPCF and OCWQWPCF. The Authority received proposals from three respondents, current contractor Rauscher Bros., Inc. of West Leyden, Southwick Trucking, LLC of Boonville, and Daniel Lee Trucking, LLC of Boonville. Southwick Trucking, LLC, was determined by Authority staff to be the lowest responsible bidder. The term of the contract will commence on January 1, 2025 and terminate on December 31, 2027, with two additional one-year extensions, not to exceed five total years.

Resolution No. 21 was introduced by Mr. Comis, seconded by Mr. D'Onofrio, and passed to approve a contract with Southwick Trucking, LLC, for the wastewater treatment by-products transportation service, and directing the Executive Director to prepare and to take all action necessary to enter into a contract. [9 Ayes; 0 Nays; Absent: Mr. Franco]

Mr. Olbrys said that Resolution No. 22 would allow the Authority to enter into an agreement with Waste Management Recycle America for the purchase and/or marketing of processed paper recyclables. Mr. Olbrys explained that the Authority received three proposals in response to a Request for Proposals (RFP), which were evaluated based on price and other factors listed in the RFP. Based on this evaluation, Authority staff recommended that the Authority accept the proposal of Waste Management Recycle America.

Resolution No. 22 was introduced by Mr. Bono, seconded by Ms. Freeman, and passed, approving a contract with Waste Management Recycle America for a period of five years, and directing the Executive Director to take the action necessary to execute the agreement. [9 Ayes; 0 Nays; Absent: Mr. Franco]

## **AUTHORITY MEETING MINUTES**

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Mr. Olbrys said that Resolution No. 23 would approve an agreement with Geiter Done of WNY Inc. for removal and recycling of scrap tires. Mr. Olbrys stated that Geiter Done of WNY Inc. was the only proposal received in response to the Authority's Request for Proposals (RFP) dated December 5, 2024.

Resolution No. 23 was introduced by Mr. Redmond, seconded by Mr. D'Onofrio, and passed approving an agreement with Geiter Done of WNY Inc. for a period of three years, with the option of two additional one-year extensions, and directing the Executive Director to take the action necessary to execute the Agreement. [9 Ayes; 0 Nays; Absent: Mr. Franco]

Mr. Olbrys said that Resolution No. 24 would renew a Professional Services Agreement with Trainor Associates, Inc. Mr. Olbrys explained that the Authority periodically requires assistance from professional public relations firms for communication consulting and creative services. Trainor Associates, Inc. was selected based on years of experience in the field, quality of work, and competitive pricing.

Resolution No. 24 was introduced by Mr. D'Onofrio, seconded by Mr. Redmond, and passed to approve a Professional Services Agreement with Trainor Associates, Inc., for a one-year period, and directing the Executive Director to take the action necessary to execute the Agreement.

Mr. Olbrys said that Resolution No. 25 would approve a Cooperative Service Agreement with United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS). Mr. Olbrys stated that the USDA-APHIS-WS has successfully conducted nuisance wildlife management services at Authority facilities for 18 years.

Resolution No. 25 was introduced by Mr. Williams, seconded by Mr. Comis, and passed to approve the Inter-Governmental Agreement put forth by the USDA-APHIS-WS for a five-year period and directing the Executive Director to take the action necessary to execute the Agreement.

Resolution No. 26 was introduced by Mr. Redmond, seconded by Mr. Bono, and passed to establish the following regular meetings dates for 2025: March 17<sup>th</sup>, May 12<sup>th</sup>, June 16<sup>th</sup>, September 15<sup>th</sup>, November 17<sup>th</sup> and December 15<sup>th</sup>, and designating the Utica Observer-Dispatch, the Rome Daily Sentinel, and the Times Telegram for publication of all official notices of the Authority; and directing the Authority Secretary to post all official notices on the Authority's web site. [9 Ayes; 0 Nays; Absent: Mr. Franco]

