

WESTERN FINGER LAKES SOLID WASTE MANAGEMENT AUTHORITY

MINUTES OF AUTHORITY MEETING

MONDAY, December 20, 2010

HELD: **Wayne County Courthouse**
 26 Church Street
 Lyons, New York

<u>Member</u>	<u>Present</u>	<u>Absent</u>
WAYNE COUNTY:		
Gary Borkhuis	X	
Ron Cody	X	
Susie Earl	X	
Robert Hutteman	X	
Robert Weichbrodt		X
YATES COUNTY		
Patrick Flynn	X	
Robert Multer	X	

CONSULTANTS PRESENT: Michael Howard

OTHERS PRESENT: Sharon Lilla, Marjorie Torelli, Neal Walters, Carol VanEnwyck

Chairperson Earl called the meeting to order at 5:00 p.m.

I. APPROVE AUTHORITY MEETING MINUTES

Resolution #10-43 – Approve October 25, 2010 Meeting Minutes

Mr. Cody moved, Mr. Borkhuis seconded and the Authority unanimously

RESOLVED, that the minutes for the Western Finger Lakes Authority Board meeting of October 25, 2010 be hereby approved as distributed.

II. **BILLS AND STATEMENTS**

Resolution #10-44 – Bills and Statements

Mr. Hutteman moved and Mr. Borkhuis seconded, and the Authority unanimously

RESOLVED, that the attached list of bills and statements (invoice register) for services are approved and the Treasurer is authorized to make payment.

III. CHAIRPERSON'S REPORT

Mr. Borkhuis, Mr. Cody, and Ms. Earl were appointed as the nominating committee for electing officers for 2011.

IV. TREASURER'S REPORT

The January through December 2010 Revenue and Expense Reports were previously distributed.

V. PUBLIC EDUCATION/PUBLIC RELATIONS REPORT

There was no Public Education/Public Relations' report.

VI. RECYCLING COORDINATOR'S REPORT

Board members were informed that because one of the four remaining recycling trucks broke down and it could not be repaired in a timely manner, it has been arranged for two of the haulers to begin recycling collection ahead of schedule in the eastern end of Wayne County.

VII. OFFICE MANAGER'S REPORT

Resolution #10-45 – Set 2011 Meeting Dates

Mr. Hutteman moved and Mr. Cody seconded, and the Authority unanimously

RESOLVED, that the Authority adopts the attached meeting schedule for 2011, with all meetings beginning at 5:00 PM.

VIII. ADMINISTRATOR'S REPORT

Resolution #10-46 – Change 2011 Mileage Rate

Mr. Hutteman moved, Mr. Cody seconded and the Authority unanimously

RESOLVED, that the mileage reimbursement is increased from \$.50 per mile to \$.51 per mile in conformance with the standard federal mileage reimbursement rate, effective for all mileage claims earned beginning January 1, 2011.

Resolution #10-47 – Unused Vacation Time

After discussion, Mr. Borkhuis moved, Mr. Hutteman seconded and the Authority unanimously approved Resolution #10-47.

WHEREAS, MRF Manager William Woods and Curbside Collection Dispatcher Keith Odell were needed to maintain consistent operations for both the MRF and the curbside collection program during transition; and

WHEREAS, because of extenuating labor requirements of the Authority during this time, neither employee was able to use their vacation time, a portion of which they will lose at the end of 2010; and

WHEREAS, Authority policy does not permit a year to year carry over of more than 30 days vacation, or 225 hours; now, therefore be it

RESOLVED, that the following hours of vacation time are authorized as a carry over to 2011 as follows:

Keith Odell	not to exceed 12.5 hours
William Woods	not to exceed 15.5 hours; and be it further

RESOLVED, that this waiver of employment policy in connection with the carry over of vacation time does not alter in any manner the contents of the policy and does not apply to any other Authority employees.

Resolution #10-48 – Ratify Actions of Administrator in Connection With the Purchase of a Snowplow

After discussion, Mr. Borkhuis moved, Mr. Cody seconded and the Authority unanimously approved Resolution #10-48.

