



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Thursday, April 25, 2024 10:30 a.m.
Newtown Municipal Center
3 Primrose Street, Newtown, CT 06470

AGENDA

1. Call to order, determination of quorum, pledge of allegiance.
2. Public comment
3. Chairman and members' comments
4. Director's and tonnage reports (**Attachment A**)
5. Administrative approvals
 - a. *Minutes of January 25, 2024 (**Attachment B**)
 - b. *Financial statements through March 31, 2024 (**Attachment C**)
6. New business
 - a. Nomination Committee – Appointed by the Chairman
7. Old business
 - a. HRRR Regional SW&R Contract, beyond 2029 - discussion
 - b. HRRR Member Policy and local ordinance changes - discussion
 - c. * By-Laws – Changing the by-laws to one town one vote (**Attachment D**)
8. *Adjournment

**Possible action items*

cc: HRRR members and alternates
Town clerks and FOI list

HOUSATONIC RESOURCES RECOVERY AUTHORITY
162 WHISCONIER ROAD, OLD TOWN HALL, BROOKFIELD CT 06752
203.775.4539 | www.hrra.org | info@hrra.org

BRIDGEWATER | BETHEL | BROOKFIELD | DANBURY | KENT | NEW FAIRFIELD | NEW MILFORD
NEWTOWN | REDDING | RIDGEFIELD | ROXBURY | SHERMAN | WESTON | WILTON

**HRRRA Director's Report
March 31, 2024 HRRRA Meeting**

MSW and Recycling Tonnage Reports through March 31, 2024

- MSW tonnage to date is currently **106%** for the FY, compared to **102%** the same month last year.
- Recycling tonnage to date is **111%** for the FY and **108%** compared to the same month last year.
- Glass collected from March 2019 to date **3,766,020 lbs. / 1883.01 tons.**

Meetings and Activities

The beginning of January was spent meeting several of our new Chief Elected Officials and introducing them to the HRRRA.

Staff attended numerous meetings on upcoming legislative proposals.

At the January transfer station operators' meeting staff reviewed the following items.

- Improved signage for textiles bins
- Shredded Paper collection containers for residents' convenience. No charge to the towns.
- Upcoming hazardous waste event signage and flyers.
- Improving point of sale systems for transfer stations that require payment.

J. Heaton-Jones met with J. Decker from Oak Ridge to review concerns at the Ridgefield Recycling Center and Transfer Station.

T. Carlson (SMM Project Manager) has been working with Bethel, Kent, and Newtown to move their SMM pilot programs towards a permanent solution.

J. Heaton-Jones met with Rob Philips, Executive Director of NWHCOG, to discuss a partnership with the HRRRA as they look to develop their own RRA.

J. Heaton-Jones attended a Tire EPR Stakeholder meeting at CT DEEP at the end of January. The department reviewed the bill and the requirements for submitting a plan. J. Heaton-Jones represented the HRRRA's perspective and how the current practice of disposing of tires negatively impacts municipalities financially and the implementation of the plan must include and ensure that future end-of-life management will provide easy, convenient disposal at no cost to municipalities.

J. Baum submitted the final report to the USDA for the first USDA grant for the Ridgefield solar powered ASP composting system. The USDA accepted the report and the request to obtain all the equipment purchased under the grant, which included the \$50,000 skid steer. The second USDA grant is still active.

J. Heaton-Jones provided a trash talk presentation in Redding at the end of January that was well attended.

Staff have worked with the Town of Weston to implement the 9th food scraps recycling drop-off program in the region. The program launched on March 2nd.



Staff attended the CT Compost Conference. J. Heaton-Jones presented HRRA’s work over the past 10 years and the success of the Ridgefield ASP composting system.

J. Heaton-Jones continues to be involved in NERC, the NAHAMMA northeast chapter, the CT Recyclers Coalition, the Product Stewardship Institute board, the Recycle CT Foundation board.

Staff have been attending the CRC biweekly What’s IN What’s OUT webinar series.

Staff presented the Ridgefield ASP project to the USDA on March 27th.

The first 2024 HHW event took place at Danbury Public Works on Saturday April 6th. There were 890 cars processed and the cost of disposal was \$53,088.50

Car count by municipality

BE	BW	BK	DA	KE	NF	NM	NE	RE	RI	RX	SH	WE	WI
73	6	48	342	7	63	22	110	55	93	10	4	14	43

Cost Allocation by category

WASTE DESCRIPTION	SIZE	TREATMENT	# UNITS/LBS	PRICE PER	TOTAL
LP AEROSOLS	Y3 BOX	FUELS BLEND	8	\$ 660.00	\$ 5,280.00
LP FIRE EXTINGUISHER	Y3 BOX	RECYCLING	1	\$ 660.00	\$ 660.00
BULK FLAMMABLE LIQUIDS	Y3 BOX	FUELS BLEND	24	\$ 175.00	\$ 4,200.00
LP FLAMMABLE LIQ	Y3 BOX	FUELS BLEND	27	\$ 350.00	\$ 9,450.00
LP FLAMMABLE SOLID	55 GAL	TREATMENT	1	\$ 125.00	\$ 125.00
LP OXIDIZER	55 GAL	TREATMENT	6	\$ 250.00	\$ 1,500.00

LP ORGANIC PEROXIDE	5 GAL	TREATMENT	1	\$	125.00	\$	125.00
LP PESTICIDE LIQUID	Y3 BOX	INCINERATION	8	\$	775.30	\$	6,202.40
LP PESTICIDE LIQUID	55 GAL	INCINERATION	1	\$	250.00	\$	250.00
LP PESTICIDE SOLID	Y3 BOX	INCINERATION	6	\$	775.30	\$	4,651.80
LP PROPANE	Y3 BOX	RECYCLING	1	\$	660.00	\$	660.00
LP CORROSIVE ACIDIC	55 GAL	TREATMENT	6	\$	235.00	\$	1,410.00
LP CORROSIVE BASIC	Y3 BOX	TREATMENT	13	\$	775.50	\$	10,081.50
BULK NON HAZ LIQ	55 GAL	TREATMENT	4	\$	165.00	\$	660.00
BULK CORRISIVE BASIC	55 GAL	TREATMENT	0	\$	350.00	\$	0.0
LP ASBESTOS	Y3 BOX	LANDFIL	0	\$	350.00	\$	0.0
LP MERCURY	5 GAL	TREATMENT	1	\$	125.00	\$	125.00
LP TOXIC	5 GAL	TREATMENT	0	\$	125.00	\$	0.0
BULK ANTIFREEZE	55 GAL	RECYCLING	10	\$	165.00	\$	1,650.00
LP FLOURSCENT BULBS	LNFT	RECYCLING	707	\$	0.40	\$	282.80
BULK MOTOR OIL	55 GAL	RECYCLING	16	\$	165.00	\$	2,640.00
BALLAST	5 GAL	RECYCLING	2	\$	85.00	\$	170.00
NICAD	5 GAL	RECYCLING	4	\$	85.00	\$	340.00
LITHIUM	5 GAL	RECYCLING	4	\$	85.00	\$	340.00
NICKEL HYDRIDE	5 GAL	RECYCLING	1	\$	85.00	\$	85.00
SET UP FEE:	PER		1				NO CHARGE
FORK LIFT FEE	PER		1				\$ 1,000.00
Special Pick-up (charged to resident)							\$ 1,200.00
					TOTAL		\$ 53,088.50
PAINT CARE:							
LATEX PAINT RECYCLING	Y3		44				NO CHARGE
OIL BASED PAINT REBLENDING	Y5		28				NO CHARGE

Important Dates

- The next Full Authority Meeting is scheduled for **Thursday, June 27, 2024**.

Recap of SMM Activities Since Last Report (1/25/2024)

Kent SMM Project – Kent completed their first SMM Pilot contract deliverable on 2/1/24. Kent is currently working on the plan for permanency of a unit-based-pricing structure for MSW at the Transfer Station along with a food scraps drop-off recycling service. Since the pilot launch on 7/12/23 Kent residents have diverted 19.25 tons of food scraps out of the waste stream. Additional data gathered reflects a reduction in MSW for the same time period from 265 tons down to 244 tons. These results were achieved even though participation in the pilot was not mandated in order to use the Transfer Station.

In February, a direct mail piece about the success of their “Save As You Throw” program was sent to all Kent households in February. Residents were asked to join Take The Challenge. April 21st and 28th HRRA is facilitating the distribution of finished compost to the residents participating in the pilot.

Bethel SMM Project – Bethel completed their first contract deliverable on 2/27/24. They already had a unit-based-pricing model for MSW in which they weigh MSW and charge residents by the pound. Their plan for permanency work is to incorporate a food scraps recycling drop off program and charge less than MSW. Bethel has diverted 7.16 tons of food scraps with just 225 participants in the pilot.

A direct mail piece to all Bethel households was sent early March soliciting residents to “Take the Challenge”. Presentations have been made to Bethel Chamber of Commerce, Sustainable Bethel Committee and Bethel Garden Club and the Bethel Library hosted an HRRR Trash Talk with special focus on the new food scraps recycling program.

On March 30th and April 4th T. Carlson on behalf of HRRR, managed the distribution of finished compost to residents participating in the food scraps recycling program. T. Carlson on behalf of HRRR will be attending the Bethel Earth Day Fair on 4/20/24 to help promote the food scraps program.

Newtown SMM Project - Newtown completed their first contract deliverable on 3/25/24. They are now in their 7th month of the pilot. Newtown has begun planning for permanency which will focus on transitioning Transfer Station users to a Unit Based Pricing structure for MSW. Successfully leveraging their food scraps recycling program established in 2015, Newtown has diverted 47.7 tons of food scraps during the pilot, exceeding the total tonnage collected in calendar years 2022 or 2023. Additionally, during the pilot, MSW has decreased by 91.46 tons. These results were achieved even though participation in the pilot was not mandated.

February 27th, HRRR presented a well-attended evening Trash Talk at the Community Center; followed on 3/13 with a Trash Talk at Newtown’s Senior Center.

Newtown’s second SMM grant to construct a municipal ASP food scrap composting system similar to Ridgefield, has advanced to the end stages of permitting. Materials to construct the system have been order. Jeff Demers of New England Compost is consulting on the project build out.

SMM Project Manager, T. Carlson’s report:

- All 3 SMM pilots are on schedule and meeting requisite reporting deadlines and deliverables to CT DEEP.
- There have been successes in developing community stakeholder groups and program advocates among Take the Challenge participants helping to promote the pilot programs. Town libraries, sustainability groups, garden clubs, individual grade schools and senior centers held programs on CT’s waste crisis and the Town’s efforts thru the SMM pilots to find solutions.
- T. Carlson orchestrated participant feedback surveys and shared with Town SMM pilot teams.
- She facilitated the creation and execution of direct mailer piece for each pilot.
- Monthly tonnage reports have been created and reported to compare each pilot town’s MSW, mixed recycling and glass tonnage data. Reports were submitted to CT DEEP and Waste Zero.
- HRRR staff continues to promote the pilot programs on all social media outlets and present to stakeholders as available.
- Flyers, sandwich board posters and banners have been distributed with updated messaging as needed.

- The project manager, T. Carlson, has spent approximately 60% of her time at transfer stations or venues for public education, compost distributions or special events execution for the 3 SMM Pilot and 6 non-pilot food scraps programs. January 1, 2024 to April 17, 2024 total time committed to project are 410 hours.
- T. Carlson was instrumental in assisting with the launch of Weston’s food scraps recycling program.
- T. Carlson continues responding to all food scraps recycling programs new sign ups and requests for information from residents.

Newtown’s SSM UBP and Food Scraps Recycling Project



Non-Compliant Haulers unregistered/permitted – Application Past Due:

- **BullBag Corp.**
 - BullBag Corp. has been unresponsive.
 - The 2022-23 application was due 8/1/2022.
 - The 2023-24 application was due 7/31/2023.
 - CT DEEP issued a Notice of Non-Compliance on March 8th.
 - HRRRA requested NOV to be sent to BullBag on 12/12/22, 1/27/23, 3/6/23, 4/6/23, 7/11/23, 10/3/2023, 12/5/23, 1/31/24
 - A BullBag truck was observed on June 21, 2023, on Route 25 in Brookfield, in front of the HRRRA office.
 - Operating in Bridgewater, Danbury, New Milford, Newtown, Ridgefield, Weston

- **Dumpster King, USA**
 - Unresponsive.
 - Based in Ridgefield.
 - The 2022 application was due on July 5, 2023.
 - The 2023-2024 registration application was due July 31, 2023.
 - CT DEEP Issued NOV on 3/15/23 and 10/17/23
 - HRRRA Staff CT DEEP to send a third NOV on 2/1/24 to send a third NOV.

- **Gerrit's Dump Runs / Action Waste**
 - Unresponsive
 - Identified as potentially operating in Newtown.
 - Application was due on 2/12/24

- **Junk Out Services**
 - Unresponsive
 - Initially contacted September 2021, and stated they were not operating.
 - Recently advertised services in Newtown
 - HRRRA staff requested CT DEEP to send NOV on 2/9/24

- **Lug My Junk**
 - Unresponsive.
 - Application was due on July 24, 2023.
 - Based in Weston.
 - Lug My Junk was notified in 2020 of the registration requirements. At that time, the business owner stated they were not operating in HRRRA municipalities.
 - HRRRA staff requested CT DEEP to send NOV on 8/1/23, 12/5/23, and 2/1/24.

Non-Compliant Haulers Contacted & Stated they are not operating in HRRRA municipalities:

- DLP Services
 - Contacted on 2/9/24.
 - Application due on 3/11/24.
 - Operating in Newtown.

Hauler's Brought into Compliance since 2.15.24

- Country Disposal Services
 - Application completed 3/5/24.
- Giglio Landscape Services
 - Application completed 3/11/24.
- DJ Petrucci LLC (previously identified as Jay FireHawg DumpsterDawg)
 - Application completed 3/11/24.
- SMS Recycling
 - Application completed 3/18/24.
- Start Moving LLC & Junk Removal
 - Application completed 4/19/24.

Regional Public Education January – March 2024

Billboard Contest

- Billboard Award’s ceremony on Wednesday, April 24th at Newtown Community Center - 5:30pm to education@hrra.org
- Over 200 guests are expected to attend from the winning households.
- 59 Regional Winners

Municipality	2024 Entries	Regional Winners by Town
BE - Bethel	86	3
BW - Bridgewater	72	2
BK - Brookfield	87	7
DA - Danbury	36	5
KE - Kent	89	2
NF - New Fairfield	44	6
NM - New Milford	149	5
NE - Newtown	29	2
RE - Redding	145	2
RI - Ridgefield	181	6
RX - Roxbury	93	4
SH - Sherman	141	3
WE - Weston	108	5
WI - Wilton	94	7
Regional Total	1354	59

School/Community Programs

- 6 school Trash Talks in January and February (see chart)
- New Pond Farm Community Trash Talk - January
- Newtown Community Trash Talk – February
- Town of Weston Organics Program Launch Presentation - February

Town Newsletters/Websites

- We are sending a monthly newsletter submission to each town to be included in their Selectperson’s monthly/weekly emails or other communications to increase education and awareness of HRRRA and proper waste management. Participation varies by town.
- HRRRA reviewed ease of access to recycling information for residents on each town website. We have started reaching out to Town’s with suggested changes/updates.