Resolution No. 27 was introduced by Ms. Freeman, seconded by Mr. Williams, and passed electing the following slate of officers and committee members for 2025: Slate of Officers: Ken Long, Chairman; Vincent Bono, Vice Chairman; and Richard Redmond, Treasurer; Audit Committee: Richard Redmond, Chair; Vincent Bono, Vice Chair; Steven Boucher and James Franco; Finance Committee: Richard Redmond, Chair; Vincent Bono, Vice Chair; Steven Boucher and James Franco; Governance Committee: Barbara Freeman, Chair; Nancy Novak and James Williams; and FOIL Appeals Committee: James D'Onofrio, Chair; James Franco and Barbara Freeman. [9 Ayes; 0 Nays; Absent: Mr. Franco]

**AUTHORITY MEETING MINUTES**

**December 16, 2024**

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At 5:04 PM, with no further business, a motion was made by Mr. D’Onofrio, seconded by Mr. Bono, 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. 1**

Introduced by:

Seconded by:

**RE: RECONCILIATION OF 2024 BUDGET AND 2024 BUDGET AMENDMENTS TO REFLECT 2024 ACTUAL**

**WHEREAS**, the Authority Board, by Resolution No. 24 dated December 18, 2023 adopted the 2024 Budget; and

**WHEREAS**, the Authority Board approved Budget Transfers by Resolution No. 10 dated May 13, 2024, and Supplemental Appropriations and Budget Transfers by Resolution No. 20 dated December 16, 2024; and

**WHEREAS**, the changes to total revenues and expenses for 2024 were included in the completed independent audited financial statements issued in March of 2025 and it is necessary to reconcile the 2024 Budget to the 2024 audited financial statements; now, therefore, be it

**RESOLVED**, that for purposes of the rate covenant compliance report for the Series 2006 bonds, the 2024 Budget shall reflect actual 2024 expenses as audited.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

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**Introductory No.**

**Resolution No. 2**

Introduced by:

Seconded by:

**RE: APPROVAL OF ONEIDA-HERKIMER SOLID WASTE MANAGEMENT AUTHORITY MISSION STATEMENT AND PERFORMANCE MEASURES AND APPROVAL OF PERFORMANCE MEASURE REPORT FOR 2024**

**WHEREAS,** Section 2824-a of the New York State Public Authorities Law requires that the Oneida-Herkimer Solid Waste Management Authority (the “Authority”) develop and adopt a Mission Statement and Performance Measures to assist the Authority in evaluating accomplishments of the mission and goals of the Authority; and

**WHEREAS,** the Authority was required to file a Mission Statement and Performance Measures with the Authorities Budget Office (ABO) on or before March 31, 2011; and

**WHEREAS,** the Authority adopted its Mission Statement and Performance Measures with adoption of Resolution No. 36 of 2010 and filed as required; and

**WHEREAS,** the Authority is also required to annually review its Mission Statement and Performance Measures and publish a Measurement Report; and

**WHEREAS,** the Governance Committee reviewed the Authority’s current Mission Statement and Performance Measures and is recommending no modifications be made to the Mission Statement and Performance Measures at this time; now, therefore, be it

**RESOLVED,** that the Oneida-Herkimer Solid Waste Management Authority Board of Directors hereby approves the attached Mission Statement and Performance Measures; and be it further

**RESOLVED,** that the Oneida-Herkimer Solid Waste Management Authority Board of Directors hereby approves the attached Performance Measure Report for 2024; and be it further

**RESOLVED,** that the Authority Board of Directors further directs the Secretary of the Board to file and post on its website its Mission Statement and Performance Report, and its 2024 Performance Measure Report, in accordance with the New York State Public Authorities Law.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

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**Introductory No.**

**Resolution No. 3**

Introduced by:

Seconded by:

