

**MONTGOMERY-OTSEGO-SCHOHARIE SOLID WASTE MANAGEMENT
AUTHORITY
BOARD MEETING #3**

DATE: March 16, 2006

LOCATION: Howes Cave Administrative Complex

Members Present

Charles Buck
Martha Clarvoe
Raymond Halgas
Rudolph Laguna
Meredith McNeil
William Strevy
Edward Wesnofske

Members Absent

Olga Podmajersky

Others Present

Gilbert Chichester
Marijeanne Broadwell
Robin Loske
Terry Bliss - Otsego Co.
Press
Public

1. **Opening**

Chairman Laguna opened the meeting at 10:03 a.m.

2. **Adoption of Agenda**

Charles Buck motioned, seconded by Edward Wesnofske, to adopt the Agenda. The motion was unanimously approved on voice call.

3. **Privilege of Floor**

Chairman Laguna offered privilege of the floor. No one came forth.

4. **Minutes of Prior Meeting**

Meredith McNeil motioned to accept the minutes of the prior meeting of January 31, 2006 as written. Raymond Halgas seconded the motion. The minutes were unanimously approved on voice call.

5. **Reports**

Chairman

Chairman Laguna had nothing to report.

Executive Director

Mr. Chichester reported as follows:

Reports - Mr. Chichester reported that Ms. Broadwell put forth great effort to help complete and file the OSHA Report, DEC Transfer Station Report and DEC Recycling Report. The year-end budget report has been completed along with the Equipment and Buildings and Grounds Maintenance reports.

ELF Repairs - Mr. Chichester continues to finalize the requirements by SEMO and FEMA for the reimbursement of repairs to the Eastern Landfill. This process has been delayed due to the involvement of the Army Corps of Engineers and the Authority is waiting for a response from them.

OTS Retrofit - Mr. Chichester reported that a series of drawings have been prepared for the Oneonta Transfer Station retrofit, which will be reviewed the by Operations Committee.

Personnel Issues - Mr. Chichester reported that there are several resolutions on the Agenda pertaining to personnel issues as a result of the Personnel Committee meeting.

Profiled Waste - Staff continues to deal with profile waste on an increased basis. There is more and more of this material that needs to be identified.

Transportation and Disposal - The negotiations for the Transportation and Disposal Contract are still ongoing. Mr. Chichester anticipates that Waste Management's agreement would be in place any day. The Casella agreement and subcontracts are taking more time.

Audit - The audit will take place at the end of the month. Once the audit is complete the State Comptrollers Report will have to be filed and the Annual Report finalized.

Public Authorities Act Training - Mr. Chichester distributed information to the individual Board members relative to training that is being offered by the City University of New York School of Professional Studies that will take place in Latham. The training relates to the new regulations for the Public Authorities Law. Mr. Chichester anticipates that members that would like to attend will register themselves.

Financial Report

Ms. Broadwell reported that she prepared and distributed the final 2005 Budget vs. Actual Report. She asked that the members look it over and get in touch with her with any questions they might have. She also distributed both the January and February Financial Reports.

Ms. Broadwell reported on the February Financial Report as follows:

Page 5 – Transportation and Disposal: Through February the Highland Landfill received 71% of the waste, Ontario received 26% of the waste, Chemung received 3% of the waste and Seneca Meadows received 1% of the waste. The 2005 rates will be used until the new T&D contracts are finalized.

Page 6 - Trailers Placed at Project Sites: In January, MOSA placed five trailers at the demolition site of a house on East Main Street in the City of Amsterdam. The total tonnage for the project was 124 tons.

Page 15 – GAT: Based on the GAT deliveries through February, all three Counties are projected to be over their established GAT. The total projected GAT overage is 9,717 tons.

Page 16 - Outside Waste Tonnage by Hauler: The total outside waste deliveries for 2005 vs. 2004 is up by 560 tons.

Page 17 - Historical C&D Deliveries by County and Large Projects: As stated above there was a large demolition project in the City of Amsterdam, which is reflected on this page. There was a delivery of 259 tons of wet newspaper resulting from a fire at the Bonded Insulation warehouse. The material was not recorded as C&D material but is included under the large projects.

Page 19 – Recycling Summary: Paper was delivered to Sierra Fibers for which MOSA received \$39 per ton. The containers were delivered to Ulster County and the Authority charged \$45 per ton for disposal of the containers.

Page 20 - Budget vs. Actual Expenditures: Employee Benefits relative to vacation buyback is over budget because no provisions were made for funding the costs associated with the resignation of the Finance Director. Resolution No. 11 on the Agenda will address this issue.

Committee Reports

Personnel Committee

Mr. Wesnofske reported that the Personnel Committee met on March 9th and reviewed recommendations from the Executive Director relative to several staffing positions.

The Personnel Committee is recommending that a Director of Operations and Safety be created; the vacated position of Director of Finance and Administration be filled with the existing Accountant and the Accountant position be filled once it is vacated.

