

SOLID WASTE COMMITTEE MEETING AGENDA

Thursday, December 3, 2020, 9:00am

Via ZOOM Conference Call

1. Approve Minutes from 10/28/20 Solid Waste and Recycling Committee Meeting
Yes___ No___ Motion by _____ 2nd _____
2. Agreement with Eggan Excavating & Equipment Co., Inc. (Resolution)
Yes___ No___ Motion by _____ 2nd _____
3. Extension Agreement with Casella Recycling (Resolution)
Yes___ No___ Motion by _____ 2nd _____
4. Extension Agreement with Mr. Bults, Inc. (Resolution)
Yes___ No___ Motion by _____ 2nd _____
5. Municipal Community Clean-Up Program for 2021 (Resolution)
Yes___ No___ Motion by _____ 2nd _____
6. 2021-2023 Solid Waste Disposal Agreements (Resolution)
Yes___ No___ Motion by _____ 2nd _____
7. Position Reclassification (Resolution through Government Operations Committee)
Yes___ No___ Motion by _____ 2nd _____
8. Preferred Agenda Approval
Yes___ No___ Motion by _____ 2nd _____
9. Transfer Station Cost Analysis (Presentation and Discussion)
10. Sharps Container Distribution and Residential Waste Oil Collection Programs (Discussion)
11. Oneida WWTP Upset / City of Rome WWTP Permit (Discussion)
12. Miscellaneous Updates

Next Meeting Scheduled for: January 26, 2020 Time: 9:00am Location: Zoom Meeting

Adjourn Meeting: Motion by _____ 2nd _____



Solid Waste and Recycling Committee Meeting October 28, 2020 – Via Zoom

The meeting was called to order by Chairman James Goldstein at 9:02 am.

Those attending were Chairman James Goldstein, Solid Waste Committee Members Yvonne Nirelli, Eve Ann Shwartz, T.J. Stokes and Jim Cunningham, Solid Waste Director Amy Miller, First Assistant County Attorney Jeffrey Aumell, County Administrator Mark Scimone, Public Information Officer Samantha Field, Cazenovia Supervisor William Zupan and Solid Waste Recycling Coordinator Kristin Welch.

Approve Minutes

Motion by E. Shwartz to approve the September 22, 2020 Solid Waste & Recycling Committee meeting minutes as presented, seconded by T.J. Stokes and carried.

Oneida Wastewater Treatment Plant Update

A. Miller noted that the Department first became aware that the WWTP was experiencing a process upset condition on September 30, 2020 and that the City Engineer was focusing on the landfill's leachate as a factor in the upset. Per the direction of the City Engineer, the Solid Waste Department immediately shut off flow to the WWTP. The Solid Waste Department is investigating the claim and has put in a FOIL request for data to determine what happened.

Executive Session

Motion by Y. Nirelli to enter into executive session at 9:04 am for advice of counsel, seconded by E. Shwartz and passed.

Motion by J. Goldstein to come out of executive session at 10:16 am, seconded by Y. Nirelli and passed.

Resolution

Motion by Y. Nirelli to approve the Installation of Additional Landfill Gas Collection Wells Agreement with Recovery Drilling Services, seconded by J. Cunningham and carried.

Status Update for Local Solid Waste Management Plan

A. Miller informed the committee that the draft of the Local Solid Waste Management Plan was submitted on September 30 to the NYS Department of Environmental Conservation (NYSDEC). The NYSDEC did a preliminary completeness review of the plan and notified the Solid Waste Department that the plan generally contains the elements needed as outlined in the NYS Environmental Conservation Law. The NYSDEC will continue the review to make sure the Local Solid Waste Management Plan sufficiently address all required elements and will notify the Solid Waste Department of any further changes or recommendations. Once the final comments are provided, the Department will get a letter of approval from the NYSDEC and then the plan will be brought to the Board for final approval.

Department of Solid Waste Fall Events Summary

K. Welch provided a summary of the Fall electronic waste and document shredding events. October 3 was the last Saturday electronic waste drop-off event at LOJO Technology. They

had a great turnout and collected over 10 pallets of material, which is consistent with previous Saturday collections. In addition, the Department held two document shredding events for residents, one in the Southern part of the County and one at the Buyea Road Residential Station. The events were very successful with over 340 cars attending and collecting over 14,500 pounds of paper for shredding. Residents were very appreciative of these events, especially given many local cancellations of other shred events due to COVID-19.

