



Larchmont - Mamaroneck Joint Garbage Disposal Commission



740 West Boston Post Road • Mamaroneck, NY 10543 • 914-381-7810

On January 13, 2023 at 2:00PM the Larchmont-Mamaroneck Joint Garbage Disposal Commission will convene in Conference Room A located on the Second Floor at 740 West Boston Post Road, Mamaroneck, NY 10543.

1. Consider Approval of Meeting Minutes from October 29, 2022 and November 30, 2022
2. Consider Adoption of 2023 Fees
3. Consider Adoption of Workplace Violence Statement
4. Consider Approval of Danziger & Markhoff LLP Agreement



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Sanitation Commission - Minutes 10/29/22

Attendees: Town Supervisor Jaine Elkind Eney
Mayor Lorraine Walsh
Deputy Mayor Sarah Bauer
Superintendent Meredith Robson

Meeting was called to order at 3:30pm on motion by Mayor Walsh and second by Town Supervisor Elkind Eney.

The 2023 proposed Larchmont - Mamaroneck Joint Garbage Disposal Commission budget was reviewed in detail by Town Supervisor Elkind Eney and Mayor Walsh.

Superintendent Robson was asked additional information on a number of items.

Decisions were made to add \$10,000 to revenue in the insurance recovery line and remove \$25,000 from the projected 2022 figures on the contingency line.

Request was made to update the 2021 totals, since the numbers did not match those in the financial statements. Revenue had been understated by \$12,143 and expenses overstated by \$6,040.

Request was made to correct the fund balance projection.

Meeting ended at 4:30 pm on motion by Supervisor Elkind Eney and second by Mayor Walsh.

Next meeting set for November 10, 2022 at 3:00pm.



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Sanitation Commission - Minutes 11/30/22

Attendees: Town Supervisor Jaine Elkind Eney
 Mayor Lorraine Walsh
 Deputy Mayor Sarah Bauer
 Superintendent Meredith Robson

Meeting was called to order at 4:00pm on motion by Mayor Walsh and second by Town Supervisor Elkind Eney.

Request was made to update the 2021 totals, since the numbers did not match those in the financial statements. Revenue had been understated by \$12,143 and expenses overstated by \$6,040.

Superintendent Robson provided updated projected fund balance for year end 2022 (see attached).

Additional changes to the proposed 2023 budget were discussed including:

1. \$16,000 was added to the budget for the Commission's share of a grant for a new food waste vehicle. Superintendent Robson confirmed the new truck would be registered to the Commission and title would be held by the Commission. The existing 2007 Ford pickup, currently used for food waste, will likely be sold and is anticipated to get about \$3,000, which will be applied to the Commission budget. The Commission may select an alternative vehicle to be sold at a future meeting.
2. The attorney line was reduced to \$30,000.
3. The capital project appropriation was reduced to \$62,760. These funds were allocated for a capital project which is anticipated to be a joint project for the TOM and Commission. Before any bid documents are sent out, the bid documents must be reviewed and approved by the Commissioners and the expenses for such project must be clearly delineated as either Commission expenses or TOM expenses for such project.

4. The Commissioners agreed to leave the contingency line at \$150,000 but made a \$100,000 application of surplus to the revenue line. Any use of the contingency would be subject to the Commissioners approval at a future meeting.

A motion was made by Mayor Walsh to go into Executive Session at 4:23pm to discuss the employment of individuals and second by Supervisor Elkind Eney.

When the Executive Session ended, the Commissioners asked the Superintendent for a final version of the budget based on all discussions. A motion was made by Supervisor Elkind Eney to adopt the 2023 budget and second by Mayor Walsh.

Two non-union members were awarded a cost-of-living increase in their salaries.

The 2023 adopted budget was set at \$4,126,290 with TOM responsible for 59% and VOL responsible for 41% of such expense for 2023 only.

The meeting was adjourned at 5:08pm on a motion by Superintendent Elkind Eney and second by Mayor Walsh.

LMJGC
2023 FUND BALANCE PROJECTION

	TOTAL
Fund Balance @ 12/31/21	\$ 553,365
Projected Revenue- FY 2022	\$ 3,910,345
Projected Expenses- FY 2022	(3,682,107)
2022 Distribution to TOM and VOL	(549,247)
FEMA Reimbursement from IDA	183,966
FUND BALANCE @ 12/31/2022	\$ 416,322

Larchmont-Mamaroneck Joint Garbage Disposal Commission
Recommended Product Pricing