Resolutions are Agenda to deal with all the Personnel Committee recommendations.

Finance Committee

Mr. McNeil reported that the Finance Committee has not met. There is a resolution on the Agenda dealing with a budget transfer as indicated by Ms. Broadwell.

Mr. Strevy requested that the Finance Committee meet to address the 2005 GAT overage reimbursement to the Counties. He indicated that Montgomery County budgeted this reimbursement as revenue in its 2006 Budget.

Mr. Wesnofske pointed out that the Authority is not obligated to reimburse the Counties for their GAT overages. Mr. Strevy stated that it has been past practice of the Authority to reimburse the Counties.

Mr. McNeil felt the best course of action would be to have a Resolution presented for Board consideration, at the next Board meeting, authorizing the reimbursement to the Counties. He asked Mr. Chichester what the dollar amount would be for the GAT overage for each County.

Mr. Chichester stated that in the past the Authority has reimbursed the Counties the amount of it's per ton subsidy for waste delivered over their GAT. If the Authority were to reimburse the Counties for their 2005 GAT overage, Montgomery County would receive \$61,236, Otsego County would receive \$36,569 and Schoharie County would receive \$40,380.

Mr. Wesnofske expressed his concern relative to the higher tipping fee for 2007 and felt that the money could be used to offset the higher tipping fee.

Operations Committee

Mr. Laguna reported that the Operations Committee has not met but should meet soon. Some of the issues that need to be addressed are the fire at the Western Transfer, the leachate system and the break in at the Amsterdam Transfer Station in December.

Mr. Chichester stated that about \$1,100 was taken from the Scale House at the Amsterdam Transfer Station. It is the Authority's policy that deposits of the daily receipts should be made every day. For some reason the deposit was not made on that particular Saturday. Because of this incident the daily deposits have been monitored more closely to make sure everyone is following the policy.

Martha Clarvoe stated that another item of discussion for the Operations Committee would be the acceptance of trailers at the Northern Transfer Station.

Planning Committee

William Strevy reported that the Planning Committee has not met yet. Mr. Strevy stated the he is open to items of discussion from the Board members. Some items that should be discussed are MOSA post 2014 and long term planning.

6. Old Business

There was no old business discussed.

7. New Business

Resolution Number 6 Establishing the Title of Director of Operations and Safety and Authorizing the Executive Director to Canvas for Candidates and Make a Recommendation} Sponsored by Edward Wesnofske - Seconded by Meredith McNeil

The Resolution authorized the Executive Director to solicit applications, interview and select the most qualified candidate for recommendation to the Governing Board. A resolution will be prepared for confirmation of the recommendation and to establish the conditions of employment and facilitate the funding of the position.

Mr. Halgas stated that he has always felt that there was a need for a middle-man to work between the office and the field operations.

Mr. Strevy stated that he has been against this position in the past but because of recent personnel changes is now in favor of it.

Mr. Wesnofske stated that there is a change in the environment in which the Authority is operating. He pointed out that safety considerations have become very important especially in New York State. Mr. Wesnofske stated that PESH is getting more active in terms of pursuing violations relative to personal protective equipment, lock-out-tag out programs, etc. He feels that the position is needed to aid in the safety programs along with monitoring equipment and building maintenance functions.

Mr. Wesnofske complimented Mr. Chichester on his interviewing skills, which will play a big part when trying to fill this important position. He indicated that he has always been impressed with the staff that Mr. Chichester has hired for the Authority.

Mr. Wesnofske felt it was important to have a backup leadership position of this kind.

Mr. McNeil stated that he was not in favor of this position at budget time last year because some issues needed to be resolved. The issues he was concerned with have been resolved and he is now in favor of the position.

Mr. McNeil pointed out that the salary for this position is not in the Resolution. The Personnel Committee felt it would be better to wait and see what kind of experience and skills an individual has to offer and what their salary history is.

Mr. Chichester pointed out that the position would be management confidential and the individual would be required to work whatever hours are necessary to get the job done.

On roll call vote the Resolution was adopted with seven members voting “aye” and one member (Podmajersky) “absent”.

Resolution Number 7 Confirming the Promotion of Marijeanne Broadwell to the Position of Director of Finance and Administration} sponsored by William Strevy – Seconded by Edward Wesnofske

The Resolution authorized the promotion of Ms. Broadwell to the Director of Finance and Administration position at a salary of \$42,000 retroactive to January 1, 2006.

Mr. Strevy thanked Ms. Broadwell for stepping in and taking over the responsibilities of the Director of Finance and Administration after the resignation of Ms. Morlang. He felt that she is doing a great job.

Mr. McNeil stated that as the Treasurer of the Authority he has more opportunity to be in the office to observe work ethics of the personnel and he is very pleased with the way Ms. Broadwell stepped up to take on the extra responsibilities of the Finance Director.

On roll call vote the Resolution was adopted with seven members voting “aye” and one member (Podmajersky) “absent”.

