



HOUSATONIC RESOURCES RECOVERY AUTHORITY

REGULAR MEETING MINUTES

Wednesday, July 3, 2019, 11:30 a.m.

Room 209, Brookfield Town Hall

100 Pocono Rd, Brookfield, CT 06804

Members or Alternates Present

Bethel, Matthew Knickerbocker	8
Bridgewater, Curtis Reed	1
Brookfield, Steve Dunn	7
Danbury, Joel Urice	36
New Fairfield, Susan Chapman	6
New Milford, Suzanne Von Holt	12
Newtown, Herbert Rosenthal	12
Redding, Jeff Hanson	4
Ridgefield, Rudolph Marconi	11
	<u>97</u>

Others Present:

Fred Hurley, Director NE Public Works
Patti Oberg, All American
Mike Brennan, Oak Ridge

Members Absent:

Kent	1
Sherman	2

Call to Order:

The meeting was called to order by Chairman, M. Knickerbocker at 11:45 a.m. with a quorum of 97 votes present from 9 municipalities. M. Knickerbocker led everyone in the pledge of allegiance.

Public Comment:

No public comment.

Chairman and Members' Comments:

Chairman expressed his gratitude at being elected at the last meeting.

H. Rosenthal stated Oak Ridge is violating terms of the Regional Solid Waste and Recycling Agreement by not abiding by the prescribed routes in the contract. All 3rd party tractor trailer drivers leaving White Street facility heading to Wheelabrator need to be educated that they are to enter 84 east from Exit 8 and exit at Route 34 (Exit 11) to by-pass Main Street in Newtown.

Director's Report:

J. Heaton-Jones highlighted the following items from her report:

- Staff has been on-site at transfer stations to assist with the transition from Wheelabrator to Oak Ridge; as well as the transition to the new e-waste vendor, Take 2.
- This transition has revealed operational inefficiencies at transfer stations that are in the process of being worked through with collaboration by all parties. Examples include haulers not having permits affixed to assigned vehicles and gatehouse attendants allowing voided permit numbers to be used.

- CT DEEP finally issued a response to the Glass Pilot Program application. J. Heaton-Jones reviewed with the Authority the list of items identified as requests for additional information and confirmed a response will be crafted before the 7/12/19 deadline.
- RRR Maintenance was duly notified by HRRRA on June 21, 2019 of its non-compliant status and advised that, without immediate corrective action, the business faced revocation of municipal registrations and denial to access all HRRRA transfer stations effective June 28, 2019. HRRRA worked with CT DEEP to address the public health and illegal waste disposal activities of RRR Maintenance. Recently, the CT Attorney General's office issued a temporary injunction against RRR Maintenance. The members requested the following actions be taken by the Executive Director:
 - Contact legal counsel on the next steps of enforcement
 - Compile a list of municipal police contacts and other law enforcement resources
- In depth discussion continued over what enforcement actions may be imposed on any non-compliant hauler and if police should seize a vehicle if observed illegally operating within a member town.

Administrative Approvals:

- a) **Minutes - Motion** by J. Urice, second by H. Rosenthal, to approve the minutes of the June 24, 2019 (attachment A) **Vote: The motion passed with 66 votes** from Bridgewater(1), Brookfield(7), Danbury(36), New Fairfield(6), Newtown(12) and Redding(4). **Abstention** of 31 votes from Bethel(8), New Milford(12) and Ridgefield (12).

Old Business:

- a) **Report of Executive Committee Acting as the Personnel Committee.** H. Rosenthal, speaking on behalf of the Executive Committee, shared the committee's report on performance evaluations completed for Executive Director and staff. H. Rosenthal reported outstanding achievements by Executive Director and a unanimous assessment of exceeds expectations for all areas of responsibility. Key deliverables for 2019-20 include, but are not limited to, continued monitoring and leadership in the transition from Wheelabrator to Oak Ridge; and, exploration and potential development of local/regional market outlets for recyclables as one facet to address rising processing costs for collected materials. T. Carlson received endorsement from the committee by way of increasing hours to full time status and offer of cash stipend in lieu of medical benefits. The committee recommended a 2.5% increase to their salaries.
- b) **Regional Solid Waste and Recycling Agreement – Oak Ridge request to increase the Recycling Tip Fee:** Executive Director, J. Heaton-Jones shared a request by Oak Ridge to increase the recycling tip fee of \$25/ton effective 7/1/19 with the start of the new Regional Solid Waste and Recycling Agreement to \$65/ton. **Motion** by S. Dunn, second by J. Urice to enter executive session inviting J. Heaton-Jones and T. Carlson for the purpose to discuss requested contract negotiations. **Vote: The motion passed unanimously;** with 97 votes in favor.

