

**MONTGOMERY-OTSEGO-SCHOHARIE SOLID WASTE MANAGEMENT  
AUTHORITY  
OPERATIONS COMMITTEE MEETING**

**DATE:** July 9, 2008

**LOCATION:** MOSA Administrative Complex, Howes Cave

**Committee  
Members**

David Parker  
Philip Skowfoe  
John Thayer

**Other Board  
Members**

Olga Podmajersky  
Edward Wesnofske

**Others**

Gilbert Chichester  
Glenn Packard

Chairman Parker called the meeting to order at 1:06 p.m.

The committee reviewed the minutes of the previous meeting held on April 25, 2008. John Thayer moved the acceptance of the minutes with Philip Skowfoe seconding the motion with all in favor of the acceptance of the minutes as presented.

Chairman Parker reviewed the agenda which was accepted as presented.

**1. OTS -**

Glenn Packard, Director of Operations and Safety, presented details regarding the Oneonta Transfer Station Environmental Project by way of a narrative report that is attached hereto.

Mr. Parker asked Mr. Packard to explain the ability of staff to address the environmental issues at the Oneonta Transfer Station.

Mr. Packard indicated that it is not possible for MOSA staff to use dust masks and extension ladders to clean the building. He pointed out that this public project must be completed in accordance with OSHA/PESH safety regulations.

He pointed out that the ventilation system in place now is not of the proper size to evacuate airborne particles in a timely manner. Engineers are currently determining the system that will be required to facilitate the appropriate number of air exchanges.

It was further pointed out that the lighting problem is caused by the effect of the pigeon excrement on the lighting fixtures. The fixtures will be replaced once the pigeon issue is resolved. Translucent panels are being considered for the sides of the building to let in more natural light.

John Thayer asked for more information with regard to the OSHA regulations requiring the use of respirators.

Mr. Packard spoke to the need for personal protective equipment whenever a hazard is recognized. He referred to the recognition by the Center for Disease Control of the hazards of dust from pigeon guano as well as Section 1910.134 of OSHA regulations regarding the need for respiratory protection.

Mr. Packard indicated that the contaminated water from the clean-up operation will go to the Oneonta Waste Water Treatment Plant.

Mr. Skowfoe asked for an update on the cost of the required activities. Mr. Parker reiterated that an RFP was being prepared to ascertain more accurate estimates of cost.

Mr. Wesnofske asked how the ventilation system would be installed.

Mr. Packard indicated that ventilation fans would be installed to facilitate the movement of air out through the river side of the building.

Mr. Skowfoe asked why someone who specializes in such problems has not been engaged.

Mr. Packard indicated that he was working with a project manager with experience in handling pigeon excrement to develop the specs for the job.

Mr. Wesnofske asked about the success that might be expected regarding the exclusion of the pigeons from the building.

Mr. Packard indicated that he thought the screening of some type would need to be installed over the rafters and the soffits would need to be removed and modified so as to mitigate the issues at hand.

Mr. Parker asked Mr. Packard to discuss the structural issues that have been identified on the sides and back of the building.

Mr. Packard referred to the preliminary findings of the engineer that were included in the report previously referenced and attached hereto. He indicated that further communication from the engineers is expected next week (week of July 14<sup>th</sup>). Once additional information is received, it will be communicated to the committee.

Mr. Parker indicated that he felt that action was necessary. The project could not be postponed any more.

Mr. Chichester indicated that perhaps additional information would be available to go out with the packages for the July 24<sup>th</sup> board meeting. If not, additional information will be shared at the board meeting.

**2. Proposed OTS Capital Project -**

Mr. Parker referred to the “walk around” that occurred on June 19<sup>th</sup> prior to the June meeting of the Governing Board. He asked if there were any questions or comments. He pointed out that the Planning Committee would be following up on the project.

Mr. Skowfoe indicated that he could not support the project.

