

**ONEIDA-HERKIMER COUNTIES'
SOLID WASTE MANAGEMENT AUTHORITY**

BYLAWS

**ADOPTED - JANUARY 9, 1989
AMENDED - JULY 2002, MARCH 2008, JUNE 2008, MARCH 2009,
MARCH 2011, MARCH 2020**

CONTENTS

		<u>PAGE</u>
ARTICLE I	POWERS, ORGANIZATION AND ADMINISTRATION	1
ARTICLE II	MEMBERS OF THE AUTHORITY	1
ARTICLE III	MEETINGS OF THE AUTHORITY	3
ARTICLE IV	COMMITTEES	4
ARTICLE V	OPEN MEETINGS	4
ARTICLE VI	OFFICERS	6
ARTICLE VII	INDEMNIFICATION OF MEMBERS, OFFICERS AND EMPLOYEES	7
ARTICLE VIII	RECORDS	7
ARTICLE IX	REPORTS	7
ARTICLE X	INVESTMENT GUIDELINES	8
ARTICLE XI	MISCELLANEOUS PROVISIONS	8
ARTICLE XII	EMPLOYEES	10
ATTACHMENT A	AUTHORITY SEAL	12
ATTACHMENT B	CATEGORIES OF EMPLOYEES	13
ATTACHMENT C	ORGANIZATIONAL CHART	14

**ONEIDA-HERKIMER COUNTIES’
SOLID WASTE MANAGEMENT AUTHORITY**

BYLAWS

ARTICLE I POWERS, ORGANIZATION AND ADMINISTRATION

- 1.1 ADMINISTRATION. The powers, organization and administration of the Oneida-Herkimer Counties’ Solid Waste Management Authority (the “Authority”) shall be as authorized and established by the provisions of the Oneida-Herkimer Counties’ Solid Waste Management Authority Act (the “Act”). The powers of the Authority shall be vested in the Members thereof in office from time to time.
- 1.2 FISCAL YEAR. The fiscal year of the Authority shall begin January 1 and end December 31 of each year.
- 1.3 SEAL. The seal of the Authority shall be as in Attachment A. The seal on any Authority obligation for the payment of money may be a facsimile.

ARTICLE II MEMBERS OF THE AUTHORITY BOARD

- 2.1 MEMBERS. The Authority shall consist of ten (10) members (“Members”) appointed by the Counties as follows:
- 2.1.1 Four (4) Members shall be appointed by the Board of Legislators of Oneida County;
- 2.1.2 Three (3) Members shall be appointed by the County Executive of Oneida County;
- 2.1.3 Three (3) Members shall be appointed by the Legislature of Herkimer County.
- 2.2 QUALIFICATIONS OF MEMBERS. A member of the Authority Board is deemed a public officer with “legal, fiduciary, financial and ethical responsibilities” to the Authority. N.Y. Pub. Auth. Law §2824 (McKinney 2008). The Public Authorities Accountability Act imposes, among other obligations, requirements establishing ethical standards for directors, disclosures by directors and mandatory participation in state training programs for directors. N.Y. Pub. Auth. Law §2824 (McKinney 2008) Section Seventy-four of New York Public Officers Law sets forth minimum ethical standards for directors. Loyalty and confidentiality are among specific obligations comprising a code of conduct devised to avoid even the appearance of impropriety and thereby inspire the confidence of the Authority’s constituents in the management and operation of the Authority. N.Y. Pub. Off. Law §74(3) (McKinney 2008).

The Authority was created for the benefit of the citizens and businesses of Oneida and Herkimer Counties. “The authority and the carrying out of its powers and duties are in all respects for the benefit of the people of the counties and the state for the improvement of their health, welfare and prosperity and that such purposes are public purposes and that the authority is and will be performing an essential governmental function in the exercise of the powers conferred upon it....”N.Y. Pub. Auth. Law §2049-cc.

Specific responsibilities pertaining to the protection of the health, safety and welfare of the constituents of Oneida and Herkimer Counties with regard to waste management was vested in the Authority through local laws adopted by the legislatures of both Counties in 1988.

Although appointed by different entities and residing in various communities, the requirements of solid waste disposal necessitate that the Authority's directors possess a singular and united dedication to the Authority. The United States Congress has enacted laws and the Supreme Court of the United States rendered decisions recognizing the unique status of solid waste and the need for proper management and disposal. This Authority requires directors that can effectuate safe, efficient and economic management of diverse waste streams from diverse sources at multiple facilities.