**RE: ANNUAL BOARD OF DIRECTORS EVALUATION**

**WHEREAS,** Sections 2800(1)(a)(15), 2800(2)(a)(15) and Section 2824(7) of the New York State Public Authorities Law requires that the Oneida-Herkimer Solid Waste Management Authority Board of Directors (the “Authority”) conduct an annual evaluation of its performance; and

**WHEREAS,** Board members must be committed to the highest standards of corporate governance and hold itself accountable to the mission of the Authority and the public interest; and

**WHEREAS,** this annual assessment is a reminder to each Board member of his or her duties, why those responsibilities are important, and whether they are performing those duties appropriately; and

**WHEREAS,** the evaluation provides an opportunity for Board members to measure their individual and collective effectiveness, determine if they are following their own policies and procedures, identify areas for Board improvement, and to compare how their evaluation of the Board’s performance compares to that of other Board members; and

**WHEREAS,** the Authorities Budget Office (ABO) recommends that each Board member annually perform his/her own evaluation of the whole Board and the evaluation should be conducted confidentially with the results compiled by the Governance Committee; and

**WHEREAS,** to the extent that the results of the evaluation demonstrate the need for the Board to improve its performance, amend its practices or procedures, or clarify its expectations of Board members, the Board is expected to implement suitable corrective actions immediately; and

**WHEREAS,** the Oneida-Herkimer Solid Waste Management Authority approved an Evaluation form by Resolution No. 37 of 2010; and

**WHEREAS,** the Governance Committee of the Oneida-Herkimer Solid Waste Management Authority is required to annually review the Board of Directors Evaluation form and recommends no modifications at this time; and

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**Introductory No.**

**Resolution No. 3**

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**WHEREAS,** Board member comments are protected from disclosure under Article 6 of Public Officers Law, but summary of the results of the assessment are to be provided to the Authorities Budget Office (ABO); now, therefore, be it

**RESOLVED,** that the Oneida-Herkimer Solid Waste Management Authority Board of Directors hereby approves the attached Confidential Evaluation of Board Performance with no modification at this time; and be it further

**RESOLVED,** that each Board Member will annually complete such evaluation and that member responses will be confidentially submitted to the Authority Governance Committee and then aggregated; and be it further

**RESOLVED,** that the Authority Board of Directors directs the Secretary of the Board to submit a summary of results of the Board of Directors Evaluation to the ABO via e-mail on or before March 31<sup>st</sup> of each year.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

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**Introductory No.**

**Resolution No. 4**

Introduced by:

Seconded by:

**RE: APPOINTMENT OF CONTRACTING OFFICER RESPONSIBLE FOR THE DISPOSITION OF AUTHORITY PROPERTY AND APPROVAL OF THE PROCEDURE FOR THE DISPOSITION OF AUTHORITY PROPERTY**

**WHEREAS,** since its formation, the Authority has advertised for the sale of, or placed or public auction, personal and real property no longer needed for Authority operations; and

**WHEREAS,** the Authority prepares and maintains an inventory of such surplus personal and real property; and

**WHEREAS,** Section 2896 of the New York State Public Authorities Accountability Act (PAAA) has required that the Authority adopt a procedure for the disposition of personal and real property which provides for inventory of property, public notice, open-competitive bidding, and documentation of property sold and that the Authority appoint a contracting officer to administer that procedure; and

**WHEREAS,** the PAAA requires that the Procedure for the Disposition of Authority Property be annually reviewed and approved by the Board of Directors; and

**WHEREAS,** the Authority Board adopted the Procedure for the Disposition of Property by Resolution No. 28 dated October 16, 2006; and

**WHEREAS,** the Authority Board appoints Andrew Opperman, Solid Waste Engineer, to be the Contracting Officer as set forth in the Public Authorities Accountability Act; and further be it

**WHEREAS,** the Board approved modifications to the Procedure for the Disposition of Authority Property by Resolution No. 1 dated March 17, 2008; Resolution No. 2 dated March 30, 2009; Resolution No. 4 dated March 29, 2010; Resolution No. 5 dated March 25, 2013; and Resolution No. 5 dated March 20, 2017; and

