

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

DATE: February 8, 2010
LOCATION: MOSA Administrative Complex, Howes Cave

Members Present:

Alexander Shields
John Thayer
Harold Vroman, Chair

Others Present:

Olga Podmajersky
Philip Skowfoe
Edward Wesnofske
Dennis Heaton
Barbara Corrigan

1. Opening

Chairman Vroman called the meeting to order at 11:07 a.m.

2. Minutes of Prior Meeting – December 10, 2009

Chairman Vroman asked for a motion to approve the minutes of the December 10, 2009 meeting; Mr. Wesnofske so moved and Mr. Vroman seconded. On voice call, the minutes were unanimously approved.

3. Approve Agenda

Chairman Vroman asked if there were any amendments to the agenda. Mr. Thayer asked that an Executive Session be added to the agenda to discuss ongoing litigation. As there was no objection, Chairman Vroman asked for a motion to approve the agenda as amended; Mr. Thayer so moved and Mr. Shields seconded. On voice call, the agenda was unanimously approved.

4. Amsterdam Transfer Station Supervisor

Mr. Heaton explained the current situation of one supervisor having the responsibility of supervising both the Amsterdam Transfer Station (ATS) and the Western Transfer Station (WTS), as well as managing the roll-off business and leachate trucking. The Schoharie and Oneonta Transfer Stations each have their own supervisors. He went on to explain that the position was budgeted for in 2010 and he would like to put a current employee in the position of supervisor at the Amsterdam Transfer Station with a \$1.00/hour increase in pay.

Mr. Thayer asked if the current supervisor was primarily doing the roll-off work and if so, what the wage difference was between a truck driver and a supervisor. Mr. Heaton responded that currently, he was doing the roll-off work and training an operator at the Oneonta Transfer Station for roll-off work and truck operation, as well as supervising both sites (ATS & WTS).

Ms. Podmajersky asked if the roll-off business was new as this was the first she had heard about it. Mr. Heaton explained that recently roll-off containers had been provided to the City of Amsterdam and to Schoharie County DPW for demolition work and the service is available for other municipalities as well. Ms. Podmajersky asked if the service was free; Mr. Heaton replied that there is a charge for the service.

Mr. Shields asked if this service was done through contract as an inter-municipal agreement. Mr. Heaton responded that it had not been, but he would look into it in the future.

Mr. Shields inquired as to when the transfer station last had a supervisor on site. Mr. Heaton advised that it had been a number of years. Mr. Shields went on to say that in most management or quasi management job descriptions with the Counties, there is a clause that states, "all other duties as required". He suggested that the person performing the supervisory tasks at the site remain doing so without further compensation and asked if the position was in the Union. Mr. Heaton responded that it was part of the bargaining unit and was the same title as the supervisor positions at the Schoharie and Oneonta Transfer Stations. Mr. Heaton advised that there are three operators on site now and that the position would not automatically go to any of

them but would be posted throughout MOSA. Applicants would be evaluated and the most qualified person for the job would be chosen.

Mr. Thayer asked if the tonnage at Western was up significantly and how many trailers/day they had. Mr. Heaton responded that it was up about 30% , to about 3 trailers/day, but nothing is unmanageable at the site.

Mr. Heaton stated that his bigger issue was having a supervisor on site at the Amsterdam Transfer Station who is ultimately responsible for what goes on within that gate.

Ms. Podmajersky remarked that if the current supervisor didn't have to supervise both sites, he would have more time on his hands and inquired as to what he would do with that time. Mr. Heaton responded that he didn't believe he would have a lot of time on his hands.

Mr. Thayer remarked that he is currently running the roll-off truck. He went on to say that he has always believed there should be a supervisor at Amsterdam, the busier of the two sites instead of spending the majority of his time at Western.

