

**MONTGOMERY-OTSEGO-SCHOHARIE SOLID WASTE MANAGEMENT  
AUTHORITY  
BOARD MEETING #11**

**DATE:** December 14, 2006

**LOCATION:** Howes Cave Administrative Complex

**Members Present**

Joan Bent  
Martha Clarvoe  
Meredith McNeil  
Olga Podmajersky  
William Strevy  
Edward Wesnofske

**Members Absent**

Raymond Halgas  
Rudolph Laguna

**Others Present**

Gilbert Chichester  
Robin Loske  
Karen Sullivan - Otsego Co.

1. **Opening**

Vice Chair Podmajersky opened the meeting at 11:20 a.m.

2. **Adoption of Agenda**

Meredith McNeil motioned, seconded by William Strevy, to adopt the Agenda. The agenda was unanimously approved on voice call.

3. **Privilege of Floor**

No one came forth.

4. **Minutes of Prior Meeting**

Edward Wesnofske motioned to accept the minutes of the prior meeting of November 16, 2006 as written. Meredith McNeil seconded the motion. The minutes were unanimously approved on voice call.

5. **Reports**

**Chairman**

Mr. Chichester reported in the absence of Chairman Laguna that Terry Bliss, Solid Waste Coordinator, for Otsego County sent a letter to the haulers in Otsego County relative to the 2007 MOSA tip fee. A copy of the letter was distributed to the Board.

### **Executive Director**

Mr. Chichester reported as follows:

**Finance** - Mr. Chichester stated that he continues to spend considerable time managing the accounting function area as new staff is assuming their roles.

**RFQ for Solid Waste Planning Services** - Mr. Chichester stated that the RFQ has been prepared and issued. A list of firms who requested a copy of the RFQ was distributed. The return date for responses to the RFQ is December 15, 2006.

**Published Budget** - Mr. Chichester reported that the 2007 Published Budget was completed and had been mailed to all the appropriate official agencies and is posted on the MOSA website.

**Western Transfer Station Scale** - Mr. Chichester reported that the installation of the new scale at the Western Transfer Station was completed on time and distributed pictures of the scale. He indicated that the new scale was raised higher to address the freezing problems experienced in the past. He stated that the outgoing Amsterdam scale and the Northern Transfer Station scale were the only two scales in the system that have not been replaced in the last few years.

**2006 Audit** - Mr. Chichester reported that work associated with the upcoming audit was continuing.

### **Financial Report**

Mr. Chichester pointed out that the October Financial Report was on the table and if the members had any questions relative to the report, after they have reviewed it, to give him a call. He indicated that there was nothing out of the ordinary. The November report should be ready shortly.

### **Committee Reports**

#### **Personnel Committee**

Edward Wesnofske reported that the Personnel Committee met on November 30<sup>th</sup> and discussed the following:

- **Executive Director's Performance Program** - The Committee reviewed the responses submitted by the Board members relating to the Executive Director's performance program. Mr. Wesnofske is still working on writing up a summary of the reviews.

- **Amend Resolution No. 35 of 2006** - There is a Resolution on the Agenda to deal with making a correction to the Equipment and Fleet Manager's salary.
- **Health Insurance** - The Committee reviewed several different health plans for the CSEA employees and the management employees. There is a Resolution on the agenda for the Committee's recommendation that management staff be covered under the New York State Health Insurance Program. This recommendation is being made because of the increase in costs, co-pay's and drug coverage for the current plans. The health insurance plan for the union employees will have to be negotiated.

### **Finance Committee**

Mr. McNeil reported that the Finance Committee has not met recently. There is a matter with one of the haulers that should be discussed in an executive session relative to his financial situation with the Authority.

### **Operations Committee**

Mr. Chichester reported that the Operations Committee did not meet. He stated that he received a revised cost estimate for the Oneonta Transfer Station, which will be reviewed by the Operations Committee at their next meeting.

### **Planning Committee**

Mr. Strevy reported that the Planning Committee met on December 14<sup>th</sup> prior to the Board meeting and discussed the following:

- **Flow Control** - A copy of a draft flow control law was distributed to the Committee. The Committee reviewed the draft and offered proposed changes, which should be reviewed by the Authority's legal counsel and also by Mike Cahill.
- **RFQ** - The Committee reviewed the RFQ for Solid Waste Planning Services and the list of firms that requested the RFQ. The responses are due back on December 15<sup>th</sup>. Another meeting will be set up to interview potential proposer to the RFQ.

### **Audit Committee**

Ms. Bent reported that the Audit Committee did not meet since meet November 16<sup>th</sup>. She reported that the Authority has received the engagement letter from Bollam Sheedy and Torani for the Audit and there is a Resolution on the Agenda to authorize the firm to do the Authority's 2006 Annual Financial Audit.