**WHEREAS,** the Governance Committee reviewed the Procedure and is recommending no modifications at this time; now, therefore be it

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**GET SOCIAL WITH THE AUTHORITY:**



**Introductory No.**  
**Resolution No. 4**

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**RESOLVED,** the Authority Board appoints Andrew Opperman to be the Contracting Officer for the period 2025-2026 and directs the Contracting Officer to take all actions required by Public Authorities Accountability Act and the Procedure for the Disposition of Property; and be it further

**RESOLVED,** the Authority Board of Directors hereby approves the attached Procedure for the Disposition of Authority Property, with no modifications at this time.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

**Additions Highlighted**

**Introductory No.**

**Resolution No. 5**

Introduced by:

Seconded by:

**RE: APPROVAL OF PROCUREMENT POLICY & DESIGNATION OF SOLE SOURCE VENDORS**

**WHEREAS**, the Authority Board of Directors adopted a Procurement Policy by Resolution No. 3 on March 17, 2008 in compliance with the requirements of the New York State Public Authorities Accountability Act; and

**WHEREAS**, the Board approved amendments to the Procurement Policy by Resolution No. 6 on April 21, 2008, Resolution No. 6 on March 30, 2009, Resolution No. 7 on March 23, 2015, Resolution No. 7 on March 20, 2017 and Resolution No. 8 on March 16, 2020; and

**WHEREAS**, the Board is required to review the Policy annually; and

**WHEREAS**, the Governance Committee reviewed the policy and is recommending no modifications at this time; now, therefore be it

**RESOLVED**, the Board of Directors hereby approves the attached Procurement Policy; and further be it

**RESOLVED**, that the Authority Board hereby designates and authorizes the following agencies, organizations and companies for sole source purchases, and directs the Executive Director to take all action necessary to implement such actions within the budget allocations approved by the Board and in conformance to the Authority Procurement Policy:

Sole Source

Applicable Federal, State, County, local governments, including school districts (payments in lieu of taxes, fees, health insurance, workers' compensation, regulatory payments/fees and host community payments)

Boonville Municipal Commission (electricity)

City of Utica Comptroller (annual solid waste service charge printing and billing)

National Grid (electricity and natural gas transmission)

NYS & Local Employee Retirement System (retirement plan)

Rome Daily Sentinel (legal notices)

Times Telegram [formerly Herkimer Evening Telegram] (legal notices)

Upper Mohawk Valley Regional Water Authority (water)

US Postal Service (mail)

Utica Observer Dispatch (legal notices)

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**Introductory No.  
Resolution No. 5**