Revised 2021 Budget Discussion

A. Miller recommended revisions to the 2021 budget including using \$100,000 from the Department's reserves to fund the design of a new landfill cell, increasing legal funds, updating the fringe benefit costs of employees, and using money from the capital equipment reserve to purchase a new small loader. The committee gave their consensus to move forward with the 2021 budget request.

Submitting NYSDEC Municipal Waste Reduction and Recycling Program Grant Application

A. Miller notified the committee of an upcoming grant application deadline for the NYSDEC MWRR grant. The grant funds part of the 2021 Recycling Coordinator's salary along with a portion of recycling program expenses. The committee approved submitting the grant application, which will be submitted at the end of the month.

Miscellaneous Update

Per a request from the Purchasing Office, A. Miller reviewed the Host Community Benefit agreement that was modified last year. The Town of Lincoln receives \$50,000 annually through this 25 year agreement. The committee did not have any further comment.

Financial Outlook and Transfer Station Cost Analysis

A. Miller will provide the committee with a financial outlook and transfer station cost analysis at the next meeting to allow ample time to review the information.

Next Meeting Date

9:00 am Thursday, December 3, 2020 in the Chambers, County Office Building or via Zoom.

Adjourn

Motion to adjourn made by Y. Nirelli, seconded by T.J. Stokes and carried. The meeting was adjourned at 10:42 am.

Respectfully submitted by Amy Miller, Director of Solid Waste Management.

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT
WITH EGGAN EXCAVATING & EQUIPMENT CO., INC.**

WHEREAS, Madison County issued a Request for Bids (#2027) dated November 10, 2020 for Tanker Truck Hauling Services; and

WHEREAS, Eggan Excavating & Equipment Co., Inc. was the sole responsible bidder;
and

WHEREAS, Eggan Excavating & Equipment Co, Inc. possesses the special skills and training required to perform these services; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors be and is hereby authorized to enter into an Agreement with Eggan Excavating & Equipment Co., Inc. for the term of December 7, 2020 through Decemer 6, 2021, in substantially the same form as the copy now on file with the clerk.

DATED: December 3, 2020

James S. Goldstein, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN EXTENSION AGREEMENT
WITH CASELLA RECYCLING, LLC FOR THE SALE OF RECYCLED PAPER FROM
THE ARC RECYCLING FACILITY**

WHEREAS, Madison County issued a Request for Bids (#1840) dated December 6, 2018 for sale of the recycled fiber collected and processed Madison County A.R.C. Materials Recovery Facility; and

WHEREAS, Casella Recycling LLC was the sole responsible bidder; and

WHEREAS, Casella Recycling LLC will be responsible for the cost of all trucking and insurance and will pay Madison County 77.5% of the Buffalo High index pricing for OCC from the PPI Pulp and Paper Week Index (with a minimum “floor” payment of \$30/ton); and

WHEREAS, the initial term of this Agreement was for a (1) year term commencing on February 14, 2019, with the option to renew the contract for four (4) additional one (1) year periods upon written consent of both parties; and

WHEREAS, both parties already extended the agreement for one additional year (Feb. 14, 2020 through Feb. 13, 2021) and now are interested in renewing the Agreement for one (1) additional year through February 13, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors be and is hereby authorized to enter into an Extension Agreement with Casella Recycling LLC for the sale of the recycled fiber collected and processed Madison County A.R.C. Materials Recovery Facility for one (1) additional year through February 13, 2022, in substantially the same form as the copy now on file with the clerk.

DATED: December 3, 2020

James S. Goldstein, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. ____

**APPROVING EXTENSION OF AGREEMENT WITH MR. BULT'S, INC.
FOR TRANSPORTATION OF BIOSOLIDS TO THE
MADISON COUNTY LANDFILL FROM THE CITY OF ONEONTA**

WHEREAS, Madison County and the City of Oneonta extended an agreement for disposal of City of Oneonta wastewater treatment plant biosolids on November 9, 2017 for an additional three to five year term commencing on January 1, 2018; and

WHEREAS, pursuant to said contract, Madison County assumed responsibility for contracting for the transportation of biosolids from the City of Oneonta wastewater treatment plant to the Madison County Landfill; and

WHEREAS, Madison County issued a Request for Bids (#1839) dated November 29, 2018 for transportation of approximately 1,200 tons per year of biosolids from the City of Oneonta wastewater treatment plant to the Madison County Landfill for a one (1) year period commencing on February 9, 2019, with the option to renew the contract for two (2) additional one (1) year periods upon written consent of both parties; and

