



**ROCKLAND COUNTY
SOLID WASTE MANAGEMENT AUTHORITY**

420 Torne Valley Road, P.O. Box 1217
Hillburn, NY 10931
tel 845-753-2200 fax 845-753-2281

Howard T. Phillips, Jr.
Chairman

Anna Roppolo
Executive Director



Present

Chairman Phillips
Commissioner Grant
Commissioner Hofstein
Commissioner Kohut
Commissioner Lynn
Commissioner Monaghan
Commissioner Moroney
Commissioner Noto
Commissioner Paul
Commissioner Schoenberger
Commissioner Soskin
Commissioner Stewart
Commissioner Wieder

Absent

Commissioner Hoehmann
Commissioner Jobson
Commissioner Sherwood
Commissioner Ullman

Staff

H. Benado
K. Braunfotel
G. Damiani
J. Goldstein
S. Haggerty
D. Louis
D. O'Donnell
A. Roppolo
D. Samuel
J. Sheridan

Others

M. Millspaugh
T. West

The Chairman called to order the Rockland County Solid Waste Management Authority Board of Directors meeting for Thursday, November 16, 2017 at 5:15 p.m.

Roll call by Clerk. There is a quorum.

Phillips: Motion to go into Executive Session to discuss personnel.

Noto: Moved

Stewart: Seconded

Phillips: Motion to come out of Executive Session.

Paul: Moved

Lynn: Seconded

Pledge of Allegiance – Led by Commissioner Noto

Introduced by: Kohut/Lynn

Unan.

November 16, 2017

**RESOLUTION NO. 57 OF 2017
ADOPTION OF MINUTES, MEETING OF OCOTOBER 26, 2017**

RESOLVED, that the transcribed Minutes of the Rockland County Solid Waste Management Authority are approved for the meeting October 26, 2017, as recorded by the Clerk and are hereby adopted.

Executive Director Report

Roppolo: The Authority hosted Leadership Rockland on October 26. I would like to thank Janet, Jen and Kerri for all their efforts in planning, recruiting speakers and moderating the day. A copy of the day's agenda is in your Board packet. The agenda includes leaders from many different areas of expertise who came to teach and discuss some of the issues affecting our environment with an audience who are leaders in their own right, but who come from very divergent professions. Chairman Phillips and Vice Chairman Hoehmann both participated in the day. This year, the entire daylong program successfully illustrated not only the importance of various agencies' separate efforts, but also the special ways in which we all connect and partner. One class member formerly thanked Authority staff saying "... sincerely learned so much and have been made so much more aware of the vision of your agency and admire the passion that all of you have for the health of our counties environment. I look forward to working with you all at some level in the future and hope that I may take what I learned yesterday and make better choices in my day to day life, as well as my families". The class members found the presentations informative, interesting, surprising and inspiring. Leadership Rockland had indicated the immediate results of surveys from class members referenced the day as superlative.

Phillips: Just one comment, I think they were entertained by the wonderful aroma of the Solid Waste Authority building that day which seemed a little bit stronger than usual. I think this is such a great opportunity where we can bring in residents and people of the business field and public field to learn about the Authority. Let's stress that we have done so much to protect the environment of Rockland County and at the same time have saved the taxpayers hundreds of thousands of dollars. I hope we welcome even more groups to come to the Authority and learn about us. It is a very positive experience. Please continue.

Roppolo: The leaf season is in full swing. In prior years, the Authority has accepted an average of 21,000 tons of leaves during the seasons. We intend to evaluate the use of the facility by landscapers and municipal entities at the end of this season to determine whether the process and procedures for use of the facility needs to be updated.

On tonight's agenda for your consideration is the award for the bid regarding an emergency access road at the Hillburn facility. As you may remember, a major fire occurred on June 24, 2016 at the Con-Ed electrical transmission substation on Torne Valley Road in Hillburn, opposite the entrance to the Authority's Co-composting and Materials Recovery facilities. The fire began at approximately 7:27 p.m. If the fire occurred during working hours, it may have prevented persons at the site from leaving

due to the unsafe conditions on Torne Valley Road at the substation. In addition, had prevailing winds been blowing in the direction of the Authority facilities during work hours, the heavy smoke from the fire could have caused unsafe air quality and diminished visibility. As a result of this occurrence, the Authority requested that NYSDEC consider and allow an emergency egress road to be constructed from the Materials Recovery Facility to the Transfer Station. This would allow persons to leave our facilities and safely travel to Torne Valley Road to Route 59 in event of another fire at the substation or some other catastrophic event. The Authority met with the NYSDEC on July 25th and the NYSDEC approved the construction of the egress road after November 1st, so that native bats and rattlesnakes are in hibernation. Mark Millspaugh is here to answer any questions with regard to the construction.