**Governance Committee**

Mr. Wesnofske reported that the Governance Committee met on November 30<sup>th</sup> and reviewed the following policies:

**Whistle Blower/Expense Reimbursement Policies** - Mr. Wesnofske stated that the Committee reviewed a Whistle Blower Protection Policy and an Expense Reimbursement Policy, which is required by the new Public Authorities Act. There are Resolutions on the Agenda recommending the adoption of these policies.

**Ethics Policy** - The Committee reviewed the Ethic's Policy now in effect for the Authority. It was pointed out that the existing policy does not include provisions for the Public Authorities Law and the Public Officers Law regarding ethical conduct. Mr. Chichester will review those sections as he develops a new policy for the Committee's review. It was agreed by the Committee that the Committee should be renamed as the "Governance and Ethics Committee.

Other unfinished business for the Committee will be discussed at a meeting after the first of the year.

6. **Old Business**

There was no old business discussed.

7. **New Business**

**Resolution Number 42 Amending Resolution No. 35 of 2006 Regarding Compensation of Equipment and Fleet Manager} by Edward Wesnofske - Seconded by William Strevy**

The Resolution authorized the correction of the salary for the Equipment and Fleet Manager. His salary was originally based on 2008 when in fact it should be based on 2080.

On roll call vote the Resolution was unanimously adopted.

**Resolution Number 43 Authorizing Access to any Safe Deposit Box Rented by the Authority} Sponsored by Edward Wesnofske - Seconded by Meredith McNeil**

The Resolution authorized the Director of Operations and the Accountant along with the Executive Director to have access to the Authority's safe deposit box. The Board felt that the name of the Bank where the deposit box was located should be included in the Resolution.

Edward Wesnofske motioned to amend the second “Whereas” clause as follows: “**Whereas**, it is appropriate to authorize multiple staff persons to have access to said box or boxes currently located at the NBT Bank in Cobleskill, NY”. William Strevy seconded the motion, which was approved on voice call.

On voice call vote the Resolution was unanimously adopted as amended.

**Resolution Number 44 Electing Participation in the New York State Health Insurance Program} Sponsored by Edward Wesnofske - Seconded by Meredith McNeil**

Mr. Strevy asked if the plan would cover all of the Authority’s employees. Mr. Wesnofske responded that at this time it would cover only management staff. At this point it was felt that MVP should continue to cover the CSEA employees.

Ms. Podmajersky stated that she would vote against the Resolution because she felt that everyone should have the same health insurance plan.

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

**Resolution Number 45 Adopting Expense and Reimbursement Policy} Sponsored by Edward Wesnofske - Seconded Meredith McNeil**

Mr. Wesnofske stated that municipalities have been criticized for not having a formal Reimbursement Policy in place. The schedule proposed for reimbursement was obtained from the US General Services Administrative web site.

The policy will be placed in the MOSA Governing Handbook and the MOSA Employee Handbook and Policies. Both the Board members and Authority staff will have to sign a written statement verifying that they have received and read the policy.

On roll call the Resolution was unanimously adopted.

**Resolution Number 46 Adopting Whistleblower Policy} Sponsored by Meredith McNeil - Seconded by Edward Wesnofske**

Mr. Wesnofske explained that the new Public Authorities Act requires that a policy be adopted to protect individuals who report improprieties happening within the Authority from retaliation from personnel of the Authority.

The policy will be placed in the MOSA Governing Handbook and the MOSA Employee Handbook and Policies. Both the Board members and Authority staff will have to sign a written statement verifying that they have received and read the policy.

On roll call the Resolution was unanimously adopted.

**Resolution Number 47 Authorizing the Engagement of Auditors for the Review of the 2006 Financial Statements} Sponsored by Meredith McNeil - Seconded by Martha Clarvoe**

The Resolution authorized hiring the firm of Bollam Sheedy Torani to perform the 2006 Annual Financial Audit for the Authority for an amount of \$16,500.

Mr. McNeil noted that when he attended the required training for the new Public Authorities Act he learned that the Auditors who performed the Annual Finance Audit cannot be asked advise on other matters of the Authority.

On voice call the Resolution was unanimously adopted.

**8. Other Business**

**Executive Session**

William Strevy motioned to go into executive session to discuss credit issues of a certain hauler. Edward Wesnofske seconded the motion and on voice call the motion was unanimously approved.

The executive session began at 12:10 p.m. and adjourned at 12:47 p.m.

**Meetings**

Finance Committee	Wednesday, December 20, 2006 at 3:30 p.m.
Annual Board Meeting	Tuesday, January 30, 2007 at 10:00 a.m.

**9. Closing**

William Strevy motioned to adjourn the meeting. Edward Wesnofske seconded the motion, which was unanimously approved on voice call.

The meeting adjourned at 12:48 p.m.

Respectfully Submitted,

Robin Loske  
Confidential Secretary