WHEREAS, Mr. Bult's, Inc. ("MBI") was the low bidder with a bid price of Twenty Six Dollars and Seventy cents per ton (\$26.70/ton) and the parties entered into an Agreement for the initial term of February 9, 2019 through February 8, 2020; and

WHEREAS, the parties extended the Agreement at the same rate for one (1) additional year through February 8, 2021 and, now, would like to extend the agreement for the second additional extension year through February 8, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors hereby authorizes and directs the Chairman of the Board of Supervisors to enter into an Extension Agreement with Mr. Bult's, Inc. for the transportation of biosolids from the City of Oneonta wastewater treatment plant to the Madison County Landfill (at the same rate of \$26.70/ton) for one (1) additional year through February 8, 2022, in substantially the same form as the copy now on file with the clerk.

DATED: December 3, 2020

James S. Goldstein, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. _____

RESOLUTION EXPRESSING THE COUNTY'S INTENT TO PARTICIPATE IN LOCAL COMMUNITY CLEAN-UP PROGRAMS IN THE YEAR 2021

WHEREAS, Madison County municipalities will be conducting clean-up programs of county roadsides, streams, parks and other public areas or buildings during the year 2021; and

WHEREAS, the Solid Waste Committee has recommended that the Director of Solid Waste be authorized to issue a free permit to Madison County municipalities interested in cleaning up sections of roadway, streams, parks or other public areas or public buildings; and

WHEREAS, to implement the plan, the Solid Waste Committee agreed that participants be issued special landfill permits which will allow them to dispose of the collected waste at the Madison County Landfill free of charge during the regular hours of operation; and

WHEREAS, the Solid Waste Committee further recommends that the Madison County Department of Solid Waste provide and haul collection containers (roll-off containers), assuming sufficient containers and workforce is available to provide such services, for these community clean-up programs;

NOW, THEREFORE, BE IT RESOLVED, that the Madison County Board of Supervisors hereby:

- 1) Agrees to have the Madison County Department of Solid Waste be a major participant in municipal clean-up programs during the year 2021, and
- 2) Authorizes the issuance of a Special Waste Permit upon recommendation of the Solid Waste Director, to be issued without charge to Madison County municipalities for disposition of solid waste found in and about Madison County Towns, Villages or City of Oneida, providing that during the year 2021 not more than twenty five (25) tons be accepted from each such Town, Village, or City of Oneida. Such Special Waste Permits shall be issued for each clean-up program upon completion of an application in the form that shall be prescribed by the Solid Waste Director.

This Resolution shall take effect January 1, 2021.

DATED: December 3, 2020

James S. Goldstein, Chairman
Solid Waste and Recycling Committee

RESOLUTION NO. _____

**ENTERING INTO NEW STANDARD WASTE DISPOSAL AGREEMENTS FOR THE
TERM 2021-2023**

WHEREAS, Madison County offers a discounted disposal rate to Commercial Solid Waste Permittees that sign a Solid Waste Disposal Agreement, wherein such Permittees commit to deliver all collected waste and recyclable materials to the Madison County Landfill and Recycling Center; and

WHEREAS, the Solid Waste Committee has created two classifications: a Standard Waste Disposal Agreement (for traditional waste haulers that collect residential, commercial, and industrial waste materials) and a Contractor Agreement, also known as the “Business Convenience Agreement,” recognizing that many commercial permit holders are businesses such as landscapers, roofers, general contractors and small businesses that generate waste in the course of their business and then haul it to the landfill for disposal; and

WHEREAS, there are separate insurance requirements for each classification and Commercial Solid Waste Permittees must maintain minimum insurance requirements for the term of the Agreement; and

WHEREAS, on September 8, 2020, the Madison County Board of Supervisors established new standard agreements for the term of January 1, 2021 through December 31, 2023; and

WHEREAS, now, each agreement requires approval by the Madison County Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED, that Madison County enter into Solid Waste Disposal Agreements and Business Convenience Agreements with Commercial Solid Waste Permittees that are approved by the Solid Waste Committee and that agree to abide by the provisions of the Agreements, copies of which are on file with the Clerk of the Board; and

BE IT FURTHER RESOLVED, that the Chairman of the Madison County Board of Supervisors is hereby authorized and directed to enter into the Solid Waste Disposal Agreements and Business Convenience Agreements with the attached list of Solid Waste Committee approved Commercial Solid Waste Permittees.