In addition, for your consideration on tonight's agenda are the adoption of both Back-Up and Disaster Recovery Plan and Data Security Breach and Response Plan. These plans were discussed with our IT consultant and part of management best practices with regard to electronic networks and data housed in electronic networks. As our systems become more sophisticated, the plan may be updated to reflect that level of exposure.

Lastly, our last HHW event is scheduled for December 3rd. The Authority, in conjunction with the Rockland County Sheriff's Department, again will be sponsoring a pharmaceutical take back day on the third as well.

Phillips: Thank you Anna.

Introduced by: Soskin/Grant

Unan.

November 16, 2017

Resolution No. 58 of 2017
AWARD OF BID FOR INSTALLATION OF EMERGENCY ACCESS ROAD
AT THE HILLBURN ADMINISTRATIVE OFFICES AND
MATERIALS RECOVERY FACILITY

WHEREAS, on October 23, 2017, the Authority issued a Request for Bids 2017-21 for installation of an emergency access road at the Hillburn administrative offices and Materials Recovery Facility; and

WHEREAS, Tri County Contracting, Downes Tree Service and Pine Brook Contracting submitted bids in response to the Request for Bids; and

WHEREAS, the Authority engineers reviewed the bids and determined that the bid submitted by Tri County Contracting conformed to the specifications in the Request for Bids and is the lowest bid; now therefore be it

RESOLVED, that the Authority Board hereby awards the bid for installation of an emergency access road at the Hillburn administrative offices and Materials Recovery Facility, RFB 2017-21, in the amount of \$105,000.00 to Tri County Contracting, and authorizes the Executive Director to execute an agreement for the performance of the work specified in the bid.

Kohut: Since this is truly an emergency road, will it be paved or will it be stone?

Millspaugh: Mark Millspaugh, Sterling Environmental. The road will be fifteen feet wide and three-hundred forty feet long. It goes from the paved surface of the recycling facility down to the paved surface of the transfer station. After the area is cleared, the road will consist of geotextile fabric and then a six to eight inch layer of concrete item four from the Clarkstown recycling facility and then six inches of asphalt millings. The recycled materials will be used from the Clarkstown facility and the surface will not be paved. When we met with the Department of Environmental Conservation at the pre-application meeting, they stressed they did not want this to be a road that was used for routine operations of the facilities. Therefore, they did not want it paved. It is sized and the designed to handle the largest sized emergency vehicle that would need to access from one facility to another. It is really intended for when one of the roads is impassible that people can exit by foot and get to the other facility. As Anna was describing during some of the emergency conditions that have been experienced, if there was a school bus and children and the like at the recycling facility, they have no way out. At least this way, they can be ushered over to the other facility where they can be picked up. So it is a light duty road that will be plowed in the wintertime and it is not intended for routine operations.

Phillips: What is in the area now?

Millspaugh: It is a wooded area, and there are two drainage ways going through and we had quite a discussion with the Department of Environmental Conservation about how to navigate across them. We either have to get stream disturbance permits and have open bottom coverts so that the wild life is free to migrate back and forth. The other approach, which avoids the need for stream disturbance, was to have a simple wooden deck over the two drainage features. There are concrete abutments on both sides with a wooden deck in-between to accommodate an emergency vehicle.

Introduced by: Kohut/Moroney

Unan.

November 16, 2017

**RESOLUTION No. 59 of 2017
ADOPT DATA SECURITY BREACH AND RESPONSE PLAN**

WHEREAS, the Authority wishes to adopt an IT Data Security, Breach Incident Response and Prevention Plan; now therefore be it

WHEREAS, the IT department will adhere to all guidelines set forth in the plan adopted by the Authority, and so be it

RESOLVED, that the Authority hereby adopts the attached plan entitled "IT Data Security, Breach Incident Response and Prevention Plan" effective immediately

Introduced by: Schoenberger/Stewart

Unan.

