

**ONONDAGA COUNTY  
RESOURCE RECOVERY AGENCY**

**JULY 13, 2011  
BOARD MEETING MINUTES**



<b>Board Members Present:</b>	<b>Jake Barrett, John P. Copanas, Khristopher A. Dodson, Hanah Ehrenreich, Frank Forte, Scott Gerharz, Jonathan Y. Kelley, Lee Klosowski, P.E., Ravi Raman, P.E., Michael J. Reilly, CPA, Richard Smardon, Ph.D.</b>
<b>Board Members Absent:</b>	<b>Donald Lawless, Rachel May, Ph.D.</b>
<b>Also Present:</b>	<b>A. T. Rhoads, William J. Bulsiewicz, Esq., Warren Simpson, Andrew Radin, Joseph Fontanella, Kristen Lawton, Maria Cirino, Amy Miller, Greg Gelewski</b>
<b>Guests:</b>	

The Board Meeting was called to order at 4:31 p.m.

The June 8<sup>th</sup> Minutes of the Board were accepted as presented and filed.

OCRRA's newest Board Member, Mr. Frank Forte, introduced himself to Board Members and Agency Staff. He gave a synopsis of his work history, after which Agency Board Members and Staff introduced themselves to Mr. Forte.

The TREASURER'S REPORT was presented by W. Simpson. Copies of the report were distributed to Board Members.

The ADMINISTRATION COMMITTEE REPORT was presented by J. Copanas, and copies of the report were distributed to all. Following are highlights from the Administration Committee Meeting:

- The Business Officer presented a summary of the procedural changes to the Agency's Procurement Guidelines as a result of the Annual Procurement Review. The Committee identified minor changes to incorporate in the revised Agency Procurement Policy and Guidelines Handbook prior to distribution.

- 
- The Committee discussed outstanding payments due Ted Williams by Zurich for legal work. Follow-up is intended on a date to be determined in the near future.
  - The Business Officer updated the Committee on small contract action.
  - The Committee discussed changing the meeting time from 4:30 p.m. to 4:00 p.m. Mr. Copanas suggested that all Committee Meetings begin at the same time – 4:00 p.m. was suggested for all Committee commencements.

The 2015 COMMITTEE REPORT was presented by L. Klosowski. Copies of the report were distributed to Board Members.

- The majority of the June 22, 2011 Committee Meeting was held in Executive Session.
- Mr. Raman motioned to go into Executive Session to discuss the 2015 Committee Report of June 22, 2011. Mr. Kelley seconded the motion. The Board Meeting, by unanimous consent, moved into Executive Session at 4:48 p.m. By unanimous consent, Executive Session concluded at 5:08 p.m.

The AUDIT COMMITTEE REPORT was presented by M. Reilly. Copies of the report were distributed to Board Members. Following are highlights from the Audit Committee Meeting:

- The Committee unanimously voted to sponsor a Resolution to the Board for the creation and filling of the Confidential Internal Controls Compliance Officer position.
- Ms. Cirino provided the Committee with a verbal update on the progress of the audits since their last meeting. The audits discussed were the RFP/RFQ/Bid Process Audit, Investment Audit, Agency Drivers in NYS LENS Program Audit, Public Authorities Accountability Act (PAAA) and Public Authorities Reform Act (PARA) Compliance Audit, Drug & Alcohol Testing Audit, Monitoring of Covanta's Reports to the DEC and EPA Audit, and Contracts Audit. Discussion took place on the various audits.
- Ms. Cirino gave an in-depth verbal update of the Cash Controls at Amboy Compost Site Audit and provided the Committee with the new written procedures over cash, as well as a site checklist for taking care of the cash at the site and checking the physical security of the site upon opening and closing. A timeline of the thefts that occurred was also handed out to the Committee, and discussion took place.
- The Audit Committee agreed to hold their next meeting in **September 2011**.

---

**Resolution # 1749 — Resolution Authorizing Creation and Filling of Confidential Internal Controls Compliance Officer Position** was moved by M. Reilly and seconded by J. Copanas. The Resolution was adopted: 9 ayes, 0 nays, 0 abstentions.