Directors are obligated to discharge their duties in "good faith." Because of the volatile nature of solid waste disposal, the financial investment made by the communities in Oneida and Herkimer Counties in solid waste management, the diverse nature of the Authority's facilities and activities and the diverse nature of the constituencies served by the Authority, it is critical that the Authority Board Members are not only qualified, but able to meet their legal, fiduciary, financial and ethical obligations to the Authority.

- 2.3 TERM. The term for each Member shall be determined by the appointing County in accordance with the Act. Each Member shall continue to hold office until his or her successor is appointed and qualifies.
- 2.4 VACANCIES. The office of a Member shall be deemed vacant upon the happening of one of the following events before the expiration of the term thereof:
 - 2.4.1 The death of the Member;
 - 2.4.2 The written resignation of the Member;
 - 2.4.3 The conviction of the Member of a felony or a crime involving a violation of the oath of office;
 - 2.4.4 The entry of a judgment or order of a court of competent jurisdiction declaring the Member to be incompetent;
 - 2.4.5 The judgment of a court declaring the appointment of the Member void or that the Member's office is forfeited or vacant;
 - 2.4.6 The removal of a member pursuant to Section 2.6 of these Bylaws.
- 2.5 FILLING OF VACANCIES. Vacancies occurring at the end of a term shall each be filled in the manner provided in Section 2.1 above. Vacancies occurring otherwise than by the expiration of a term shall be filled by the affected participating County in the same manner as set forth in section 2.1 for the remainder of the unexpired term.
- 2.6 REMOVAL OF MEMBER. A member may be removed from office by the County Executive or by the legislative body of the County that appointed the Member for inefficiency, neglect of duty or misconduct in office. Prior to removal the County Executive or legislative body shall give the Member a copy of the charges against him or her and an opportunity to be heard in person or by counsel in his or her defense, upon not less than ten (10) days notice. If any Member shall be so removed, there shall be

filed with the Chairman of the Authority and the Chairman of the appointing legislative body a complete statement of the charges made against such Member and the findings of the County Executive or such legislative body, together with a complete record of the proceeding.

- 2.7 **COMPENSATION OF MEMBERS.** The Members of the Authority may receive compensation for their services on a per diem basis as the legislative bodies of the Counties shall determine and shall be reimbursed for all their actual and necessary expenses incurred in carrying out their duties as Members.

ARTICLE III MEETINGS OF THE AUTHORITY

- 3.1 **ANNUAL MEETING.** The first meeting in each fiscal year shall be the annual meeting of the Authority and shall be held at the time and place, within the participating Counties, designated in the notice of same.
- 3.2 **REGULAR MEETINGS.** Regular meetings of the Authority may be held at such times and places, within the participating Counties, from time to time as determined by the Authority. The Board may set the dates and times for regular meetings at the Annual Meeting.
- 3.3 **SPECIAL MEETINGS.** Special meetings of the Authority may be called by the Chairman. Each special meeting shall be held at the time and place as the Chairman shall determine.
- 3.4 **NOTICES TO MEMBERS.** In addition to the Board's action at the Annual meeting to establish a schedule of meetings for the year, notice to Members of a regular meeting of the Authority will be provided by regular mail. Notice of the place, day and hour of every special meeting shall be given to each Member by delivering the notice to the Member personally or leaving the notice at his or her residence or usual place of business or by telephoning it at least one (1) day before the meeting, or shall be mailed to each Member postage prepaid and addressed to the Member at his or her last known address at least three (3) day before the meeting. No notice of an adjourned meeting of the Authority need be given to Members other than by announcement at the meeting. Notice of any meeting need not be given to any Member who submits a signed waiver or notice thereof before, at or after the meeting, nor to any Member who attends the meeting without protesting prior to or at the commencement of the meeting, the lack of notice to him or her.

Neither the business to be transacted at, nor the purpose of, any meeting of the Authority need be specified in any notice or written waiver of notice unless so required by these Bylaws or by law.