November 16, 2017

**RESOLUTION No. 60 of 2017
ADOPT RCSWMA BACKUP AND DISASTER RECOVERY PLAN**

WHEREAS, The Authority is constantly working on improving its disaster recovery strategy, and

WHEREAS, the Authority wishes to adopt a Backup and Disaster Recovery Plan; now therefore be it

RESOLVED, that the Authority hereby adopts the attached plan entitled “Rockland County Solid Waste Management Authority Backup and Disaster Recovery Plan” effective immediately, and be it further

RESOLVED, that the Authority will maintain and update this plan as changes are made to the IT systems.

New Business

Braunfotel: We need to elect the Executive Board members.

Phillips: We have the officers that are currently sitting in Vice-Chair, Treasurer, Deputy Treasurer, Secretary and Chair. Suzanne could you read everyone’s name.

Haggerty: Vice-Chair Commissioner Moroney, Vice-Chair Commissioner Hoehmann, Treasurer Commissioner Soskin, Deputy Treasurer Commissioner Schoenberger, Secretary Commissioner Noto and Chairman Commissioner Phillips.

Introduced by: Monaghan/Lynn

Unan.

November 16, 2017

**RESOLUTION No. 61 of 2017
APPOINTING THE OFFICERS OF THE AUTHORITY FOR THE YEAR 2018**

WHEREAS, Officers of the Authority Board are chosen each year at the Authority’s annual January meeting; and

WHEREAS, the following Authority Board Members served as Officers in the year 2017:

Chairman:	Howard Phillips
Vice-Chairman:	George Hoehmann
Vice-Chairman:	Patrick Moroney
Secretary:	Vincent Altieri
Treasurer:	Philip Soskin
Deputy Treasurer:	Ilan Schoenberger

WHEREAS, the Authority Board has held its Annual Meeting and selected the Officers to serve in the year 2017; now therefore be it

RESOLVED, that the Officers of the Authority for the year 2018 shall be as follows:

Chairman:	Howard Phillips
Vice-Chairman:	George Hoehmann
Vice-Chairman:	Patrick Moroney
Secretary:	John Noto
Treasurer:	Philip Soskin
Deputy Treasurer:	Ilan Schoenberger

Such Officers shall serve until their successors are appointed and qualified at the next Annual Meeting in January 2019.

Phillips: Motion to adopt the salary schedule for 2018.

Braunfotel: It is my understanding after meeting with the commission, all employees who earn \$75,000 or less will be entitled to a 2% raise. All employees who earn more than \$75,000 will receive a raise of \$1,500. Anyone who receives a longevity step for the year's one through six including ten, fifteen and twenty shall only receive that step for 2018. Part-time employees will receive a pro-rated share of the increase except for the longevity step they will receive the full step.

Introduced by: RCSWMA Board/RCSWMA Board **Unan.** **November 16, 2017**

**Resolution No. 62 of 2017
AMENDING THE 2018 BUDGET**

WHEREAS, the Authority Board has determined that the 2018 budget, adopted pursuant to Resolution No. 53 of 2017, be amended to adopt the 2018 salaries for Authority employees; and

WHEREAS, all employees that earn a longevity step of 5% shall be granted said step; and

WHEREAS, all employees that earn a longevity step listed above shall not receive an additional wage increase; and

WHEREAS, all employee earning \$75,000 or less, annualized, shall receive a cost of living increase of 2%; and

WHEREAS, all employees that earn greater than \$75,000 or more, annualized, shall receive a salary increase of \$1,500; and

WHEREAS; part time employees which qualify to receive 2%. A 2% increase shall be added to their annual salary; and

WHEREAS; all other part time employees shall receive a pro rata share of \$1,500 based on hours worked; therefore be it resolved

RESOLVED, that the amendment provided for herein shall be effective as of January 1, 2018.

Phillips: Do we have any other new business? Since there is no other new business and no public comment being offered, do we have a motion to adjourn?

Stewart: Moved

Schoenberger: Seconded

The meeting was adjourned at 6:10 p.m.

Respectfully submitted,
Suzanne Haggerty