



**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 Hoehmann
Commissioner Hofstein
Commissioner Kohut
Commissioner McGowen
Commissioner Monaghan
Commissioner Paul
Commissioner Powers
Commissioner Soskin
Commissioner Specht
Commissioner Wieder**

Absent

**Commissioner Day
Commissioner Jobson
Commissioner Lynn
Commissioner Moroney
Commissioner Schoenberger**

Staff

**K. Braunfotel
J. Burnet
G. Damiani
N. Gelok
J. Goldstein
D. Louis
S. Haggerty
A. Roppolo
D. Samuels
K. Scales
J. Sheridan**

Others

**J. Heath
N. McKiernan
A. Rubino
T. West**

The Chairman called to order the Rockland County Solid Waste Management Authority Board of Directors meeting for Thursday, May 24, 2018 at 5:20 p.m.

Pledge of Allegiance led by Commissioner Monaghan

Roll call by Clerk. There is a quorum.

Introduced by: Specht/Wieder

Unan.

May 24, 2018

**RESOLUTION NO. 26 OF 2018
ADOPTION OF MINUTES, MEETING OF
APRIL 26, 2018**

RESOLVED, that the transcribed Minutes of the Rockland County Solid Waste Management Authority are approved for the meeting April 26, 2018 as recorded by the Clerk and are hereby adopted.

Executive Director's Report

Roppolo: Phase I of the tip floor work at Hillburn is progressing. Phase I of the concrete floor has been poured and when the applicable strength has been reached the steel work on the push walls will begin. The second phase of the work is anticipated to begin on or about June 7.

The Bowline facility work should begin on or about July 1. The selected contractor and engineers have been discussing submittals on the various phases of the project.

On May 14 Ted Pytlar and Scott Mills, engineers with D&B, and Jerry Damiani and myself visited the Quantum Biopower Anaerobic Digester in Connecticut. We met with design engineers, CEO and financial coordinator on the project. The footprint of the facility was very small, approximately 2 acres. We were asked to view the facility as a component to D&B's Engineers modeling and siting a potential project. As you may recall, D&B received a NYSERDA grant to provide potential financial models on several different types, scales and locations of Anaerobic Digesters in Rockland. D&B's second phase of the project will now concentrate on co-location of the Anaerobic Digester near a wastewater treatment plant and provide an economic analysis as well. Ted will be providing an update at the June meeting.

A Wall Street Journal article recently confirmed what we have been discussing with the board over these last six months. China's National Sword initiative has essentially created a problem worldwide. The supply and demand shift has changed and with that, we are seeing lower commodity prices. Many towns and cities across the country are re-evaluating their recycling programs. That said many of the cities and towns that are re-evaluating the programs have a single-stream recycling program. As I have previously stated, Rockland remained with a dual stream system and because of that, the streams are relatively clean. Because of the relatively clean streams, the Authority is selling bales of commodities while many other communities are struggling to sell their single stream bales. All parties' operators, mills, etc. have stressed that the commodities need to be clean in order to continue selling to the commodity market. In that effort, the Authority is continuing to use stickers to remind residents what should be in the blue and green bins. I will ask our contractor to update the Board regarding markets at our June meeting.

On May 6, the Authority sponsored the first Repair Café. The event was held at the Nyack Center from 10 a.m. to 1 p.m.. We had approximately 125 people attend with roughly 250 items brought in for repair and 75-80% of the items were repaired. The initiative is intended to remind residents that cherished items can be fixed rather than thrown away. This type of diversion from the landfill is also a goal of the Authority's Solid Waste Management Plan. Thanks to Kerri Scales, Janet Burnet, Jackie Dodrill and Bracha Gobioff who attended and worked the event and Kathy Galione who coordinated the wonderfully talented volunteer repair coaches. We intend to have the events periodically at different venues. We are working on the next repair café to be held in the fall.

Phillips: How many repair coaches were there?

Roppolo: Janet, how many were there?

Burnet: Fifteen.

Phillips: How do we, as an Authority, recognize what the repair coaches did? We should publicize or give the repair coaches certificates to recognize the volunteers.

Roppolo: We did send out a thank you to all of them, but we did not send out a formal letter.

Phillips: I would like to do an ad in the *Journal News* to thank all the repair coaches that participated in our first repair cafe. It would be great public outreach and at the same time serve in a way to inform the public. When is the next repair cafe scheduled?

Roppolo: We are working on it for the fall, but we have to find a venue.

Phillips: Maybe we should wait until we have that date and put that date in the same advertisement.

Roppolo: Okay. The evaluation team is progressing through our yard waste request for proposal evaluation and intend to have a recommendation to the Board at the June meeting.