- 3.5 **QUORUM AND EXERCISE OF POWERS.** Five (5) Members shall constitute a quorum. All action shall be taken by vote of a majority of the total number of Members of the Authority.
- 3.6 **CONDUCT OF MEETINGS.** At all meetings of the Authority, the Chairman shall be the presiding officer, or if the office of Chairman is vacant or in the absence or disability of the Chairman, then the Vice-Chairman shall be presiding officer; or if the office of Vice Chairman is vacant or in the absence or disability of the Vice Chairman, then the Treasurer shall be the presiding officer; if the office of Treasurer is vacant or the Treasurer is absent or disabled the Members of the Authority shall choose a presiding

officer from among those Members present, to preside at such meeting. The Secretary of the Authority, except as otherwise provided by the Authority, shall act as Secretary at all meetings of the Authority, and in the absence of the Secretary or any Assistant Secretary, a temporary Secretary shall be appointed by the presiding officer.

Any one or more Members of the Board may participate in a meeting of the Board by means of a video conference, which allows all persons participating in the meeting to hear and see each other at the same time. Participation by such means shall constitute presence in-person at such a meeting. If a Member is only able to call in to a meeting, the participation will be allowed, but the Member may not vote.

- 3.7 **PROCEDURE.** The order of business and all other matters of procedure at each meeting of the Authority shall be determined by the presiding officer.
- 3.8 **MINUTES.** Minutes shall be taken at all meetings of the Authority which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Such minutes shall be available to the public in accordance with the provisions of the Freedom of Information Law and these Bylaws.
- 3.9 **BOARD ACTION WITHOUT A MEETING.** Any action required or permitted to be taken by the Board may be taken without a meeting if all the members of the Board consent in writing to the adoption of a resolution authorizing the action.

ARTICLE IV COMMITTEES

- 4.1 **COMMITTEES.** The Authority may create one or more committees of the Authority, which committees shall serve in an advisory capacity only, and no committee shall be designated any powers of the Authority.
- 4.2 **MEETINGS.** Meetings of any committee of the Authority may be held at such places within the participating Counties as the committee shall determine. Regular meetings of any committee of the Authority shall be held at such times as may be determined by either the Authority or such committee, and no notice to Members of the committee shall be required for any regular meeting.
- 4.3 **CONDUCT OF MEETINGS.** The chairman of the committee or, in the event that the office of committee chairman is vacant or in the absence or disability of the committee chairman, such other Member of the committee as is chosen by the committee shall preside at each meeting of the committee. A record of each committee meeting shall be maintained.

ARTICLE V OPEN MEETINGS

- 5.1 **GENERALLY.** Every meeting of the Authority shall be open to the general public except for executive sessions. Informal meetings and committee meetings shall not be considered meetings subject to this section only if (i) less than a quorum of the Authority is present and (ii) no public business is transacted, in that the consideration of matters at such meeting are not binding on the Authority and are merely to advise the Authority.

- 5.2 ACCESSIBILITY. The Authority shall make or cause to be made all reasonable efforts to ensure that meetings subject to this section are held in facilities that permit barrier-free physical access to the physically handicapped.
- 5.3 PUBLIC NOTICE. Public notice of the time and place of all meetings subject to this section shall be given to the news media and conspicuously posted in one or more designated public locations:
- 5.3.1 at least 72 hours in advance if the meeting is scheduled at least one week prior thereto, or
- 5.3.2 otherwise, at a reasonable time prior thereto.
- 5.4 EXECUTIVE SESSIONS. Upon a majority vote of its total Membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Authority may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:
- 5.4.1 matters which will imperil the public safety if disclosed;
- 5.4.2 any matter which may disclose the identity of a law enforcement agent or informer;
- 5.4.3 information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- 5.4.4 discussions regarding proposed, pending or current litigation;
- 5.4.5 collective negotiations pursuant to Article Fourteen of the Civil Service Law;
- 5.4.6 the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- 5.4.7 the preparation, grading or administration of examinations; and
- 5.4.8 the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the Authority, but only when publicity would substantially affect the value thereof.
- 5.4.9 ATTENDANCE. Attendance at an executive session shall be permitted to any Member and any other persons authorized by the Board.
- 5.5 PUBLIC COMMENT. At each regular meeting the Chairman may establish a period for public comment. The total public comment period will be up to 30 minutes, with each speaker provided up to 5 minutes. Both the total time for public comment and the time for each speaker may be adjusted by the Chairman based on consideration of all relevant factors.