Social media

- January 1, 2023 – January 1, 2024 – Our overall reach, visits and follows are up for Facebook and Instagram. Facebook shows a decrease in reach over the year, but the start of this year shows an increase.
- We are working to increase our presence on Instagram since that is a newer platform.

- Towns are encouraged to follow HRRRA on social media and reshare posts that they are tagged in or any HRRRA posts. Currently we are seeking the following towns to follow us on either Facebook/Instagram or both if they have social media.
- Since the February report we have added 18 new followers on Facebook and 25 new followers on Instagram
- Working on resharing town events related to HRRRA work on our social media
- UPDATED: Roxbury has recently joined as a follower on Facebook. Towns are encouraged to follow HRRRA on social media and reshare posts that they are tagged in or any HRRRA posts. Currently we are seeking the following towns to follow us on either Facebook/Instagram or both if they have social media.

Members following HRRRA	Facebook	Instagram
Bethel	No	YES
Bridgewater	YES	YES
Brookfield	YES	N/A
Danbury	No	YES
Kent	YES	YES
New Fairfield	No	N/A
New Milford	No	N/A
Newtown	YES	N/A
Redding	YES	YES
Ridgefield	YES	YES
Roxbury	No	N/A
Sherman	N/A	N/A
Weston	No	YES
Wilton	N/A	N/A

UPCOMING:

- 11 Trash Talks scheduled March – May
- 11 school Trash Talks April – June (see chart)
- Continued outreach to schools for Trash Talks
- Bethel Garden Club on Bethel Food Scraps Recycling Program and Recycling Right – March 1
- New Fairfield Meeting House Hill School Trash Audit – March 22
- Newtown Senior Center Trash Talk – March
- Transfer Station education visits will begin again in May through the summer
- Attending:
 - Bridgewater Land Trust Earth Day Clean Up – April 20th
 - Danbury High School Earth Fair – April 26th
 - Sherman Community Expo – May 4th
 - Danbury Lions Club – May 23rd
- Working on a list of annual town events so HRRRA can look ahead to be present at more community events throughout the year.

Town Newsletters/Websites

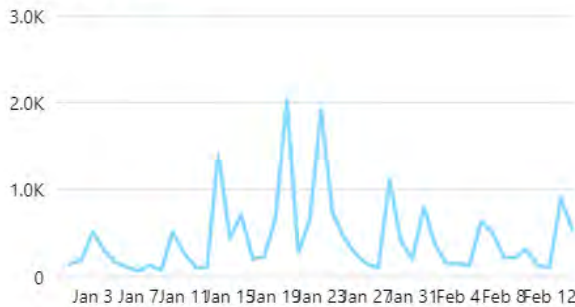
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- HRRRA reviewed ease of access to recycling information for residents on each town website. We have started reaching out to Town’s with suggested changes/updates.
 - UPDATE: Working with Sherman as they redesign their new website

SOCIAL MEDIA REPORTS January 1 – February 14

Reach

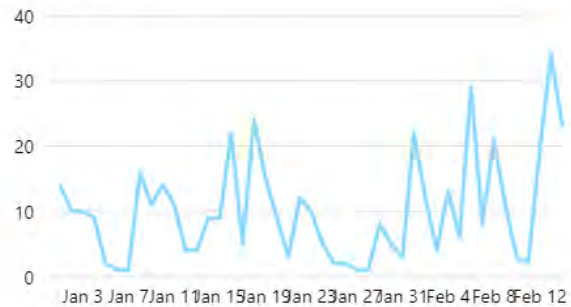
Facebook reach ⓘ

9,285 ↑ 12.4%



Instagram reach ⓘ

88 ↑ 17.3%

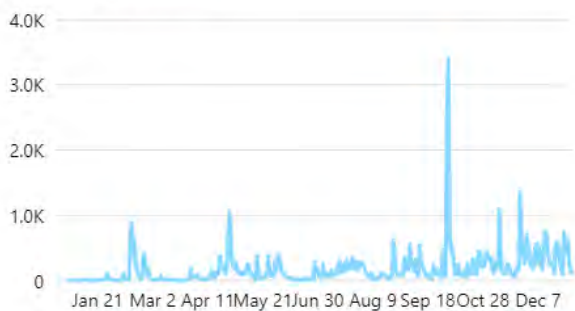


REPORTS JANUARY 1,2023 – JANUARY 1,2024

Reach

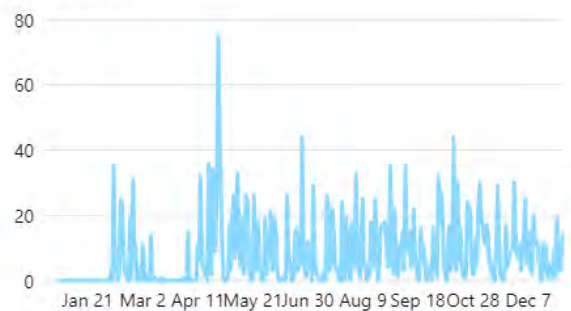
Facebook reach ⓘ

30,149 ↓ 5.1%



Instagram reach ⓘ

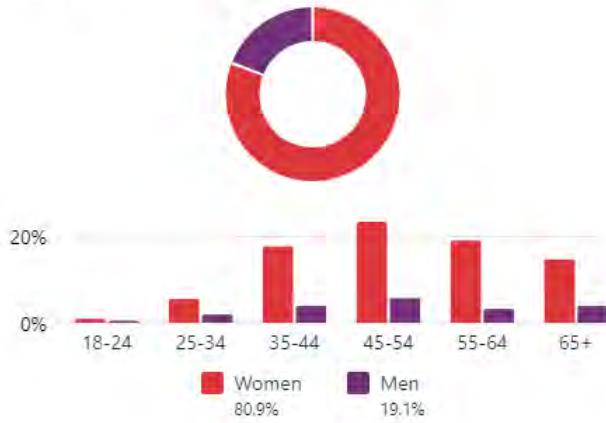
397 ↑ .100%



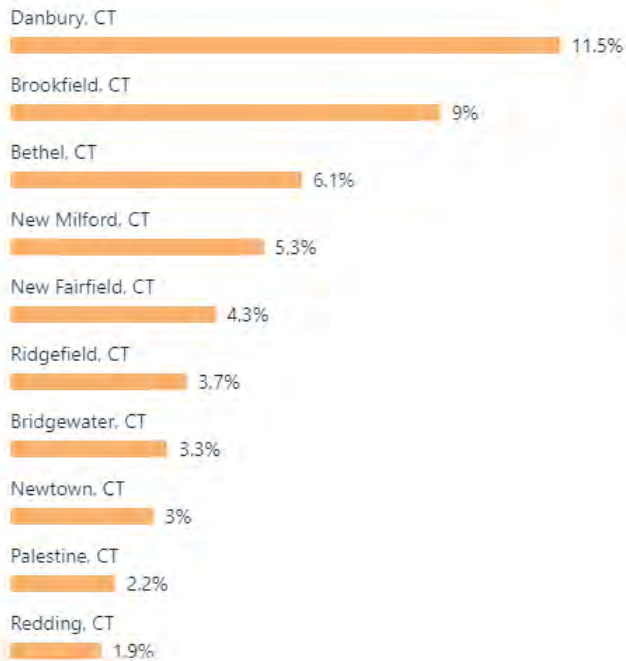
Facebook followers ⓘ

846

Age & gender ⓘ



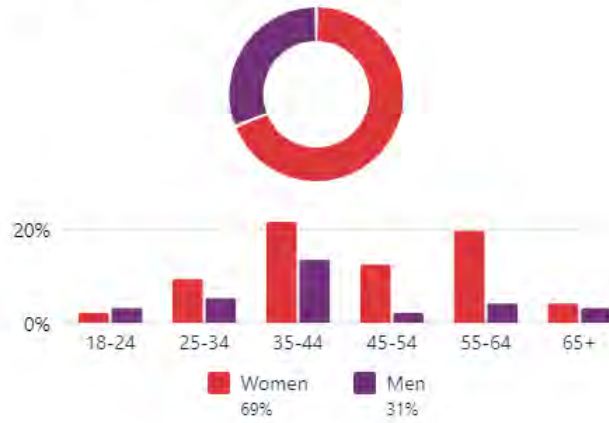
Top cities



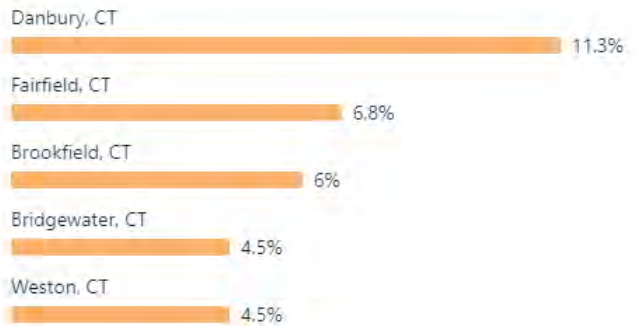
Instagram followers ⓘ

133

Age & gender ⓘ



Top cities



TRASH TALKS JANUARY - FEBRUARY 2024

Town	School	# Schools	# Classes	# Students	# Teachers	# Presentations
Danbury	Stadley Rough (3rd)	1	4	80	4	2
New Fairfield	Meeting House Hill Green Team (3rd - 5th)	1	1	30	1	1
New Fairfield	Meeting House Hill (3rd)	1	7	142	7	1
New Milford	Litchfield Hills Transition Center (18-22 year olds)	1	1	18	2	1
Newtown	Hawley Elementary (3rd)	1	3	58	3	1
Ridgefield	Ridgebury Elementary School (5th)	1	3	68	3	3
		6	19	396	20	9

TRASH TALKS MARCH

Danbury	Mill Ridge Primary	1	3	67	6	1
Danbury	Morris Street	1	3	66	4	1
Danbury	Hayestown (4th grade)	1	3	71	5	1
Newtown	Sandy Hook (3rd)	1	3	73	7	1
Ridgefield	Ridgefield HS AP Environmental Science	1	10	200	3	2
Ridgefield	ERMS - 8th	1	8	160	2	4
Wilton	Wilton High School AP Environmental Science	1	5	130	1	1
		7	35	767	28	11

TRASH TALKS APRIL - JUNE 2024

Bridgewater	Burnham School	1	3	35	7	1
Danbury	Morris Street	1	3	66	4	1
Danbury	King Street	1	5	106	4	1
Ridgefield	ERMS - 8th	1	8	160	2	4
Roxbury	Booth School	1	3	38	7	1
Weston	Weston Intermediate School	1	21	500	21	3
		6	19	396	20	9

Number of Schools visited by Town for Trash Talks 2023-24

Bethel - 0	Newtown - 2
Bridgewater - 1	Redding - 0
Brookfield - 0	Ridgefield - 3
Danbury - 11	Roxbury - 1
Kent - 1	Sherman - 0
New Fairfield - 2	Weston - 1
New Milford - 2	Wilton - 3

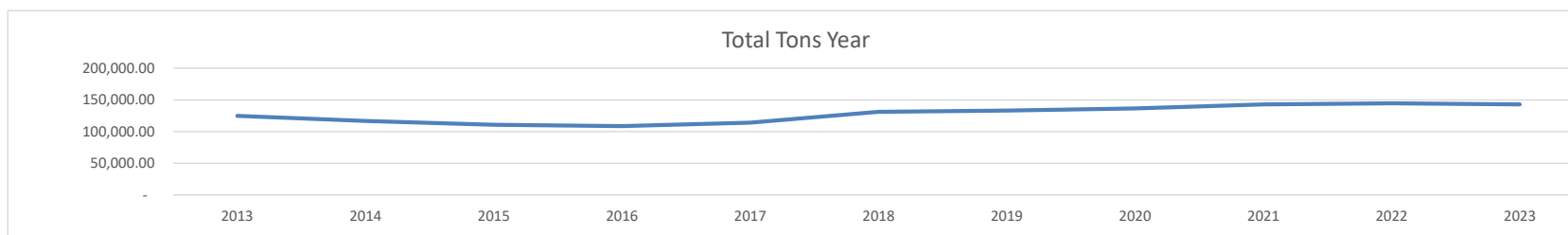
HRRRA - MSW Tonnage

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	YTD as % of Prior YTD
Jan	10,909.90	9,521.05	8,709.97	8,193.26	9,060.62	10,256.78	10,745.50	11,023.81	10,388.11	10,610.02	12,346.34	12,611.62	102.15%
Feb	8,305.92	7,648.06	7,070.96	7,626.85	7,535.47	8,841.09	8,863.32	9,401.69	9,120.14	10,170.30	9,238.27	10,656.22	115.35%
Mar	9,199.49	8,507.43	8,415.64	9,077.68	8,584.21	9,868.75	9,948.73	10,323.38	11,698.87	12,044.66	11,243.02	11,426.04	101.63%
Apr	10,373.68	10,330.16	8,796.55	8,669.38	8,853.20	10,547.05	11,502.64	10,435.03	11,697.54	11,793.18	12,419.70	10,490.90	
May	11,536.19	10,632.45	10,095.92	9,103.14	10,209.07	11,650.66	12,115.93	11,072.11	11,326.17	12,419.70	12,736.18		
Jun	11,665.08	9,908.25	10,776.39	9,977.93	10,055.20	11,361.23	11,396.48	11,801.87	13,336.37	13,663.90	12,552.32		
Jul	11,885.87	11,457.12	10,613.73	8,978.65	9,650.28	11,654.85	12,347.13	12,735.71	12,869.43	11,967.90	12,539.69		
Aug	10,442.51	9,504.43	9,308.83	10,088.70	10,065.10	12,294.98	11,546.06	12,215.33	12,585.76	12,876.45	12,889.96		
Sep	10,090.83	9,830.16	9,562.86	9,024.18	9,569.14	10,565.45	10,976.99	11,953.94	13,073.61	12,517.86	11,939.31		
Oct	11,022.28	10,320.11	9,101.82	8,877.85	9,696.31	11,969.58	11,766.79	11,767.72	11,782.36	11,978.65	12,412.08		
Nov	9,445.19	8,872.00	9,051.83	9,570.73	10,864.04	11,660.40	10,886.55	11,436.23	12,444.74	12,451.12	12,436.38		
Dec	10,068.41	10,111.75	9,176.60	9,434.03	9,925.42	10,606.23	11,058.63	12,205.80	12,553.41	12,094.82	12,181.98		
Total Tons YTD	124,945.35	116,642.97	110,681.10	108,622.38	114,068.06	131,277.05	133,154.75	136,372.62	142,876.51	144,588.56	143,006.43	34,693.88	106%
% of WSDA Benchmark Annual Tonnage (115,284)	93%	93%	95%	98%	105%	115%	101%	102%	105%	101%	119%	106%	