Mr. Parker reiterated that all future discussion on the project will be addressed in the Planning Committee. He asked that all board members receive an 8 ½ x 11 size copy of the plan.

**3. Tarping Stations -**

Mr. Packard reported that the locations for the tarping station had been finalized such that they will be placed at the exit of the loading pit for the transfer station building for both the Amsterdam and Randall Transfer Stations.

Mr. Parker stated that the next step was the finalization of the specifications and the bid package.

Mr. Packard indicated that perhaps this would be accomplished by the board meeting date.

Mr. Parker asked that the drawings be prepared for distribution to the board members.

John Thayer asked if there were savings due to the use of the existing retaining walls outside the transfer buildings.

Mr. Packard indicated that the engineers were making sure that the retaining walls were constructed such that they would hold the load of the building. If so, this should result in savings.

Mr. Parker indicated that the estimate for each tarping station was ~\$175,000.

Mr. Skowfoe commented that they are simply platforms to walk on.

**4. Surplus Equipment -**

Mr. Packard indicated that the "List of Surplus Equipment" had been prepared to show the amount received for each piece at the auction held on June 14, 2008.

Mr. Skowfoe indicated that consideration should have been given to trading in the 2006 Case 580 backhoe. He felt that it would have been of greater value than what was paid at the auction.

Mr. Packard indicated that the CAT representative had indicated that they would not give that much in trade. The machine was not that old, but was not in good condition.

Mr. Skowfoe asked what the original cost was. It was estimated that the original cost was ~\$78,000. That included the plow and broom that was kept to be retrofitted to other existing equipment.

Steve Rothrock was asked for his opinion.

Steve indicated that the state contract price for the CAT was good in that CAT wanted to get back on state contract.

Philip Skowfoe spoke of his experience of bidding vs. using the state contract.

Mr. Packard acknowledged the need to look at that in the future.

**5. Equipment Replacement -**

Mr. Packard reported that the bid document went out for the two yard tractors and is returnable on July 18<sup>th</sup>.

He reported that the backhoe is being purchased on state contract.

Mr. Thayer asked what backhoe was on state contract.

Mr. Packard indicated that it was the 420E Model, which is the appropriate size machine for the Authority's use.

Olga Podmajersky asked when the old yard tractors would be disposed of. It was indicated that the two being replace were currently at the Western Transfer Station.

It was indicated that no plan for disposal has been developed.

Mr. Packard indicated that the specifications for the tanker were being developed.

Mr. Thayer asked if the same size tanker was being sought.

Steve Rothrock indicated that he was looking at a larger tanker to enhance the efficiency of each trip. However, he pointed out that there were other factors such as the Over-Weight Permit limits as well as whether a larger tanker could navigate at the Waste Water Treatment Plant.

Mr. Packard indicated that he was still working on the specifications for the Fuel System Upgrade.

#### **6. Recycling Roll-off Purchase -**

Mr. Chichester indicated that this was on hold given the lack of emphasis on recycling. Each County or local municipality (in Montgomery County) was handling the recycling needs of their area.

Mr. Wesnofske spoke of the effort to try to consolidate the collection of recycling in Montgomery County when the City of Amsterdam went to bid for recycling collection a few years ago. He pointed out that the effort fell through when the City contracted with a hauler who operated a MRF. There was no need to transfer.

Mr. Thayer indicated that all the towns and villages and the City handled their own recyclable.

The committee's decision was not to proceed at this time.

#### **7. Northern Transfer Station Retrofit -**

Mr. Chichester indicated that authorization had been given to dispose of the McClain Compactor at the Northern Transfer Station. He felt that perhaps the removal of the compactor should be bundled with the removal of the building so that compacting boxes can be installed for handling both waste and recyclables more effectively and efficiently.

Mr. Chichester indicated that he needed to further study the configuration of the site and consider the need for redundancy so as to not be in a situation where boxes would need to be changed during operations. He indicated that he needed to consider the cost and benefit of such redundancy.

