



**RECYCLING/OPERATIONS COMMITTEE
AGENDA**

March 20, 2024

Time: 4:00 p.m. / Location: 100 Elwood Davis Rd., N. Syracuse NY

*Members: E. Gilligan – Chair, D. Daley – V. Chair, R. Raman,
N. Zaccaria, L. Colon Torres, N. Jankowski*

PRESENT DISCUSSION ITEMS:

1. Discussion and Approval of Purchase of Ash Liners - *Resolution*
2. Discussion of Annual Recycling Report
3. Public Information – *Update*
4. MRF Audit

RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE PLASTIC LINERS FOR AGENCY ASH TRANSPORT TRAILERS

WHEREAS, the Onondaga County Resource Recovery Agency has a Waste-To-Energy Facility on Rock Cut Road in the Town of Onondaga; and

WHEREAS, the Agency, under its agreement with Covanta of Onondaga LP, has ash transport responsibilities for which it may utilize existing solid waste transport trailers; and

WHEREAS, to facilitate the use of the existing Agency transport trailers, it is necessary to line the inside of the trailers with a plastic bag liner to protect the walking floors and facilitate unloading; and

WHEREAS, the Agency expects to use up to six hundred fifty (650) such plastic liners this year; and

WHEREAS, the Agency did obtain bids for the purchase of these liners and the only bid submitted was by EnviroZone Zero, at a cost of forty five dollars and thirty two cents each (\$45.32); and

WHEREAS, the Recycling and Operations Committee has reviewed this proposed purchase and recommends that the Executive Director be authorized to purchase such liners at a price of forty-five dollars and thirty two cents (\$45.32) each on an as-needed basis for a quantity of up to six hundred and fifty (650) units, at a total cost not to exceed thirty thousand dollars (\$30,000); now, therefore be it

RESOLVED, that the Onondaga County Resource Recovery Agency hereby authorizes its Executive Director to enter into a contract with EnviroZone, to purchase plastic bag liners for the Agency’s transport trailers, at a cost of Forty five dollars and thirty two cents (\$45.32) each, on an as-needed basis, for a quantity of up to six hundred and fifty (650) units annually, and at a total cost not to exceed thirty thousand dollars (\$30,000) for 2024. This Resolution shall take effect immediately.

Resolution Adopted Date: _____

Vote: **Ayes:** _____ **Nays:** _____ **Abstentions:** _____

Signed: _____

COMMITTEE BRIEF

Purchase of Polyethylene Liners for Ash Hauling

March 20, 2024

The OCRRA Board authorized the purchase of polyethylene liners for use in our trailers to help move the ash out of the trailers at the landfills. As it has been previously specified to the Committee and the Board, the ash material is sometimes too light and will not “walk off” the trailer even with sweeper or the walking floors and the ash sticks within the trailer and to its sides.

The Board has authorized the purchase of these liners since 2015 for assisting with the disposal of the ash and a new bid for the liners was issued in November 2023. The only bid was from Enviro-zone at \$ 45.32 per liner with a \$100 per pallet delivery fee. We can avoid the delivery fee if we order at least 10 pallets. There are 60 liners per pallet.

We went out to bid for this at the end of last year, however the Agency still had a remaining inventory of liners that it used throughout the 1st quarter of 2024. Now that the Agency is prepared to purchase the liners, the vendor was contacted and stated that they will honor the pricing for 2024. The price per liner is approximately \$4 less per liner than those purchased in 2023.

Recommendation:

Purchase from Enviro-zone at a cost of \$ 45.32 per liner for a total cost not to exceed \$30,000 for fiscal year 2024.

**Black Polyethylene Liners
RECORD OF BIDS RECEIVED
Friday December 1st, 2023 @ 1:00 pm**

Bid Envelope #	Company	Amount	Deviations	Shipping	Other	Administrative Review
1	Enviro Zone	\$45.32/liner		\$100/pallet 10 pallets no freight		<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
2						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
3						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
4						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
5						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
6						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
7						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
8						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
9						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
10						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
11						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
12						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
13						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond
14						<input type="checkbox"/> Bid Form (signed & dated) <input type="checkbox"/> Bid Bond

Name: Kevin Spillane

Name: Jenna Lawrence

Date

Signature: 

Signature: 