HRRRA MSW Program Fee

	Calendar 2013	Calendar 2014	Calendar 2015	Calendar 2016	Calendar 2017	Calendar 2018	Calendar 2019	Calendar 2020	Calendar 2021	Calendar 2022	Calendar 2023	Calendar 2024
Program Fee Earned YTD	\$98,706.83	\$94,480.81	\$110,681.10	\$108,622.38	\$114,068.06	\$131,277.05	\$201,736.89	\$272,745.23	\$285,753.02	\$289,177.12	\$286,012.86	\$34,693.88
HRRRA YTD	\$98,707.00	\$94,481.00	\$111,729.59	\$110,343.05	\$102,954.28	\$131,277.05	\$201,736.89	\$272,745.23	\$285,753.02	\$289,177.12	\$286,012.86	\$34,693.88

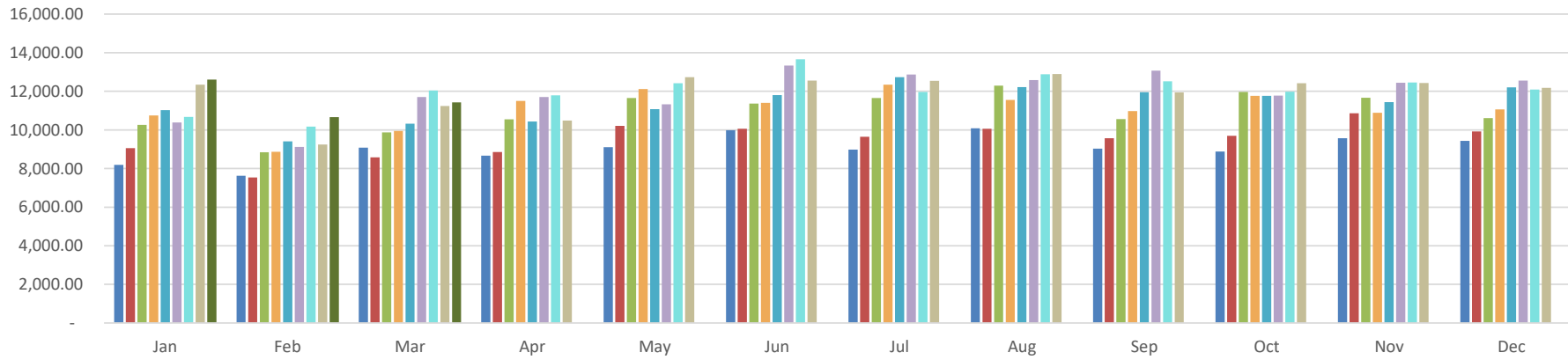
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	
Tonnage by FY	131,082.58	119,502.49	113,961.00	109,463.91	110,271.91	122,295.85	133,324.09	132,640.03	139,881.93	146,011.07	142,493.83	109,093.28	Tonnage
Program Fee Pd To HRRRA FYTD	\$131,082.58	\$119,502.49	\$113,961.00	\$109,463.91	\$110,271.91	\$122,295.85	\$133,324.09	\$265,280.06	\$279,763.86	\$292,022.14	\$284,987.66	\$218,186.56	Revenue



HRRR - MSW Tonnage Year-to-Date

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	YTD as % of Prior YTD
Jan	10,909.90	9,521.05	8,709.97	8,193.26	9,060.62	10,256.78	10,745.50	11,023.81	10,388.11	10,671.76	12,346.34	12,611.62	102.15%
Feb	8,305.92	7,648.06	7,070.96	7,626.85	7,535.47	8,841.09	8,863.32	9,401.69	9,120.14	10,170.30	9,238.27	10,656.22	115.35%
Mar	9,199.49	8,507.43	8,415.64	9,077.68	8,584.21	9,868.75	9,948.73	10,323.38	11,698.87	12,044.66	11,243.02	11,426.04	101.63%
Apr	10,373.68	10,330.16	8,796.55	8,669.38	8,853.20	10,547.05	11,502.64	10,435.03	11,697.54	11,793.18	10,490.90		
May	11,536.19	10,632.45	10,095.92	9,103.14	10,209.07	11,650.66	12,115.93	11,072.11	11,326.17	12,419.70	12,736.18		
Jun	11,665.08	9,908.25	10,776.39	9,977.93	10,055.20	11,361.23	11,396.48	11,801.87	13,336.37	13,663.90	12,552.32		
Jul	11,885.87	11,457.12	10,613.73	8,978.65	9,650.28	11,654.85	12,347.13	12,735.71	12,869.43	11,967.90	12,539.69		
Aug	10,442.51	9,504.43	9,308.83	10,088.70	10,065.10	12,294.98	11,546.06	12,215.33	12,585.76	12,876.45	12,889.96		
Sep	10,090.83	9,830.16	9,562.86	9,024.18	9,569.14	10,565.45	10,976.99	11,953.94	13,073.61	12,517.86	11,939.31		
Oct	11,022.28	10,320.11	9,101.82	8,877.85	9,696.31	11,969.58	11,766.79	11,767.72	11,782.36	11,978.65	12,412.08		
Nov	9,445.19	8,872.00	9,051.83	9,570.73	10,864.04	11,660.40	10,886.55	11,436.23	12,444.74	12,451.12	12,436.38		
Dec	10,068.41	10,111.75	9,176.60	9,434.03	9,925.42	10,606.23	11,058.63	12,205.80	12,553.41	12,094.82	12,181.98		
Total Tons	124,945.35	116,642.97	110,681.10	108,622.38	114,068.06	131,277.05	133,154.75	136,372.62	142,876.51	144,650.30	143,006.43	34,693.88	
% of WSDA Benchmark Tonnage (115,284)	93%	93%	95%	98%	105%	115%	101%	102%	105%	111%	99%	106%	

MSW Tonnage - CY 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024



Transfer Station Tonnage By Month/Year

DANBURY TS					
	2020	2021	2022	2023	2024
January	8,913.98	8,117.50	8,520.36	10,026.30	10,010.67
February	7,495.54	7,177.73	8,235.05	7,450.59	8,615.34
March	8,080.47	9,231.04	9,779.39	9,029.21	9,153.78
April	8,131.64	9,110.63	9,552.71	8,354.49	
May	8,520.04	8,801.42	9,993.44	10,371.14	
June	9,049.49	10,562.73	11,089.24	9,977.39	
July	10,137.14	10,252.19	9,660.71	10,133.02	
August	9,783.25	10,080.35	10,366.28	10,257.26	
September	9,523.96	10,553.97	10,258.36	9,579.75	
October	9,372.38	9,440.86	9,558.39	9,891.76	
November	9,097.01	9,964.61	10,106.38	9,793.97	
December	9,587.77	10,110.59	9,774.03	9,770.91	
Total YTD	107,692.67	113,403.62	116,894.34	114,635.79	27,779.79
% of Total TonS	79.0%	79.4%	80.8%	80.2%	80.1%

RIDGEFIELD TS					
	2020	2021	2022	2023	2024
January	1,047.40	1,134.07	1,037.85	1,084.10	1,356.15
February	917.34	954.96	860.64	832.63	1,041.55
March	1,138.07	1,238.97	1,105.42	1,021.45	1,078.54
April	1,161.68	1,290.88	1,080.59	1,018.84	
May	1,315.88	1,288.31	1,200.41	1,136.86	
June	1,317.91	1,383.29	1,245.24	1,290.92	
July	1,253.80	1,318.33	1,097.23	1,243.72	
August	1,194.17	1,176.01	1,199.67	1,328.17	
September	1,219.56	1,248.19	1,023.73	1,227.54	
October	1,160.47	1,092.79	1,276.61	1,281.21	
November	1,239.75	1,122.07	1,042.44	1,418.22	
December	1,335.77	1,141.20	1,083.21	1,326.37	
Total YTD	14,301.80	14,389.07	13,253.04	14,210.03	3,476.24
% of Total TonS	10.5%	10.1%	9.2%	9.9%	10.0%

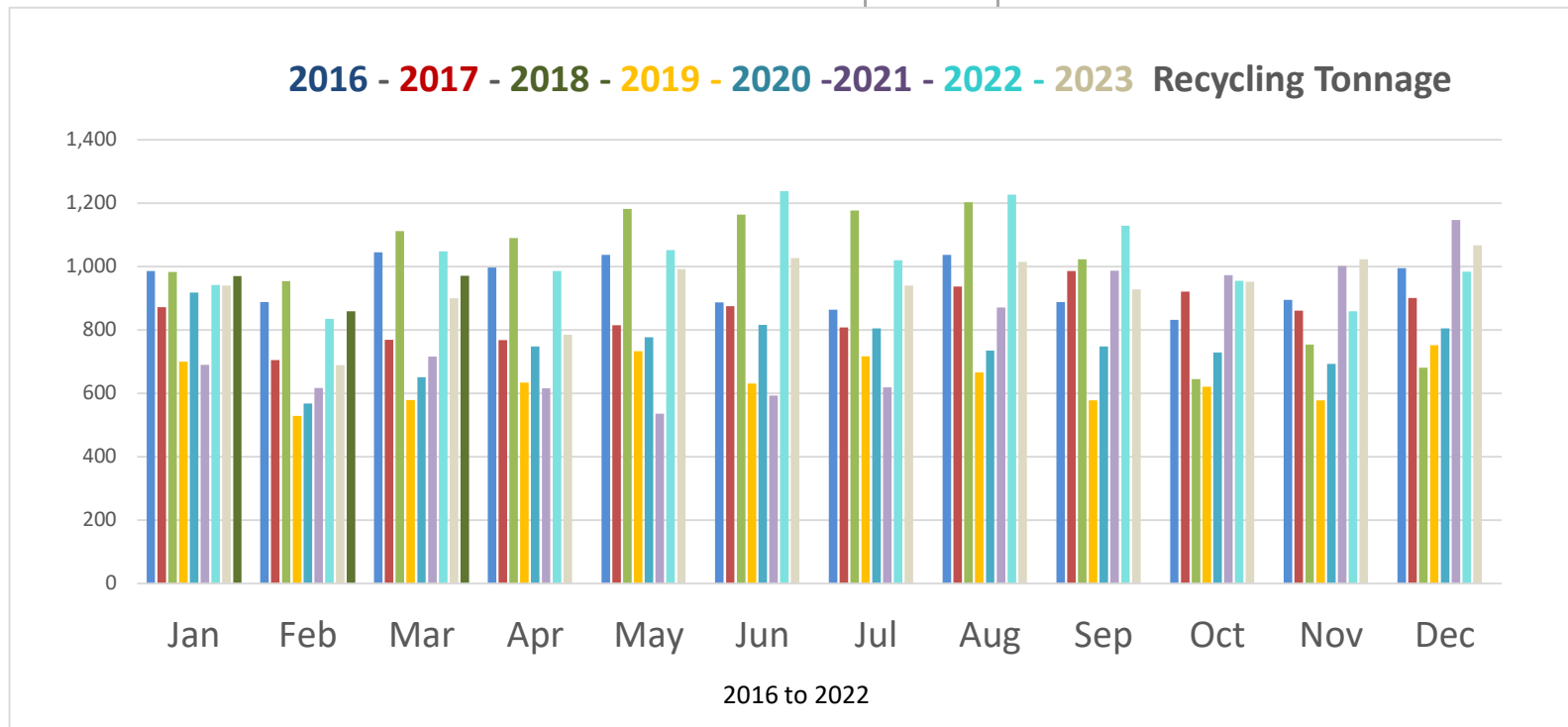
NEWTOWN TS					
	2020	2021	2022	2023	2024
January	1,062.43	1,076.62	1,051.81	1,168.60	1,139.07
February	988.81	954.96	1,007.41	912.03	930.02
March	1,104.84	1,164.87	1,091.34	1,109.09	1,109.90
April	1,141.71	1,200.58	1,106.43	1,037.71	
May	1,236.19	1,182.20	1,168.76	1,194.35	
June	1,434.47	1,305.71	1,243.32	1,196.69	
July	1,344.77	1,240.31	1,144.18	1,075.73	
August	1,237.91	1,266.49	1,209.14	1,224.30	
September	1,210.42	1,209.89	1,173.01	1,045.53	
October	1,234.87	1,189.75	1,092.85	1,167.37	
November	1,099.47	1,293.77	1,247.30	1,127.57	
December	1,282.26	1,221.35	1,143.77	1,023.71	
Total YTD	14,378.15	14,306.50	13,679.32	13,282.68	3,178.99
% of Total TonS	10.5%	10.0%	9.5%	9.3%	9.2%

WESTON TS					
	2020	2021	2022	2023	2024
January		59.92	61.74	67.34	105.73
February		32.49	67.20	43.02	69.31
March		63.99	68.51	83.27	83.82
April		95.45	53.45	79.86	
May		54.24	57.09	33.83	
June		84.64	86.10	87.32	
July		58.60	65.78	87.22	
August		62.91	101.36	80.23	
September		61.56	62.76	86.49	
October		58.96	50.80	71.74	
November		64.29	55.00	96.62	
December		80.27	93.81	60.99	
Total YTD		777.32	823.60	877.93	258.86
% of Total TonS		0.6%	0.6%	0.6%	0.7%

TOTAL TRANSFER STATIONS					
	2020	2021	2022	2023	2024
January	11,023.81	10,388.11	10,671.76	12,346.34	12,611.62
February	9,401.69	9,120.14	10,170.30	9,238.27	10,656.22
March	10,323.38	11,698.87	12,044.66	11,243.02	11,426.04
April	10,435.03	11,697.54	11,793.18	10,490.90	
May	11,072.11	11,326.17	12,419.70	12,736.18	
June	11,801.87	13,336.37	13,663.90	12,552.32	
July	12,735.71	12,869.43	11,967.90	12,539.69	
August	12,215.33	12,585.76	12,876.45	12,889.96	
September	11,953.94	13,073.61	12,517.86	11,939.31	
October	11,767.72	11,782.36	11,978.65	12,412.08	
November	11,436.23	12,444.74	12,451.12	12,436.38	
December	12,205.80	12,553.41	12,094.82	12,181.98	
Total YTD	136,372.62	142,876.51	144,650.30	143,006.43	34,693.88
% of Total TonS	100.0%	100.0%	100.0%	100.0%	100.0%