Mr. Thayer indicated that he did not see the need for two packers for waste.

Mr. Thayer also indicated that perhaps the scales should be taken out along with the compactor and building. This would allow for a review of the staffing needs. The possibility of removing the trailer was also discussed.

Olga asked if the building was used.

Mr. Chichester indicated that it was off limits.

Mr. Skowfoe wanted to give further consideration to the matter and not make a final decision today.

Further discussion was had and the Committee decided that Mr. Chichester would develop a scope of work

Discussion was had on the need to consider multiple options and their impact on operations. It was the consensus of the group to develop a scope of work to make the site most effective and efficient while continuing to consider the ongoing use of the existing compactor with a trailer.

#### **8. Maintenance Department Restructure --**

Mr. Packard distributed a handout showing the current and the proposed structure of the maintenance functions. The proposed change is for more enhanced and focused management of the maintenance functions while recognizing that inadequate resources are currently allocated to the maintenance of Authority real estate, equipment and structures. This is a move to bring focus to the tasks needing attention.

Coordination with the Montgomery County Personnel Officer will be required so as to appropriately describe and title all positions involved.

Mr. Parker suggested that the organizational change be made regardless of adding any new staff.

Olga Podmajersky questioned the need for a new person.

Mr. Thayer explained that there are not enough people to handle the needs.

Mr. Skowfoe observed that this would mean that Steve would no longer be turning wrenches.

Steve indicated that his wrench turning is done after the normal work day.

Mr. Packard reinforced that the goal is to manage both functions better. Currently Steve is split between managing the equipment maintenance function and trying to keep current on maintenance needs. It is an ongoing struggle to move from crisis management to a preventive maintenance mode with equipment. Buildings and Grounds is totally in crisis mode only able to address immediate needs as opposed to getting to the preventive maintenance mode.

Mr. Skowfoe questioned the role of the Director of Operations and Safety.

Mr. Wesnofske asked which area had the greatest backlog.

Mr. Packard indicated that both areas are still primarily addressing crisis, i.e. day to day operational needs.

Ms. Podmajersky asked how the plan helped the Buildings & Grounds area.

Mr. Skowfoe indicated that it didn't.

Mr. Thayer pointed out that if Steve has a new mechanic then Matt is split between the two areas as needed.

Mr. Wesnofske added that there is a gain in skill level if a Class A mechanic is hired. He asked if such a person is available on a part time basis.

Mr. Thayer indicated that all the good ones are already working full time.

Mr. Parker asked about the skill set of the Class A Mechanic.

Mr. Rothrock indicated that a Class A mechanic would be able to do the work without direction or close oversight. Matt is a beginner and does not have the experience yet.

Mr. Packard pointed out that we now have a Fleet and Equipment Manager. He is responsible for maintaining control of inventory (parts, tools, equipment) while scheduling the work, documenting work done and maintaining the documentation files. With the change, better management can be brought to the Buildings and Grounds area. The extra Class A mechanic would go directly to working on the backlog in the equipment maintenance area.

Mr. Thayer pointed out that there is money in the existing budget. There is one Transfer Station Supervisor position vacant.

Mr. Packard pointed out that this is an attempt to make some small improvement.

Mr. Skowfoe indicted that ideally if MOSA is not made to be cost effective, it will be gone in six (6) years.

Mr. Packard asked what was to be done in the mean time.

Mr. Skowfoe indicated that it should be handled as in the past. He indicated that the only way is to make cost effective operation.

Mr. Parker indicated that he understood the logic, justification and needs. He saw the need to describe job and find a Class A mechanic. Next was establishing the compensation. He asked what a typical compensation package cost.

Mr. Thayer indicated, with benefits, it would run between 65,000 and 70,000. He saw the position to be a \$20 per hour position, on the low side. He pointed out that some mechanics from Lane's Construction were still in the area. He thought one would get bites at the above rates.

