

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

DATE: December 10, 2009
LOCATION: MOSA Administrative Complex, Howes Cave

Members Present:

John Thayer
Harold Vroman, Chair
Edward Wesnofske

Others Present:

John Mattas
David Parker
Olga Podmajersky
Philip Skowfoe
Dennis Heaton
Barbara Corrigan

1. Opening

Chairman Vroman opened the meeting at 1:13 p.m.

2. Minutes of Prior Meeting – November 17, 2009

Chairman Vroman asked for a motion to approve the minutes of the prior meeting. Mr. Wesnofske so moved, Mr. Thayer seconded and on voice call the minutes were unanimously approved.

3. Approve Agenda

Chairman Vroman asked for a motion to approve the agenda. Mr. Thayer so moved, Mr. Wesnofske seconded and on voice call the agenda was unanimously approved.

4. Bonus & Salary Discussion

Mr. Wesnofske made a motion to go into Executive Session to discuss bonuses and salaries for staff; Mr. Thayer seconded and the session began at 1:15 p.m. Mr. Heaton and Ms. Corrigan were asked to participate in the Executive Session.

Mr. Thayer made the motion to come out of Executive Session; Mr. Wesnofske seconded and the session ended at 1:35 p.m.

Mr. Wesnofske made a motion to recommend Resolution No. 73 Authorizing Compensation for Certain MOSA Management Employees, to the Board for approval. Mr. Thayer seconded and on voice call the motion unanimously carried.

Mr. Wesnofske made a motion to recommend the Board approve a stipend of \$3,000 for the work of the Director of Finance and Administration in serving as Executive Director and that a one week paid leave also be part of this recognition. Mr. Thayer seconded and on voice call the motion unanimously carried.

Mr. Wesnofske suggested that the Personnel Committee review and update certain job descriptions in the near future.

5. Workplace Violence

Ms. Corrigan advised that in response to New York State Labor Law, which requires us to have a Workplace Violence Plan, we have developed and implemented the following:

- ✓ Staff have watched a video on workplace violence; this video was provided by CSEA and shows various types of workplace violence.
- ✓ Questionnaires have been filled out by the staff at each site regarding any situations that may have occurred.
- ✓ A representative of the Union met with the Union President and Ms. Corrigan to walk through issues and different situations at the various sites.
- ✓ A policy and procedure has been created.

Ms. Corrigan advised that the language in the policy was provided by CSEA and is boiler plate for such policies and once approved by the Board, would be posted at all locations. The procedure associated with the Workplace Violence policy conforms with existing procedures.

Mr. Mattas made a motion to recommend Resolution No. 74 Adopting a Policy for Workplace Violence, to the Board; Mr. Wesnofske seconded and on voice call the motion carried unanimously.

6. Other Business

Chairman Vroman asked if there was other business; nothing was brought forth.

7. Closing

Mr. Thayer made a motion to adjourn; Mr. Wesnofske seconded and on voice call the meeting adjourned at 1:42 p.m.

Respectfully Submitted,

Judith Beeler,
Confidential Secretary