

# **HOMEOWNER PROCEDURE MANUAL**

**MONTGOMERY-OTSEGO-SCHOHARIE  
SOLID WASTE MANAGEMENT AUTHORITY  
TRANSFER FACILITIES**



**August, 2008**

# FACILITIES

Facilities, locations, phone numbers and hours of operations are as follows:

## **MONTGOMERY COUNTY**

### AMSTERDAM TRANSFER STATION

(City of Amsterdam, Southside)  
5S, 1/4 mile east of Route 30  
**HOURS:** Mon-Fri } 7:00 am - 3:00 pm  
                  Saturday } 8:00 am - 11:30 am  
**PHONE:** 518-843-5990

### WESTERN TRANSFER STATION

(Randall, Town of Root)  
Route 5S, 3 miles east of Route 162  
**HOURS:** Mon-Fri } 7:00 am - 3:00 pm  
                  Saturday } 8:00 am - 11:30 am  
**PHONE:** 518-673-3262

## **OTSEGO COUNTY**

### NORTHERN CONVENIENCE STATION

(Outside Cooperstown, Route 28)  
Route 28, 1.5 miles north of Cooperstown  
east site of road  
This facility accepts only residential waste  
*No Trailers allowed*  
**HOURS:** Wed & Sat } 8:00 am - 2:30 pm  
  
**PHONE:** 607-547-5967

### ONEONTA TRANSFER STATION

(Oneonta, Silas Road)  
Off Route 1-88, Exit 13. South of exit on Route 205,  
turn right on Silas Road  
  
**HOURS:** Mon-Sat } 7:00 am - 3:00 pm  
**PHONE:** 607-432-9540

## **SCHOHARIE COUNTY**

### SCHOHARIE TRANSFER STATION

(Route 7, Howes Cave)  
Next to Administrative Office. North side  
of Route 7, about 3.5 miles east of Cobleskill.  
Exit 22 off I-88, then .9 miles east of Route 7  
Thruway exit 25A for I-88  
**HOURS:** Mon-Fri } 7:00 am - 3:00 pm  
                  Saturday } 8:00 am - 11:30 am  
**PHONE:** 518-296-8856

### ADMINISTRATIVE OFFICE

P.O. Box 160  
Howes Cave, New York 12092  
North side of Route 7, about 3.5 miles east of  
Cobleskill. Exit 22 off I-88, then .9 miles east of  
Route 7. Thruway exit 25A for I-88  
**HOURS:** Mon-Fri } 7:00 am - 4:00 pm  
**PHONE:** 518-296-8884

### The facilities are closed on the following Holidays:

New Years Day  
Memorial Day  
Fourth of July

Labor Day  
Thanksgiving  
Christmas Day

## **MOSA RULES AND REGULATIONS**

The following rules and regulations shall apply to any person using solid waste facilities operated by MOSA:

1. All persons must follow transfer station supervisor/operator's instructions at all times. The Authority is under no obligation to accept Solid Waste from persons or vehicles not complying with the identification system or with the delivery procedures established by this procedure manual.
2. Visitors are required to report to the scale house and sign in and out on a visitor's log. Visitors will be accompanied at all times by facility personnel and wear a high visibility vest, hard hat and safety glasses. This does not include Authorized Board Members.
3. No smoking in buildings or while in contact with trash (i.e. un-tarping).
4. Yield right of way to transfer equipment and vehicles at all times.
5. When chains are in place access to tipping floor is prohibited. Chains across tipping floor entrance will only removed by staff.
6. All vehicles must comply with posted traffic signs, with special attention to posted speed of 5 MPH.
7. All persons must abide by facility signage at all times.
8. No one under the age of 16 is permitted outside of vehicles at any time.
9. Pets will remain in vehicles at all times.
- 10.** All vehicles entering the facility shall have the refuse covered or otherwise appropriately secured so as to keep such refuse securely within the hauling body. This applies to the hopper at the rear of garbage compactor trucks. **All uncovered loads will be charged double.**
11. All vehicles must stop prior to pulling on scale.
12. All vehicles entering the facility shall stop at the scale house and receive instructions from the scale operator before using the facility.
13. Only one person can exit the truck/vehicle on the tipping floor (except for hand unloads). The driver who exits the vehicle must stay within 6 feet of the vehicle.
14. Tailgates, bodies, and hoists will be lowered before exiting the building.
15. Scavenging of waste and/or recycling material from the waste/recycling stream is prohibited once the material has arrived on any Authority owned property.

16. All customers and users are required to sign ticket/signature pad before leaving site. By signing ticket you are verifying accuracy of information submitted. **Please be advised:** Verification by subscription and notice under penal law section 210.40 – It is a crime, punishable as a class “E” Felony under the laws of the State of New York for a person to knowingly, with intent, in and by a written instrument as a false statement to mislead a public servant in the performance of his official function.
17. All delivery vehicles weighed in must be weighed out. No tare weights will be saved.
18. A minimum fee is charged for the use of facilities for waste delivered on a scaled basis. The minimum fee is based on the current Rate Schedule.
19. MOSA’s bag rate is based on a 30-35 gallon bag/container size. All bags that are 35 gallons or less will be charged by the bag count multiplied by the bag rate. All bags over the 35 gallon size will be charged by weight.
20. Chipped brush and trees, leaves, lawn and garden wastes will be charged on the basis of standard rates.
21. Some items such as tires and/or bulky waste items shall be paid for either on a per item basis, a tonnage basis, or both as designated on the current Rate Schedule.
22. Haulers and Customers will not be allowed access inside break room without approval from Site Supervisor.
23. Only Authorized persons will be allowed access into the scale house.
24. The Authority assumes no liability for damages to vehicles or injuries to individuals on Authority property. Report any accident immediately to transfer station supervisor or designee.
25. Customers will be responsible for damages they cause to Authority property.

## **Recycling**

Questions about recycling should be directed to the following municipal representatives:

- **Montgomery County**- Local City, Town or Village Clerk
- **Schoharie County**: Jeri Murray at 518-295-8372
- **Otsego County**: Terri Bliss at 607-547-4225