Dated: December 3, 2020

James S. Goldstein, Chairman
Solid Waste and Recycling Committee

Contractor Solid Waste Disposal Agreement	Waste Hauler Disposal Agreement
A.J.T. LLC	ADK Disposal
Abscope Environmental	Bliss Environmental
Assero Services LLC	Bristol's Trash & Recycling
Automatic Utilities Inc.	Cobblestone Disposal
Baker Construction	Colgate University
Barry Best LLC	Demario Waste Management
Benedict, Clyde	Elite Services
Blair Carpentry LTD	Hawkins & Hurlbut Sanitation, Inc.
Campany Roofing	HR Refuse Inc.
Ciotti Enterprises	J&R Fuller Trucking
Contento Auto Sales Inc.	Morgan Rubbish Removal
Cooley's Home Center	Riccelli Enterprises Inc.
Consolidate Precision Products (CPP)	Riccelli Trucking Inc.
Crane Commercial Services	Rid-O-Vit
Creek Flat Construction	TKM Transport Inc.
Creekside Renovations	Waste Management of NY
Crouse Construction Inc.	
CSM Tile Co.	
DB Remodeling	
Diemolding Corporation	
Direct Factory Furniture	
Duffy Farms	
Enders & Company	
ETNA Enterprises	
Gerber Top Soil LLC	
Hagan Construction	
Heffron's General Cont.	
James Bray Paving	
John Madden Sales Inc.	
John Mazzullo & Sons	
JWM Construction	
Kitchen Excavating	
LB Homewood Const.	
Liberty Resources Inc.	
Lincoln Davies	
Madison Cortland ARC	
Mahoney Design & Build	
Mar-Con Companies	
Marsh Mill Ranch	
MJS Construction	
Montroy Development LLC	
Morrisville Auxiliary Corp.	
Mowers, Craig	
New York State DOT	
NYE Automotive Group	
Oaks Dumpster Rental	

Oneida Healthcare Center	
Paragon Environmental Const.	
Paul O'Mara	
Payne Construction	
Prospective Properties	
R.L. Gaut Inc.	
Ralph Colvin	
RF Smith & Son	
Rock Ridge Custom Contracting	
Robinson Roll Off LLC	
Stockbridge Valley SC	
Sunstream Corp.	
Terry Blowers GC Inc.	
Treeland Nursery & Land.	
Two Brothers Contracting	

RESOLUTION NO. _____

**ABOLISHING A LANDFILL OPERATIONS SUPERVISOR POSITION AND
CREATING AN ENVIRONMENTAL COMPLIANCE COORDINATOR POSITION
IN THE SOLID WASTE DEPARTMENT**

WHEREAS, the Director of Solid Waste Management has evaluated staffing of the department and has determined the need for a change to the organizational structure; and

WHEREAS, the Director of Solid Waste Management desires to abolish a Landfill Operations Supervisor position and create an Environmental Compliance Coordinator position; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Solid Waste and Recycling and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1) Landfill Operations Supervisor position be abolished effective immediately; and

BE IT FURTHER RESOLVED that one (1) Environmental Compliance Coordinator position be and hereby is created effective immediately and be allocated to Grade L of the CSEA White Collar Bargaining Agreement; and

BE IT FURTHER RESOLVED that the Director of Solid Waste Management be and hereby is authorized to fill said position in accordance with Civil Service Law and Rule and the contract between the County and the Civil Service Employees' Association, Inc. White Collar Unit effective immediately.

DATED: December 3, 2020

Mary B. Cavanagh, Chairwoman
Government Operations Committee

Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefor, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission.

**MADISON COUNTY DEPARTMENT OF
PERSONNEL / CIVIL SERVICE
WAMPSVILLE, NEW YORK**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Solid Waste	Landfill	Landfill – Buyea Road

2. DESCRIPTION OF DUTIES

PERCENT OF WORK TIME	Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each find of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
20%	Coordinates, oversees, and implements an organized management system for landfill and transfer station compliance activities;
20%	Performs routine site inspections, field testing, sampling, and data collection oversight;
20%	Collects, evaluates, interprets, prepares, and compiles data, technical tables, charts, graphs, maps and other operational data and prepares solid waste reports and permit renewals;
10%	Coordinates, oversees, and/or performs environmental, health, and safety training activities;
10%	Plans, coordinates and evaluates environmental projects, assists with department purchasing needs, develops plans and procedures, collects data and information and maintains records as assigned;
10%	Oversees gas well installation, balances gas well field, and coordinates gas field maintenance activities;
5%	Assists with public education, facility tours, and solid waste grant applications as necessary;
5%	Performs other related duties and responsibilities as may be assigned.

