

County of Franklin Solid Waste Management Authority

Minutes of Meeting March 30, 2017
2nd Floor Conference Room, Courthouse

The meeting was called to order by Chairman Tom MacDonald at 3:08pm.

The following members were present:

Andrea Dumas, Warren Gaggin, Tom MacDonald and Dave Rhodes.

Also present at the meeting were: George Eades, Executive Director: Ellen Hooker-Clooney, Secretary - Vice Treasurer: Todd Perry, Solid Waste Engineer: Brian Stewart, Attorney. Guest present was The Malone Telegram Editor EJ Conzola II.

RESOLUTION NO. 20 - APPROVAL TO WAIVE THE READING OF THE 3/2/2017 MEETING MINUTES

RESOLVED: The governing body of the Authority hereby agrees to waive the reading of the minutes of the March 2, 2017 meeting, with a verbiage correction as to Dave Rhodes concern with time clocks and security cameras at the Regional Landfill, not to be stated as all locations. Correction duly noted and made.

The foregoing motion was made by Dave Rhodes and seconded by Warren Gaggin. All members present in favor of the motion. Whereupon the Resolution was declared duly adopted, a copy attached hereto.

RESOLUTION NO. 21 - APPROVAL OF THE 3/2/2017 MEETING MINUTES

RESOLVED: The governing body of the Authority hereby approves the minutes of the March 2, 2017 meeting.

The foregoing motion was made by Dave Rhodes and seconded by Warren Gaggin. All members present in favor of the motion. Whereupon the Resolution was declared duly adopted, a copy attached hereto.

PUBLIC COMMENT PERIOD - _____ NONE

RESOLUTION NO. 16 - APPROVAL OF THE NOVEMBER AND DECEMBER 2016 - JANUARY & FEBRUARY 2017 FINANCIAL STATEMENTS

TABLED: The foregoing motion to table the approval of the November and December 2016 along with January and February 2017 Financial Statements still stands. Chairman MacDonald announced to the Board that financial reports from 2016 have been submitted to Crowley and Halloran for review, due to many inconsistencies in the financial reports that have been presented prior. Work is presently ongoing to make the necessary corrections to accurately present reports at later date. Dave Rhodes did ask about the Collectable Returned Checks as the Balance Sheet shows an amount of \$3521. This is a running balance, and not the actual amount. The balance for outstanding returned checks is approximately \$500.00

MONTHLY BILLS - Board members acknowledged receipt of an abstract of the February 2017 monthly bills. Dave Rhodes had concerns about vendor ALS's charges, as there had been several in the recent months. Additional concern over the purchase of sand from a town highway department for the Lake Clear Transfer Station usage. Dragoon Equipment has yet to issue warranty credit for the JCB loader turbo, per Todd Perry.

UNFINISHED BUSINESS -

- All members present were in favor of tabling the motion for electing a Treasurer, as not all members were present for the meeting.
- Brian Stewart mentioned the idea of contracting an outside agency to assist in financial documents.
- George Eades advised that HR reports are being computerized and updated with regards to time off. Accounting discrepancies between the scale program and the accounting computer program will be updated, as well as previous financial reports which had discrepancies. Corrections are being made. Tom MacDonald acknowledged that there is open communication between Crowley & Halloran Auditors to assist in the progress.
- Dave Rhodes presented information with regards to time clocks being utilized by another employer, as a possible purchase.
- Dave Rhodes questioned the approval of the \$20,000 to Franklin County Departments for the disposal of Solid Waste. At the November 17, 2016 meeting, Resolution #7 was passed to authorize this amount.

NEW BUSINESS -

- **Regional Landfill Discussion** - The contractors for electrical, heating and plumbing have been onsite to continue finishing punch list items. The majority of the work is completed, with some minor electrical and heating items are to be completed. Office furniture is being assembled and placed respectively.
- The Continuing Financial Disclosure required an updated financial statement so that Environmental Capital's Rick McCarthy could complete the document. This has been corrected with corresponding information with Crowley & Halloran and was presented to all members present for review to observe the change in figures.
- Discussion with regards to a purchasing policy took place including reference to proper purchases and binding for small and large amounts, along with interaction with 3rd party of possible board members businesses.
- Discussion with regards to credit cards also took place. Current internet speeds prevent the provision of the service. More information with regards to card services will be present for the next board meeting.
- Andrea Dumas questioned the daily activity with regards to cash out at the end-of-the-day. The Cash Management Policy has in place daily cash-out reports and deposits to be made nightly to the designated Community Banks. All transaction paperwork is delivered to the Regional Landfill by interagency on a daily basis, to be reviewed for accuracy and in accordance with the Cash Management Policy.
- Conversation came to light with regards to Personnel Policy, Alcohol and Drug Policy, Employee Handbook, proper return of CFSMWA property, Fair Labor Act requirements with regards to overtime, and performance of personnel reviews. A personnel policy was adopted in 1995, it will be retyped and reviewed.
- Dave Rhodes asked if there is money in the construction budget to allow for the paving project to advance for this year. Funds are available for the asphalt, but not the labor and equipment at this time, as this was to be provided by the County.

3-30-2017

Tom MacDonald requested an Executive Session to discuss litigation matters at 4:01pm. Motion made by Andrea Dumas and Dave Rhodes second the motion.

Executive Session meeting was terminated at 4:12pm. Dave Rhodes made the motion and seconded by Andrea Dumas. All members present resumed the regular board meeting.

ADJOURNMENT - At 4:26pm the meeting was adjourned after Executive session, with motion made by Warren Gaggin and Dave Rhodes second the motion. All members present were in favor of the adjournment.

Respectfully submitted,

Ellen Hooker Clookey
Secretary/Vice-Treasurer to the Board