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Accent Wire (Baler wire tie parts/service – MRF)  
ADP (Payroll/HR software)  
Aljon by C&C Mfg. (Compactor – Aljon parts distributor)  
Alta Equipment Co. [previously Vantage Equipment]– Volvo heavy equipment filters, engine components, emission system components, Volvo diagnostic software  
Atlantic Nuclear Corporation (Radiation Monitoring Equipment and calibration– RLF)  
CED, Inc. (SCADA system software, Allen Bradley PLC Components)  
Clean Waters (Defoamer – RLF)  
Creative Information Systems (scale computer software)  
Cummins Northeast – OEM parts for Cummins parts when aftermarket isn't available for yard trucks with Cummins engines – RLF)  
**Dings Magnetic Group (Parts and service for the ferrous magnet at the MRF)**  
Eagle Truck Equipment (Scarab Windrow Turner parts)  
Elkin Earthworks (Landfill Monitoring – calibration/service/data service)  
Emery Winslow Scale Company (Compatible Emery Scale Replacement Parts)  
Eriez (Eddy current parts – MRF)  
Fastmarket RISI (Recycling Market news and pricing updates-MRF)  
Five Star Equipment (John Deere proprietary diagnostic software (local rep) - yearly fee, heavy motor components, filters, emission system components. Topcon Survey Equipment – survey brand used with the rover and the bulldozer - local rep)  
Fleet Maintenance (Maintenance software to track and inventory Authority's Assets – Yearly Fee)  
Geologic Computer Systems (GPS software – RLF compaction)  
GP Jager Inc. (Parts/Supplies for Chopper Pump – in SSO)  
Harris Baler Co. (Double Ram Baler – MRF)  
Hustler Conveyor Co. (Sorting Discs, Screens – MRF)  
Ingersoll Rand Co. (Regional Landfill compressor – parts/service)  
Integrated Facility Systems, Inc. (HVAC computer control system – RLF and MRF)  
**IVC Technologies (On-site vibratory testing, balancing and preventative maintenance for flare blowers – RLF)**  
Joest (vibrator, screen parts – MRF)  
**Kaeser Compressors (Parts and Service for Kaeser Compressors at MRF)**  
**Koester (Service and Parts for Fairbanks Morse Pumps – RLF)**  
LC Whitford (Morbark Tub Grinder Parts)  
**Lucky Truck Sales (OEM for Peterbilt truck parts when after market is not available)**  
Material Handling Products Corp. (Hyundai forklift parts – MRF)  
Milton CAT – (CAT proprietary software - yearly fee, CAT engine components, filters, emission system components, oil sample kits for warranty validation)  
Northeast Compressor - Atlas Copco Compressors [Previously Kinequip] (Kaeser Compressor – parts/service – MRF)  
Paya Exchange (third party credit card processor)  
Penn Power Group – OEM parts for Detroit diesel engine in semi-truck, MTU engine and Allison transmission in yard trucks when aftermarket isn't available – RLF)  
Pump One (Gas Well Leachate pumps and Parts, compatible well caps, Descaler for cleaning pumps – RLF)  
Pump Service & Supply - Holland Pump Company (Pumps for Landfill Leachate)  
QED (Landfill gas wellheads and well pumps; repair calibration and service and parts for flare gas analyzer, orifice plates for well heads – RLF)  
R.M. Headlee (Landfill Knife Gate parts)

**Introductory No.**

**Resolution No. 5**

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Recycling Equipment Service Corp. (Harris Baler parts)

Ryan Equipment (Landfill gas flare parts - John Zink distributor)

Sage (Accounting General Ledger Software package)

Saveco North America Inc. (Parts and service for proprietary parts for the SSO Beast Equipment)

S&W Services (fuel management system parts and service – MRF, WTS, RLF)

Scott Equipment Co. (Source Separated Organics Processing System – ETS)

Siemens (SCADA software/hardware)

Siewert Equipment (New Loadout Pump – SSO)

SWK Technologies (accounting system software support)

Snyder Technical Services, LLC (service/preventative maintenance on gas blowers – RLF)

Specialty Tire Inc. (solid skid steer tires)

Statewide Aquastore (leachate tanks – RLF)

Stormwater Biochard (Biochard custom filter media-MRF)

Sydenstricker Nobbe Partners [formerly Cazenovia Equipment] (OEM parts for John Deere agricultural parts when aftermarket isn't available, Vac Truck has a JD power plant and the zero turn lawnmowers – RLF)

Tracey Road Equipment – Kobelco parts and filters, Western Star over the road trucks, filters, emission components.