At the last meeting, the Board had resolved for GHD to develop a plan, research possible locations and evaluate potential properties for an administration and education center. GHD has begun that process. Jeff Heath is here to update the Board.

Heath: Thank you. Just a brief update. We met with the Authority on May 8 to review some of the needs, desires and goals for the proposed administration/education center. We also were given three perspective sites to look at. We looked at all of the sites and we were inside two of them and the third building we have a scheduled visit to look inside. To give you a ballpark of what we were looking at, at this point, based on the discussions we've had about the office space, it really depends on the type of office space you want like open concept, offices, etc. We think we are looking somewhere of a need around three to five thousand square feet of a base occupancy for about twenty people plus storage. For the education center there was a lot of discussion on what might be in it, we think a reasonable target is somewhere around 1,500 to 2,500 square feet. In total, we are probably looking for something less than 10,000 square feet. Of the three facilities that we looked at, two are very large greater than 40,000 square feet and one was 10,000 to 11,000 square feet and that is off preliminary measurements.

Phillips: Since the education center is going to have buses, what about access and parking?

Heath: We are also looking at that. Two of the sites have reasonably good access and parking. We will be looking at that closer because of the actual parking requirement based on the square footage and it is still early for that. The largest space has some problems in accessing the parking. What we plan to do is identify sites and to get the advantages and disadvantages as well as some of the topics for discussion after we finish our review of the inside of the third site. In addition, we will be putting together cost estimates of acquisition and either renovation or build up based on typical square feet prices, so you can wrap your heads around what you might be looking at. There may be issues that may come up relative to properties and current codes and ADA compliance. We have to make sure we cover all those bases.

Kohut: Mr. Chairman, I just want to stress again, I know there are three sites but we need to fit our needs to the site not the site to our needs.

Phillips: That is a good point Commissioner Kohut. Jeff, are you are looking into that?

Heath: Yes. These are the starting points, so one of the conclusions might be that none of these buildings are suitable. However, that will be a Board decision and an Authority decision. We will offer you facts and opinions.

Phillips: Cost is always going to be paramount, but I don't want to buy or build something, come back in ten years, and realize we need a bigger site. There is a lot of wisdom of having a site that not only can fit our needs, but going into the future as we get closer to a zero waste stream the education will be so critical.

Heath: You should be commended, because you really do have a wonderful education program. Some of the things you are doing now could really be ramped up. You always have been on the leadership side of education, but there is so much more technology out there like virtual reality, additional hands on knowledge relative to sorting that both children and adults would appreciate. That really is the future to get people to change their approach to waste management. The Authority has a great start with what it has and there is no doubt that there is room to grow.

Phillips: Thank you Jeff.

Phillips: Award of bid for biodegradable leaf bags. We have 625,000 biodegradable leaf bags per year.

Introduced by: Powers/Monaghan Unan.

May 24, 2018

**Resolution No. 27 of 2018
AWARD OF BID FOR BIODEGRADABLE LEAF BAGS**

WHEREAS, on April 25, 2018, the Authority issued a Request for Bids RFB-2018-15 for the provision of up to 625,000 biodegradable leaf bags per year, for a three-year period, with two one-year renewal options, with no guaranteed minimum purchase; and

WHEREAS, the Dano Enterprises, Inc. submitted a bid of .44 per bag; and

WHEREAS, the maximum expenditure per year based on 625,000 biodegradable leaf bags per year would be \$275,000; and

WHEREAS, the Authority staff has evaluated the bid and determined that it is in all respects responsive to RFB-2018-15, and therefore recommends acceptance of the bid by the Dano Enterprises Inc.; now therefore be it

RESOLVED, that the bid of the Dano Group for leaf bags is hereby accepted; and be it further

RESOLVED, that the Executive Director of the Authority is authorized and directed to obtain leaf bags from the Dano Enterprises Inc., on an as needed basis, consistent with the terms of RFB-2018-15.

Funding Source: Operational Supplies – Leaf Bags - 329

Philips: Longevity increments, cost of living increase, health benefits for new Authority employees.

Braunfotel: At the December meeting, we adjusted a number of benefits. One of the things we discussed but never voted on is that longevity for new hires would only be given at years 5, 10, 15 and 20 years. Employees that are currently on staff will continue to receive the same benefit that they always had.

Phillips: All current employees are grandfathered.

Braunfotel: Correct. This is something that was discussed by the whole Board in Executive Session and somehow this last piece was not resolved. In order to continue, I think it is important to have it straighten out and have a resolution.

Introduced by: Kohut/Paul

Unan.