WHEREAS, driveways accessing the MRF and its entrances must be cleared daily during snow events; and

WHEREAS, the decade old snowplow used to perform this function was irreparable and heavy snow early in the season required the purchase of a new snowplow; and

WHEREAS, the following quotes were obtained and the Administrator authorized the purchase of a snowplow from Unicell:

Unicell, Rochester	\$3,694.00
Trailer Center, Victor	\$3,899.00
Cyncon, Henrietta	\$4,250.00
Perinton RV Rentals, Macedon	\$4,425.00; now, therefore be it

RESOLVED, that the actions of the Administrator in connection with the purchase of the plow are hereby ratified; and be it further

RESOLVED, that the following line item adjustment for payment for the plow is authorized:

Increase 21-3051-203 (Equipment)	\$3,694.00
Decrease 21-4930-203 (Facility Maintenance)	\$3,694.00

Resolution #10-49 – Insurance Renewals

Mr. Hutteman moved, Mr. Borkhuis seconded and the Authority unanimously approved Resolution #10-49.

WHEREAS, the Authority's Insurance Coverage expires on January 1, 2011; and

WHEREAS, the Authority's insurance broker obtained bids for the renewal of this coverage and the Authority's insurance consultant, Haylor, Freyer & Coon, Inc., reviewed the bids;

WHEREAS, Haylor, Freyer & Coon, Inc. recommended that the Authority's coverage be written for Property, General Liability, Automobile, and Umbrella Insurances, which are A rated AIG Companies; and

WHEREAS, upon the recommendation of Haylor, Freyer & Coon, Inc., the Administrator caused the coverages in the third Whereas clause to be bound; now, therefore, be it

RESOLVED, that the Authority authorizes the Administrator to have the above insurance coverages bound, with costs not to exceed:

Property Insurance	\$16,136
Crime Insurance	\$144.00
General Liability Insurance	\$24,803
Automobile Insurance	\$1,049
Umbrella Insurance	\$7,500
Equipment Breakdown	\$774
Equipment Floater	\$8,403
Employee Benefits	\$192
TOTAL	\$59,001

Resolution #10-50 – Renew Administrative Agreement with Wayne County

Mr. Hutteman moved, Mr. Borkhuis seconded and the Authority unanimously approved Resolution #10-49.

RESOLVED, that the Authority authorizes renewal of the Administrative Services Agreement with Wayne County for a period of one year commencing on January 1, 2011 and expiring on December 31, 2011, provided that the terms and conditions in the agreement remain the same.

Resolution #10-55 – Adopt Tipping Fee at MRF

A discussion was held about setting up a tipping fee at the MRF for haulers who bring only containers and not fiber recycling to the MRF. The purpose is to encourage haulers to bring both types of material to the Authority. After discussion, Ms. Earl moved, Mr. Flynn seconded, and with Mr. Borkhuis, Ms. Earl, Mr. Flynn, Mr. Hutteman, and Mr. Multer voting aye and Mr. Cody voting nay, the Authority approved Resolution #10-55.

WHEREAS, the business model for the operation of the Materials Recovery Facility, subsequent to the cessation of the Authority operated recycling curbside collection program, is based upon the receipt from private haulers of both fiber and containers in a two stream format; and

WHEREAS, tipping of containers only would place an undue financial burden upon the MRF because the processing of containers is more labor intensive and less profitable than the processing of both containers and fiber; and

WHEREAS, the staff of the Authority recommended that the Authority Board implement a tipping fee in the amount of \$3 per cubic yard for haulers delivering containers only to offset lower revenues that would result; now, therefore, be it

RESOLVED, that the staff of the Authority is authorized and directed to implement a tipping fee of \$3 per cubic yard for the delivery of container loads only; and be it further

RESOLVED, that haulers tipping both containers and fiber shall continue to do so at no charge.

A motion was made by Mr. Borkhuis and seconded by Mr. Cody that the Authority enter into Executive Session to discuss personnel related matters.

Mr. Hutteman moved, and Mr. Multer seconded that the Authority come out of Executive Session.