VanDyk Baler Corp (Bollegraaf Balers/Titech Opticals – MRF)

VentilationControl Products, Inc (Specialized Duct work for Aluminum Blower at MRF)

Varitech (Local Distributor for Plasson, manufacturer for electrofusion machine - repairs/calibrations)

Warner Sales & Service (Bobcat parts)

Waste Corp (source separated organics processing pumps – ETS)

Wayne Dalton (commercial overhead doors – all facilities)

Website Pipeline (payment portal software)

; and be it further

**RESOLVED,** that additional sole source vendors/purchases will be identified to the Board as outlined in the Procurement Policy.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

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**Introductory No.**

**Resolution No. 6**

Introduced by:

Seconded by:

**RE: AUTHORIZING AND DIRECTING THE EXECUTIVE DIRECTOR TO SUBMIT/CERTIFY ALL REPORTS  
REQUIRED BY THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT**

**WHEREAS**, the Public Authorities Accountability Act requires submitting information to the Authority Budget Office through the Public Authority Reporting Information System (PARIS) including a Budget Report, Annual Report, Procurement Report, Investment Report and Certified Financial Audit; and

**WHEREAS**, the Authority's transparency is evident from its annual budget process that requires a public hearing, its reporting of financial and operating information to the Counties, and various reporting required by New York State; and

**WHEREAS**, the Authority's financial information and governance policies have been distributed to appointing bodies and distributed to the general public; and

**WHEREAS**, all such PARIS reporting shall be compiled from the records of the Authority, including the independent audit, annual budget, annual report and any other documents necessary; and

**WHEREAS**, all such information has been made available to the Authority Board of Directors; now, therefore, be it

**RESOLVED**, that the Authority Board of Directors hereby authorizes the Executive Director to ensure preparation and submit/certify all reports required by the Public Authorities Accountability Act.

Adopted by the following vote:

AYES\_\_\_ NAYS\_\_\_

Dated:

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DIRECTORS**

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**GET SOCIAL WITH  
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**Introductory No.**

**Resolution No. 7**

Introduced by:

Seconded by:

**RE: APPROVAL OF CODE OF ETHICS POLICY AND FRAUD POLICY**

**WHEREAS,** the Authority recognizes that there are certain standards of ethical conduct for employees that must be observed to maintain a high level of public confidence; and

**WHEREAS,** the Authority has from its inception placed a high priority on conducting all matters in the most ethical fashion and numerous steps have been taken to guard against fraudulent activities; and

**WHEREAS,** the Authority has in place policies and practices to address potentially fraudulent unethical activities as set forth in, but not limited to, the Authority Code of Ethics and other policies set forth in the Employee Handbook as well as the Authority Annual Ethics Disclosure & Statement of Board Responsibility; and

**WHEREAS,** the Governance Committee reviewed the Authority's current Code of Ethics Policy and is recommending no further modifications be made to the Code of Ethics Policy; and

**WHEREAS,** the Governance Committee reviewed the Fraud Policy and is recommending no further modifications be made to the Fraud Policy at this time; now, therefore, be it

**RESOLVED,** that the Board of Directors hereby approves the attached Code of Ethics Policy without modifications; and further be it

**RESOLVED,** that the Board of Directors hereby approves the attached Fraud Policy without modifications; and further be it

**RESOLVED,** the Board directs the Executive Director to post both policies at all Authority facilities and to provide annual written notices to employees, such as an enclosure with employee paychecks, which notifies employees of their responsibilities in regard to ethical conduct and fraudulent activities; and further be it

**RESOLVED,** that the Authority Board of Directors will continue to monitor activities and implement improvements in the future to protect against potential fraud and unethical practices.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

**BOARD OF DIRECTORS**

Kenneth A. Long  
*Chairman*

Richard G. Redmond  
*Treasurer*

Robert Comis  
James M. D'Onofrio

Barbara Freeman  
Nancy A. Novak

Joshua J. Olbrys  
*Executive Director*

Vincent J. Bono  
*Vice Chairman*

Steven R. Boucher

James A. Franco

James M. Williams

Jodi M. Tuttle  
*Authority Board Secretary*

**GET SOCIAL WITH THE AUTHORITY:**





Preserving the environment through integrated recovery and disposal.

