

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

**DATE:** September 1, 2009  
**LOCATION:** MOSA Administrative Complex, Howes Cave

**Members Present:**

John Thayer  
Harold Vroman  
Edward Wesnofske

**Others Present:**

Martha Clarvoe  
John Mattas  
Olga Podmajersky  
Barbara Corrigan  
Dennis Heaton

**1. Opening**

Chairman Vroman called the meeting to order at 10:04 a.m.

**2. Minutes of Prior Meeting**

Chairman Vroman asked for a motion to approve the minutes from the August 10, 2009 meeting. Mr. Thayer made the motion, which was seconded by Mr. Wesnofkse; on voice call the minutes were unanimously approved.

**3. Approve Agenda**

Chairman Vroman asked for a motion to adopt the agenda as written. Mr. Wesnofske made the motion, which was seconded by Mr. Thayer; on voice call the agenda was unanimously adopted.

**4. Review and development of Executive Director Job Description**

Chairman Vroman asked for comments and changes on the existing job description. The following suggestions/changes were made after discussion by the committee:

Job Description

- ✓ Change “Executory Officer” to “Executive Officer”
- ✓ Remove “for a term of up to five years as determined by the Authority” and insert “to serve at the will of the Board”.
- ✓ Leave in “under terms and conditions identified contractually between the Executive Director and the Authority”. It was decided to have a contract and leave this in place so that things like access to a vehicle and other perks that differ from other staff can be addressed and agreed to in a contract.
- ✓ The Employee Handbook covers other issues like sick leave, personal leave, vacation leave, etc.

Required Qualifications

- ✓ Change “minimum of six years of paid professional experience in **public administration**” to “minimum of six years of paid professional experience in **management in solid waste industry**”.
- ✓ Change “**public** sector financing” to “**public or private** sector financing”

Chairman Vroman asked if there were any other suggestions; as there were none, he asked if the recommended changes needed to go before the full board.

Mr. Thayer advised that not only would the changes need to go before the full board, the Montgomery County personnel office would also have to approve the changes.

Chairman Vroman asked for a motion to recommend the changes to the board; Mr. Thayer so moved and Mr. Wesnofske seconded. On voice call, the motion was unanimously carried.

**5. Other Business**

Chairman Vroman asked if there was any other business.

Mr. Wesnofske made a motion to go into executive session to discuss litigation issues relating to a previous employee of the Authority; Mr. Thayer seconded and on voice call the motion was unanimously carried.

Mr. Wesnofske asked that Ms. Corrigan, Acting Executive Director, join the board members in executive session.

Executive session began at 10:14 a.m.

Executive session ended at 10:26 a.m. with Mr. Wesnofske making the motion and Mr. Thayer seconding.

Chairman Thayer called the meeting back to order at 10:30 a.m. and asked if there was any other business.

Ms. Corrigan advised that she has a large number of applications to review for the part time weight station operator position.

Ms. Corrigan asked the committee to consider allowing her to advertise for a part time transfer station operator as well. She advised that when staff are out sick or on vacation it is not safe to continue operating with a skeleton staff on the tip floor.

Mr. Thayer asked how many positions she wanted to advertise for; Ms. Corrigan thought one position as a floater between the Oneonta and the Schoharie Transfer stations. Mr. Thayer asked if once trained; this would reduce the overtime costs. She responded that it may help reduce the need for overtime hours by full time staff on Saturdays, if the hours work out.

Mr. Thayer made a motion to give Ms. Corrigan permission to advertize for a part time transfer station operator; Mr. Vroman seconded and on voice call the motion carried unanimously.

Mr. Wesnofske asked Ms. Corrigan if the accountant's salaries on the personnel hand out from the Finance Committee meeting were the current salaries. Ms. Corrigan advised that the salaries on the hand out included a 5% increase to the current salaries.

Mr. Wesnofske suggested to Ms. Corrigan a change in Mr. Cooper's title to include the IT work he performed in the office. Ms. Corrigan advised that she would like to give him a new title but had not yet been able to come up with one. Mr. Wesnofske suggested the need to adjust his salary along with the new title. Ms. Corrigan agreed that she would like to do that as well. Mr. Wesnofske suggested making the recommendation at the next Personnel Committee meeting. Ms. Corrigan stated that she would check with the Montgomery County personnel office to see if there was a title in existence that would be appropriate.

## **6. Closing**

Mr. Wesnofske made a motion to adjourn the meeting; Mr. Thayer seconded, which on voice call was unanimously approved. The meeting adjourned at 10:38 a.m.

Respectfully Submitted,

Judith Beeler,  
Confidential Secretary