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):		
NAME	TITLE	TYPE OF SUPERVISION
Deputy Director	Gregory Gelewski	Direct
Director	Amy Miller	Direct

4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
NONE		

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position:		
NAME	TITLE	LOCATION OF POSITION
NONE		

6. What minimum qualifications do you think should be required for this position?

Education: High School: 12 years
 College: 2-4 years, with specialization in Environmental Science/Engineering/Technology;

Experience: (List amount and type): Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences*, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies, Environmental Technology, Environmental Energy, or a closely related field; OR Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences*, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies, Environmental Technology, Environmental Energy, or a closely related field, AND two (2) years of experience involving environmental management and data analysis activities which shall have included regulation compliance activities.

Essential knowledges, skills and abilities: Knowledge of Federal, State and Local regulations; ability to organize technical data, prepare detailed reports and use computers/computer programs, such as Excel spreadsheets; ability to work independently within the scope of general direction; ability to conduct employee training; ability to express ideas and concepts both orally and in writing; ability to work outdoors under adverse weather conditions; physical condition commensurate with the demands of the position.

Type of license or certificate required: Possession of a valid New York State driver's license at time of appointment is required. Incumbent must maintain license throughout appointment.

7. The above statements are accurate and complete:

11/4/20

Director of Solid Waste Management

Amy Miller

Date

Title

Signature

CERTIFICATE OF THE PERSONNEL OFFICER

8. In accordance with the provisions of the Civil Service Law, Section 22, the Madison County Personnel Officer certifies that the appropriate Civil Service title for the position described is:

Date

Signature

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position:

Approved

Disapproved

Date

Signature

RETURN COMPLETED COPY TO THE MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

Madison County
Civil Division: County
Jurisdictional
Allocation: Competitive
Adopted: 11/16/2020

ENVIRONMENTAL COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves coordinating, overseeing and implementing an organized management system for landfill and transfer station compliance for the Madison County Solid Waste Department. The incumbent performs routine site inspections, field testing, sampling and data collection oversight, preparing solid waste reports and permit renewals as well as many other duties. The work is performed under the direct supervision of the Director and Deputy Director of Solid Waste Management, allowing leeway for the use of independent judgment in planning work details and in making technical decision on routine problems. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates, oversees and implements an organized management system for landfill and transfer station compliance activities;
Performs routine site inspections, field testing, sampling and data collection oversight;
Collects, evaluates, interprets, prepares and compiles data, technical tables, charts, graphs, maps and other operational data and prepares solid waste reports and permit renewals;
Coordinates, oversees and/or performs environmental, health and safety training activities;
Plans, coordinates and evaluates environmental projects;
Assists with department purchasing needs;
Develops plans and procedures;
Collects data and information and maintains records as assigned;
Oversees gas well installation, balances gas well field and coordinates gas field maintenance activities;
Assists with public education, facility tours and solid waste grant applications as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State and Local solid waste management regulations; good knowledge of landfill operations and solid waste management and recycling principles, practices and equipment; ability to organize technical data; ability to prepare detailed reports using computers and computer programs such as Excel; ability to work independently within the scope of general direction; ability to conduct employee training; ability to communicate effectively both orally and in writing; ability to work outdoors and under adverse weather conditions; sound judgment, initiative and resourcefulness.

Environmental Compliance Coordinator (Continued-----)

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree, or higher-level degree, in Environmental Planning, Ecology, Natural Resources, Natural Sciences, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies, Environmental Technology, Environmental Energy, or closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies, Environmental Technology, Environmental Energy, or a closely related field, AND two years of full-time paid, or its part-time equivalent, experience involving environmental management and data analysis activities which shall have included regulation compliance; OR
- C) An equivalent combination of training and experience as outlined by (A) and (B) above.

SPECIAL REQUIREMENT: Possession of the appropriate driver's license issued by the New York State Department of Motor Vehicles is required at the time of appointment and maintenance of said license for the duration of appointment.