ARTICLE VI OFFICERS

- 6.1 OFFICERS. The officers of the Authority shall consist of a Chairman, a Vice Chairman, a Treasurer and a Secretary. The Chairman, Vice Chairman and Treasurer shall be Members of the Authority; the Secretary need not be a Member of the Authority. No person may hold more than one office at the same time.
- 6.2 CHAIRMAN. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall execute all agreements, contracts, deeds and any other instruments of the Authority.
- 6.3 VICE CHAIRMAN. The Vice Chairman shall, in the event of absence or disability of the Chairman, perform all of the duties and responsibilities of the Chairman.
- 6.4 TREASURER. The Treasurer shall be the Chairperson of the Authority Audit and Finance Committee and shall be responsible for regular review of Authority financial matters, compliance with Authority financial policies, and the review of the proposed annual and capital budget of the Authority.
- 6.5 SECRETARY. The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings, and shall perform duties incident to the office. The Secretary shall have the power to affix the Authority Seal to all contracts and other instruments authorized to be executed by the Authority.
- 6.6 ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as may from time to time be authorized by resolution of the Authority or be required by the Authority, by the Bylaws of the Authority or by the rule and regulations of the Authority. The Chairman shall have the power to appoint, on a temporary basis until the Authority next meets, an acting Treasurer, Vice Chairman or Secretary in the event these positions become vacant or their officeholders cannot fulfill their duties due to absence or disability.
- 6.7 ELECTION OF OFFICERS. All officers of the Authority shall be elected at the annual meeting of the Authority from among the Members of the Authority and shall hold office for one year or until the successors are elected and qualified. Nothing herein shall prevent an individual from succeeding himself or herself in office.
- 6.8 REMOVAL AND VACANCIES. An officer may be removed or have his or her authority suspended by a majority vote of the Board at a duly held meeting. If an office becomes vacant for any reason, the Members of the Authority shall have the power to fill such vacancy by a majority vote at a duly held meeting.

ARTICLE VII INDEMNIFICATION OF MEMBERS, OFFICERS AND EMPLOYEES

- 7.1 RIGHT OF DEFENSE AND IDEMNIFICATION. The Authority shall confer upon its employees (including its current and former Members, officers and employees, their estates, and their judicially appointed representatives) the benefits of Section 18 of the Public Officers Law providing for the defense and indemnification of employees of public entities. The Authority shall be held liable for the costs incurred under the provisions of Section 18 of the Public Officers Law.

- 7.2 NON-EXCLUSIVITY. The benefits afforded to employees under this Article and Section 18 of the Public Officers Law shall supplement, and be available in addition to, defense or indemnification protection conferred by other statutes or otherwise.
- 7.3 The Board may, in addition, retain an insurance policy for Board Members and officers.

ARTICLE VIII RECORDS

- 8.1 The Secretary is assigned the duties of a Records Management Officer pursuant to the New York State Freedom of Information Law.

ARTICLE IX REPORTS

- 9.1 ANNUAL REPORT. The Authority shall prepare an Annual Report after the end of each fiscal year which shall contain details of operations and accomplishments, receipts and disbursements, and assets and liabilities (including the status of reserve, depreciation, special or other funds and the receipts and payments of such funds) and shall include a schedule of bonds and notes outstanding, together with a statement of amounts incurred and amounts redeemed within the fiscal year just ended.
- 9.2 BUDGET REPORT. The Authority shall prepare before the commencement of its fiscal year a Budget Report containing budget information on operations and capital construction, setting forth the estimated receipts and expenditures for the next fiscal year and the current fiscal year, and the actual receipts and expenditures for the last completed fiscal year.
- 9.3 The Executive Director will provide to the Board a quarterly report of expenses and revenue for all Authority operations and capital projects. The Executive Director will provide to the Chairman a quarterly report of expenses of the Executive Director.
- 9.4 AUDIT REPORTS. The Authority shall commission an annual audit (Audit Report) of the accounts of the Authority by an Independent Certified Accountant. The Audit Report, together with any other report of any external examination, shall be submitted within 30 days of receipt by the Authority thereof to the New York State Governor, Chairman and Ranking Minority Member of the New York State Senate Finance Committee and Chairman and Ranking Minority Member of the New York State Assembly Ways and Means Committee and to the Oneida County Board of Legislators, the Herkimer County Legislature and the Oneida County Executive.