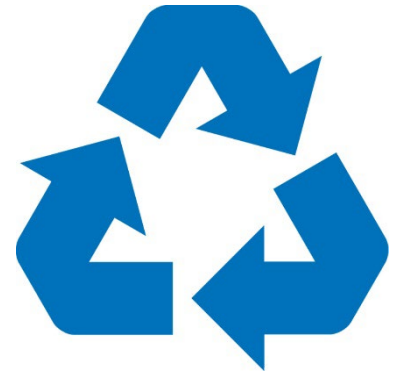
1-Dec-23

Email List: Polyethylene Liners RFB: 2024 (11/7/23)

1. WasteZero
 - a. CBlandford@wastezero.com
2. Guardian Environmental
 - a. WLitwin@guardianenvironmental.com
3. Envirozone
 - a. BTillman@envirozone.com (Brad Tillman)

2023 Annual Recycling Report

OCRRA's NYSDEC Permit to operate Onondaga County Resource Recovery Facility (OCRRF or Waste-to-Energy Facility) requires submittal of an annual report on Onondaga County's recycling totals. The report includes recycling data collected from OCRRA's facilities, major industries, and companies in Onondaga County. A request for 2023 recycling data is mailed to companies, and this data is consolidated to determine the total recycling rate for Onondaga County.



Highlights:

Recycling Rate:

In 2023, 492,810 tons of materials were recycled through mandatory and voluntary residential (22,398 tons) and commercial recycling programs (470,413 tons) in Onondaga County.

Recycled material made up 56.87% of the total recycling and solid waste.

Recycling rate is calculated by dividing the total tonnage of recycled material by the total tonnage of recycling and solid waste. In 2023, 373,722 tons of material (MSW, C&D Debris and biosolids) were managed in Onondaga County.

Processible Recycling:

The processible recycling rate in 2023 was 48.32% (258,451 tons of processible recyclables / 534,847 tons of total MSW and recycling).

The OCRRF permit requires that a recycling goal of at least 40% processible waste should be set each year. **The processible recycling rate, as defined by NYSDEC, considers only those recycled materials that could have otherwise been disposed of at the OCRRF.**

Processible Examples: Curbside recyclables, e.g., Glass, Office Paper, Newspapers, Magazines, Corrugated Cardboard and Paperboard, Plastics, Metals (ferrous and non-ferrous), Textiles, Wood (pallets), some Construction and Demolition Debris (non-bypass material, e.g., roofing, or small sizes / amounts of C&D)

Non-Processible Examples: E-waste, HHW, Yard Waste, Tires, Batteries, Sludge, some Construction and Demolition Debris (bypass material, e.g., C&D that is unacceptable due to size or composition)