Resolution #10-51 – Adopt 2011 Budget

After discussion, Mr. Hutteman moved, Mr. Borkhuis seconded and the Authority unanimously approved Resolution #10-51.

RESOLVED, that the attached 2011 Budget for the Western Finger Lakes Solid Waste Management Authority is adopted, subject to approval by Wayne County and Yates County; and be it further

RESOLVED, that the Office Manager is directed to send the 2011 Budget to the participating Counties and to bill Yates County for quarterly payments due on or before January 15, April 15, July 15, and October 15 in the amount of

County	Annual Amount	Quarterly Amount
Yates County further	\$ 28,625.00*	\$7,156.25; and be it

*This amount includes a \$2,500.00 subsidy for the Yates County Household Hazardous Waste Program. The Government Operations will receive \$26,125.00.

RESOLVED, that the Office Manager is directed to bill Wayne County for bi-monthly payments due on or before January 15, March 15, May 15, July 15, September 15, and November 15 in the amount of:

	Annual Amount	Bi-Monthly Amount
Wayne County further	\$ 555,500.00**	\$ 89,916; and be it

RESOLVED, that the Office Manager is directed to bill Wayne County for expenses as they are incurred for the annual household hazardous waste cleanup day, not to exceed \$16,000.

**This amount includes a \$274,183.00 subsidy for the Wayne County MRF, an \$8,538.00 subsidy for the Wayne County Curbside Program, and a \$16,000.00 subsidy for the Household Hazardous Waste Program. The Government Operations will receive \$256,779.00.

Resolution #10-52 – Adopt 2011 Salary Schedule

After discussion, Mr. Borkhuis moved, Mr. Cody seconded, and with Mr. Borkhuis, Mr. Cody, and Mr. Flynn voting aye and Ms. Earl, Mr. Hutteman, and Mr. Multer voting nay, the Authority defeated Resolution #10-52.

A motion was made by Ms. Earl and seconded by Mr. Hutteman to adopt a salary schedule with \$1,000 raises. After discussion, a motion was made by Mr. Cody and seconded by Mr. Multer to amend Resolution #10-52 to provide raises in the amount of \$600. With Mr. Borkhuis, Mr. Cody, Mr. Flynn, Mr. Hutteman, and Mr. Multer voting aye and Ms. Earl voting nay, the Authority approved the amended Resolution #50-52.

RESOLVED, that the Authority authorize and direct that the salaries for 2011, based on 26 pay periods per year* be approved as set forth below:

Recycling Coordinator*	\$58,872.00
PR/PE Coordinator	\$46,228.00
Office Manager	\$41,902.00
Department Secretary**	\$14,843.00

*The Recycling Coordinator also receives 2% of the revenues generated at the Wayne County Materials Recovery Facility, paid to him in quarterly installments.

**The Department Secretary is in the budget for six (6) months, which is 13 pay periods.

Resolution #10-53 – Declare Recycling Collection Fleet and Collection Trailer Surplus Property and Authorize Proper Disposal of Same

After discussion, Mr. Multer moved, Mr. Flynn seconded and the Authority unanimously approved Resolution #10-53.

WHEREAS, Wayne County adopted a local law requiring private haulers to provide recycling collection services to their customers to the same extent they provide trash collection services; and

WHEREAS, Wayne County has discontinued funding for the Authority operated recycling curbside collection program and as a result, the following collection vehicles and collection trailer are no longer of use by the Authority:

- 2002 International – Vehicle ID# 1HTSHAAR82H576709
 - 2002 International – Vehicle ID# 1HTSHAAR52H36714
 - 2002 International – Vehicle ID# 1HTSHAAR12H414654
 - 2002 International – Vehicle ID# 1HTSHAAR92M536716
 - 2002 International – Vehicle ID# 1HTSHAAR92H414658
 - 2003 Mack LE316- Vehicle ID#1M2AC07C93M008392
 - 2005 Mack Truck – Vehicle ID#1M2AC08C25M010387
 - 1991 Freightliner – Vehicle ID#1FVXFSY98MH386626
 - 1994 Volvo Truck – Vehicle ID#4V2DCFMD7RN680050
 - 1998 Chevrolet Pickup Truck – Vehicle ID#1GBHK34R6WE218600
 - 1989 Kann Trailer – Vehicle ID#1K9SM1625KK009495;
- now, therefore, be it

RESOLVED, that the vehicles and collection trailer listed above are hereby declared surplus; and be it further

RESOLVED, that the Administrator is authorized and directed to dispose of said vehicles and collection trailer in accordance with the Authority's Property Disposal Guidelines.

