

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

PERSONNEL COMMITTEE MEETING

Date: July 25, 2005

Location: Howes Cave Administrative Complex

Members Present:

Meredith McNeil
William Strevy
Raymond Halgas
Donald Lindberg
Edward Wesnofske

Members Absent:

Others Present:

Gilbert L. Chichester
Melissa Morlang

1. Opening

Chairman Halgas opened the meeting at 4:35 p.m.

2. Minutes

The minutes of the April 27, 2005 meeting were approved unanimously.

3. Equipment Maintenance Personnel

Gilbert Chichester stated that at the last Operations Committee meeting the issue of having two full time equipment maintenance personnel, eliminating the CAT contract and backfilling the transfer station supervisor's position at the Schoharie transfer station was discussed. There is a need to develop a job specification with the Personnel Officer. The title of the second maintenance position has not been established. The rate of pay for the position is also in question.

Mr. Chichester explained that the Transfer Station Supervisor rate of pay is \$.50 per hour less than the Equipment Maintenance Supervisor. William Ingraham, the Transfer Station Supervisor at the Schoharie Transfer Station, has currently been performing the task of a second equipment maintenance person full time this year and on a part time basis last year. Mr. Chichester recommended paying both equipment maintenance personnel at the same level. Mr. Chichester also felt that a salary survey could be helpful.

Mr. Ingraham currently not only performs the functions of equipment maintenance but assists in running the Schoharie Transfer Station and performs transportation tasks as well.

Raymond Halgas felt that Mr. Ingraham should be paid \$.25 per hour more and have a different title. Mr. Halgas does not feel that Mr. Ingraham should be paid the same as the person making decisions.

Edward Wesnofske asked if the two people had the same skill level and Mr. Chichester reported that they did.

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Raymond Halgas stated that Mr. Nellis would be retiring in the near future at which time Mr. Ingraham could move into the higher position.

Edward Wesnofske asked if there was a morale factor in having the same rate of pay for both employees. Gilbert Chichester stated that you run the risk of a morale issue with either employee depending on the direction taken. Additionally, due to longevity increments, there would be a differential between the pay for the two people involved.

Edward Wesnofske asked if Mr. Chichester valued one employee more than the other. Gilbert Chichester responded that each employee has strengths that the other does not. This fact supports that the rate of pay should be equal. The Director of Operations and Safety would come into play in terms of setting the direction of the function. It is not a perfect solution in having the same title and pay and it can be changed in the future but it is the best solution at this time.

Edward Wesnofske asked if Mr. Ingraham could be paid \$.25 per hour more now and again in six months. Mr. Chichester stated that it was possible as long as a new title and job description was created.

Meredith McNeil asked that if the Director of Operations and Safety were to be hired is it conceivable that they would take over a portion of the current Equipment Maintenance Supervisor's job making the two employees that much more equal.

Mr. Chichester stated that the Director would coordinate the equipment issues raised at the sites and set priorities. Mr. McNeil stated that the responsibility of the two maintenance employees would be similar if the Director were to be hired he has no problem making the pay equal. Raymond Halgas stated that if the Board does not pass the Director's position then you would be back to square one.

Edward Wesnofske stated that Mr. Chichester has a better sense of the employees and that he is in favor of supporting Mr. Chichester's recommendation. He felt that there was a slight risk in terms of the employees setting priorities but that he was willing to take the risk.

Mr. Chichester stated that the request for an increase in pay is a direct connection to the job Mr. Ingraham is being asked to perform. The Equipment Maintenance job is at a higher level of responsibility than a Transfer Station Supervisor.

William Strevy felt that if you were asking the two employees to do the same job then they should be paid the same.

All committee members voted to create a second position of Equipment Maintenance Supervisor and to pay both employees at the same base rate. Mr. Chichester stated that he would be presenting a resolution at the next board meeting creating a second equipment maintenance supervisors position and directing that the Transfer Station Supervisors position at the Schoharie Transfer Station be filled. The Resolution would also direct Mr. Chichester to cancel the Cat maintenance agreements.