ARTICLE X INVESTMENT GUIDELINES

- 10.1 ADOPTION AND AMENDMENT OF INVESTMENT GUIDELINES. The Authority shall by resolution adopt comprehensive investment guidelines which detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority. The investment guidelines approved by the Authority shall have the power from time to time to amend such investment guidelines.
- 10.2 QUARTERLY INVESTMENT REPORTS. The Authority shall direct the preparation and filing with the Authority of quarterly reports, or reports covering such other period as may be approved by the Authority, from a designated officer or employee regarding any

new investments, the inventory of existing investments, and the selection of investment bankers, brokers, agents, dealers or auditors.

10.3 ANNUAL INVESTMENT REPORTS. The Authority shall annually prepare and approve an investment report which shall include the investment guidelines, amendments to such guidelines since the last investment report, an explanation of the investment guidelines and amendments, the results of an annual independent audit of the investments of the Authority, the investment income record of the Authority and a list of the total fees, commissions or other charges paid to each investment banker, broker, agent, dealer and adviser rendering investment associated services to the Authority since the last investment report. Such investment report may be a part of any other annual report that the Authority is required to make.

10.4 DISTRIBUTION OF ANNUAL INVESTMENT REPORT.

10.4.1 The Authority shall annually submit its investment report to the Chief Executive Officer and Chief Fiscal Officer of each of Oneida and Herkimer Counties and to the State Department of Audit and Control.

10.4.2 The Authority shall make available to the public copies of its investment report pursuant to the New York State Freedom of Information Law.

ARTICLE XI MISCELLANEOUS PROVISIONS

11.1 ADOPTION OF BYLAWS. Bylaws of the Authority may be adopted, amended or repealed at any meeting of the Authority by vote of a majority of the whole number of the voting Members of the Authority; provided that at the first meeting of the Authority at which an amendment to or repealing of the Bylaws is proposed, any Member may unilaterally require that discussion and voting on the proposed amendment or repeal of the Bylaws be postponed until the next regular meeting of the Authority.

11.1.2 FILING OF BYLAWS. The Secretary of the Authority shall file the Bylaws and any amendments thereto, duly certified by such Secretary, in the office of the Authority and in the office of the legislative body of each participating County.

11.1.3 SUSPENSION OF BYLAWS. Except as may otherwise be provided by law, the Bylaws of the Authority or any part thereof may be suspended at any meeting of the Authority, by majority vote of Members of the Authority.

11.2 INTERNAL CONTROL GUIDELINES. The Authority shall by resolution adopt guidelines for a system of internal control which details the Authority's plan or organization and all of the coordinate methods and measures adopted to safeguard its assets, check the accuracy and reliability of financial records and accounting data, promote operational efficiency, and review the decision processes leading to the Authority's authorization of transactions. The program of internal review shall be designed to identify control weaknesses and identify actions that are needed to correct these weaknesses.

11.3 IMPLEMENTATION. The Authority shall implement the Internal Control Guidelines by (i) designating an internal control officer to implement and review the Internal Control Guidelines, (ii) making available to each Member, officer and employee a concise statement of generally applicable managerial policies and standards with which he or

she must comply and (iii) conduct education and training efforts concerning internal control responsibilities.