The Authority entered executive session at 12:15 p.m. and came out of executive session at 12:33 p.m.

Motion by J. Urice, second by S. Von Holt, to table discussion on Oak Ridge request to increase recycling tip fee until an internal investigation of the market conditions driving the request is made. **Vote: The motion passed unanimously;** with 97 votes in favor.

Adjournment

On a **motion** by M. Knickerbocker, second by J. Urice the meeting was adjourned at 12:36 p.m. **Vote:** All in favor.

Respectfully submitted,
Tiffany Carlson, Administrative Assistant



**HOUSATONIC RESOURCES RECOVERY AUTHORITY
Special Meeting**

**Wednesday, July 3, 2019, 11:30 a.m.
Room 209 Brookfield Town Hall
100 Pocono Rd, Brookfield, CT 06804**

AGENDA

1. Call to order, determination of quorum, pledge of allegiance
2. Public comment
3. Chairman and members' comments
4. Director's report
5. Administrative approvals
 - a. *Minutes of June 24, 2019 (*Attachment A*)
6. Old business
 - a. *Report of Executive Committee Acting as the Personnel Committee
 - b. *Regional Solid Waste and Recycling Agreement – Oak Ridge request to increase the Recycling Tip Fee - *Executive session anticipated for this item.*
7. *Adjournment

**Possible action items*

cc: HRRRA members and alternates
Town clerks and FOI list



HOUSATONIC RESOURCES RECOVERY AUTHORITY

REGULAR MEETING MINUTES

Monday, June 24, 2019, 10:30 a.m.

Room 133, Brookfield Town Hall

100 Pocono Rd, Brookfield, CT 06804

Members or Alternates Present

Bethel, Richard Straiton	8
Bridgewater, Curtis Reed	1
Brookfield, Steve Dunn	7
Danbury, Joel Urice	36
Kent, Bruce Adams	1
New Fairfield, Kim Hanson	6
New Milford, Pete Bass	12
Newtown, Herbert Rosenthal	12
Redding, Jeff Hanson	4
Sherman, Don Lowe	2
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	89

Others Present:

Dan Rosenthal, 1st Selectman Newtown
Ken Vallera, All American Waste
Lynn Waller

Members Absent:

Ridgefield	11
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Call to Order:

The meeting was called to order by Secretary, H. Rosenthal at 10:30 a.m. with a quorum of 89 votes present from 10 municipalities. H. Rosenthal led everyone in the pledge of allegiance.

Public Comment:

No public comment.

Chairman and Members' Comments:

Chairman had no comments. J. Urice inquired location of budget details in packet and was directed to Attachment D for discussion under item 7c.

Director's Report:

J. Heaton-Jones highlighted the following items from her written report:

- MSW tonnage year to date is running at **104%** compared to same time last year.
- Recycling tonnage is running at **60%** compared to the same time last year.
- E-waste tonnage is at **85%** compared to the same time last year.
- HRRRA Director is expecting a smooth transition July 1 from Wheelabrator to Oak Ridge.
- In addition to normal end of year operations and fulfilling public education commitments, significant time has been spent contracting for a new e-waste vendor; negotiations and contracting an amendment to Regional Solid Waste and Recycling Agreement; developing agreement with Oak Ridge on the glass pilot and preparations for next HHW event on July 20, 2019.

Members inquired about the decrease in recycling tonnage. Executive Director identified a contributing factor was a major hauler taking tonnage outside the HRRRA system for processing. H. Rosenthal asked attending All American Waste representative, K. Vallera, the reason for redirecting recycling tonnage and if that decision was reversible. K. Vallera identified HRRRA's piloting glass removal from the mixed stream as major driver in the decision.

Administrative Approvals:

- a) **Minutes - Motion** by P. Bass, second by J. Urice, to approve the minutes of the June 5, 2019 (attachment A) **Vote: The motion passed unanimously;** with 89 votes in favor.

- b) **Financial Statements - Motion** by S. Dunn, second by R. Straiton, to approve the financial statements through May 30, 2019 (attachment C), as presented. **Vote: The motion passed unanimously;** with 89 votes in favor.

Old Business:

- a) **Regional Solid Waste and Recycling Agreement MSW Tip Fee and Recycling Tip Fee:**
Executive Director, J. Heaton-Jones shared that HRRRA Legal Counsel drafted an amendment to the Regional Solid Waste and Recycling Agreement to reflect the increase in the MSW Tip Fee effective July 1, 2019 per the approved motion at the June 5th meeting. The amendment has been reviewed by both parties and is waiting signatures.