Item Name	Current Price	Proposed Price
Food Waste Kit	\$ 20.00	\$ 25.00
Food Waste Counter Pail	\$ 8.00	\$ 9.00
Food Waste 6 Gal. Pail	\$ 15.00	\$ 17.00
Food Waste 3 Gal. Bags	\$2.00/roll	\$2.00/roll
Food Waste 13 Gal. Bags	\$5.00/roll	\$7.00/roll
32 Gal. Recycling Can	\$ 45.00	\$ 50.00
48 Gal. Recycling Can	\$ 50.00	\$ 55.00
48 Gal. Garbage Can	\$ 50.00	\$ 55.00
64 Gal. Garbage Can	\$ 55.00	\$ 60.00
96 Gal. Garbage Can	\$ 75.00	\$ 75.00
Rain Barrel	\$ 60.00	\$ 60.00
Dumpster Wheels	\$ 20.00	\$ 30.00
Dumpsters	\$ 1,025.00	\$ 1,075.00

Larchmont-Mamaroneck Joint Garbage Disposal Commission

January 2023

Workplace Violence Prevention Policy Statement

The Larchmont-Mamaroneck Joint Garbage Disposal Commission is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person: Meredith S. Robson

Title: Superintendent

Department: Larchmont-Mamaroneck Joint Garbage Disposal Commission

Phone: 914-381-7810

E-mail: mrobson@townofmamaroneckny.org

**DANZIGER &
MARKHOFF LLP**
Attorneys at Law

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ENROLLED ACTUARIES

William Miller
Edward A. Echeverría
Timothy O'Connell
Andrea L. Abolafia
Alexander P. Nahoum
Tina Haugbro

December 15, 2022

BY E-MAIL
PERSONAL & CONFIDENTIAL

Irene Glauber
Treasurer
Larchmont Mamaroneck Joint Garbage Disposal Commission
740 West Boston Post Road
Mamaroneck, NY 10543

Re: Larchmont Mamaroneck Joint Garbage Disposal Commission (the
"Commission") - GASB #75 Actuarial Services

Dear Ms. Glauber:

Thank you for continuing to select Danziger & Markhoff LLP ("D&M") to perform GASB #75 actuarial services for your post-employment benefit program.

Our fees for actuarial services for the two fiscal years are as follows:

FYE 12/31/2022 FULL valuation: \$3,350.

FYE 12/31/2023 Interim-year valuation: \$2,515 (25% discount).

The services we will perform for such fee will be limited to (1) discussions with you and your auditors in advance of the commencement of work to understand your specific objectives, as necessary, (2) performance of the valuation calculations, (3) preparation of the required disclosures, (4) preparation of a comprehensive actuarial report, and (5) an explanation of the results of the report.

PROUDLY SERVING CLIENTS SINCE 1960

The fees set forth in this letter relate solely to the services outlined above. If additional work is required to be performed by us as requested by you, additional meetings with you or your auditors, demographic analysis to reduce liability, etc.), we will bill separately for this additional work based on our usual time charges.

Our statements are due and payable upon receipt and are considered delinquent if not paid within thirty days. In addition, we reserve the right to withdraw from your representation for cause, including your failure to pay fees and costs in accordance with the terms outlined in this letter. If you should decide to discontinue our services at any time, you will remain liable for our fee based on the work completed.

Our fees are intended to compensate us fairly in light of: the complexity of the matter, the risk and responsibility assumed, the time involved, the expertise brought to bear and the results achieved. No one of the above factors controls, and time is only one of such factors.

In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

Further, we will likely correspond with you via e-mail as appropriate. Although e-mail can be intercepted by unauthorized parties, the interception of e-mail is a felony under the Federal Electronic Communications Privacy Act (the "Act"). The Act also contains a provision that if an otherwise privileged communication is intercepted in violation of the Act, the attorney-client privilege will remain intact. We will assume that your acknowledgment and acceptance of the terms of this letter represent your consent to our use of e-mail for privileged communications. If you do not consent to our use of email for privileged communications, please notify us promptly in writing.

Please indicate your authorization of engagement at the bottom of the letter and return a signed copy at your earliest convenience by fax or e-mail. My e-mail address is aabolafia@dmlawyers.com. Our firm has adopted a policy of securing a retainer before beginning new matters. We will request an initial retainer of 50% of the above fee prior to the commencement of work. We will bill the balance of the fee when the work is completed.

Retainer WAIVED for the Commission - 12/15/2022—ALA.

We very much appreciate your confidence in entrusting this important matter to us.

Very truly yours,

**Andrea L.
Abolafia**

Digitally signed by Andrea L.
Abolafia
Date: 2022.12.15 09:19:53 -05'00'

Andrea L. Abolafia – Electronic Signature

Andrea L. Abolafia, FSA, EA, MAAA
Senior Actuary
Danziger & Markhoff LLP

Approval Signature, Title

By: _____ Date: _____