**Introductory No.**

**Resolution No. 8**

Introduced by:

Seconded by:

**RE: APPROVAL OF REDUCED TIP FEE FOR DISPOSAL OF DISASTER DEBRIS FROM THE TOWN OF TRENTON CLEAN-UP FROM WINTER STORMS THAT OCCURRED IN FEBRUARY 2025**

**WHEREAS**, the Authority Board of Directors adopted a Policy for Reduced Tip Fee Programs per Resolution No. 20 on December 21, 2020 to assist local municipalities and Oneida-Herkimer Counties when disaster occurs with reduced tipping fees for disposal of disaster debris; and

**WHEREAS**, on February 14, 2025, a Disaster Emergency was declared for all counties in the State of New York until March 21, 2025, due to a series of winter storms; and

**WHEREAS**, the Town of Trenton suffered property damage to the Town's Recycling Center/Transfer Station & Old Highway Garage located at 224 Veteran's Way, Barneveld & 8227 State Route 12, Barneveld, NY, resulting in an estimated 65 tons of disaster debris; and

**WHEREAS**, the Town of Trenton is in the process of demolishing the structures as a result of the damage caused by the winter storms; and

**WHEREAS**, the Town of Trenton has submitted an Application for the Reduced Tip Fee Program for Disposal of Disaster Debris related to the winter storm that occurred on February 23, 2025 to the Authority for its consideration; and

**WHEREAS**, the Authority Executive Director and staff evaluated the application submitted by the Town of Trenton and recommended approval by the Finance Committee; and

**WHEREAS**, the Finance Committee has reviewed the application submitted by the Town of Trenton and is now recommending approval by the full Authority Board of Directors; now, therefore, be it

**RESOLVED**, that the Oneida-Herkimer Solid Waste Authority Board of Directors approves the Application for the Reduced Tip Fee Program for Disposal of Disaster Debris at a rate of \$42.00 per ton resulting from the winter storm that occurred on February 23, 2025; and be it further

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*Authority Board Secretary*

**GET SOCIAL WITH THE AUTHORITY:**



**Introductory No.**  
**Resolution No. 8**  
Page 2

**RESOLVED**, that the Authority Board authorizes and directs the Executive Director to take all necessary action to assist the Town of Trenton with its clean-up.

AYES \_\_ NAYS \_\_

Dated:

Preserving the environment through integrated recovery and disposal.

**Introductory No.**

**Resolution No. 9**

Introduced by:

Seconded by:

**RE: APPROVAL OF REDUCED TIP FEE FOR DISPOSAL OF DISASTER DEBRIS FROM THE TRENTON JOINT FIRE DISTRICT CLEAN-UP FROM WINTER STORMS THAT OCCURRED IN FEBRUARY 2025**

**WHEREAS**, the Authority Board of Directors adopted a Policy for Reduced Tip Fee Programs per Resolution No. 20 on December 21, 2020 to assist local municipalities and Oneida-Herkimer Counties when disaster occurs with reduced tipping fees for disposal of disaster debris; and

**WHEREAS**, on February 14, 2025, a Disaster Emergency was declared for all counties in the State of New York until March 21, 2025, due to a series of winter storms; and

**WHEREAS**, the Trenton Joint Fire District suffered property damage to its Barneveld Fire House located at 8530 Old Poland Road, Barneveld, NY, resulting in an estimated 120 - 150 tons of disaster debris; and

**WHEREAS**, the Trenton Joint Fire District is in the process of demolishing the structure as a result of the damage caused by the winter storms; and

**WHEREAS**, the Trenton Joint Fire District has submitted an Application for the Reduced Tip Fee Program for Disposal of Disaster Debris related to the winter storm that occurred on February 23, 2025 to the Authority for its consideration; and

**WHEREAS**, the Authority Executive Director and staff evaluated the application submitted by the Trenton Joint Fire District and recommended approval by the Finance Committee; and

**WHEREAS**, the Finance Committee has reviewed the application submitted by the Trenton Joint Fire District and is now recommending approval by the full Authority Board of Directors; now, therefore, be it

**RESOLVED**, that the Oneida-Herkimer Solid Waste Authority Board of Directors approves the Application for the Reduced Tip Fee Program for Disposal of Disaster Debris at a rate of \$42.00 per ton resulting from the winter storm that occurred on February 23, 2025; and be it further

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**GET SOCIAL WITH THE AUTHORITY:**



**Introductory No.**  
**Resolution No. 9**  
Page 2

**RESOLVED**, that the Authority Board authorizes and directs the Executive Director to take all necessary action to assist the Trenton Joint Fire District with its clean-up.