May 24, 2018

**RESOLUTION NO. 28 OF 2018
LONGEVITY INCREMENTS, COLA BENEFIT AND HEALTH BENEFITS
FOR NEW AUTHORITY EMPLOYEES**

WHEREAS, employees hired before January 1, 2018, the Authority will grant such longevity increments in the following manner;

Annual five (5%) percent increments may be awarded upon completion of each of the first six years of service. An additional five (5%) percent longevity increase may be awarded upon an employee's completion of ten (10), fifteen (15), twenty (20), and twenty-five (25) years of service.

WHEREAS, employees hired on or after January 1, 2018, the Authority will grant such longevity increments in the following manner;

Annual five (5%) percent increments may be awarded upon completion of five (5) years, ten (10) years, fifteen (15) years, twenty (20) years.

WHEREAS, an employee may receive a cost of living increase (COLA). This increase will be based upon economic factors including the consumer price index as reported in the New York Times.

WHEREAS, in no event regardless of the date of hire may an employee receive both a longevity increase and a cost of living increase.

WHEREAS, beginning January 1, 2018, employees hired after January 1, 2018, who average of less than **30 hours** per week shall not be afforded any Health Benefits; therefore be it

RESOLVED, these changes will be incorporated into the Employee Handbook.

Introduced by: Specht/Weider

Unan.

May 24, 2018

**RESOLUTION No. 29 of 2018
ESTABLISH THE POSITION OF WEIGHER II FOR THE
ROCKLAND COUNTY SOLID WASTE MANAGEMENT AUTHORITY**

WHEREAS, the Rockland County Solid Waste Management Authority (the "Authority"), is a Public Authority Corporation duly organized and existing under Title 13-M of the Public Authorities Law of the State of New York, and

WHEREAS, the Authority has established that a Weigher II position is essential to efficiently operate its facilities,

WHEREAS, the services of an additional Weigher II position is recommended to be created with an annual salary of \$42,000.00 for a forty (40) hour week schedule and subject to a term of probation of twenty six (26) weeks and at the satisfactory completion of the probationary period,, and therefore be it

RESOLVED, that the position of Weigher II is hereby established at an annual salary of \$42,000.00 for a forty (40) hour week schedule upon classification action by the Rockland County Department of Personnel, and, still be it further,

RESOLVED, that the Executive Director is authorized and directed to sign any and all documents and to do and cause to be done any and all acts necessary or proper in connection with or for carrying out this resolution.

Braunfotel: Just so it is clear, the new longevity rules will apply to the new employees.

Phillips: Provisionally appoint Weigher II to the Solid Waste Authority, which will be Nancy McKiernan for a 40-hour workweek and the probationary period, will begin immediately.

Introduced by: Hofstein/Powers

Unan.

May 24, 2018

**Resolution No. 30 of 2018
TO PROVISIONALLY APPOINT A WEIGHER II TO
THE ROCKLAND COUNTY SOLID WASTE MANAGEMENT AUTHORITY**

WHEREAS, the Authority has determined that it needs to fill the position of Weigher II; and

WHEREAS, Nancy A McKiernan has sought the position, and appears to be qualified; now therefore be it

RESOLVED, Nancy A McKiernan is hereby selected provisionally for the position of Weigher II to serve in such capacity at the pleasure of the Authority, subject to approval of her application by the Rockland County Personnel Department, effective immediately upon such approval, and be it further

RESOLVED, that the compensation for such services for the year 2018 shall be the sum of \$42,000.00 annually; and be it further

RESOLVED, that the Weigher II shall perform a minimum of 40 hours of services per week, and be it further

RESOLVED, that the Executive Director is hereby authorized and directed to provide a compensation package as defined by the Employee Handbook and amendments including but not limited to Resolutions No. 62 of 2017, 68 of 2017, 70 of 2017 and 28 of 2018.

Funding Source: Account 3100

Phillips: Provisionally appoint Weigher II to the Solid Waste Authority, which will be Angelo Rubino for a 40-hour workweek and the probationary period, will begin immediately.

Introduced by: Grant/Specht Unan.

May 24, 2018

**RESOLUTION NO. 31 OF 2018
TO PROVISIONALLY APPOINT A WEIGHER II TO
THE ROCKLAND COUNTY SOLID WASTE MANAGEMENT AUTHORITY**

WHEREAS, the Authority has determined that it needs to fill the position of Weigher II; and

WHEREAS, Angelo Rubino has sought the position, and appears to be qualified; now therefore be it

RESOLVED, Angelo Rubino is hereby selected provisionally for the position of Weigher II to serve in such capacity, subject to approval of her application by the Rockland County Personnel Department, effective immediately upon such approval, and be it further

RESOLVED, that the compensation for such services for the year 2018 shall be the sum of \$42,000.00 annually; and be it further

RESOLVED, that the Weigher II shall perform a minimum of 40 hours of services per week, and be it further

RESOLVED, that the Executive Director is hereby authorized and directed to provide a compensation package as defined by the Employee Handbook and amendments including but not limited to Resolutions No. 62 of 2017, 68 of 2017, 70 of 2017 and 28 of 2018.