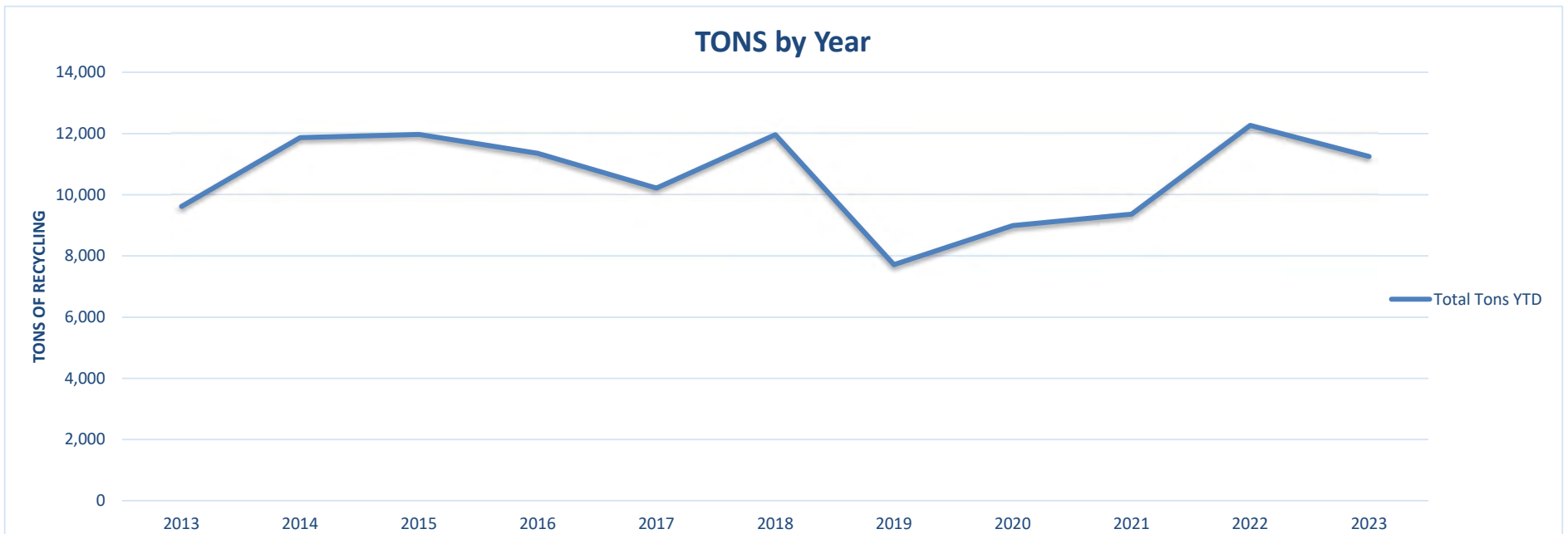
HRRR/Regional Recycling Facility Tonnage

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2024 YTD as % of 2023 YTD
Jan	986	872	983	700	918	689	942	939	970	103.28%
Feb	888	705	954	529	568	617	835	689	859	124.71%
Mar	1,045	769	1,112	579	651	716	1,048	900	971	107.93%
Apr	997	768	1,089	634	748	616	986	785		0.00%
May	1,037	815	1,181	732	777	536	1,051	992		0.00%
Jun	887	875	1,163	630	816	593	1,237	1,027		0.00%
Jul	864	808	1,176	717	805	619	1,020	939		0.00%
Aug	1,037	937	1,202	666	734	871	1,226	1,014		0.00%
Sep	888	986	1,023	578	748	987	1,128	928		0.00%
Oct	832	920	645	620	729	973	954	952		0.00%
Nov	895	861	754	578	693	1,002	858	1,023		0.00%
Dec	995	901	681	751	805	1,147	984	1,066		0.00%
Total Tons YTD	11,351	10,217	11,964	7,715	8,991	9,365	12,270	11,253	2,800	111%



HRRA/Regional Recycling Facility Tonnage

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2023 FYTD as % of 2024 FYTD	
Jan	702	944	971	986	872	983	700	918	689	942	939	970	103.28%	Jan
Feb	566	756	759	888	705	954	529	568	617	835	689	859	124.71%	Feb
Mar	652	869	901	1,045	769	1,112	579	651	716	1,048	900	971	107.93%	Mar
Apr	600	995	988	997	768	1,089	634	748	616	986	785		0.00%	Apr
May	692	1,089	1,026	1,037	815	1,181	732	777	536	1,051	992		0.00%	May
Jun	647	1,010	1,059	887	875	1,163	630	816	593	1,237	1,027		0.00%	Jun
Jul	975	1,043	1,070	864	808	1,176	717	805	619	1,020	939		0.00%	Jul
Aug	980	975	979	1,037	937	1,202	666	734	871	1,226	1,014		0.00%	Aug
Sep	998	1,050	1,016	888	986	1,023	578	748	987	1,128	928		0.00%	Sep
Oct	956	1,043	949	832	920	645	620	729	973	954	952		0.00%	Oct
Nov	868	915	1,025	895	861	754	578	693	1,002	858	1,023		0.00%	Nov
Dec	982	1,180	1,229	995	901	681	751	805	1,147	984	1,066		0.00%	Dec
Total Tons YTD	9,618	11,869	11,972	11,351	10,217	11,964	7,715	8,992	9,365	12,270	11,254	2,800	111%	YTD



HRRR Recycling Rebate History

	2018 YTD			2019 YTD			2020 YTD			2021 YTD			YTD		
	CY 2018 Tonnage	Rebate	as % of 2017 YTD	CY 2019 Tonnage	Rebate	as % of 2018 YTD	CY 2020 Tonnage	Rebate	as % of 2019 YTD	CY 2021 Tonnage	Rebate	as % of 2020 YTD	Tonnage	FY	as % of YTD
Jan	983	\$6,144.38	\$1,784.38	700	\$5,247.08	-\$897.30	917.93	\$4,589.65	-\$657.43	689.45	\$3,447.25	-\$1,142.40	8,888	2009-10	
Feb	954	\$5,963.19	\$2,438.19	529	\$3,967.80	-\$1,995.39	567.82	\$2,839.10	-\$1,128.70	616.70	\$3,083.50	\$244.40	6,821	2010-11	-23%
Mar	1,112	\$6,949.69	\$3,104.69	579	\$4,341.00	-\$2,608.69	651.21	\$3,256.05	-\$1,084.95	716.14	\$3,580.70	\$324.65	8,542	2011-12	25%
Apr	1,089	\$6,808.41	\$2,967.31	634	\$4,755.60	-\$2,052.81	747.95	\$3,739.75	-\$1,015.85	616.05	\$3,080.25	-\$659.50	8,204	2012-13	-4%
May	1,181	\$7,382.32	\$3,307.31	732	\$5,492.55	-\$1,889.76	776.50	\$3,882.50	-\$1,610.05	536.25	\$2,681.25	-\$1,201.25	11,422	2013-14	39%
Jun	1,163	\$7,270.88	\$2,895.88	630	\$4,725.00	-\$2,545.88	816.18	\$4,080.90	-\$644.10	592.74	\$2,963.70	-\$1,117.20	11,910	2014-15	4%
Jul	1,176	\$8,822.93	\$2,762.93	717	\$3,585.00	-\$5,237.93	805.00	\$4,025.00	\$440.00	619.18	\$3,095.90	-\$929.10	12,108	2015-16	2%
Aug	1,202	\$9,017.40	\$1,989.90	666	\$3,328.25	-\$5,689.15	734.39	\$3,671.95	\$343.70	871.00	\$4,355.00	\$683.05	10,315	2016-17	-15%
Sep	1,023	\$7,671.23	\$275.55	578	\$2,890.50	-\$4,780.73	747.88	\$3,739.40	\$848.90	987.00	\$4,935.00	\$1,195.60	11,896	2017-18	15%
Oct	645	\$4,837.65	-\$2,064.83	620	\$3,101.65	-\$1,736.00	728.62	\$3,882.50	\$541.45	972.76	\$4,863.80	\$1,220.70	9,285	2018-19	-28%
Nov	754	\$5,651.48	\$273.04	578	\$2,890.50	-\$2,760.98	693.22	\$3,466.10	\$575.60	1001.57	\$5,007.85	\$1,541.75	8,388	2019-20	-11%
Dec	681	\$5,108.70	-\$523.30	751	\$3,756.20	-\$1,352.50	804.89	\$4,024.45	\$268.25	1146.56	\$5,732.80	\$1,708.35	8,281	2020-21	-1%
	11,964	\$81,628.22	\$19,211.03	7,714	\$48,081.13	64%	8991.59	\$44,957.95	-\$3,123.18	9365.40	\$46,827.00	\$1,869.05	11,697	2021-22	29%
													11,415	2022-23	-2%
													8,723	2023-24	

	2022 YTD			2023 YTD			2024 YTD			2025 YTD		
	CY 2022 Tonnage	Rebate	as % of 2021 YTD	CY 2023 Tonnage	Rebate	as % of 2022 YTD	CY 2024 Tonnage	Rebate	as % of 2023 YTD	CY 2025 Tonnage	Rebate	as % of 2024 YTD
Jan	942	\$4,709.15	\$1,261.90	939	\$4,696.20	-\$12.95	970	\$4,850.00	\$153.80			
Feb	835	\$4,174.85	\$1,091.35	689	\$3,444.85	-\$730.00	859	\$4,296.00	\$851.15			
Mar	1,048	\$5,238.80	\$1,658.10	900	\$4,499.15	-\$739.65	971	\$4,855.85	\$356.70			
Apr	986	\$4,930.75	\$1,850.50	785	\$3,923.25	-\$1,007.50		\$0.00				
May	1,051	\$5,256.75	\$2,575.50	992	\$4,960.00	-\$296.75		\$0.00				
Jun	1,237	\$6,185.90	\$3,222.20	939	\$4,696.75	-\$1,489.15		\$0.00				
Jul	1,020	\$5,098.75	\$2,002.85	1,014	\$5,072.45	-\$26.30		\$0.00				
Aug	1,226	\$6,131.60	\$1,776.60	928	\$4,637.70	-\$1,493.90		\$0.00				
Sep	1,128	\$5,641.05	\$706.05	928	\$4,637.70	-\$1,003.35		\$0.00				
Oct	954	\$4,772.00	-\$91.80	952	\$4,758.15	-\$13.85		\$0.00				
Nov	858	\$4,292.25	-\$715.60	1,023	\$5,113.85	\$821.60		\$0.00				
Dec	984	\$4,917.75	-\$815.05	1,066	\$5,332.30	\$414.55		\$0.00				
	12,270	\$61,349.60	\$14,522.60	11,154	\$55,772.35	-\$5,577.25	2,800	\$14,001.85	\$1,361.65			

	FY 2016-2017	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	
Jul	864	808	1,176	717	805	619	1020	939	
Aug	1,037	937	1,202	666	734	871	1,226	1,014	
Sep	888	986	1,023	578	748	987	1128	928	
Oct	832	920	645	620	729	973	954	952	
Nov	895	861	754	578	693	1002	858	1023	
Dec	995	901	681	751	805	1147	984	1066	
Jan	872	983	700	918	689	942	939	970	
Feb	705	954	529	568	617	835	689	859	
Mar	769	1,112	579	651	716	1048	900	971	
Apr	768	1,089	634	748	616	986	785		
May	815	1,181	732	777	536	1051	992		
Jun	875	1,163	630	816	593	1237.18	939		
	10,315	11,896	9,285	8,388	8,281	11,697	11,415	8,723	100% Tons compared to same time last year
	\$51,576.10	\$78,914.93	\$69,638.40	\$41,940.05	\$41,406.63	\$58,486.55	\$57,073.60	43,615	
		\$27,338.83	-\$9,276.53	-\$27,698.35	-\$533.42	\$17,079.92	-\$1,412.95	\$121.75	0% Rebate compared to same time last year

HRRR Glass Collection Program to Date in tons

	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 January	2024 February	2024 March	2024 to date TOTAL	2019 to current	
BETHEL	28.12	35.43	28.25	32.11	32.6		3.71	3.33	7.04	163.55	BETHEL
BRIDGEWATER	0	0	10.21	4.77	8.75			6.25	6.25	29.98	BRIDGEWATER
KENT	0	0	30.68	41.53	28.42	6.84			6.84	107.47	KENT
NEW FAIRFIELD	0	0	12.07	14.72	10.27	5.31			5.31	42.37	NEW FAIRFIELD
NEW MILFORD	0	0	21.98	34.67	38.07	5.27			5.27	99.99	NEW MILFORD
NEWTOWN	0	71.95	123.28	120.67	105.54	15.43	5.32	12.84	33.59	455.03	NEWTOWN
REDDING	21.7	47.76	22.13	30.32	31.31			8.23	8.23	161.45	REDDING
RIDGEFIELD	83.71	116.2	95.03	92.92	88.57	6.76	10.66	6.33	23.75	500.18	RIDGEFIELD
ROXBURY	0	0	12.38	41.24	42.07	7.23	6.13		13.36	109.05	ROXBURY
BROOKFIELD	0	0	0	14.59	15.96		5.63		5.63	36.18	BROOKFIELD
WESTON	0	0	5.03	42.99	33.8	6.94	5		11.94	93.76	WESTON
WILTON	0	0	5.46	25.24	28.44			7.03	7.03	66.17	WILTON
Danbury M&P			0		8.2	5.01		4.62	9.63	17.83	DANBURY M&P
Grand Total	133.53	271.34	366.50	495.77	472.00	58.79	36.45	48.63	143.87	1883.01	REGION

Curbside paper and plastic prices push upward

by RecyclingMarkets.net Staff

OCC prices increased for the 14th consecutive month in February, reaching a high they haven't hit since summer 2022. Prices for other curbside fiber and plastic grades also either increased or remained steady.

The national average price for **corrugated containers (PS 11)** continues to move up, from \$87 in January to \$94 per ton in February. This compares to \$32 per ton this time last year.

Mixed paper (PS 54) was up \$8, hitting \$56 per ton in February. This compares to \$1 per ton this time last year.

The national average price of post-consumer **PET beverage bottles and jars** was up marginally again in February, averaging 12.25 cents per pound, compared to 11.47 cents per pound in January. Some regional contracts were still yielding 13 to 15 cents per pound. One year ago, this grade was trading at 13.16 cents per pound.

The national average price of post-consumer **natural high-density polyethylene (HDPE)** from curbside collection programs was up marginally, an average 29.38 cents per pound. This compares to 28.50 cents per pound in January and 62.03 cents per pound this time last year.

The national average price of **color HDPE** remained steady, at an average 18.63 cents per pound. It was 9.27 cents per pound one year ago.

The national average price of post-consumer **polypropylene (PP)** remained level, at 4.88 cents per pound. PP was 5.38 cents per pound one year ago.

The national average price for sorted, baled **aluminum cans (UBCs)** was unchanged, at 61 cents per pound. It was 75 cents per pound this time last year.

The price of sorted, baled **steel cans** remained constant, in the \$214 per ton range. The price was \$176 per ton one year ago.

Sorted residential papers (PS 56) were up again by \$8, hitting the \$69 per ton range in February, compared to \$25 per ton one year ago.

Sorted office papers (PS 37) were up \$6, at \$138 per ton in February. This compares to an average \$216 per ton one year ago.

The national average price of **Grade A film** remained steady at 14.19 cents per pound. It traded at 15.63 cents per pound one year ago.