AYES \_\_ NAYS \_\_

Dated:

Preserving the environment through integrated recovery and disposal.

**Introductory No.**

**Resolution No. 10**

Introduced by:

Seconded by:

**RE: DESIGNATION OF UNRESTRICTED FUNDS TOWARD ESTABLISHED AUTHORITY CAPITAL RESERVE FUNDS**

**WHEREAS**, the Authority established three Capital Reserve Funds in 2007, including a Regional Landfill Equipment Reserve, a Regional Landfill Liner Extension Reserve, and a System-Wide Capital Reserve; and

**WHEREAS**, the designated capital reserves were developed to ensure that the Authority Board's goal to fully fund capital needs without borrowing was met; and

**WHEREAS**, the Authority annually develops a five-year Capital Plan and five-year Financial Plan; and

**WHEREAS**, the five-year Capital Plan includes major rehabilitation/improvements of Authority facilities; and

**WHEREAS**, the cost of equipment and facilities' improvements has steadily increased over time;

**WHEREAS**, the Board wishes to allow for consistent budgeting without major increases due to capital expenditures; and

**WHEREAS**, the Board wishes to designate additional unrestricted Authority funds toward the capital reserves based upon recent regulatory changes increasing the cost of landfill equipment and cell construction and prospective regulations related to changes in leachate management; now, therefore be it

**RESOLVED**, that the Authority Board designates an additional:

\$2,000,000 to the Regional Landfill Liner Extension Reserve Fund  
\$800,000 to the Bond Redemption Improvement Fund/Regional Landfill Equipment Reserve Fund

Adopted by the following vote:

AYES\_\_\_ NAYS\_\_\_

Dated:

**BOARD OF DIRECTORS**

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**GET SOCIAL WITH THE AUTHORITY:**



Preserving the environment through integrated recovery and disposal.

**Introductory No.**

**Resolution No. 11**

Introduced by:

Seconded by:

**RE: AUTHORIZING THE FIRST AMENDMENT TO THE GAS RIGHTS AND DEVELOPMENT AGREEMENT BETWEEN THE ONEIDA-HERKIMER SOLID WASTE MANAGEMENT AUTHORITY AND ONEIDA-HERKIMER RNG, LLC**

**WHEREAS**, the Oneida-Herkimer Solid Waste Management Authority (Authority) entered into a Gas Rights and Development Agreement (Agreement) with Oneida-Herkimer RNG, L.L.C. (Developer), dated October 4, 2022 to allow for beneficial use of all landfill gas captured at the Authority's Regional Landfill in Ava, NY; and

**WHEREAS**, the Agreement called for a commercial operation date for the project of October 2025, which will be delayed due to permitting and other factors; and

**WHEREAS**, the Authority served a Notice of Default and Notice of Arbitration under the Agreement; and

**WHEREAS**, the parties have agreed to amend the Agreement, and to settle any outstanding issues regarding milestones and major milestones under the Agreement; it is hereby

**RESOLVED**, that the Authority Board of Directors hereby directs the Executive Director and Authority Counsel to take all necessary steps to withdraw any notice of default and notice of arbitration, and to enter into the First Amendment to Gas Rights and Development Agreement with Oneida-Herkimer RNG, L.L.C. and execute any required documents as necessary.

Adopted by the following vote:

AYES\_\_ NAYS\_\_

Dated:

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