J. Heaton-Jones announced CT DEEP approved the Regional Solid Waste and Recycling Agreement as of last week.

J. Heaton-Jones shared the request by Oak Ridge to negotiate a change in the recycling tip fee from the contractual fee effective July 1, 2019 of \$25/ton to the current HRRRA rate of \$65/ton.

Motion by P. Bass, second by D. Lowe, to table discussion on opening negotiations with Oak Ridge on recycling tip fee. **Vote: The motion passed unanimously;** with 89 votes in favor.

New Business:

- a) **Transfer - Motion** by K. Hanson, second by S. Dunn to transfer \$17,053.62 from Contingency line in the 2018-19 FY budget, to the CT PR Tax of \$1.89 for estimated Connecticut payroll taxes, to the Fed PR tax line of \$83.57 for estimated federal payroll taxes, to Travel/Mileage line of \$402.17 for estimated travel/mileage for staff, \$1565.99 HHW HRRRA Share and \$15,000 to HHW Towns as approved at the June 2018 meeting for the July 28, 2018 Brookfield HHW event to cover expenses for the 18-19 FY. P. Bass requested minutes reflect adjustments have been made for the 2019-20 FY payroll taxes. **Vote: The motion passed unanimously;** with 89 votes in favor.

- b) **Personnel Committee - Motion** by J. Urice, second by P. Bass, to table report until the Executive Committee meets to discuss and report. **Vote: The motion passed unanimously;** with 89 votes in favor.

- c) **Adoption of 2019-20 FY Budget - Motion** by S. Dunn, second by R. Straiton to approve the HRRRA 2019-20 fiscal year budget as presented with expenditures totaling \$574,750 (attachment D)

J. Urice voiced concerns that the budget does not reflect savings to increase the fund balance. He recommended the Executive Committee make changes to the budget to reflect the fund policy to have a minimum of 200% operating budget. He also did not approve of using all the new revenue in the first

year. There was additional discussion that the Fund Policy is a goal not a minimum and that the Authority is not a for-profit business and should be using funds to serve the public.

Motion by J. Urice, second by K. Hanson to send the proposed budget back to the Executive Committee.

Vote: The motion failed; with 53 votes against and 36 in favor Danbury(36).

P. Bass proposed a friendly amendment to reduce expenses and inquired if the Administrative Assistant would consider reduction in base salary and the medical stipend with the understanding compensation to be revisited at the 6 month mark in the fiscal year. T. Carlson agreed to the reduction of salary and to reduce the medical stipend in lieu of medical insurance. J. Heaton-Jones noted that the Authority per the Personnel Policy is required to give full time employees health insurance. T. Carlson accepted the stipend, anything else would be against the personnel policy.

Motion by P. Bass, second by S. Dunn to amend budget as presented by reducing Contingency Fund balance from \$20,000 to \$10,000 and to reduce Legal Fees from \$20,000 to \$10,000, resulting in a \$20,000 increase to the Fund Balance. **Vote: The motion failed;** with 50 votes against from the towns of Bethel(8), Danbury(36) and New Fairfield(6) and 39 in favor from Bridgewater(1), Brookfield(7), Kent(1), New Milford(12), Newtown(12), Redding(4) and Sherman(2).

Motion by R. Straiton, second by D. Lowe to move the question on original motion by S. Dunn, second by R. Straiton **Vote: The motion passed unanimously;** with 89 votes in favor.

Vote on the main motion by S. Dunn, second by R. Straiton to approve the HRRRA 2019-20 fiscal year budget as presented with expenditures totaling \$574,750 (attachment D) **Vote: The motion passed;** with 53 votes in favor and 36 against from Danbury(36).

d) Nominating Committee Report:

On behalf of himself, S. Von Holt and H. Rosenthal, J. Urice read the Nominating Committee report nominating M. Knickerbocker to serve as Chairman, S. Dunn as Vice Chairman, H. Rosenthal as Secretary, J. Pemberton as Treasurer and M. Boughton as Assistant Treasurer for the next year.

e) Election of Officers for the 2019-20 FY:

Motion by J. Urice, second by P. Bass to accept proposed slate of officers for the 2019-2020 fiscal year.

Vote: The motion passed unanimously; with 89 votes in favor.

Adjournment:

On a motion by J. Urice, second R. Straiton, the meeting was adjourned at 11:52 a.m. **Vote:** All in favor of adjournment. **The motion passed unanimously;** with 89 votes in favor.

Respectfully submitted,

Tiffany Carlson
Administrative Assistant