- 11.4 **INTERNAL AUDIT RESPONSIBILITIES.** In addition to the Internal Control Guidelines, the Authority shall periodically determine whether an internal audit function is required. Establishment of such function shall be based upon an evaluation of exposure to risk, costs and benefits of implementation and any factors that are determined to be relevant. In the event it is determined that an internal audit function is required, the Authority shall establish an internal audit function which operates in accordance with generally accepted professional standards for internal auditing. Any such internal audit function shall be directed by an internal auditor who shall report directly to the Authority. The internal audit function shall evaluate the Authority's internal controls and operations, identify internal control weaknesses that have not been corrected and make recommendations to correct these weaknesses.
- 11.5 **RULES AND REGULATIONS.** The Authority shall have the power, from time to time, by majority vote of the Members, to establish, add to, amend, modify or revoke Rules and Regulations governing the operations and affairs of the Authority, which Rules and Regulations shall have the same force and effect as though fully incorporated in and made a part of these Bylaws.
- 11.6 **FEES AND CHARGES.** The Authority shall have the power, from time to time, by majority vote of the Members, and following a duly noticed public hearing, to establish, amend or modify a schedule or schedules of fees and charges for use of the Authority's facilities or projects.
- 11.7 **EXTENSION OF CREDIT.** As set forth in Section 2824(5) of the Public Authorities Accountability Act, there is a prohibition against the extension of credit in the form of a personal loan to or for any Officer, Board Member or Employee (or equivalent thereof) of the Authority.
- 11.8 **INTEREST IN CONTRACTS PROHIBITED.** As set forth in Section 2049-qq of the Authority Statute, it shall be a misdemeanor for any member of the governing body or any officer, agent, servant or employee of the Authority to be in any way of manner interested, directly or indirectly, in the furnishing or work, materials, supplies or labor, or in any contract therefore which the Authority is empowered by this title to make.

ARTICLE XII EMPLOYEES

- 12.1 **ORGANIZATION.** As provided in the Act, the Board may appoint and at their pleasure remove an Executive Director, an Attorney and other staff as may be necessary to fulfill the obligations of the Authority.

For purposes of management of Authority operations, the Board has designated three categories of employees: Operating, Working Management and Administration. The titles for each category are in attachment B.

The Executive Director is responsible for all staff direction and function. The organizational chart for the Authority is attachment C. It shows the relationship between the Board and employees as well as the hierarchy of responsibility. The duties and responsibilities of the employees are subject to periodic review and change by the Executive Director.

- 12.2 EXECUTIVE DIRECTOR. As provided in the Authority statute, the Board may appoint and at pleasure remove an Executive Director.

The Executive Director is responsible for implementing all Board resolutions and other directives, for implementing all policies of the Authority and for directing the operation of all Authority facilities and programs through the use of staff, contract organizations, consultants, the Authority Attorney and others as may be necessary, and for coordination with the governments of the Counties, and all pertinent departments of the Counties.

In the absence or incapacity of the Executive Director, the Deputy Executive Director or Comptroller, as designated by the Executive Director or Board shall be responsible to the Board until the return of the Executive Director or the appointment of a new Executive Director. Delegation of responsibility for duties, actions and programs not indicated in the organizational chart shall be at the direction of the Executive Director.

The Executive Director shall notify the Chairman of the Board of any upcoming absence exceeding three consecutive work days.

- 12.3 COMPTROLLER. The Comptroller shall be the chief fiscal officer of the Authority and shall be responsible for the care and custody of all funds of the Authority and shall deposit or cause the same to be deposited in the name of the Authority in such banks in the State of New York as designated by the Authority or invested in accordance with the Act and Section 98-a of the State Finance Law. Any deposits of such moneys shall be secured by obligations of the United States, the State of New York, or the participating Counties, or a market value equal at all times to the amount of deposit.

The Comptroller shall sign all checks, and, except as otherwise authorized by resolution of the Authority, all instruments of indebtedness, orders and checks shall be countersigned as set forth in Resolution #10 of 2007 of the Board. The Comptroller shall keep or cause to be kept regular books of accounts showing receipts and expenditures. The Comptroller shall execute a bond conditioned on the faithful performance of the duties of office, the amount and sufficiency of which shall be approved by the Members of the Authority and the premium thereof shall be paid by the Authority.

- 12.4 EMPLOYEE COMPENSATION. The Board will establish and approve compensation and benefits through the approval of the annual budget, the approval of the collective bargaining agreement or through other means necessary.

- 12.5 EMPLOYEE POLICIES. (On file with the Authority Secretary)