2023 Recycling Department Accomplishments:

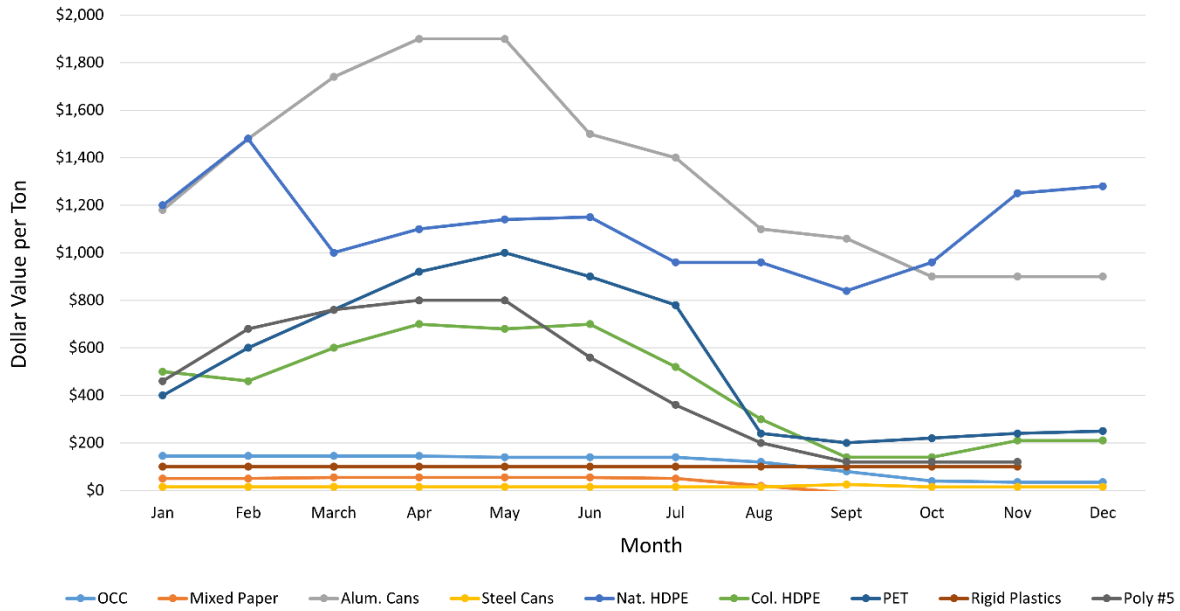
- More than 3,675 tons of **food waste** was composted at OCRRA's state-of-the-art compost site. Food scraps were combined with yard waste to generate finished compost. Resident and commercial customers purchased more than 12,089 cu. yds. of compost at Amboy Compost Site and 3,735 cu. Yds. at Jamesville Compost Site, adding the valuable soil amendment into the community's soils.
- More 10,300 bags of OCRRA's premium **1/4-inch compost** were sold through a network of 30+ lawn and garden retail outlets, helping to return valuable nutrients to local soils.
- More than 170 tons of **recycling** was collected at OCRRA's Transfer Stations from residents without curbside recycling collection.
- 1,787 tons of **metal** were separated and recycled at OCRRA locations. In addition, 13,406 tons of metal were separated and recycled at OCRRF.
- More than 1,510 residents took advantage of OCRRA's free **Household Hazardous Waste** drop off program at Miller Environmental Group.
- 7,978 pounds of rechargeable batteries, 71 tons of alkaline batteries, and about a ton of button and coin batteries were recycled in 2023 through partnerships with Call2Recycle and National Lamp Recycling. OCRRA's **battery recycling** program provides residents with 13 convenient drop off locations to recycle rechargeable, alkaline, and button batteries free of charge.
- More than 11,045 fluorescent bulbs were sent to American Lamp Recycling through OCRRA's **fluorescent bulb recycling** program, keeping over 38,706 milligrams of mercury out of the environment and waste stream. OCRRA partners with local hardware stores to provide residents convenient locations to drop off old fluorescent bulbs for free recycling.
- 114 residents attended OCRRA and Covanta's **Mercury Collection Event** in September. 158 mercury thermometers and 78 mercury thermostats were collected, diverting 470,000 milligrams of mercury from the waste stream.



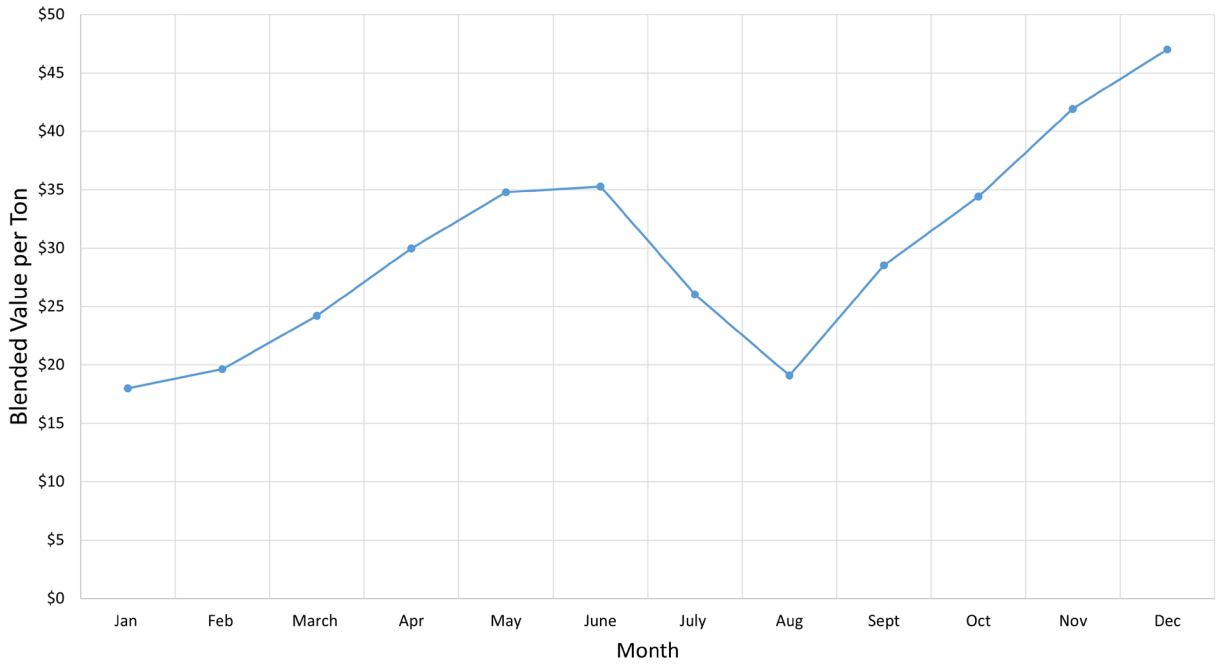
- 4,652 volunteers from 297 groups participated in OCRRA's **Earth Day Litter Cleanup**. 107,380 pounds of litter were collected from across Onondaga County.
- OCRRA advocated for expansion of the New York State **Bottle Bill** and supported **Extended Producer Responsibility** for various products, by serving on committees of the New York Product Stewardship Council and New York State Association for Reduction, Reuse and Recycling. OCRRA's Director of Recycling also testified before the NYS Senate and Assembly Standing Committees on Environmental Conservation on the need for extended producer responsibility for paper and packaging.
- OCRRA employees shared their **expertise** by presenting at various industry conferences in 2023, including the annual Federation of New York Solid Waste Conference, New York State Organic Summit, and the annual New York State Association for Reduction, Reuse, Recycling Conference.



