

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

DATE: January 3, 2008

LOCATION: MOSA Administrative Complex, Howes Cave

MEMBERS PRESENT:

David Parker
Meredith McNeil

ABSENT:

OTHERS PRESENT:

Martha Clarvoe
Olga Podmajersky
Glenn Packard
Gilbert Chichester
Barbara Corrigan

1) Opening

Chairperson Parker opened the meeting at 11:33 a.m.

2) Approval of Minutes of September 27, 2007

Mr. McNeil moved to table the minutes. Mr. Parker seconded the motion. The minutes were tabled until the next meeting.

3) Approval of Agenda

Mr. McNeil moved to accept the agenda. Mr. Parker seconded the motion. The Agenda was approved.

4) Scale System Software

A hand out was distributed outlining the reasons a new scale software system was needed.

Mr. Chichester introduced the topic indicating that the Finance committee suggested the system be brought before the Operations committee for review and approval. Mr. Chichester reiterated the imminent need for a new scale software system and an upgrade to the hardware. He pointed out that a failure of the obsolete hardware would create significant problems for issuing tickets and monitoring the Authority's business.

Mr. Parker questioned if improved efficiency was defined as the ability to interface with other operating systems. Mr. Chichester responded that it was defined as doing the work in the least amount of time, eliminate duplication of efforts, and improve the flow of information.

Mr. Parker pointed out that his issue is with the use of driver's licenses for the user identifier. He believes the government is bundling the information of citizens and he is going to do what he can to prevent this from occurring. He expressed concern that the system for

communicating between the sites and the main office will be a “hackable” system. Mr. Parker was also confirming that cash transactions would still be allowed. Mr. Chichester responded that the new scale software will allow the Authority to go cashless if that is the direction chosen by the Board. Mr. Chichester acknowledged comments made by the auditors regarding the risk posed for theft and fraud by cash transactions. However, he also indicated that it was not the immediate intent to eliminate the option of payment with cash.

Ms. Podmajersky wanted confirmation that we had not changed the payment methods at the transfer stations. Mr. Chichester confirmed that no changes had been made at the present time.

Mr. Parker reiterated his desire for a customer number that was not attached to the driver’s license number. Mr. Chichester explained that the license number is currently collected when a user card is issued. Ms. Corrigan confirmed that this information was also input into the current software system.

Mr. Chichester explained that we could provide the option to have a customer apply for a user card but we should not preclude the use of the driver’s license. Mr. Parker agreed that this would be a suitable as long as the option is available.

Mr. McNeil asked if other organizations were using the driver’s license. Ms. Corrigan responded that both Fulton County and Oneida Herkimer used the SMS Turbo Scale Software and attempts were made to contact both organizations regarding their experience. Fulton County’s contact was on vacation so there was no response from them. However after a discussion with Oneida Herkimer Solid Waste Authority it was determined that they use a single user number for all resident traffic. Mr. Chichester explained the importance of user information for responding to emergency circumstances at the transfer stations and collecting for bad checks.

Mr. McNeil acknowledged that the Authority had been working for a while to replace the scale software. The project needs Board approval now that we have it together and should be presented to the Board for approval.

Mr. Parker indicated he would tolerate a second option for an identifier. Mr. Chichester suggested we look into the option of transferring data using a system generated identifier that is different from the driver’s license but linked to it for use at the transfer stations.

Mr. McNeil made a motion to put the Scale System Recommendation before the Board for approval with consideration of the comments. Mr. Parker seconded this motion. The motion was passed.

5) Equipment Maintenance Software

Mr. Chichester explained we anticipated the cost to exceed the \$5,000 threshold, which requires Finance Committee review and Board approval. The cost fell below this amount and has been purchased. This will be implemented and allow the Authority to better track costs of equipment repairs and maintenance as well as costs to run Equipment.

Mr. Packard handed out information on the software that was purchased. He explained that currently the Equipment & Fleet Manager tracks maintenance by hand. This software can be used for equipment, buildings and all assets. Mr. Parker questioned if this would replace the white board currently used for tracking purposes and if the system would bring all processes together for equipment repairs and maintenance. Mr. Packard confirmed that this system would streamline the process.

Concerns were expressed regarding the capability of the users and the time frame for set up. Mr. Packard indicated that the Equipment and Fleet Manager was anxious to use the software and although training will be required he is quite capable. Set up appears to be possible in steps to allow us to move forward and add details as we are using the software.

Mr. Parker indicated no committee action was required.

6) Equipment Purchases

Mr. Parker asked for updates on the equipment that has been purchased during the year. Mr. Packard indicated that he is waiting on word that the bucket truck is ready. The last expected delivery date was January 15, 2008.

The service truck needs the crane removed from the old truck and installed on the new. The plan is to drop the old truck at the vendors location on January 8, 2008.