12.5.1 COLLECTIVE BARGAINING AGREEMENT

12.5.2 EQUAL OPPORTUNITY WORKPLACE

12.5.3 DRUG FREE WORKPLACE

12.5.4 SEXUAL HARASSMENT

12.5.5 SAFETY

12.5.6 EMPLOYEE HANDBOOK

Employees of the Authority

Collective Bargaining Agreement

Applicable Law

Administration

Disciplinary Action

Employee Benefits

Workers Compensation

Disability Insurance

Retirement

Deferred Compensation

Safety Policies

Scavenging Policy

Conflicts of Interest

Drug-Free Workplace/Controlled Substance and Alcohol Testing

Smoke-Free Environment Policy

Equal Employment Opportunity

Americans With Disabilities Act

Diverse Equal Employment Opportunity

Anti-Harassment Policy

Employee Fraternalization Policy

Employee Harassment/Sexual Harassment Prevention Policy

Workplace Bullying Policy

Health and Safety Communicable Disease Policy

Family Medical Leave Act

Code of Ethics

Fraud Policy

Workplace Violence Prevention Policy

ATTACHMENT A

Authority Seal

ATTACHMENT B

CATEGORIES OF EMPLOYEES

ADMINISTRATIVE STAFF: Comprised of those engaged in planning, engineering, project and facility development, financial management, program management and support and general administration.

Administrative Staff

Executive Director
Deputy Executive Director
Authority Secretary/Human Resources Coordinator
Secretary to the Executive Director
Solid Waste Engineer
Environmental Coordinator
Comptroller
Director of Recycling
Recycling Coordinator
Authority Counsel

WORKING MANAGEMENT: Includes plant managers, supervisors and operating and maintenance workers.

Working Management

Superintendent of Waste Collection
Environmental Compliance Coordinator
Landfill Gas Technician
Materials Recovery Facility Manager
Senior Account Clerk
Account Clerk

OPERATING EMPLOYEES:

Operating Employees

Laborer
Solid Waste Management Sorter
Solid Waste Management Worker I and II
Electrical Technician
MRF Supervisor
Heavy Motor Equipment Operator (HMEO)
Vehicle Mechanic
Solid Waste Management Inspector
Solid Waste Management Inspector (Codes)
Sr. Weigh Scale Operator
Weigh Scale Operator
Maintenance Mechanic Welder
Vehicle Operator
Supervising Vehicle Mechanic
Transfer Station Supervisor
Supervising Landfill Operator
Solid Waste Management Operations Assistant

ONEIDA-HERKIMER SOLID WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS (10)

EXECUTIVE DIRECTOR (1)

ADMIN
BOARD SECRETARY/HR COORDINATOR (1)

ADMIN
DEPUTY EXECUTIVE DIRECTOR (1)

ADMIN
 Comptroller (1)

ADMIN
 Director of Recycling (1)
 Recycling Coordinator (2)

ADMIN
 SW Engineer (1)

RLF/HOUSEHOLD HAZARDOUS WASTE (HHW)
 Superintendent of Waste Collection (1)

WESTERN TRANSFER STATION (WTS)
 Transfer Station Supervisor (1)

RECYCLING CENTER EASTERN TRANSFER STATION (ETS) GREEN WASTE COMPOST (GWC)
 MRF Manager (1)

REGIONAL LANDFILL (RLF)
 Environmental Compliance Coordinator (1)
 Landfill Gas Technician (2)

ADMIN
 Principal Accounting Supervisor (1)

ADMIN/UTICA OFFICE
 Account Clerk (3)

ADMIN/UTICA OFFICE
 Sr. Weigh Scale Op (1)

UTICA
 SWM Inspector Codes (1)
 SWM Inspector (1)

HHW/E-Waste
 SWM Worker 1 (2)

WTS
 Weigh Scale Op (1)
 HMEO (4)
 Laborer (1)

ETS
 HMEOs (4)
 HMEO - PT (1)
 Maintenance Mechanic Welder (1)
 Vehicle Operator (1)
 Scale Op (1)

GWC
 HMEO (1)
 HMEO - PT (1)
 SWM Worker 1 (1)

RECYCLING CENTER
 Transfer Station Supervisor (1)
 MRF Supervisor (1)
 Weigh Scale Op (1)
 Electrical Technician (2)
 HMEO (1)
 Maintenance Mechanic Welder (4)
 Ops Assistant (1)
 Vehicle Operator (1)
 SWM Worker 1 (6)
 SWM Worker 2 (1)
 SWM Inspector (1)
 Sorters (16)

RLF
 Supervising Landfill Operator (1)
 Supervising Vehicle Mechanic (1)
 Vehicle Mechanic (2)
 Vehicle Operator (3)
 HMEO (5)
 Ops Assistant (1)
 Scale Operator (1)
 Laborer - PT (2)

- ADMIN
- WORKING MGMT
- UNION