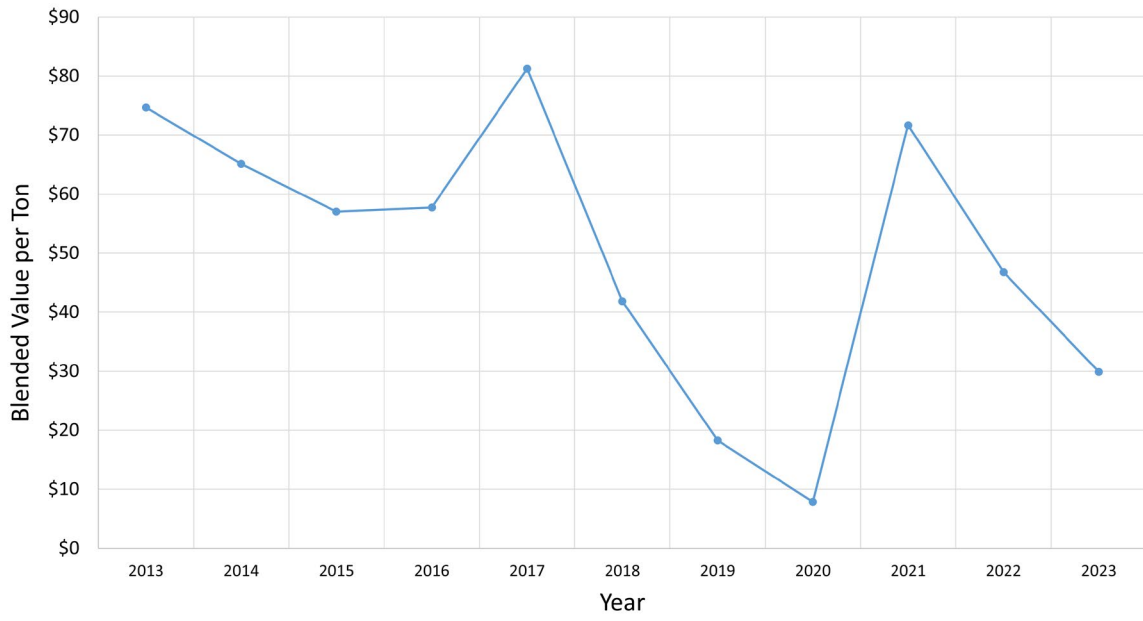
2023 Commodity Month-to-Month Price Comparison



2023 Monthly Blended Value of Curbside Recyclables



Year to Year Blended Value of Curbside Recyclables



2023 Annual Recycling Report Highlights

Processible Recycling Rate		
<p>Processible = items that COULD be processed at the WTE Facility by permit, includes items that are required to be recycled per County Law (cardboard, mixed paper, bottles, cans, jars, jugs, dairy tubs), as well as metal, textiles, wood pallets and C&D materials. Our NYSDEC permits set forth a goal of a 40% processible recycling rate.</p>		
	2022	2023
Processible Curbside Recycling	29,291	22,398
Processible Commercial Recycling	231,379	236,053
Total Processible Recycling	260,670	258,451
Total MSW	275,084	276,396
Processible Recycling Rate	48.65%	48.32%
<p>Processible Formula: (Curbside Recycling + Commercial Recycling) / (Curbside + Commercial Recycling) + (Total MSW) 2023 Processible Calculation: (22,398 + 236,053) / (22,398 + 236,053) + (276,396) = (258,451) / (534,847) = 48.32%</p>		