The RECYCLING COMMITTEE REPORT was presented by H. Ehrenreich. Copies of the report were distributed to Board Members. Highlights of the Recycling Meeting are as follows:

- The May 2011 Recycling:

Mandatory Recycling:	20,000 tons
Mandatory & Voluntary Recycling:	45,400 tons
Total Waste Reduction through Recycling:	60%

- The Committee reviewed proposals for site grading services at the Jamesville Compost Site to meet capital plan improvements, aimed at accommodating the increased quantities of yard waste now being delivered to the site.
- The Committee reviewed proposed language changes to the 20-year old County Source Separation (recycling) Law. Key improvements will clearly state recycling requirements for the commercial and institutional sectors, and apartment complexes, as well as waste hauler requirements to provide recycling services to customers.
- After consulting with County Legislative Representatives concerning suitable fines for non-compliance, the Board's recommendations will be provided to the full County Legislature in contemplation of revised legislation. It was recommended that such consultations occur before this fall's election cycle, and that a copy of the proposed change be forwarded to the County Law Department for review.
- The current contract with OCRRA's School Recycling Educator expires in July. The Committee discussed ways to diversify its delivery of classroom recycling education. Currently, the Agency hires an independent contractor to provide some 575 presentations a year, at a cost of \$98.00 per presentation. Historically, NYS DEC grants have covered half of these costs. The Committee will further review this as part of the 2012 operating budget discussion.

**Resolution # 1750 — Resolution Recommending to the County Legislature Proposed Amendments to the Source Separation Law** was moved by J. Copanas and seconded by J. Kelley. The Resolution was adopted: 8 ayes, 0 nays, 1 abstention (R. Raman).

---

**Resolution # 1751 — Resolution Authorizing Executive Director to Proceed with Contract to Grade and Install Aggregate Surface at Jamesville Compost Site** was moved by H. Ehrenreich and seconded by R. Raman. The Resolution was adopted: 9 ayes, 0 nays, 0 abstentions.

The OPERATIONS COMMITTEE REPORT was presented by J. Kelley, and copies of the report were distributed to Board Members. Highlights from the Operations meeting are as follows:

- The Committee reviewed the proposed Capital Plan for Transfer Operations, and unanimously decided to sponsor a Resolution to adopt the plan for this year's budget process.
- The Committee was presented with a paving quote for Ley Creek provided by the current holder of the County Contract for this service. After some discussion, it was decided that this project should be put out to bid to see if a better price could be obtained.
- Agency Engineer, Amy Miller, presented the Agency Engineer's Report to the Operations Committee.
- The Committee was advised of a contact by Rock-Tenn Corporation regarding the tip fee rate adopted by the Board last year for their waste product. After discussion regarding whether or not this rate was being used as a foil for negotiations, the Committee advised that a communication be sent advising Rock-Tenn that the rate is still in effect, but may be eliminated if they don't want to use it.

**Resolution # 1752 — Resolution Approving Three-Year Capital Plan for Agency's Transfer Operations** was moved by J. Kelley and seconded by M. Reilly. The Resolution was adopted: 9 ayes, 0 nays, 0 abstentions.

The EXECUTIVE DIRECTOR'S REPORT was presented by A.T. Rhoads. Copies of the report were distributed to Board Members.

Ms. Lawton, Public Information Officer, reported to the Board on the recent internal survey of the Board on OCRRA's messaging efforts. Copies of the Survey Summary and Survey Response Overview were distributed to Board Members.

Mr. Dodson informed the Board that former OCRRA Board Member, Dereth Glance, was appointed by the White House to serve on the International Joint Commission, which is a commission at the federal level that deals with boundary water issues between Canada and the United States. A celebration reception is planned for Dereth on Friday, July 29<sup>th</sup>, 5:00 – 8:00 p.m., at the Blue Tusk in Armory Square.

---

The Board Meeting adjourned at 6:15 p.m.

Board Minutes were taken by C.M. Strong.



cms  
Attachment