Discussion was had regarding the Oneonta Transfer Station bucket. The machine is fine however the recommended bucket is too big for the station. It currently reaches too far and because of the wall at OTS this is a problem. The Equipment and Fleet Manager will be meeting with the Vendor soon to follow up on this issue.

7) Scrap Metal Program

Mr. Chichester suggested that further consideration should be given throughout the service area to the scrap metal programs. Programs exist in various degrees throughout the three counties.

The Authority currently provides boxes at the two transfer stations in Montgomery County. We are unaware of other programs in that area. Otsego County has Otsego Auto Crushers provide and pull boxes with no revenue sharing between the service provider and the county. Schoharie County owns their own boxes and contract for their movement. There is no revenue sharing which is a problem considering the value of the metal currently.

Mr. Chichester has been asked to attend the Schoharie County Finance Committee meeting and would like to be able to make recommendations regarding how MOSA can assist the county. The current RFP expires and at the least a share of the revenue should be considered for the new RFP.

Current issues with the program are:

- Lack of data collection
- Lack of competition for servicing the boxes
- Lack of efficiency/consolidation of boxes
- Freon tracking and handling
- Scavenging
- Lack of revenue sharing by counties

Mr. McNeil questioned if we had space to handle 15 boxes. Mr. Packard expressed that he felt this number could be accommodated.

Discussion ensued regarding the process and how refrigerators were handled and other items with Freon. Ms. Podmajersky questioned if the value would change based on mixed loads.

Concern was expressed regarding providing options to one county and not all three. Mr. Chichester suggested the option be open to all the counties. Mr. Chichester also indicated the need to pay greater attention to Freon issues due to heavy fines and other penalties that can be levied from the Environmental Protection Agency.

Discussion continued regarding possible ways to address a scrap metal program, which extended into household hazardous waste, electronics, pharmaceutical disposal. An additional benefit would be a reduction in tons sent for disposal through Ricelli.

Issues to be addressed:

- Staffing
- Holding of waste – building required
- Type of waste being dealt with
- Disposal options
- Revenue opportunities

Mr. McNeil suggested sending an inquiry to all three counties. Mr. Parker wants to begin with just scrap metal. Mr. Chichester questioned if we were informing counties or making an offer to counties. The consensus was the full Board would be required to give approval for an offer.

Mr. Parker summarized, suggesting that Gil put together a short communication regarding this topic to bring to Solid Waste Committee meetings of the counties.

8) Insurance Requirements for Haulers and DOT Requirements

Mr. Chichester indicated that haulers complain about other haulers not meeting DOT requirements. Should we require insurance information from haulers? Ms. Podmajersky questioned what amount would be adequate insurance. Mr. Chichester suggested looking into this with insurance carriers. No insurance information is presently requested when getting CVR cards.

Concern was expressed regarding how much information the Authority is responsible for collecting on haulers and how this may change data entry into the new scale system. Some examples of information to be collected include:

- Insurance information – liability
- Insurance information – workers compensation
- Department of Transportation regulations

Mr. Parker suggested obtaining legal opinion regarding the liability of the Authority in these areas.

9) Recycling Grant Application

The Authority is preparing to submit two grants to the Department of Environmental Conservation. One is for the Director of Recycling and Waste Reduction and the second is for Household Hazardous Waste Collection. To send in the pre-application a resolution is required from the Board.

Mr. McNeil asked the time period covered by the applications. Mr. Chichester indicated it is generally three years.

The question regarding equipment application came up and Mr. Packard indicated there are three grants, the two above and a third for equipment. We have not prepared an application for Equipment at this time.

10) Dig Outs at Sites

Mr. Chichester informed the committee that current practice was to dig out various size vehicles and equipment. The policy is to have haulers sign a release form and only dig out roll offs. It is the intention of the Authority to enforce this rule to reduce our liability for damage that may be caused to smaller vehicles requesting a dig out. When the rules are enforced there will be a reaction from haulers.

Details were provided regarding the circumstances of other dig outs, which often are the result of broken hauler equipment. The committee felt that the Authority should enforce the regulations that are in place.

11) White Goods in Roll-Off Boxes

Haulers exhibit frustration with the regulation that white goods are not to be mixed with other loads. Concern regarding the release of Freon is the major concern with this regulation. Ms. Podmajersky indicated that white goods should not be in the roll-off box.

It was suggested a letter be mailed to haulers clarifying the rules regarding dig outs and white goods.

12) Tarping Stations

Mr. Chichester indicated that we currently are reviewing two proposed scenarios for tarping stations at each site. There is some concern that modifications for the fuel tanks and leachate tanks will be necessary. Mr. Packard indicated he would provide Mr. Parker with the information to review.

13) Other Business

The tip floor at Oneonta is holding up well.

14) Closing

Mr. Parker moved to adjourn the meeting.

Mr. McNeil seconded the motion.

Meeting adjourned 1:12 p.m.

Respectfully Submitted,

Barbara Corrigan
Director of Finance & Administration