Mr. Wesnofske advised the committee of how the situation arose (having one supervisor for both sites) after the previous supervisor at Amsterdam, who had been problematic, retired. It was decided at that time, about 4 years ago, to consolidate the positions utilizing the current supervisor who was better suited for shaping up the site.

Mr. Thayer noted that the current supervisor is on the road running the roll-off truck and getting overpaid to be a truck driver while not being able to supervise either site. He suggested putting a supervisor at Amsterdam, removing the supervisor from Western and if the current supervisor wants to be a truck driver, paying him as such. Ms. Podmajersky remarked that she thought he wanted to be a weigh station operator. Mr. Heaton responded that his solution would be to keep the supervisor on site at Western; send out one of the operators with the roll-off truck, and put a supervisor on site at Amsterdam, making each supervisor responsible for making sure that what goes on at each site is correct.

Mr. Heaton continued saying that going forward there would be an opportunity to make sure the tons per load on the Riccelli trucks are all they should be. Mr. Shields inquired as to why they aren't now; Mr. Heaton remarked that he believed it would take someone on site acting as a straw boss to make sure it happens.

Mr. Shields noted that there is a loss on bag waste because we are not looking at what they are bringing in. He went on to say that we are losing approximately 50% or \$60,000 a year in lost revenue because of this. He believes this is more of an efficiency problem rather than a supervisor on site issue. He continued, noting that he was of the opinion that the past practice situation Mr. Wesnofske had explained was not addressed properly and asked Mr. Heaton if he would like to correct that situation now. Mr. Heaton responded that he would like to.

Mr. Thayer asked if there was still a clerk/typist position classified as a weigh station operator. Mr. Heaton responded that discussion would be coming up later. Mr. Thayer stated that if we are going to move people around or change positions, instead of doing one piece at a time, let's do it from a broader perspective.

Mr. Shields remarked that he would like a review of all staff and what they are doing now. He noted that their job title and what they are actually doing may not be what management wants them to be doing or that the actual work may be inappropriately labeled. He went on to say that he felt in order to be fair to everybody and reset or reevaluate MOSA in 2010, due diligence is needed. The Union contract is what it is and it is up for change after this year. Mr. Heaton noted that the contract is up in 2012 and we will begin negotiating in 2011. Mr. Shields continued, stating that he appreciated Mr. Heaton wanting to hit the ground running; however, he believes it would be better for the Board to address everything at once, not in a piece meal fashion and either gain greater efficiency for the same cost or save money in the process if there is any redundancy.

Mr. Heaton responded saying that he doesn't like to piece meal either; however, he also thinks that as you come up with issues, they need to be handled. He went on to say that in any business there is no shortage of issues; as one issue is handled others come up.

Mr. Shields noted that this issue had come back to one individual that changed the actual dynamics of the function at that particular site and that now you are trying to correct that past practice. He still thinks the Board needs to have a broader perspective because if it happened there, more than likely there are similar situations in other places. He went on to say that he had visited the Oneonta Transfer Station on Saturday and spoke with the supervisor at the site. He stated that he believes in listening to the people who do the work and believes Mr. Heaton has demonstrated a willingness to try and listen and be fair. The problem we have is the broader responsibility to the system itself if we are going to do some actual renovation.

Mr. Wesnofske remarked there are two problems, one is whether you want to reinvent the wheel and redesign how everyone functions in the organization; that kind of issue may be something for someone new to the Board to want to review, but for the whole Board to sit back and not make any personnel changes because they have to wait for a full scale evaluation of all functions in the organization, we will never get anything done. He went on to say that secondly, the essential question is do you need more supervision at the Amsterdam Transfer Station and if so, can it be stolen from Randall and switched. You do need supervisors someplace; which place is it more valuable. He went on to say that he believed Mr. Heaton's recommendation had been at the Amsterdam Transfer Station.

Mr. Heaton stated that he would like a supervisor at Randall, as there is now, and one at Amsterdam. He noted that you would not have any more people and that the position for Amsterdam is already budgeted for.