4. Director of Operations and Safety

Raymond Halgas stated that he had reviewed Mr. Chichester's memo dated June 21, 2005 as attached hereto. Mr. Halgas felt the job description covered all of the job duties expected of the position. He felt that it would be a somewhat difficult task to find the right person for the job.

Edward Wesnofske asked if the position was management confidential. Mr. Chichester stated that it was and he would include that in the job description. Mr. Wesnofske asked if it was expected that the individual would be required to develop professionally through continuing education courses. Mr. Chichester stated that it becomes a policy issue although it does state in the job description that the person would participate in training and self-improvement educational programs as mutually agreed upon with the Executive Director.

Raymond Halgas had concern that the education and/or experience requirements were too high. Gilbert Chichester stated that there are three levels with varying combinations of education and experience. Each level is perceived to be equal. An individual with no education but with ten years of experience is equal to an individual with a degree and only three years of experience.

Edward Wesnofske asked if there was a need for the individual to have public experience. Mr. Chichester felt that the public experience was not necessary could be used as factor when choosing between similar candidates.

Donald Lindberg stated that he was not in support of the position. He stated that if you spend money you have to find it somewhere.

Raymond Halgas stated that he felt the position was needed in the organization regardless of its impact on the tip fee. There is a void between the field and the main office that needs to be addressed.

Edward Wesnofske stated that if something were to happen to Mr. Chichester the Authority would be in a difficult position. Having the Director of Operation and Safety position helps provide some backup for the Executive Director.

Raymond Halgas felt that the most recent incident at the Schoharie Transfer Station as discussed at the last Operations Committee took a long time to deal with. If there was a Director of Operations it could have been dealt with more efficiently.

Gilbert Chichester stated that the safety issues recently identified by PESH need to be dealt with and require considerable time. Dealing with the safety issues will be a major piece of the Director of Operations job.

Meredith McNeil stated that he supported the position since the first day he got on the Board. He clearly could see the void in the organization. In terms of the cost Mr. McNeil felt that the position would pay for itself.

Mr. Lindberg did not understand how it would pay for itself. Mr. McNeil stated that money would be saved in terms of the Authority not being fined.

Raymond Halgas stated that it is getting harder and harder to do business. There are more regulations and restrictions that need to be adhered to.

Gilbert Chichester explained that the initial inspection at the Northern Transfer Station resulted in the identification of a fall risk while tarping the trailer. Since the original inspection a follow-up review with PESH has resulted in there being a bigger risk of employees walking on top of the trailers even if they are protected from falling. This is just one example of some of the changes that need to be made in the organization that take a considerable amount of time.

Donald Lindberg stated that the Authority has five transfer stations. The Director of Operations cannot be everywhere at the same time. When he is not present at a site the staff will revert back to their inappropriate behavior. Edward Wesnofske stated that there is no simple answer to the problem.

Raymond Halgas stated that if the right person were in this position in the past they would still be working for the Authority. Mr. Halgas felt that the salary range was too wide and should be changed to be between \$40,000 to \$50,000.

All members with the exception of Mr. Lindberg agreed to change the salary range. Edward Wesnofske, Raymond Halgas and Meredith McNeil agreed to hire a Director of Operations and William Strevy and Donald Lindberg did not agree. Raymond Halgas directed Mr. Chichester to show the job description of the Director of Operations and Safety position to the Board members not present for feedback.

Donald Lindberg felt that if the Authority was going to spend money on personnel that it should be spent at the Oneonta Transfer Station. Gilbert Chichester responded that the Authority was looking at the Oneonta Transfer Station in terms of the retrofit. One of the goals is to improve efficiency at that site.

5. Executive Director's Contract

Motion by William Strevy seconded by Edward Wesnofske to go into executive session to discuss the executive director's contract. The executive session began at 5:17.

Motion by William Strevy seconded by Edward Wesnofske to come out of executive session. The meeting resumed at 7:00.

6. Closing

Raymond Halgas motioned to adjourn. The motion was seconded by Donald Lindberg and unanimously approved.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Melissa Morlang
Director of Finance and Administration