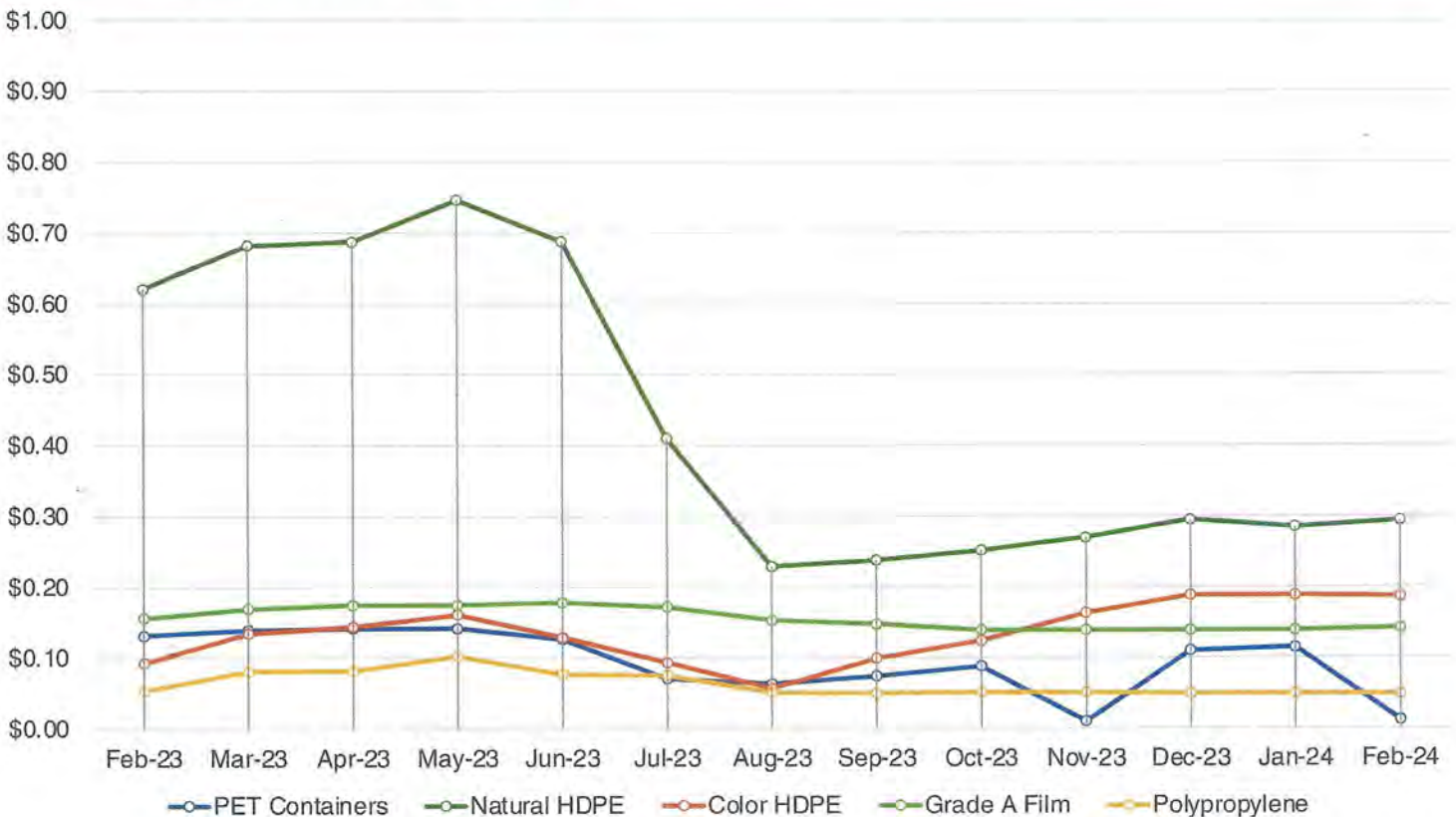
Grade B film remained unchanged at 6.88 cents per pound.

Grade C film remained at a nominal 0.13 cents per pound.

These prices are as reported on the Secondary Materials Pricing (SMP) Index. This pricing represents what is being paid for post-consumer recyclable materials in a sorted, baled format, picked up at most major recycling centers.

For a free trial to SMP's Online Post-Consumer Pricing Index, visit the Recycling Markets website (<http://www.recyclingmarkets.net>). You can also contact Christina Boulanger-Bosley at cmb@recyclingmarkets.net or call 330-956-8911.

RECOVERED PLASTICS PRICES OVER THE PAST 12 MONTHS



Source: RecyclingMarkets.net / Resource Recycling



HOUSATONIC RESOURCES RECOVERY AUTHORITY

MINUTES

Thursday, January 25, 2024, 10:30 a.m.

Newtown Municipal Center, Conference Room

3 Primrose Street, Newtown CT 06470

Members or Alternates Present

Bethel, Dan Carter	8
Bridgewater, Curtis Read	1
Danbury, Farley Santos	0
Kent, Marty Lindenmayer	1
New Fairfield, Pat Del Monaco	5
New Milford, Suzanne Von Holt	11
Newtown, Herb Rosenthal	10
Redding, Julia Pemberton	3
Ridgefield, Rudy Marconi	9
Roxbury, Patrick Roy	1
Sherman, Don Lowe	1
Wilton, Matthew Knickerbocker	7
	<hr/>
	57

Others Present:

Jeff Capeci, First Selectman, Newtown
Fred Hurley, Newtown Alternate
Barbara Henry, Roxbury Alternate
Glenn Nanavaty, Auditor
Patti Oberg, All American Waste
Rick Laigle, All American Waste
Rich O'Neill, Oak Ridge Waste
Joe Sardone, Oak Ridge Waste
Zane Kmietek, Oak Ridge Waste
Shannon Barry, Oak Ridge Waste
Jennifer Heaton-Jones, HRRRA
Jennifer Baum, HRRRA
Tammy Thornton, HRRRA

Members Absent:

Brookfield, Weston

Call to Order:

The meeting was called to order by Chairman M. Knickerbocker at 10:31 a.m. with 57 votes present from 12 towns.

Public Comment:

No Public Comment

Chairman and Members' Comment:

The Chairman welcomed the newly elected Chief Elected Officials; Marty Lindenmayer, First Selectman of Kent, Jeff Capeci First Selectman of Newtown, not in attendance Steve Dunn, First Selectman of Brookfield, Melissa Lindsey First Selectman of New Fairfield and Mayor Roberto Alves. The Chairman recognized Farley Santos soon to be Danbury HRRRA Alternate

R. Marconi shared that he is pleased to have the City of Danbury participating with the authority again and gave a warm welcome to F. Santos.

Director's and Tonnage Report:

J. Heaton-Jones reviewed highlights from the written Director's Report and tonnage reports (Attachment A).

- The Director summarized initiatives the HRRR staff implemented in 2023 on behalf of the HRRR municipalities including:
 - Enhanced public education with the support of newly hired T. Thornton
 - Streamlining the hauler application process and updated insurance policies.
 - J. Baum revived quarterly hauler meetings.
 - Supported member municipalities in implementing innovative waste reduction programs through grants that included unit based pricing and organics diversion.
 - Worked extensively on the 2023 legislative session that resulted in passing the first tire EPR bill in the nation.
- J. Heaton-Jones recently met with Oak Ridge Waste's CEO John Decker regarding concerns with Ridgefield's transfer station as well as the current \$2.00 per ton fuel surcharge. The meeting resulted in:
 - Oak Ridge agreeing to reduce the fuel surcharge in February based on recent reduction in fuel agreements.
 - A resolution to several outstanding items pertaining to the Ridgefield transfer station.
 - And pulling out the cost of residual (aka contamination) from the recycling tip fee as a separate line item to create more transparency. The hope is to create motivation for HRRR haulers and towns to be more proactive with public education and outreach. The percentage of contamination in the mixed recycling is 28.5%
- MSW tonnage is currently 99% compared to 2022 and 101% compared to the same month 2022.
- Recycling tonnage is currently 92% compared to 2022 and 108% compared to the same month 2022.
- Glass collected from March 2019 to date 3,455,500 lbs. / 1728 tons.
- Markets showed improvement in the last quarter of 2023 resulting in a reduction of the recycling tip fee from \$84.54 to \$70.34. This rate was effective January 1, 2024 and will be in effect until March 31, 2024.

R. Marconi asked if the HRRR receives tonnage reports from Wheelabrator on the amount of MSW received from the HRRR region. J. Heaton-Jones reported the Authority does not receive those reports.

Action Item: J. Heaton-Jones will request a tonnage report from Wheelabrator for the HRRR region.

A discussion ensued on waste beyond 2029.

Administrative Approvals:

Minutes: Motion by D. Lowe second by P. Del Monaco, to approve the minutes of September 28, 2023, (Attachment B). **Vote: The motion passed;** with 56 votes in favor with abstentions from M. Lindenmayer (KE)

Financial Statements: J. Heaton-Jones reported no concerns on the current financial statements through December 31, 2023. The budget is on track. (Attachment C). No **motion** was made to approve the financial statements through December 31st 2023.

Old Business:

6a.) By-laws (Attachment D)

The Chairman reviewed the history and structure of why the HRRRA created a weighted voting structure. M. Knickerbocker explained that when the Authority was first created members paid dues based on population and at the time it was determined that the voting would align with the financial obligations of each member. Once the waste-to-energy plant was built and the authority began receiving revenue, membership fees were removed. Conversation ensued regarding the procedure to revise the HRRRA bylaws to move from weighted population voting to “one town, one vote”.

M. Knickerbocker sought legal counsel at the state level and was advised the HRRRA can change the bylaws with a 2/3 vote of the present members at an authority meeting. Subsequently, all member municipalities will need to revise the HRRRA concurrent ordinance pertaining to membership of the HRRRA.

R. Marconi stated the Town of Ridgefield has already revised their local ordinance and inquired on the procedure moving forward – does the HRRRA hold a vote or should towns update their concurrent ordinance first.

The Chairman stated the HRRRA can vote on the change to the bylaws. Should the vote pass to adopt the bylaw change to one town, one vote, it would not take effect until all members change their concurrent ordinance.

H. Rosenthal asked if a municipality would lose their membership if they did not pass the change in the concurrent ordinance to one town one vote? It was determined that would not be the case unless the other members voted to removed them.

P. Del Monaco asked if municipalities change their concurrent ordinance and the vote does not pass, are they required to change the ordinance again.

J. Capeci asked why not change the by-laws to reflect the concurrent ordinances do not need to be changed?

The Chairman suggested holding a vote prior to changing local ordinances. It will require HRRRA staff sending a notice of the by-law change with complete text of the proposed amendment and postmarked not more than twenty days or less than seven days before the meeting date.

R. Marconi was in the belief that a vote was held to revise local ordinances. The Chairman confirmed there was a vote to support a resolution to change local ordinances.

Motion by D. Carter second by R. Marconi to proceed with holding a vote on amending the bylaws to adopt a one town, one vote change, at the HRRRA meeting on February 29th. **Vote: The motion passed unanimously;** with 57 votes in favor.

New Business:

7a.) 2022-23 FY HRRRA audit (Attachment E)

G. Nanavaty reviewed the HRRRA 2022-2023 fiscal year audit. G. Nanavaty stated there were no issues with the audit. Every document requested was provided and no adjustments were required. G. Nanavaty stated the organization is functioning well and recommended that the board continue to function in the same manner.

Motion by R. Marconi, second by C. Read, to approve the 2022-2023 FY Draft Audit (Attachment E), as presented. **Vote: The motion passed unanimously;** with 57 votes in favor.

7b.) Non-Compliant haulers and CT DEEP lack of enforcement support

The Director shared that staff continues to struggle with enforcement with little or no support from CT DEEP. The state department has made it clear that they do not regulate haulers and it is the municipalities responsible to ensure that haulers are in compliance with state laws.

J. Heaton-Jones suggested that as municipalities move towards updating municipal ordinances, they consider adding stronger enforcement language for haulers who refuse to register and comply with local and state solid waste laws.

A discussion ensued on local enforcement policies.

Action Item: J. Heaton-Jones to seek legal counsel to draft ordinance language for hauler enforcement and operating hours.

R. Marconi suggested including the town's responsibility for legal fees should a case advance to litigation.

7c.) Renewal of regional HHW contract (Attachment F)

The Chairman highlighted the household hazardous waste contract for municipalities to maintain current pricing. The Chairman suggested towns present the contract to local board of selectmen to vote.

No questions ensued.

6d.) Banning the sales of Nips via local ordinance.

M. Knickerbocker explained there could be a proposal to change the state statute under the home rule provision to allow towns to ban the sale of alcoholic miniatures at the municipal level. The change in law would not ban nips at the state level, it would allow municipalities to have the right to ban them through ordinance.

J. Heaton-Jones explained the current law that allows for a 5 cent surcharge on nips and giving the money to the towns does not prevent the litter from happening. Only a ban on the miniature bottles would effectively stop it or a large deposit on the containers.

The HRRRA did not vote on supporting a ban on miniatures at the local level.

6e.) HRRRA 2024 Legislative agenda

J. Heaton-Jones reviewed the topics of interest.

- Organics law that would phase in a mandate for all generators including individuals and a requirement for municipalities to provide disposal access.
- EPR for batteries, carpet, and HHW
- There is word there will be a large environment bill, still to be determined.

The Director will email the authority a full comprehensive list of legislative items.

Adjournment

Motion by M. Lindenmayer, second by D. Lowe, to adjourn the meeting at 11:54 a.m. **Vote: The motion passed unanimously;** with 57 votes in favor.

Respectfully submitted.