Resolution #10-54 – Authorization to Advertise for Bid Proposals for the Disposal of the Recycling Collection Fleet and Recycling Trailer

After discussion, Mr. Multer moved, Mr. Hutteman seconded and the Authority unanimously approved Resolution #10-54.

WHEREAS, the Western Finger Lakes Authority has declared the following components of the curbside collection recycling fleet as surplus property:

- 2002 International – Vehicle ID# 1HTSHAAR82H576709
- 2002 International – Vehicle ID# 1HTSHAAR52H36714
- 2002 International – Vehicle ID# 1HTSHAAR12H414654
- 2002 International – Vehicle ID# 1HTSHAAR92M536716
- 2002 International – Vehicle ID# 1HTSHAAR92H414658
- 2003 Mack LE316- Vehicle ID#1M2AC07C93M008392

- 2005 Mack Truck – Vehicle ID#1M2AC08C25M010387
- 1991 Freightliner – Vehicle ID#1FVXFSY98MH386626
- 1994 Volvo Truck – Vehicle ID#4V2DCFMD7RN680050
- 1998 Chevrolet Pickup Truck – Vehicle ID#1GBHK34R6WE218600
- 1989 Kann Trailer – Vehicle ID#1K9SM1625KK009495; and

WHEREAS, the Authority has received permission from the NYS Department of Environmental Conservation to dispose of those vehicles in the recycling fleet that were purchased with a grant subsidy from the state; now, therefore, be it

RESOLVED, that the Administrator is authorized and directed to advertise for bids for the disposal of the above referenced Authority property; and be it further

RESOLVED, that the Administrator is hereby designated and directed to publicly open the bid(s) at the time and place specified in the bid documents and to present a record of the bid(s) at the next meeting of the Authority following the bid opening.

The 2009 Public Authorities Reform Act requires that the board of every state and local public authority conduct an annual evaluation of its performance. The board must hold itself accountable to the mission of the authority and the public interest. 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. Ms. Lilla provided Board members with a Board Evaluation Form to complete. Board member comments are protected from disclosure under Article 6 of Public Officers Law, but the results of the assessment are to be provided to the Authorities Budget Office.

IX. OTHER BUSINESS

With no further business to discuss, Mr. Hutteman moved and Mr. Borkhuis seconded that the meeting be adjourned. The meeting was adjourned at 6:40 p.m.

Respectively submitted,

Carol E. VanEnwyck
Office Manager

ATT: Bills and Statements
2011 Meeting Schedule

Western Finger Lakes Solid Waste Management Authority

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2011 SCHEDULE OF AUTHORITY MEETINGS

<u>Meeting Date</u>	<u>Purpose of Meeting</u>
January 24, 2011*	Organizational Meeting Line Item Transfers
March 21, 2011	
April 18, 2011	Approve Audited Financials Line Item Transfers
August 15, 2011	Line Item Transfers
September 19, 2011	Review 2012 Budget
October 17, 2011	Approve 2012 Budget Line Item Transfers
December 19, 2011	Adopt 2012 Meeting Schedule Adopt 2012 Salary Schedule Line Item Transfers Appoint Nominating Committee Renew Administrative Agreement with Wayne County Insurance Renewals

Meeting Location:

Wayne County – Wayne County Courthouse, 26 Church Street, Lyons, New York

Meeting Time: 5:00 P.M.

***One week later due to Holiday Schedule.**

• *Wayne County*

• *Yates County*

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