Total Recycling Rate (Processible + Non-Processible)		
<p>Total Recycling = Processible + non-processible items. Includes yard waste, food waste, e-waste, batteries, HHW, metal, textiles, pallets, tires, biosolids, sludge, C&D and industrial by-products.</p>		
	2022	2023
Total Curbside Recycling	29,291	22,398
Total Commercial Recycling	344,975	470,413
Total Recycling	374,266	492,810
Total Solid Waste*	371,525	373,722
Total Recycling Rate	50%	56.87%
<p>Total Solid Waste Formula: (Total MSW, minus metals) + (Non-Processible C&D) + (Non-Processible WEP Sludge) - (Metal removed from C&D) 2023 Total Solid Waste Calculation: (276,396) + (63,728) + (35,386) - (1,788) = 373,722 Total Recycling Rate Formula: (Curbside Recycling + Commercial Recycling) / (Curbside + Commercial Recycling) + (Total Solid Waste) 2023 Total Recycling Rate Calculation: (22,398 + 470,413) / (22,398 + 470,413) + (373,722) = (492,810) / (868,320) = 50%</p>		

MRF November Audit Overview

On November 17, 2023, OCRRA and WM-RA completed an audit of the material recovery facility (MRF) system. In the audit, 50 tons of OCRRA curbside material is run through the MRF system as normal and is sorted into specific commodity types. Per the OCRRA/WM-RA contract, the percent composition of each commodity determined is used in the monthly payment calculation.