J. Baum

Housatonic Resources Recovery Authority
Profit & Loss Budget vs. Actual
July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANTS/DONATIONS				
GRANT - USDA				
USDA 1	6,941.60	10,350.47	-3,408.87	67.07%
USDA 2	3,494.51	19,649.53	-16,155.02	17.78%
Total GRANT - USDA	10,436.11	30,000.00	-19,563.89	34.79%
GRANT - CT DEEP				
SMM Bethel	10,247.81			
SMM Newtown	27,620.00			
SMM Kent	34,564.23	55,400.00	-20,835.77	62.39%
SMM Project Manager	41,791.78	65,000.00	-23,208.22	64.3%
Total GRANT - CT DEEP	114,223.82	120,400.00	-6,176.18	94.87%
GRANTS/DONATIONS - Other	25,100.00	40,500.00	-15,400.00	61.98%
Total GRANTS/DONATIONS	149,759.93	190,900.00	-41,140.07	78.45%
HAULER PERMITS				
REGISTRATION/PERMIT PAYPAL FEE	476.98	0.00	476.98	100.0%
CURRENT HAULER PERMITS	66,070.91	65,000.00	1,070.91	101.65%
HAULER PERMIT LATE FEES	11,500.00	0.00	11,500.00	100.0%
MUNICIPAL HAULER REGISTRATIONS	82,750.00	70,000.00	12,750.00	118.21%
HAULER PERMITS - Other	45.00			
Total HAULER PERMITS	160,842.89	135,000.00	25,842.89	119.14%
HHWDD REIMBURSEMENT				
HHW Residential Reimbursement	462.87	0.00	462.87	100.0%
HHW PARTICIPATING TOWNS	96,263.05	120,000.00	-23,736.95	80.22%
Total HHWDD REIMBURSEMENT	96,725.92	120,000.00	-23,274.08	80.61%
INTEREST INCOME	13,735.16	0.00	13,735.16	100.0%
MISC INCOME	8,879.66	0.00	8,879.66	100.0%
PROGRAM SERVICES FEES				
MSW PROGRAM FEES	226,716.78	211,500.00	15,216.78	107.2%

Housatonic Resources Recovery Authority

Profit & Loss Budget vs. Actual

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
RECYCLING PROGRAM FEES	43,571.75	35,622.00	7,949.75	122.32%
Total PROGRAM SERVICES FEES	270,288.53	247,122.00	23,166.53	109.38%
Total Income	700,232.09	693,022.00	7,210.09	101.04%
Gross Profit	700,232.09	693,022.00	7,210.09	101.04%
Expense				
Grant Special Projects				
GRANT - USDA				
USDA 1	6,700.71	10,350.47	-3,649.76	64.74%
USDA 2	3,494.51	19,649.53	-16,155.02	17.78%
Total GRANT - USDA	10,195.22	30,000.00	-19,804.78	33.98%
GRANT - CT DEEP				
SMM Bethel	10,247.81			
SMM Newtown	28,508.68			
SMM Project Manager	41,999.42	55,400.00	-13,400.58	75.81%
SMM Kent	37,845.52	65,000.00	-27,154.48	58.22%
Total GRANT - CT DEEP	118,601.43	120,400.00	-1,798.57	98.51%
Grant Special Projects - Other	0.00	0.00	0.00	0.0%
Total Grant Special Projects	128,796.65	150,400.00	-21,603.35	85.64%
CONTINGENCY	0.00	10,000.00	-10,000.00	0.0%
EDUCATION				
PUBLIC EDUCATION	17,192.39	30,000.00	-12,807.61	57.31%
STAFF EDUCATION	6,078.47	8,250.00	-2,171.53	73.68%
Total EDUCATION	23,270.86	38,250.00	-14,979.14	60.84%
HHW EXPENSE				
HHW TOWN SHARE	90,438.68	120,000.00	-29,561.32	75.37%
HHW HRRRA SHARE				
HHW SUPPLIES	6,210.06			
HHW HRRRA SHARE - Other	31,324.95	38,000.00	-6,675.05	82.43%
Total HHW HRRRA SHARE	37,535.01	38,000.00	-464.99	98.78%
Total HHW EXPENSE	127,973.69	158,000.00	-30,026.31	81.0%

Housatonic Resources Recovery Authority

Profit & Loss Budget vs. Actual

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
INSURANCE				
GENERAL LIABILITY	4,891.00	6,050.00	-1,159.00	80.84%
SURETY BOND	394.00			
WORKERS COMP	651.00	625.00	26.00	104.16%
Total INSURANCE	5,936.00	6,675.00	-739.00	88.93%
MISCELLANEOUS				
MISC EXPENSE	4,331.01	6,500.00	-2,168.99	66.63%
PAYROLL PROCESSING SERVICE	177.22	900.00	-722.78	19.69%
SERVICE FEES/MEMBERSHIPS	3,054.95	4,000.00	-945.05	76.37%
Total MISCELLANEOUS	7,563.18	11,400.00	-3,836.82	66.34%
OFFICE EXPENSES				
COPY EXPENSE	3,185.03	2,770.00	415.03	114.98%
RENT	12,150.00	12,150.00	0.00	100.0%
SUPPLIES	3,735.13	4,700.00	-964.87	79.47%
OFFICE EXPENSES - Other	0.00	0.00	0.00	0.0%
Total OFFICE EXPENSES	19,070.16	19,620.00	-549.84	97.2%
PROFESSIONAL SERVICES				
AUDIT SERVICES	7,500.00	7,500.00	0.00	100.0%
CONSULTING SERVICES	0.00	0.00	0.00	0.0%
LEGAL SERVICES	7,514.00	15,000.00	-7,486.00	50.09%
Total PROFESSIONAL SERVICES	15,014.00	22,500.00	-7,486.00	66.73%
STAFFING				
DISABILITY INSURANCE	7,296.15	7,275.00	21.15	100.29%
HEALTH INSURANCE	25,554.96	25,554.87	0.09	100.0%
IN LIEU OF MEDICAL INSURANCE	5,999.94	5,999.94	0.00	100.0%
LIFE INSURANCE	561.99	600.00	-38.01	93.67%
PAYROLL TAXES				
CT PR TAXES	976.92	640.00	336.92	152.64%
FED PR TAX	13,382.04	13,545.00	-162.96	98.8%
Total PAYROLL TAXES	14,358.96	14,185.00	173.96	101.23%

Housatonic Resources Recovery Authority
Profit & Loss Budget vs. Actual
 July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
PENSION	12,559.02	13,115.52	-556.50	95.76%
SALARIES				
DIRECTOR SALARY	103,939.92	103,939.83	0.09	100.0%
OTHER SALARIES	64,923.84	64,923.75	0.09	100.0%
Total SALARIES	168,863.76	168,863.58	0.18	100.0%
Total STAFFING	235,194.78	235,593.91	-399.13	99.83%
TRAVEL/MILEAGE REIMBURSEMENT	2,705.01	4,050.00	-1,344.99	66.79%
Total Expense	565,524.33	656,488.91	-90,964.58	86.14%
Net Ordinary Income	134,707.76	36,533.09	98,174.67	368.73%
Other Income/Expense				
Other Income				
DIVIDENDS	0.00	0.00	0.00	0.0%
INVESTMENT GAIN	26,290.66	0.00	26,290.66	100.0%
Total Other Income	26,290.66	0.00	26,290.66	100.0%
Other Expense				
CAPITAL EQUIPMENT	0.00	0.00	0.00	0.0%
INVESTMENT LOSS	18,983.69	0.00	18,983.69	100.0%
MOVING EXPENSES	0.00	0.00	0.00	0.0%
Total Other Expense	18,983.69	0.00	18,983.69	100.0%
Net Other Income	7,306.97	0.00	7,306.97	100.0%
Net Income	142,014.73	36,533.09	105,481.64	388.73%

**Housatonic Resources Recovery Authority Profit & Loss Budget vs. Actual
July 2023 through June 2024**

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANTS/DONATIONS				
GRANT - USDA				
USDA 1	6,941.60	10,350.47	-3,408.87	67.07%
USDA 2	3,494.51	19,649.53	-16,155.02	17.78%
Total GRANT - USDA	10,436.11	30,000.00	-19,563.89	34.79%
GRANT - CT DEEP				
SMM Bethel	10,247.81			
SMM Newtown	27,620.00			
SMM Kent	34,564.23	55,400.00	-20,835.77	62.39%
SMM Project Manager	41,791.78	65,000.00	-23,208.22	64.3%
Total GRANT - CT DEEP	114,223.82	120,400.00	-6,176.18	94.87%
GRANTS/DONATIONS - Other	25,100.00	40,500.00	-15,400.00	61.98%
Total GRANTS/DONATIONS	149,759.93	190,900.00	-41,140.07	78.45%
HAULER PERMITS				
REGISTRATION/PERMIT PAYPAL FEE	478.35	0.00	478.35	100.0%
CURRENT HAULER PERMITS	66,070.91	65,000.00	1,070.91	101.65%
HAULER PERMIT LATE FEES	11,500.00	0.00	11,500.00	100.0%
MUNICIPAL HAULER REGISTRATIONS	83,000.00	70,000.00	13,000.00	118.57%
HAULER PERMITS - Other	45.00			
Total HAULER PERMITS	161,094.26	135,000.00	26,094.26	119.33%
HHWDD REIMBURSEMENT				
HHW Residential Reimbursement	462.87	0.00	462.87	100.0%
HHW PARTICIPATING TOWNS	98,263.05	240,000.00	-141,736.95	40.94%
Total HHWDD REIMBURSEMENT	98,725.92	240,000.00	-141,274.08	41.14%
INTEREST INCOME	13,735.16	0.00	13,735.16	100.0%
MISC INCOME	8,626.80	0.00	8,626.80	100.0%
PROGRAM SERVICES FEES				
MSW PROGRAM FEES	226,716.78	282,000.00	-55,283.22	80.4%

Housatonic Resources Recovery Authority Profit & Loss Budget vs. Actual July 2023 through June 2024

RECYCLING PROGRAM FEES	43,571.75	47,500.00	-3,928.25	91.73%
Total PROGRAM SERVICES FEES	270,288.53	329,500.00	-59,211.47	82.03%
Total Income	702,230.60	895,400.00	-193,169.40	78.43%
Gross Profit	702,230.60	895,400.00	-193,169.40	78.43%
Expense				
Grant Special Projects				
GRANT - USDA				
USDA 1	6,700.71	10,350.47	-3,649.76	64.74%
USDA 2	3,494.51	19,649.53	-16,155.02	17.78%
Total GRANT - USDA	10,195.22	30,000.00	-19,804.78	33.98%
GRANT - CT DEEP				
SMM Bethel	10,247.81			
SMM Newtown	28,508.68			
SMM Project Manager	41,999.42	55,400.00	-13,400.58	75.81%
SMM Kent	38,711.52	65,000.00	-26,288.48	59.56%
Total GRANT - CT DEEP	119,467.43	120,400.00	-932.57	99.23%
Grant Special Projects - Other	0.00	0.00	0.00	0.0%
Total Grant Special Projects	129,662.65	150,400.00	-20,737.35	86.21%
CONTINGENCY	0.00	20,371.00	-20,371.00	0.0%
EDUCATION				
PUBLIC EDUCATION	23,347.39	30,000.00	-6,652.61	77.83%
STAFF EDUCATION	6,078.47	8,250.00	-2,171.53	73.68%
Total EDUCATION	29,425.86	38,250.00	-8,824.14	76.93%
HHW EXPENSE				
HHW TOWN SHARE	90,438.68	240,000.00	-149,561.32	37.68%
HHW HRRRA SHARE				
HHW SUPPLIES	6,210.06			
HHW HRRRA SHARE - Other	31,453.08	68,000.00	-36,546.92	46.26%
Total HHW HRRRA SHARE	37,663.14	68,000.00	-30,336.86	55.39%
Total HHW EXPENSE	128,101.82	308,000.00	-179,898.18	41.59%
INSURANCE				
GENERAL LIABILITY	4,891.00	6,050.00	-1,159.00	80.84%

Housatonic Resources Recovery Authority Profit & Loss Budget vs. Actual July 2023 through June 2024

SURETY BOND	394.00			
WORKERS COMP	651.00	625.00	26.00	104.16%
Total INSURANCE	5,936.00	6,675.00	-739.00	88.93%
MISCELLANEOUS				
MISC EXPENSE	4,331.01	6,500.00	-2,168.99	66.63%
PAYROLL PROCESSING SERVICE	207.52	1,200.00	-992.48	17.29%
SERVICE FEES/MEMBERSHIPS	3,054.95	4,000.00	-945.05	76.37%
Total MISCELLANEOUS	7,593.48	11,700.00	-4,106.52	64.9%
OFFICE EXPENSES				
COPY EXPENSE	3,381.95	4,170.00	-788.05	81.1%
RENT	16,200.00	16,200.00	0.00	100.0%
SUPPLIES	3,829.99	4,700.00	-870.01	81.49%
OFFICE EXPENSES - Other	0.00	0.00	0.00	0.0%
Total OFFICE EXPENSES	23,411.94	25,070.00	-1,658.06	93.39%
PROFESSIONAL SERVICES				
AUDIT SERVICES	7,500.00	7,500.00	0.00	100.0%
CONSULTING SERVICES	0.00	2,500.00	-2,500.00	0.0%
LEGAL SERVICES	7,660.00	20,000.00	-12,340.00	38.3%
Total PROFESSIONAL SERVICES	15,160.00	30,000.00	-14,840.00	50.53%
STAFFING				
DISABILITY INSURANCE	7,296.15	7,275.00	21.15	100.29%
HEALTH INSURANCE	28,394.40	34,073.20	-5,678.80	83.33%
IN LIEU OF MEDICAL INSURANCE	6,666.60	8,000.00	-1,333.40	83.33%
LIFE INSURANCE	561.99	600.00	-38.01	93.67%
PAYROLL TAXES				
CT PR TAXES	1,110.89	790.50	320.39	140.53%
FED PR TAX	14,868.37	18,056.42	-3,188.05	82.34%
Total PAYROLL TAXES	15,979.26	18,846.92	-2,867.66	84.78%
PENSION	14,016.22	17,487.36	-3,471.14	80.15%
SALARIES				
DIRECTOR SALARY	115,488.80	138,586.50	-23,097.70	83.33%
OTHER SALARIES	72,137.60	86,565.00	-14,427.40	83.33%

**Housatonic Resources Recovery Authority Profit & Loss Budget vs. Actual
July 2023 through June 2024**

Total SALARIES	187,626.40	225,151.50	-37,525.10	83.33%
Total STAFFING	260,541.02	311,433.98	-50,892.96	83.66%
TRAVEL/MILEAGE REIMBURSEMENT	3,064.59	5,500.00	-2,435.41	55.72%
Total Expense	602,897.36	907,399.98	-304,502.62	66.44%
Net Ordinary Income	99,333.24	-11,999.98	111,333.22	-827.78%
Other Income/Expense				
Other Income				
DIVIDENDS	0.00	0.00	0.00	0.0%
INVESTMENT GAIN	26,290.66	0.00	26,290.66	100.0%
Total Other Income	26,290.66	0.00	26,290.66	100.0%
Other Expense				
CAPITAL EQUIPMENT	0.00	0.00	0.00	0.0%
INVESTMENT LOSS	18,983.69	0.00	18,983.69	100.0%
MOVING EXPENSES	0.00	0.00	0.00	0.0%
Total Other Expense	18,983.69	0.00	18,983.69	100.0%
Net Other Income	7,306.97	0.00	7,306.97	100.0%
Net Income	106,640.21	-11,999.98	118,640.19	-888.67%

Housatonic Resources Recovery Authority Balance Sheet

March 31 2024

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
PayPal (Online Credit Card Payment)	1,451.79
UNION SAVINGS BANK	694,314.02
STIF	17,720.02
VANGUARD	
VANGUARD SHRT TRM INV GR VFSUX	338,777.69
VANGUARD TOTAL BOND MARKET VBTL	152,912.87
Total VANGUARD	<u>491,690.56</u>
Total Checking/Savings	<u>1,205,176.39</u>
Accounts Receivable	
*ACCOUNTS RECEIVABLE	107,539.93
Total Accounts Receivable	<u>107,539.93</u>
Total Current Assets	<u>1,312,716.32</u>
TOTAL ASSETS	<u><u>1,312,716.32</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*ACCOUNTS PAYABLE	13,326.41
Total Accounts Payable	<u>13,326.41</u>
Other Current Liabilities	
DUE TO MEMBER TOWNS	-125.00
PAYROLL LIABILITIES	
CT PR TAXES PAYABLE	
CIT	-611.40
CT SUI	694.15
CT PR TAXES PAYABLE - Other	57.86
Total CT PR TAXES PAYABLE	<u>140.61</u>
FED PR TAXES PAYABLE	
FICA	-1,233.28
FIT	-738.02
MEDICARE TAX	-288.44
Total FED PR TAXES PAYABLE	<u>-2,259.74</u>
HEALTH INSURANCE PREMIUMS	82.30
SEP LIABILITY	4,371.60
PAYROLL LIABILITIES - Other	<u>2,550.83</u>
Total PAYROLL LIABILITIES	<u>4,885.60</u>
Total Other Current Liabilities	<u>4,760.60</u>
Total Current Liabilities	<u>18,087.01</u>
Total Liabilities	<u>18,087.01</u>
Equity	
RETAINED EARNINGS	1,152,614.58
Net Income	142,014.73
Total Equity	<u>1,294,629.31</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,312,716.32</u></u>

This copy shows the full edits of the proposed language to be voted on at April 25, 2024

BYLAWS OF THE HOUSATONIC RESOURCES RECOVERY AUTHORITY

As Adopted on 10/10/86

And amended on 4/10/87, 12/14/88, 5/13/92, 4/29/93, 3/16/94, 3/30/00, 3/17/06, 9/28/23.