Resolution Authorizing the Executive Director to Fill Accountant Position} Sponsored by Edward Wesnofske - Seconded by Charles Buck

The Resolution authorized the Executive Director to select a qualified candidate to fill the vacated position of Accountant, which Ms. Broadwell held prior to her promotion. The candidate would be recommended to the Board for their consideration and establishment of the salary.

Mr. Strevy pointed out that new position of Director of Operations and Safety would be taking some of workload off the office personnel. He asked if there was too much work for Ms. Broadwell to handle relative to the finances. Mr. Chichester responded that everyone in the office has taken on extra responsibilities to get done whatever needs to be accomplished. Safety responsibilities such as the PESH report and monitoring accident reports was accomplished by Ms. Morlang, Ms. Broadwell and himself. There were some things that were not getting done. This position would allow the staff to get back to the business of doing what they hired for. There is a lot of monitoring that takes place in the position of Director of Finance & Administration relative to the budget, purchasing,

etc. There is more than enough work in the office for everyone to do. Mr. Chichester indicated that he could present a whole list of tasks if requested by the Board.

Mr. Strevy asked what the administration part of Ms. Broadwell's position would be. Mr. Chichester responded that the tasks would be workers comp, personnel records, leave time, records management, etc. The Accountant would keep the books, perform the day-to-day entry into the computer system of payroll, payables, receivables, printing of checks, etc. There has to be checks and balance in any organization.

Mr. Wesnofske stated that it is good to have a second set of eyes to look at the financial statistical data of the Authority. There is also a new inventory system that will come about with the changes to the Public Authorities Act.

Mr. McNeil stated that after reviewing the staffing requirement at the Personnel Committee meeting he feels that the Accountant position is necessary on a full time basis. He indicated that he would like to see the Authority save money but not at the expense of jeopardizing the Authorities operations.

Mr. Halgas suggested that the Accountant position start off on a part-time basis until the Director of Operations and Safety is on board and see what the work load is after that.

On roll call the Resolution was adopted with five members voting "aye", two members (Halgas, Strevy) voting "nay" and one member (Podmajersky) "absent".

Resolution Number 9 Approving Operating Reserve Fund for 2006 and Authorizing the Transfer of Funds between said Fund and the Rate Stabilization Fund} Sponsored by William Strevy - Seconded by Charles Buck

The Resolution authorized the Executive Director to transfer funds in the amount of \$65,671 from the Rate Stabilization Fund to the Operating Reserve Fund.

On roll call vote the Resolution was adopted with six members voting "aye", one member (Clarvoe) "abstaining" and one member (Podmajersky) "absent".

Resolution Number 10 Abolishing One Transfer Station Supervisor Position, Creating One Transfer Station Operator Position and Authorizing the Filling of the Newly Created Position} Sponsored by Edward Wesnofske - Seconded by Meredith McNeil

The Resolution authorized the Executive Director to interview and fill the newly created position of Transfer Station Operator and assign the existing Supervisor of the Western Transfer Station to also oversee the Amsterdam Transfer Station after the retirement of the existing Supervisor at that station.

On roll call vote the Resolution was adopted with seven members voting “aye” and one member (Podmajersky) “absent”.

Resolution Number 11 Authorizing the Transfer of Funds} Sponsored by Meredith McNeil - Seconded by Martha Clarvoe

The Resolution authorized the transfer of funds from the Contingency Fund for additional costs incurred (vacation buy back) as the result of Ms. Morlang resignation.

On roll call vote the Resolution was adopted with seven members voting “aye” and one member (Podmajersky) “absent”.

Resolution Number 12 Honoring James Powers as a Retiring Member of the Governing Board of the Authority} Sponsored by Meredith McNeil - Seconded by the Governing Board

On roll call vote the Resolution was adopted with seven members voting “aye” and one member (Podmajersky) “absent”.

Resolution Number 13 Honoring Donald Lindberg as a Retiring Member of the Governing Board of the Authority} Sponsored by Meredith McNeil - Seconded by the Governing Board

On roll call vote the Resolution was adopted with seven members voting “aye” and one member (Podmajersky) “absent”.

Resolution Number 14 Honoring Charles Buck as a Retiring Member of the Governing Board of the Authority} Sponsored by Meredith McNeil - Seconded by the Governing Board

On roll call vote the Resolution was adopted with seven members voting “aye” and one member (Podmajersky) “absent”.

Fellow Board members expressed their appreciation and respect to Mr. Buck for his ten years of service, experience, knowledge and his common sense solutions to problems. All members voiced their regret that Mr. Buck would be resigning his position from the Board.

Next Board Meeting

Chairman Laguna announced that the next scheduled meeting is May 18th. Mr. Chichester stated that a meeting might be necessary before depending the T&D contract negotiations.

8. **Closing**

Edward Wesnofske motioned to adjourn the meeting. The motion was seconded by William Strevy and was unanimously approved on voice call.

The meeting adjourned at 11:30 a.m.

Respectfully Submitted,

Robin Loske
Confidential Secretary