

**Montgomery-Otsego-Schoharie Solid Waste Management  
Authority  
Finance Committee Meeting**

**Date:** December 27, 2007

**Location:** Howes Cave Administrative Complex

**Members Present**

Meredith McNeil  
Olga Podmajersky  
Martha Clarvoe

**Members Absent**

**Others Present**

Gilbert Chichester  
Barbara Corrigan

**1. Opening**

Chairman McNeil opened the meeting at 8:40a.m.

**2. Minutes of Prior Meeting**

No minutes were distributed the minutes from the September 27, 2007 meeting, they will be approved at the next committee meeting.

Olga Podmajersky indicated that David Parker asked her to share his comments that some of the items on the agenda should go through the Operations Committee.

**3. Equipment Maintenance Software**

Mr. Chichester explained how staff has developed access and excel programs to track equipment and maintenance costs in the past. This system was not maintained due to turnover in staff in the Finance Department.

It is a goal of the Authority to move toward standardized systems, which could be supported externally.

Several proposals for the Equipment Maintenance software were received and reviewed. It was management's belief originally that the cost would exceed \$5,000 which is why the item was included on the agenda. Due to end of the year discounts the cost came in below the \$5,000 therefore approval is no longer required by the Finance Committee. The purchase will be made. The software will improve our ability to track costs, schedule jobs and allow us to be more efficient when planning the work to be done.

Mr. McNeil requested the cost, which was reported to be \$4301.20. He indicated this is less than \$5,000 no permission is required and management should just do it.

#### **4. Scale System Software Purchase**

A capital project form was distributed and reviewed. It was indicated there are additional funds built in for software development and training. Ms. Podmajersky expressed concern regarding the use of driver's licenses due to Dave Parker's concern.

Mr. Chichester indicated the use of the license will allow for a quick ID of the user, smooth and accurate processing and more efficiency at the sites and the main office regarding payment follow up.

Ms. Podmajersky questioned if there were other local users of the system. Mr. Chichester indicated that there were two, Oneida Herkimer and Fulton County. Mr. Packard responded to her concern indicating that neither location had any unusual or difficult problems with implementation.

There was a question regarding what ID the other locations used with the software. Mr. McNeil indicated that based on Dave's concern with using the license we should find out what other forms of ID are being used.

Mr. Chichester pointed out the importance of having this decision regarding the scale house software resolved due to concerns with the current old and obsolete hardware and concerns with running the current unsupported software.

Ms. Clarvoe suggested having signs posted indicating personal information will not be shared with other organizations.

Ms. Podmajersky questioned if the Finance Committee making a recommendation to the Board prior to review by the Operations Committee. Mr. Chichester indicated he would get in touch with Mr. Parker regarding a meeting of the operations committee prior to the Board meeting.

#### **5. Procurement Policy**

Mr. Chichester had this item placed on the agenda to determine what committee should develop a procurement policy. At the last Board Meeting the suggestion was made that the transfer policy be reviewed. Management is looking for the committee that needs to meet to help move forward a revision to the transfer policy along with the procurement policy.

Ms. Podmajersky suggested having the Finance Committee approve the dollar limits and the Governance and Ethics Committee approve the policy.

Mr. McNeil agreed with this decision.

**6. Purchase of Biodiesel**

Ms. Clarvoe passed out information regarding the benefits of using biodiesel fuel along with an estimated cost increase for usage. Ms. Podmajersky was concerned what effect this may have on our current equipment and needs for separate holding tanks. Glenn explained that there may be some issues with the older trucks and equipment but the biodiesel should not pose any major concerns regarding equipment. No new tanks would be required and the biodiesel could be blended with the current diesel.

Mr. McNeil indicated we should not consider the transition in the winter when the weather may pose other concerns. If the change is made to biodiesel we should do it in the summer when equipment issues could be identified as such rather than weather related issues. Mr. McNeil also suggested keeping an eye on the price.

**7. Health Insurance**

Mr. McNeil explained this item was on the agenda due to concerns regarding health insurance costs expressed in the past. Mr. Chichester pointed out that we just completed a negotiation that indicates we will provide health insurance through CDPHP for the next four years for union employees.

Mr. McNeil noted that he had worked with a broker in the past to set up different tiers of insurance that allow employees to choose the coverage they desire and shoulder some of the additional cost.

Ms. Podmajersky indicated this has been an item of concern for over two years.

Mr. Chichester indicated that he was currently in the process of arranging a meeting with our broker to discuss alternatives. Mr. McNeil suggested the broker attend a committee meeting or a Board meeting to discuss this issue.

**8. Other Business**

Mr. McNeil addressed the need for follow up on a plain language document regarding reserves. Mr. Chichester explained that he had hoped to have a draft completed for the meeting but was unable to complete it in time. It will be available to the Board in the near future.

Mr. McNeil asked if Mr. Chichester felt once it was completed we should bring it to the counties to discuss face to face. Mr. McNeil highlighted the success they had at Schoharie County when this approach was taken. Mr. Chichester added that approach goes along with GBB's communication recommendations.

Mr. Chichester indicated the point of the plain language document was to explain the reserves and why they exist. Ms. Podmajersky agreed completely. The second issue will be

to address the recent experiences regarding the beliefs and concerns of the different audiences using the document. Mr. McNeil suggested that more interaction with the three County Boards is needed. Mr. Chichester believes, as we are getting back up to speed with staff that the Authority will be able to focus more on communicating with the County Boards.

Mr. Chichester updated the committee regarding our recent bond rating upgrade from BBB+ to AAA-, thanks to Montgomery County's recent improvement.

Mr. Chichester distributed a letter to be sent to municipalities who had not yet claimed their recycling incentive. This letter indicates the required documentation and a deadline date.

Ms. Podmajersky motioned that the letter be sent to the municipalities.

Ms. Clarvoe seconded the motion

The motion was passed.

Mr. Chichester updated the board regarding investment advice. Due to poor long-term interest rates current investments are going into short-term investments until the long-term interest rates can be monitored and better forecasted.

Ms. Clarvoe mentioned that the Service Agreement speaks to counties setting a recycling goal that if reached would affect the GAT at the end. She questioned why the counties do not set the goal. Discussion continued regarding this topic.

## **9. Closing**

The meeting ended at 10:15 AM.

Respectfully Submitted,

Gilbert L. Chichester  
Executive Director