ARTICLE I - NAME

The name of this Authority shall be the Housatonic Resources Recovery Authority.

ARTICLE II - PURPOSE

The Authority is established and created for the purpose of providing solid waste management and disposal services within the region of the Authority, which shall be the region within the jurisdiction of all of the member municipalities of the Authority, and which purpose includes providing for the disposal of residential and commercial solid waste, the financing, construction and operation of one or more solid waste disposal facilities for such purpose, and the delivery of solid waste thereto, including facilities for incineration of solid waste and production of steam, electricity and other by-products for sale to public utilities and others.

In the pursuit of this purpose, the Authority shall exercise such rights, powers, and duties as are conferred or imposed on it by Chapter 103b, Sections 7-273aa to 7-237oo inclusive and Chapters 446d and 446e of the Connecticut General Statutes, as revised to 2019 and as amended from time to time.

ARTICLE III - MEMBERSHIP

A. Members. The membership of the Housatonic Resources Recovery Authority shall consist of one (1) representative from each member municipality of the Authority. Each such representative, including each of the first representatives of the Authority, shall be appointed for the term and in the manner set forth in the concurrent ordinance adopted by each member municipality, provided however, that representatives shall continue to serve until their successors are appointed and have qualified. In the event that a representative is the Chief Elected Officer of a municipality and ceases to hold office, the municipality may appoint a successor to fill the unexpired term for that municipality. In no event shall the terms of more than one half of the representatives expire simultaneously. If because of the addition or reduction of the number of member municipalities, the terms of more than one-half (1/2) of the representatives would expire simultaneously, then the terms of a sufficient number of representatives shall be automatically extended for a period of one year. Said extensions shall be based upon the alphabetical order of the member municipalities.

Each member municipality may appoint one (1) alternate representative of the Authority who shall act in the event of the disability or absence for any other reason of the regular representative of the municipality. Said alternate representative shall have a voice at Authority meetings and vote at Authority meetings if the regular representative from said municipality is absent from the meeting.

The terms of all alternate representatives shall be co-terminus with regular representatives.

The Authority shall be notified in writing of the appointment of any regular or alternate representative by the Chief Elected Officer of the member municipality.

Representatives of the Authority shall serve without compensation but may be reimbursed for their necessary expenses.

B. Member Admission. A municipality that desires to become a member of the Authority shall submit a request for admission to the officers of the Authority which shall include (i) a draft of the proposed ordinance to be enacted by the municipality that designates the Authority as the regional resource recovery authority for the municipality, substantially in the form of the ordinances adopted by the current member municipalities, (ii) ~~the proposed reallocation of voting units for all the member municipalities, including the new member, which shall be based on the latest decennial federal census of population,~~ (iii) the proposed regular and alternate representatives from the municipality, and the expiration of the term of the representatives, which shall be selected to maintain, as close as possible, the balance of term expirations among the member municipalities, and (iii~~v~~) such other information as the officers may reasonably request, including but not limited to a draft agreement between the municipality and the Authority for the provision of waste and recycling services that is currently in use with the member municipalities, information regarding collectors that are currently registered with the municipality, and amount of waste and recyclables that the municipality generates and will contribute to the system. The officers and the municipality may establish proposed financial terms that will be applicable to the addition of the municipality as a member. No later than 180 days following the request for admission, the officers shall present the request to a meeting of the full Authority, which shall include all relevant information provided to or obtained by the officers, and the municipality shall be admitted upon affirmative vote of two-thirds (2/3) majority of all units present and voting.

C. Withdrawal. Member municipalities may withdraw from the Authority only after agreeing, in writing, to comply with the terms and conditions contained in any contracts between such municipality and the Authority, or the holders of any bonds of the Authority. No such withdrawal shall relieve such municipality of any liability, responsibility or obligation incurred by it as a member municipality of the Authority or as a user of any of the Authority's projects.

D. Termination.

1. Grounds: In the event any member municipality shall fail to pay in full any dues, assessments, fines, surcharges, or other financial obligations, whether involving contractual agreements or not; or shall fail to abide by a vote of the Authority or to take such action as is necessary following a vote of the Authority that such action be taken, such member municipality may be terminated. The Chairman shall cause written notice of the default to be sent to the Chief Elected Officer of the member municipality by certified mail, return receipt requested, setting forth the default and requiring that the default be remedied within thirty (30) days. If the default is not cured within thirty (30) days of the receipt of said notice, the membership of the defaulting municipality may be terminated in accordance with the provisions of this section.

2. Determination: At any time after the expiration of said thirty (30) day period if the default remains uncured, the officers of the Authority shall meet to determine if probable cause exists for termination of said defaulting member municipality. If any officer of the Authority is the voting representative of the member municipality whose default is the subject of the meeting, that officer shall not

participate in the discussion or determination. A unanimous vote of all four (4) officers shall be required to determine that probable cause exists for termination of a member municipality, except that the votes of three (3) officers shall suffice if one officer is disqualified as aforesaid. If such determination is made, the officers shall at that meeting set a date, time and place for the public hearing on said termination consistent with the time requirements hereinafter provided.

3. **Notice:** The Chairman of the Authority shall promptly after such determination cause written notice to be sent by certified mail, return receipt requested, to the Chief Elected Officer of the member municipality. Such notice shall set forth the grounds for termination as to which the officers determined that probable cause exists; the date, time and place for the hearing on such termination; the procedure to be followed at such hearing; and the provisions of these bylaws governing the termination process.

4. **Hearing:**

- (a) No member municipality shall be terminated without a public hearing before the full Authority. The termination hearing shall be held in public no earlier than thirty (30) days from the member municipality's receipt of the aforesaid notice and no later than sixty (60) days thereafter. The hearing, once convened, may be recessed to a date, time and place certain in conformity with the provisions of the Freedom of Information Act.
- (b) At the hearing, the Chairman of the Authority shall preside unless he is the voting representative of the member municipality which is the subject of the hearing, in which event the Vice-Chairman shall preside. The Authority shall call in a competent stenographer to take the evidence, or shall cause the evidence to be recorded by a sound- recording device.
- (c) At such hearing an officer of the Authority, or someone previously designated by the officers, shall present the evidence in support of termination of the member municipality. The member municipality shall be afforded an opportunity to respond and present evidence and argument on all issues involved. Both the Authority and the member municipality may be represented by counsel. All persons presenting testimony shall be sworn, and shall be subject to cross-examination.
- (d) Any oral or documentary evidence may be received, but the Authority shall give effect to the rules of the privilege recognized by law. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form.
- (e) Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. Upon request, the Authority or the member municipality shall be given an opportunity to compare the copy with the original.
- (f) Notice may be taken of judicially cognizable facts, provided the member municipality is informed of the matter to be so noticed and is given the opportunity to contest the matter.
- (g) Rulings on all objections and procedural matters shall be made by the presiding officer.

5. **Decision:**

- (a) Within thirty (30) days of the conclusion of the hearing, the Authority shall vote on its decision and on the findings of fact on which it is based. ~~In the vote on the decision to terminate, each member municipality shall have one vote, there shall be no vote by voting units.~~ No decision to terminate a

member municipality shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

- (b) The decision shall be reduced to writing and shall include the findings of fact on which it is based. It shall be signed by two (2) qualified officers who are not a representative of the member municipality in default. Within five (5) days of the vote on it, the decision shall be sent by the Chairman or the Secretary via certified mail, return receipt requested, to the Chief Elected Officer of the member municipality which is the subject of the decision.
6. **Effective Date of Termination:** The termination shall be effective seven (7) days after receipt by the member municipality of a decision terminating it. No such termination shall relieve the member municipality so terminated of any liability, responsibility or obligation incurred by it as a member of the Authority or as a user of any of its projects.

ARTICLE IV - MEETINGS

A. Annual Meeting. Unless otherwise specified by resolution of the Authority, the annual meeting shall be held at the regularly scheduled meeting in June.

B. Regular and Special Meetings. An annual schedule of regular meetings of the Authority shall be approved by the Authority prior to January 31 of each year. Special meetings may be called at any time by the Chairman of the Authority, or by petition in writing signed by not less than three (3) representatives of the Authority entitled to vote and filed with the Secretary of the Authority.

C. Budget Meeting. The budget meeting of the Authority shall be held at a regularly scheduled meeting not later than the end of the fiscal year.

D. Call of Meetings.

- (1) The Authority shall comply with Section 1-225 of the Connecticut General Statutes with respect to filing schedules and notices of meetings with the clerks of member municipalities.
- (2) Each representative to the Authority shall be sent written notice of meetings, postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. Notice of the meeting shall include the place and time of the meeting and a proposed agenda for the meeting. In the case of an emergency meeting, proper notice shall be deemed to be actual oral or written actual notice delivered at least twenty-four (24) hours before said meeting.

E. Voting.

(1) For the conduct of business, ~~member municipalities of the Authority holding a majority of the voting units shall constitute a quorum, provided that no quorum shall be deemed to exist unless a quorum shall be deemed to exist when~~ at least fifty-one percent (51%) of the member municipalities of the Authority ~~are~~ shall be present and voting.

(2) There shall be no voting by proxy.

~~(3) When a quorum of the Authority is present at any duly noticed regular or special meeting of the Authority, each member municipality shall have one vote. In the event that a member municipality~~

~~has both the primary and alternate representatives present, only one vote shall be allowed for that municipality. Except as otherwise specified herein, the Authority shall operate with one hundred (100) voting units which shall be assigned to member municipalities in proportion to each municipality's share of the total population of all members of the Authority as determined by the latest decennial federal census of population. There shall be no fractional votes and each municipality shall have a minimum of one (1) vote. The distribution of voting units among members shall be recomputed following each decennial federal census and upon the withdrawal or termination of any member municipality or the admission of a new member municipality.~~

- (4) All actions by the Authority unless otherwise specified herein or by other law shall require the affirmative vote of at least fifty-one percent (51%) of the total member municipalities voting units present and voting at a duly called meeting of the Authority at which a quorum is present.
- (5) If a quorum shall not be present at any meeting, those representatives present may set a time and place for an adjourned meeting, provided that the notice of such meeting shall comply with Article IV, Section D. of these bylaws.
- (6) All meetings shall be conducted in accordance with Roberts Rules of Order, latest edition.
- (7) **Meetings Conducted by Electronic Equipment.** The Authority may conduct any meeting by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. Such meeting shall be conducted in accordance with the provisions of Connecticut General Statutes section 1-225a.

ARTICLE V – OFFICERS

- A. Officers.** The officers of the Authority shall be a Chairman, Vice Chairman, Secretary, Treasurer and Assistant Treasurer. Officers shall be elected by the Authority at its annual meeting or whenever a vacancy occurs. Each officer shall serve until a successor is elected and qualified.
- B. Qualifications for Officers.** The Chairman of the Authority shall be a regular representative member of the Authority. All other officers shall be either regular representative members or alternate representative members of the Authority.
- C. Powers and Duties.** The officers shall have such powers and duties as are customary for their respective offices and such additional powers as the Authority may by vote confer.
- D. Succession.** In the absence of the Chairman the Vice Chairman shall act. In the absence of the Vice Chairman the Secretary shall act. In the absence of the Secretary the Treasurer shall act. In the absence of the Treasurer, the Assistant Treasurer shall act.
- E. Nominating Committee.** Prior to the annual meeting, or in the event of a vacancy the Chairman shall appoint a committee consisting of three (3) representatives who hold no elective office in the Authority to nominate persons for the officer positions. Nominations may also be made from the floor. The nominating committee shall report its recommendations to the Authority members at the meeting prior to the election.

ARTICLE VI – COMMITTEES

The Authority may appoint such committees from time to time as it may see fit with such powers and duties as the Authority may determine, not inconsistent with law or these bylaws. Alternate representatives as well as regular representatives of the Authority may serve on committees and may vote at committee meetings. Each member municipality, however, shall have only one (1) vote on a committee.

ARTICLE VII – FINANCIAL MATTERS

- A. Fiscal Year.** The fiscal year of the Authority shall end on the 30th of June of each year.
- B. Budget.** Annually, at a regularly scheduled meeting, the Authority shall adopt a budget for the upcoming fiscal year. Adopted Budgets may be amended from time to time by two-thirds (2/3) majority vote of all voting units present and voting as the Authority deems necessary. Any representative may request postponement of the vote on any amendment to the budget to the next regular or special meeting.
- C. Bank Accounts.** The funds of the Authority shall be deposited in one or more banks designated by the Authority. Checks shall bear the signature of such officer or staff person as the Authority may designate. Persons authorized to sign checks shall be covered by bond, the premium of which shall be paid by the Authority.
- D. Audits.** Upon completion of its fiscal year, the Authority shall have an annual audit of its financial management by an independent auditor. Each representative to the Authority and the Chief Executive Officer of each member municipality shall receive a copy of the audit.

ARTICLE VIII – STAFF OR CONSULTANTS

The Authority may employ such staff or consultants to accomplish its purposes as it may from time to time determine. Personnel policies as adopted or amended will be applied in an equitable manner to all staff employees. The duly elected officers of the Authority shall act as the personnel Committee with all appropriate powers to interpret and enforce the personnel policies. The Committee will use its best judgment concerning amendments to the personnel policies and where material or substantial changes are proposed will bring such amendments to the full Authority for approval.

ARTICLE IX – REPORTS AND PLANS

The minutes of each meeting shall be prepared by the Secretary, with such staff assistance as may be required, and be circulated to the chief elected officials of each member municipality, and its representative and alternate. The Annual Report shall also be similarly circulated. All reports and plans adopted by the Authority shall be available at the office of the Authority, unless specifically voted by the Authority for further distribution.

ARTICLE X – CORPORATE SEAL

The Authority shall have a corporate seal of such design as it may approve.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by vote of the Authority at a duly called meeting, provided that the notice of the meeting shall be accompanied by the complete text of the proposed amendment and shall be postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. No amendment may be approved which is in conflict with the concurrent ordinance adopted by the member municipalities.

Any regular representative of a member municipality may propose an amendment to these bylaws by submitting a proposal to the Chairman of the Authority. Said Chairman shall cause the proposal to be placed on the agenda of the next regularly scheduled meeting for discussion. Upon favorable consensus of the full Authority the proposed amendment shall be drafted by the Bylaws Subcommittee and returned to the full Authority for adoption.