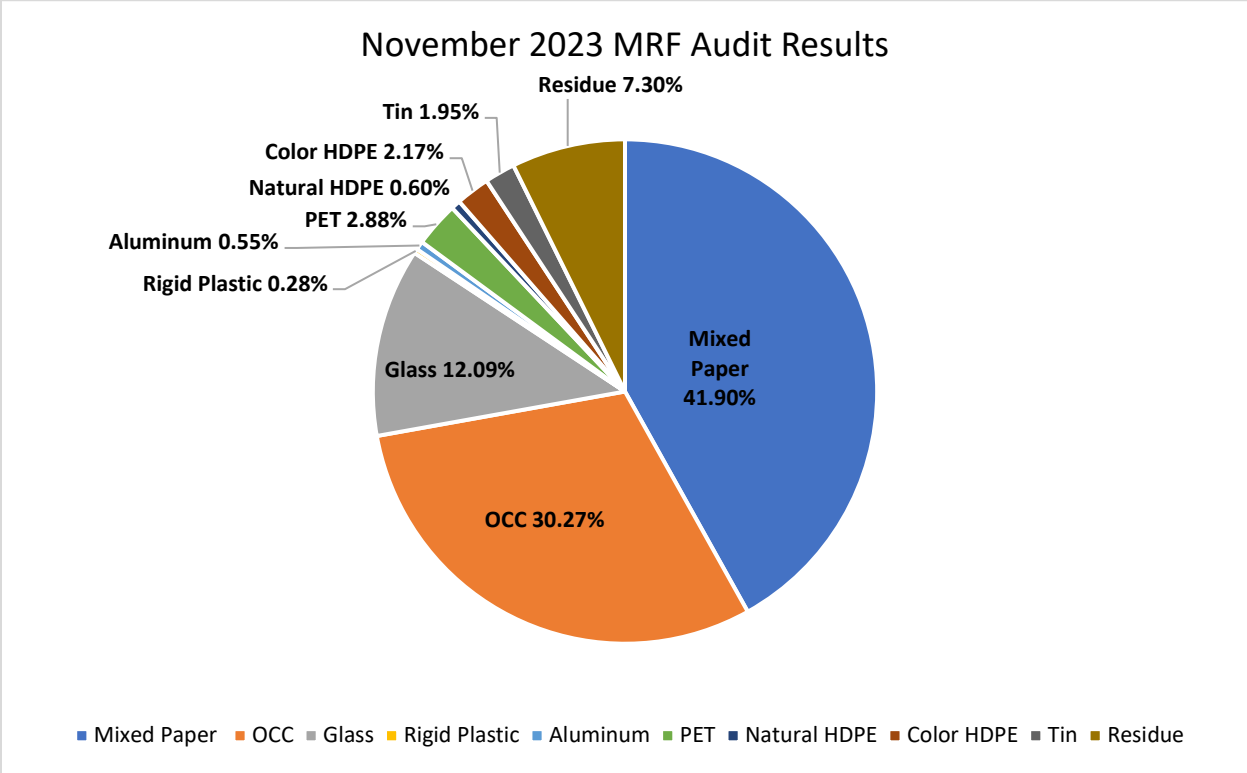
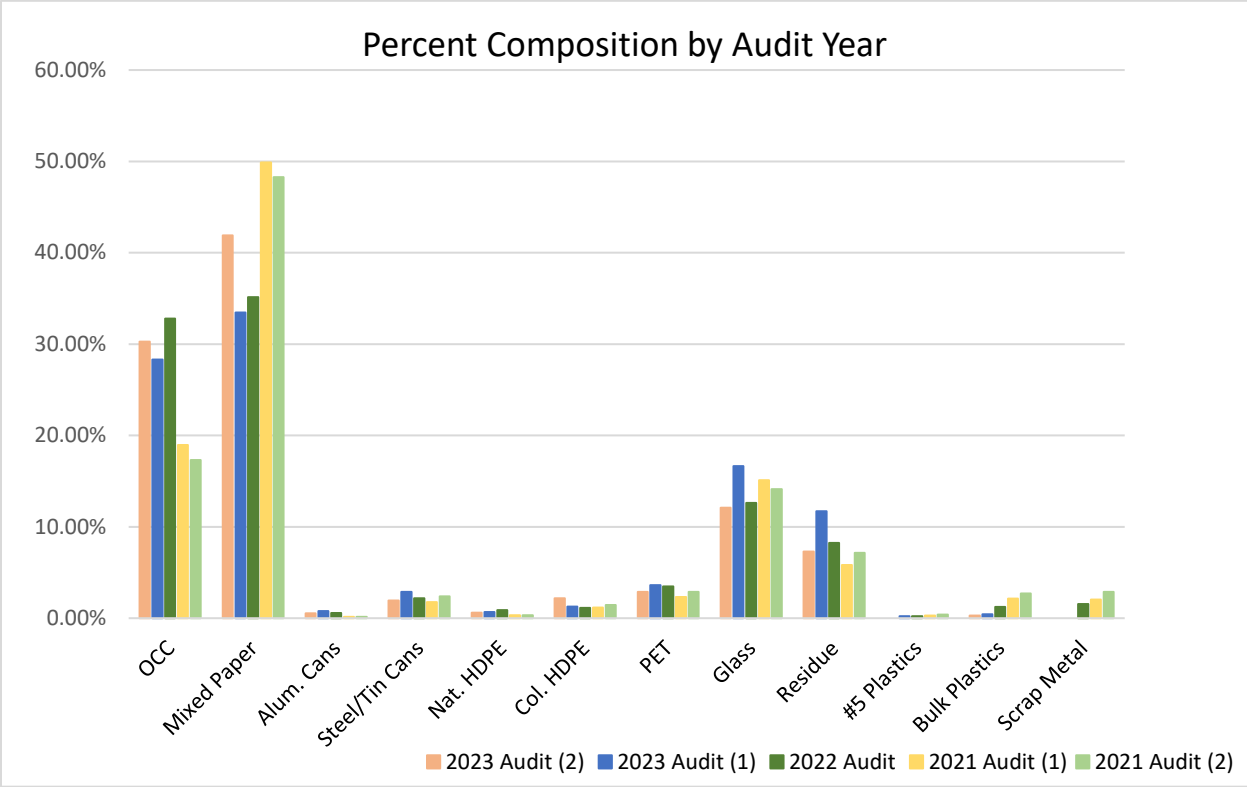
As with the August audit, the process was smooth thanks to the newly revised audit protocol and cooperation of MRF staff. The results of the November 2023 audit are in line with our expectations. The results of the November 2023 audit as well as recent previous audits are shown below.

Per the contract, two audits will be done each year. The 2024 audits are tentatively scheduled for May/June and September/October.