Funding Source: Transfer \$42,000.00

From: 505 - Contingency
To: 3100 – Salaries

New Business

Braunfotel: Beautification of the Clarkstown Facility. There was a request for bid and the proposer with the lowest bid is Majestic Lawn Care.

Introduced by: Monaghan/Hoehmann

Unan.

May 24, 2018

**RESOLUTION NO. 32 OF 2018
AUTHORIZING AWARD OF BID FOR BEAUTIFICATION OF THE CLARKSTOWN
SOLID WASTE FACILITY LOCATED IN WEST NYACK, NY**

WHEREAS, on May 7, 2018, the Authority issued a Request for Bid RFB-2018-17 for beautification of the Clarkstown Solid Waste Facility located in West Nyack, NY; and

WHEREAS, On May 21, 2018 bids were received from several bidders in response to RFB-2018-17; and

WHEREAS, after receipt and review of the bids, the Authority staff analyzed them for completeness and to determine the lowest responsive and responsible bid, and;

WHEREAS, the Authority staff has determined that the bid submitted by Majestic Lawn Care & Landscape, Inc. in the amount of \$42,650.00 is in all respects the lowest responsive and responsible bid, and therefore recommends the acceptance of its bid; now therefore be it

RESOLVED, that the bid of Majestic Lawn Care & Landscape, Inc. for beautification of the Clarkstown Solid Waste Facility located In West Nyack, NY is accepted for a not to exceed amount of \$42,650.00.

Source of Funds: From: Contingency – 505
To: Maintenance Agreements - 438

Braunfotel: Lawn maintenance and grass cutting services for the West Nyack, Haverstraw and Hillburn Facilities. There was request for bid and the lowest bidder was American Field Services.

Introduced by: Kohut/Soskin

Unan.

May 24, 2018

**RESOLUTION NO. 33 OF 2018
AWARD OF CONTRACT FOR LAWN MAINTENANCE & GRASS CUTTING SERVICES**

WHEREAS, the Authority is in need of landscaping services at the West Nyack, West Haverstraw and Hillburn Facility; and

WHEREAS, on May 7, 2018, the Authority issued a Request for Bids, RFB 2018-16 for Lawn Maintenance & Grass Cutting; and

WHEREAS, on May 21, 2018 the Authority received bids from American Field Services Inc. and Helmke Industries Inc.; and

WHEREAS, the Authority staff have reviewed the bids and have determined that the bid submitted by American Field Services Inc. is in all respects responsive to the Request for Bids and is the lowest responsive and responsible bidder, and therefore recommends acceptance of the bid submitted by American Field Services Inc.; now therefore be it

RESOLVED, that the bid is hereby awarded to American Field Services Inc. for lawn maintenance & grass cutting at the West Nyack, West Haverstraw and Hillburn Facility; and be it further

RESOLVED, that the Executive Director is authorized to enter into a three (3) year agreement with American Field Services Inc., with two (2) one-year renewals at the Authority's sole option.

Funding Source: Landscaping - 6354

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

Moved: **Hoehmann**

Seconded: **Specht**

Phillips: Motion to come out of Executive Session:

Moved: **Specht**

Seconded: **Hoehmann**

Phillips: There will be a salary schedule change and it will read as.

Braunfotel: It will read as the position of Engineer I salary will be adjusted to \$75,000 per year in an effort to encourage recruitment going forward and for retainage.

Introduced by: Kohut/Specht

Unan.

May 24, 2018

**RESOLUTION NO. 34 OF 2018
AUTHORIZING SALARY ADJUSTMENTS FOR THE
ENGINEER I**

WHEREAS, the Authority Board has considered an adjustment to the annual salary of the Engineer I position; and

WHEREAS, the Board has determined that, Engineer is a mandated position within the Authority, and that a salary adjustment would assist with retention and recruitment for the Engineer position; and

WHEREAS, the Board has determined that, due to the scope of the duties and responsibilities of this position, it is appropriate to adjust the annual salary; now therefore be it

RESOLVED, that the annual salary of the Assistant Solid Waste Operations Manager be increased to \$75,000, effective May 28, 2018.

Phillips: Is there any other new business? Since there is no other new business, do we have a motion to adjourn?

Wieder: Moved

Powers: Seconded

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

Respectfully submitted,
Suzanne Haggerty