Effective Date. If any subsections or any articles in the proposed amendments to the bylaws are in conflict with the concurrent ordinances as adopted by the member municipalities, such subsections or articles shall not become effective until two-thirds (2/3) of the member municipalities have amended the concurrent ordinance to eliminate the conflict. Otherwise these bylaws and amendments shall become effective immediately upon their adoption.

History: Adopted on 10/10/1986

Amended on 4/10/1987, 12/14/1988, 5/13/1992, 4/29/1993, 3/16/1994, 3/30/2000, 3/17/2006,
9/28/2023.

This copy is the proposed language to be voted on at the April 24, 2024 HRRR meeting.

BYLAWS OF THE HOUSATONIC RESOURCES RECOVERY AUTHORITY

As Adopted on 10/10/86

And amended on 4/10/87, 12/14/88, 5/13/92, 4/29/93, 3/16/94, 3/30/00, 3/17/06, 9/28/23.

ARTICLE I - NAME

The name of this Authority shall be the Housatonic Resources Recovery Authority.

ARTICLE II - PURPOSE

The Authority is established and created for the purpose of providing solid waste management and disposal services within the region of the Authority, which shall be the region within the jurisdiction of all of the member municipalities of the Authority, and which purpose includes providing for the disposal of residential and commercial solid waste, the financing, construction and operation of one or more solid waste disposal facilities for such purpose, and the delivery of solid waste thereto, including facilities for incineration of solid waste and production of steam, electricity and other by-products for sale to public utilities and others.

In the pursuit of this purpose, the Authority shall exercise such rights, powers, and duties as are conferred or imposed on it by Chapter 103b, Sections 7-273aa to 7-237oo inclusive and Chapters 446d and 446e of the Connecticut General Statutes, as revised to 2019 and as amended from time to time.

ARTICLE III - MEMBERSHIP

A. Members. The membership of the Housatonic Resources Recovery Authority shall consist of one (1) representative from each member municipality of the Authority. Each such representative, including each of the first representatives of the Authority, shall be appointed for the term and in the manner set forth in the concurrent ordinance adopted by each member municipality, provided however, that representatives shall continue to serve until their successors are appointed and have qualified. In the event that a representative is the Chief Elected Officer of a municipality and ceases to hold office, the municipality may appoint a successor to fill the unexpired term for that municipality. In no event shall the terms of more than one half of the representatives expire simultaneously. If because of the addition or reduction of the number of member municipalities, the terms of more than one-half (1/2) of the representatives would expire simultaneously, then the terms of a sufficient number of representatives shall be automatically extended for a period of one year. Said extensions shall be based upon the alphabetical order of the member municipalities.

Each member municipality may appoint one (1) alternate representative of the Authority who shall act in the event of the disability or absence for any other reason of the regular representative of the municipality. Said alternate representative shall have a voice at Authority meetings and vote at Authority meetings if the regular representative from said municipality is absent from the meeting.

The terms of all alternate representatives shall be co-terminus with regular representatives.

The Authority shall be notified in writing of the appointment of any regular or alternate representative by the Chief Elected Officer of the member municipality.

Representatives of the Authority shall serve without compensation but may be reimbursed for their necessary expenses.

- B. Member Admission.** A municipality that desires to become a member of the Authority shall submit a request for admission to the officers of the Authority which shall include (i) a draft of the proposed ordinance to be enacted by the municipality that designates the Authority as the regional resource recovery authority for the municipality, substantially in the form of the ordinances adopted by the current member municipalities, (ii) the proposed regular and alternate representatives from the municipality, and the expiration of the term of the representatives, which shall be selected to maintain, as close as possible, the balance of term expirations among the member municipalities, and (iii) such other information as the officers may reasonably request, including but not limited to a draft agreement between the municipality and the Authority for the provision of waste and recycling services that is currently in use with the member municipalities, information regarding collectors that are currently registered with the municipality, and amount of waste and recyclables that the municipality generates and will contribute to the system. The officers and the municipality may establish proposed financial terms that will be applicable to the addition of the municipality as a member. No later than 180 days following the request for admission, the officers shall present the request to a meeting of the full Authority, which shall include all relevant information provided to or obtained by the officers, and the municipality shall be admitted upon affirmative vote of two-thirds (2/3) majority of all units present and voting.
- C. Withdrawal.** Member municipalities may withdraw from the Authority only after agreeing, in writing, to comply with the terms and conditions contained in any contracts between such municipality and the Authority, or the holders of any bonds of the Authority. No such withdrawal shall relieve such municipality of any liability, responsibility or obligation incurred by it as a member municipality of the Authority or as a user of any of the Authority's projects.
- D. Termination.**
- 1. Grounds:** In the event any member municipality shall fail to pay in full any dues, assessments, fines, surcharges, or other financial obligations, whether involving contractual agreements or not; or shall fail to abide by a vote of the Authority or to take such action as is necessary following a vote of the Authority that such action be taken, such member municipality may be terminated. The Chairman shall cause written notice of the default to be sent to the Chief Elected Officer of the member municipality by certified mail, return receipt requested, setting forth the default and requiring that the default be remedied within thirty (30) days. If the default is not cured within thirty (30) days of the receipt of said notice, the membership of the defaulting municipality may be terminated in accordance with the provisions of this section.
 - 2. Determination:** At any time after the expiration of said thirty (30) day period if the default remains uncured, the officers of the Authority shall meet to determine if probable cause exists for termination of said defaulting member municipality. If any officer of the Authority is the voting representative of the member municipality whose default is the subject of the meeting, that officer shall not participate in the discussion or determination. A unanimous vote of all four (4) officers shall be required to determine that probable cause exists for termination of a member municipality, except that the votes of three (3) officers shall suffice if one officer is disqualified as aforesaid. If such determination is made, the officers shall at that meeting set a date, time and place for the public hearing on said termination consistent with the time requirements hereinafter provided.
 - 3. Notice:** The Chairman of the Authority shall promptly after such determination cause written notice to be sent by certified mail, return receipt requested, to the Chief Elected Officer of the member

municipality. Such notice shall set forth the grounds for termination as to which the officers determined that probable cause exists; the date, time and place for the hearing on such termination; the procedure to be followed at such hearing; and the provisions of these bylaws governing the termination process.

4. *Hearing:*

- (a) No member municipality shall be terminated without a public hearing before the full Authority. The termination hearing shall be held in public no earlier than thirty (30) days from the member municipality's receipt of the aforesaid notice and no later than sixty (60) days thereafter. The hearing, once convened, may be recessed to a date, time and place certain in conformity with the provisions of the Freedom of Information Act.
- (b) At the hearing, the Chairman of the Authority shall preside unless he is the voting representative of the member municipality, which is the subject of the hearing, in which event the Vice-Chairman shall preside. The Authority shall call in a competent stenographer to take the evidence or shall cause the evidence to be recorded by a sound- recording device.
- (c) At such hearing an officer of the Authority, or someone previously designated by the officers, shall present the evidence in support of termination of the member municipality. The member municipality shall be afforded an opportunity to respond and present evidence and argument on all issues involved. Both the Authority and the member municipality may be represented by counsel. All persons presenting testimony shall be sworn and shall be subject to cross-examination.
- (d) Any oral or documentary evidence may be received, but the Authority shall give effect to the rules of the privilege recognized by law. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form.
- (e) Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. Upon request, the Authority or the member municipality shall be given an opportunity to compare the copy with the original.
- (f) Notice may be taken of judicially cognizable facts, provided the member municipality is informed of the matter to be so noticed and is given the opportunity to contest the matter.
- (g) Rulings on all objections and procedural matters shall be made by the presiding officer.

5. *Decision:*

- (a) **Within thirty (30) days of the conclusion of the hearing, the Authority shall vote on its decision and on the findings of fact on which it is based. No decision to terminate a member municipality shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.**
- (b) The decision shall be reduced to writing and shall include the findings of fact on which it is based. It shall be signed by two (2) qualified officers who are not a representative of the member municipality in default. Within five (5) days of the vote on it, the decision shall be sent by the Chairman or the Secretary via certified mail, return receipt requested, to the Chief Elected Officer of the member municipality which is the subject of the decision.

- 6. *Effective Date of Termination:*** The termination shall be effective seven (7) days after receipt by the member municipality of a decision terminating it. No such termination shall relieve the member municipality so terminated of any liability, responsibility or obligation incurred by it as a member of the Authority or as a user of any of its projects.

ARTICLE IV - MEETINGS

- A. Annual Meeting.** Unless otherwise specified by resolution of the Authority, the annual meeting shall be held at the regularly scheduled meeting in June.
- B. Regular and Special Meetings.** An annual schedule of regular meetings of the Authority shall be approved by the Authority prior to January 31 of each year. Special meetings may be called at any time by the Chairman of the Authority, or by petition in writing signed by not less than three (3) representatives of the Authority entitled to vote and filed with the Secretary of the Authority.
- C. Budget Meeting.** The budget meeting of the Authority shall be held at a regularly scheduled meeting not later than the end of the fiscal year.
- D. Call of Meetings.**
- (1) The Authority shall comply with Section 1-225 of the Connecticut General Statutes with respect to filing schedules and notices of meetings with the clerks of member municipalities.
 - (2) Each representative to the Authority shall be sent written notice of meetings, postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. Notice of the meeting shall include the place and time of the meeting and a proposed agenda for the meeting. In the case of an emergency meeting, proper notice shall be deemed to be actual oral or written actual notice delivered at least twenty-four (24) hours before said meeting.
- E. Voting.**
- (1) For the conduct of business, a quorum shall be deemed to exist when at least fifty-one percent (51%) of the member municipalities of the Authority are present and voting.
 - (2) There shall be no voting by proxy.
 - (3) When a quorum of the Authority is present at any duly noticed regular or special meetings of the Authority, each member municipality shall have one vote. In the event that a member municipality has both the primary and alternate representatives present, only one vote shall be allowed for that municipality.
 - (4) All actions by the Authority unless otherwise specified herein or by other law shall require the affirmative vote of at least fifty-one percent (51%) of the total member municipalities present and voting at a duly called meeting of the Authority at which a quorum is present.
 - (5) If a quorum shall not be present at any meeting, those representatives present may set a time and place for an adjourned meeting, provided that the notice of such meeting shall comply with Article IV, Section D. of these bylaws.
 - (6) All meetings shall be conducted in accordance with Roberts Rules of Order, latest edition.
 - (7) **Meetings Conducted by Electronic Equipment.** The Authority may conduct any meeting by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. Such meeting shall be conducted in accordance with the provisions of Connecticut General Statutes section 1-225a.

ARTICLE V – OFFICERS

- A. Officers.** The officers of the Authority shall be a Chairman, Vice Chairman, Secretary, Treasurer and Assistant Treasurer. Officers shall be elected by the Authority at its annual meeting or whenever a vacancy occurs. Each officer shall serve until a successor is elected and qualified.
- B. Qualifications for Officers.** The Chairman of the Authority shall be a regular representative member of the Authority. All other officers shall be either regular representative members or alternate representative members of the Authority.
- C. Powers and Duties.** The officers shall have such powers and duties as are customary for their respective offices and such additional powers as the Authority may by vote confer.
- D. Succession.** In the absence of the Chairman the Vice Chairman shall act. In the absence of the Vice Chairman the Secretary shall act. In the absence of the Secretary the Treasurer shall act. In the absence of the Treasurer, the Assistant Treasurer shall act.
- E. Nominating Committee.** Prior to the annual meeting, or in the event of a vacancy the Chairman shall appoint a committee consisting of three (3) representatives who hold no elective office in the Authority to nominate persons for the officer positions. Nominations may also be made from the floor. The nominating committee shall report its recommendations to the Authority members at the meeting prior to the election.

ARTICLE VI – COMMITTEES

The Authority may appoint such committees from time to time as it may see fit with such powers and duties as the Authority may determine, not inconsistent with law or these bylaws. Alternate representatives as well as regular representatives of the Authority may serve on committees and may vote at committee meetings. Each member municipality, however, shall have only one (1) vote on a committee.

ARTICLE VII – FINANCIAL MATTERS

- A. Fiscal Year.** The fiscal year of the Authority shall end on the 30th of June of each year.
- B. Budget.** Annually, at a regularly scheduled meeting, the Authority shall adopt a budget for the upcoming fiscal year. Adopted Budgets may be amended from time to time by two-thirds (2/3) majority vote of all voting units present and voting as the Authority deems necessary. Any representative may request postponement of the vote on any amendment to the budget to the next regular or special meeting.
- C. Bank Accounts.** The funds of the Authority shall be deposited in one or more banks designated by the Authority. Checks shall bear the signature of such officer or staff person as the Authority may designate. Persons authorized to sign checks shall be covered by bond, the premium of which shall be paid by the Authority.
- D. Audits.** Upon completion of its fiscal year, the Authority shall have an annual audit of its financial management by an independent auditor. Each representative to the Authority and the Chief Executive Officer of each member municipality shall receive a copy of the audit.

ARTICLE VIII – STAFF OR CONSULTANTS

The Authority may employ such staff or consultants to accomplish its purposes as it may from time to time determine. Personnel policies as adopted or amended will be applied in an equitable manner to all staff employees. The duly elected officers of the Authority shall act as the personnel Committee with all appropriate powers to interpret and enforce the personnel policies. The Committee will use its best judgment concerning amendments to the personnel policies and where material or substantial changes are proposed will bring such amendments to the full Authority for approval.

ARTICLE IX – REPORTS AND PLANS

The minutes of each meeting shall be prepared by the Secretary, with such staff assistance as may be required, and be circulated to the chief elected officials of each member municipality, and its representative and alternate. The Annual Report shall also be similarly circulated. All reports and plans adopted by the Authority shall be available at the office of the Authority, unless specifically voted by the Authority for further distribution.

ARTICLE X – CORPORATE SEAL

The Authority shall have a corporate seal of such design as it may approve.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by vote of the Authority at a duly called meeting, provided that the notice of the meeting shall be accompanied by the complete text of the proposed amendment and shall be postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. No amendment may be approved which is in conflict with the concurrent ordinance adopted by the member municipalities.

Any regular representative of a member municipality may propose an amendment to these bylaws by submitting a proposal to the Chairman of the Authority. Said Chairman shall cause the proposal to be placed on the agenda of the next regularly scheduled meeting for discussion. Upon favorable consensus of the full Authority the proposed amendment shall be drafted by the Bylaws Subcommittee and returned to the full Authority for adoption.

Effective Date. If any subsections or any articles in the proposed amendments to the bylaws are in conflict with the concurrent ordinances as adopted by the member municipalities, such subsections or articles shall not become effective until two-thirds (2/3) of the member municipalities have amended the concurrent ordinance to eliminate the conflict. Otherwise, these bylaws and amendments shall become effective immediately upon their adoption.

History: Adopted on 10/10/1986

Amended on 4/10/1987, 12/14/1988, 5/13/1992, 4/29/1993, 3/16/1994, 3/30/2000, 3/17/2006, 9/28/2023.

4/25/2024