Mr. Parker move to authorize the Executive Director to develop the concept for presentation to the full board.

Mr. Wesnofske indicated that in doing that the trade off with regard to the Transfer Station Supervisor needed to be incorporated.

Mr. Skowfoe indicated that research was needed through the Personnel Officer.

Mr. Chichester agreed and pointed out that there is a need to look to examine all the positions including the existing position.

Mr. Thayer seconded the motion and all were in favor.

#### **9. Scrap Metal -**

The memo to the Transfer Station Supervisors regarding the scrap metal tracking procedures was distributed.

Mr. Parker indicated that it seemed to do what the board has directed.

Mr. Skowfoe asked for information regarding the weights on the material sent out from the Schoharie County Transfer Station most recently. Mr. Packard provided the information.

All members were OK with the procedures.

#### **10. Safety Program**

Mr. Packard distributed a brochure entitled "Environmental Health & Safety Strategic Plan" and spoke to its implementation.

Mr. Parker spoke to the point that fall protection is a part of the larger safety program. He indicated that a manual is under development. One part will address work at elevated heights which will include scaffolding, ladders and the lift truck.

The manual when complete will be the MOSA Safety Bible.

Mr. Wesnofske raised question about the plan to keep safety ever present in front of staff.

Mr. Packard indicated that there will be an increasing presence of what is commonly referred to as tailgate or toolbox sessions at all sites to promote a safe work environment. He indicated that a manual is only a part of the overall safety dynamic. There needs to be a culture developed throughout the authority that heightens respect in the workplace. Respect for good safety practices being one component of the value “respect”.

There was discussion relative to fall protection and tarping the trailers. It was pointed out that the tarping process does not only speak to fall hazards, but also to the hazards of walking on uneven surfaces, falling into voids, being exposed to puncture wounds from nails as well as cuts from broken glass and other sharp objects.

Mr. Parker indicated that Mr. Packard will primarily relate to questions on safety from any board members henceforth on an individual basis.

#### **11. Procedure Manual --**

Mr. Packard spoke to the Procedures Manual that speaks to the rules relating to the use of the transfer stations.

Mr. Wesnofske indicated that the rules should also be formatted for users as well as customers. The customers are generally the hauler population. The users are the homeowners. He felt that many points in the manual related to only the commercial hauler. Thus, a shorter, more easily read brochure could be developed for the user population.

It was pointed out that the manual needs to be put on the website.

Mr. Thayer asked that different versions be prepared that narrows points down to specific audiences or specific safety hazards.

Mr. Wesnofske asked about the penalty clause on the tickets. Is the clause still on the tickets? It was pointed out that this was an area that needs to be addressed in that the tickets are much smaller than in the past.

#### **12. Household Hazardous Waste -**

Mr. Packard spoke to the HHW events that have been held in Amsterdam and Gilboa in May and June and were well received>

He indicated that there will be two more events in the fall. One at the Schoharie Transfer Station on September 20th and on at the Randall Transfer Station on October 10.

**13. Other Business -**

Mr. Thayer spoke to his desire for committee meetings to be in the evening.

Mr. Skowfoe agreed.

Mr. Wesnofske spoke in favor of the concept recognizing that in the past most members were available in the day light hours. He noted that as new board members have been appointed, this is no longer the case.

Mr. Thayer was OK with the board meeting being during the day.

Mr. Skowfoe felt the evening meeting in Oneonta on June 19<sup>th</sup> worked out fine.

Mr. Parker felt expressed that the agenda for meetings needed to be controlled and that the chairman needs to manage the discussions so as to stay on topic and manage the length of discussion so as to manage the length of the meetings.

**14. Adjournment -**

Mr. Parker made the motion to adjourn the meeting. Mr. Skowfoe seconded the motion. All were in agreement to adjourn the meeting at 3:21 p.m.

Respectfully Submitted

Gilbert L. Chichester  
Executive Director