Material	Percentage of Material in Audit				
	2023 Audit (2)	2023 Audit (1)	2022 Audit *	2021 Audit (1)	2021 Audit (2)
	November	August	November	July	November
OCC	30.27%	28.31%	32.78%	18.96%	17.31%
Mixed Paper	41.90%	33.46%	35.14%	49.88%	48.29%
Alum. Cans	0.55%	0.77%	0.58%	0.15%	0.14%
Steel/Tin Cans	1.95%	2.89%	2.17%	1.77%	2.38%
Nat. HDPE	0.60%	0.68%	0.88%	0.34%	0.34%
Col. HDPE	2.17%	1.26%	1.14%	1.18%	1.44%
PET	2.88%	3.62%	3.47%	2.31%	2.89%
Glass	12.09%	16.65%	12.61%	15.09%	14.12%
Residue	7.30%	11.71%	8.25%	5.81%	7.14%
#5 Plastics	0.00%	0.23%	0.21%	0.29%	0.38%
Bulk Plastics	0.28%	0.41%	1.22%	2.16%	2.71%
Scrap Metal	NA	NA	1.54%	2.04%	2.87%
Total	100.00%	100.00%	100.00%	100.00%	100.00%

**Between the 2021 and 2022 audit, the MRF facility updated several pieces of machinery, improving sorting ability, particularly for OCC and Mixed Paper.*

The following graph shows the composition of the November 2023 audit by commodity percentage.



TO: Tom Rhoads, Executive Director
FROM: Maria L. Cirino, Internal Auditor
ISSUE DATE: August 20, 2010
MGMT RESPONSE: September 10, 2010
AUDIT: MRF Contract Monitoring

PURPOSE

To ensure internal controls over the contract compliance are in place and functioning as management and the board of directors has intended.

BACKGROUND

As of January 1, 2006, the Agency made an agreement (contract) with two material recovery facilities (MRF) in Onondaga County for the processing of residential recyclables: One of the facilities went out of business in early 2009, the other, Recycle America, remains in business and continues to operate under the same agreement until December 31, 2010. The Agency is currently in contract negotiations with material recovery facilities for a new contract.

In simple terms, the MRF will receive, process, and market all Onondaga County residential recyclables for a five year period and receive a fee payment from the Agency in exchange of charging the haulers a tip fee. A floor and a ceiling are included in the contract, which allows for more money to go to the MRF when commodity prices are low and for some money to flow back to the Agency when commodity prices are high. The introduction of the floor and ceiling provide five scenarios in which the Agency/MRF relationship can fall into based on the two commodities outlined in the contract. Haulers delivering residential recyclables have their trucks weighed at the MRF and sign a certificate indicating that the materials are Onondaga County residential recyclables. Out of county recyclables and commercial recyclables are not part of the contract and are billed directly by the MRF.

Internal controls were put into place to ensure contract compliance. Those controls that were examined in this audit include verification of: recyclables delivered to the MRF, commodity prices used to determine billing between Agency and MRF, year-end payment received from MRF for public education, surprise inspection of MRF services, receipt of conflict of interest affidavit and \$100,000 performance bond, delivery of recyclable materials from MRF to recycling facility, MRF residue delivery to WTE facility or Agency transfer station, management review of invoice, supporting documentation provided with MRF invoice, payment made on timely basis, payment from MRF received on a timely basis and amount paid agrees with amount on invoice and/or what contract terms would have projected. Internal Audit reviewed invoices from December 2008 through May 2010.

DISCUSSION OF AUDIT WITH MANAGEMENT

Results of the audit were distributed to Tom Rhoads, Executive Director, on August 20, 2010. Management's written response is included in this report in *italics*.

RESULTS

I. Invoices & Payments

The sole MRF, Recycle America, bills the Agency on a monthly basis. The Agency's Account Clerk pulls the commodity prices from the Official Board Markets publication that the Agency subscribes, to verify which scenario the monthly billing falls into. He then provides management with documentation supporting that month's commodity prices and completes a spreadsheet outlining the payments to be made and/or received with the full invoice. The invoice is then reviewed by the Recycling Manager, Director of Recycling and the Executive Director. The Business Officer also reviews the invoice prior to being paid by the Agency.

Internal Audit reviewed the invoices for October 2009, February 2010 and May 2010 and found no exceptions with the documentation provided, payments made and in the case of May 2010, payment received. No exceptions noted and a thorough control of four well-informed people reviewing each monthly contract is applauded.