Mr. Wesnofske stated that he supports the Executive Director when it comes to, and takes very seriously, management's recommendations. He believes it is the Board's obligation to listen and not replace his management with the Board's management.

Mr. Heaton thanked Mr. Wesnofske and stated that maybe we do need a broader picture; however, he is a firm believer of handling issues as they arise.

Mr. Shields stated he didn't want to hobble the Executive Director but wanted to be sure that evaluation of positions was not handled in a piece meal way.

Mr. Thayer remarked that he had done a quick calculation and that approximately \$27,000 had been budgeted for the three full time transfer station supervisors for overtime. He asked if we were going to be

able to cut down on overtime. Mr. Heaton responded that he was in the process of cutting overtime already and had been using part time staff to replace full time staff for weekend overtime, which is the largest portion of overtime. He noted that it was cheaper to pay part time staff versus full time staff in any instance; Mr. Thayer agreed, noting the lack of benefits and lower hourly rates.

Mr. Thayer noted that the position required a \$1.00 increase in hourly rate and overtime costs were being reduced; he asked if the plan was to still have a supervisor driving a truck. Mr. Heaton responded that he wants the supervisors at the sites because there are a number of issues that need to be resolved at the sites, such as productivity issues. He noted that the supervisor at the Oneonta Transfer Station is onsite all the time and does a very good job working with his people; this needs to be developed at the other sites.

Mr. Shields asked if this position, as currently operational, is causing a lot of overtime or significant overtime because it lacks a title. Mr. Heaton responded that he did not believe so.

Chairman Vroman asked if there were any more questions from the committee, as there were none, he asked if it was the committee's pleasure to recommend this position to the Board.

Mr. Thayer made a motion to draft a resolution creating the Amsterdam Transfer Station supervisor position. Mr. Heaton noted that no resolution was necessary as the position already exists and is budgeted for in the 2010 budget; it just needs to be filled.

Mr. Thayer then made a motion to fill the position utilizing existing staff. Chairman Vroman seconded and on voice call the motion carried, with Mr. Shields voting nay.

Ms. Podmajersky asked if the Western Transfer Station supervisor was a weigh station operator. Mr. Heaton replied that he was not. He noted that this supervisor was responsible for generating \$3,000 in haul fees from roll-off work since the beginning of the year.

Mr. Shields asked where the roll-off activity came from. Mr. Heaton responded that he had been paying attention to what was being done in the City of Amsterdam and that the Schoharie DPW had a fire in their building. Mr. Thayer added that performing the roll-off work was not only bringing in revenue, but utilizing equipment that had been sitting idle.

5. Executive Session

Mr. Thayer made a motion to go into Executive Session, Mr. Shields seconded, and on voice call Executive Session began at 11:35 a.m.

Mr. Thayer made a motion to extend paid health insurance benefits through March 31, 2010 to Ms. Mickel, which was seconded by Mr. Shields. On voice call vote the motion was unanimously approved.

Mr. Thayer made a motion to come out of Executive Session at 12:42 p.m., Chairman Vroman seconded and on voice call Executive Session ended.

6. Accountant Position changes/duties

This item was discussed in Executive Session. Mr. Thayer made a motion, which was seconded by Mr. Shields to send the job description to the Personnel Director. On voice call, the motion was unanimously approved.

7. Recycling Program Manager

Mr. Heaton advised that he was removing this item from discussion at this time.

8. Board Member Training

The schedule of upcoming Board member trainings was reviewed and a date/location chosen. The recording secretary will register the attendees, Mr. Shields, Mr. Skowfoe and Mr. Vroman for the March 26, 2010 session at the Albany Law School.

9. Other Business

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

10. Closing

Chairman Vroman made a motion to adjourn, Mr. Shields seconded and on voice call the meeting adjourned at 12:47 p.m.

Respectfully Submitted,

Judith Beeler,
Confidential Secretary