II. Residential Recyclables to MRF

Per the contract, the Agency requests documentation to assist them in their monitoring of Onondaga County recyclables as they go through the MRF. Internal Audit reviewed three months between the period of December 2008 and May 2010 for inclusion of requested documentation. The MRF provides the Agency with a summary of each hauler, the number of deliveries and the total tonnage for the month. In the past, the Agency used to also receive copies of the hauler's certifications that the recyclables they tipped were from Onondaga County residents. Due to the volume of paper this generated, the Agency discontinued this request as of April 2009.

Internal Audit went to the MRF and obtained copies of all the weigh tickets and hauler certifications for the three months selected (October 2009, February 2010 and May 2010) and found all documents to be in order. No major exceptions noted, minor exceptions, such as driver did not print his/her name on hauler certificate will be passed onto Agency management.

III. Commodity Prices & Invoices

The Agency's Account Clerk pulls the commodity prices from the Official Board Markets publication that the Agency subscribes, to verify which scenario the monthly billing falls into. Internal Audit pulled three invoices between the period of December 2008 and May 2010 and verified that the prices pulled were taken from the months that the Agency was billed for. No exceptions were noted.

IV. Public Education Payment

The MRF has agreed to pay the Agency \$0.25 for every ton of curbside (residential) recyclables sourced from the Agency's system, for up to a maximum of \$6,500 per year. This money is to be used by the Agency for public education. The Agency sends an invoice to the MRF in mid-August for the prior year, as payment needs to be made within 90 days of the end of the year.

Internal Audit reviewed the MRF payments for the years 2007 and 2008 and found that the payments were received in a timely basis, and applied to the appropriate general ledger accounts. No exceptions were noted.

V. Surprise Inspections

Internal Audit interviewed the Recycling Manager and the Enforcement Officers about the MRF inspection process. Both parties visit the MRF on a monthly basis. The Enforcement Officer completes the MRF inspection form and forwards it to the Recycling Manager, Director of Recycling and Executive Director. The Recycling Manager does not document the work he performs while on his site visits to the MRF.

Internal Audit reviewed the inspection forms for July 2009, January 2010 and February 2010 and found no major exceptions noted by the Enforcement Officer.

Recommendation:

IA recommends a written report of the Recycling Manager's visit/inspection of the MRF to support the work that is completed.

Management's Response:

Management concurs with the Internal Auditor's recommendation. The Recycling Operations Manager will prepare a summary report documenting observations of visits/inspections to the MRF(s), with copies to be distributed to the Executive Director and Agency Recycling Director. This action will be initiated no later than January 1, 2011, concurrent with implementation of the new MRF contract.

VI. Conflict of Interest Affidavit & Performance Bond

Internal Audit reviewed the documentation provided by Agency Counsel which included the current MRF's conflict of interest affidavit and the receipt of their \$100,000 performance bond. No exceptions were noted.

VII. Recyclable Materials to Recyclable Facilities

The MRF provides a document with each monthly invoice which shows where the recyclables are delivered, the delivery date, which commodity was delivered, its weight, the price and UOM (unit of measurement). The Recycling Manager said that he performs spot checks by calling the recycling facilities to confirm delivery from the MRF on a periodic basis; however, no documentation is kept to support his work.

Recommendation:

IA recommends a written report of the confirmation of recyclable material deliveries to recyclable facilities to support the work that is completed.

Management's Response:

Management concurs with the Internal Auditor's recommendation. The Recycling Operations Manager will generate a "memo to file" or similar tracking document, recording periodic communication with the material receiving facilities, indicating date, recording the name and title of the representative contacted, and either confirming receipt of materials from the MRF, or indicating any discrepancies. If discrepancies are noted, a report will be prepared by the Recycling Operations Manager and provided to the Executive Director and the Agency's Director of Recycling.

VIII. MRF Residue to Agency System

The MRF provides a document with each monthly invoice which shows where the recyclables are delivered, the delivery date, which commodity was delivered, its weight, the price and UOM (unit of measurement). This document also includes residue deliveries to the WTE facility.

MRF residue to the Agency's system is monitored by the review of this document by the Recycling Manager on a monthly basis and the Agency's Enforcement Officers monitoring waste deliveries to the WTE facility, which does include when the MRF delivers the residue. No exceptions were noted.

Internal Audit would like to thank Andrew Radin, Director of Recycling, Greg Gelewski, Recycling Manager, the Enforcement Officers and Bob Magari, Account Clerk, for their assistance and cooperation throughout the course of this audit.

CC: Audit Committee