

**MONTGOMERY-OTSEGO-SCHOHARIE  
SOLID WASTE MANAGEMENT AUTHORITY**

**POLICY FOR DISPOSITION OF PROPERTY**

The Policy for the Disposition of Property for the Montgomery-Otsego-Schoharie Solid Waste Management Authority is as follows:

**1. Disposal of Property**

- a. The Authority shall follow the provisions of Title 5-A of Article 9 of the Public Authorities Law as it disposes of property with the following restrictions.
- b. Disposal through the bid process:
  - i. Public notification of the sale of property shall be published in the Authority's Official Newspapers and on the Authority's website for a minimum of 7 business days.
  - ii. In the case of real property, the Contracting Officer shall review the bids and make a recommendation to the Governing Board. All real property sales must be approved through a formal resolution adopted by the Governing Board.
  - iii. For disposal of items other than real property, the Contracting Officer shall review all bids and the award made that is most advantageous to the Authority.
  - iv. All bids may be rejected when the Contracting Officer determines that it is in the Authority's best interest to do so.

**2. Contracting Officer**

The Governing Board of the Authority shall designate the person who will serve as its Contracting Officer, who shall be responsible for the Montgomery-Otsego-Schoharie Solid Waste Management Authority's compliance with and enforcement of its disposition activities at its Annual meeting on the last Tuesday of January. The person assuming this position may be changed at any time by a resolution enacted by the Governing Board.

**3. Inventory Controls**

Annually, the Authority shall conduct a physical inventory of Authority property in accordance with the Authority's inventory policy. Generally, upon completion

of the inventory and after consultation with Authority staff, a determination is made as to which property should be disposed of. All property proposed for disposition must be approved by adoption of a formal resolution of the Governing Board.

#### **4. Report**

Not less frequently than annually, the Authority shall publish a report that includes:

- a. A listing of all real property of the Authority;
- b. A list with full description of real and personal property disposed of during the period of the report;
- c. The price received by the Authority;
- d. The name of the purchaser.

Copies of the report shall be sent to the State Comptroller, Director of Budget, Commissioner of General Services and the New York State Legislature.

#### **5. Review and Approval of Guidelines**

- a. Guidelines shall be reviewed annually and approved by the Governing Board.
- b. On or before the thirty-first day of March in each year, the Authority will file with the State Comptroller a copy of the guidelines most recently reviewed and approved by the Governing Board, including the name of the public Authority's designated contracting officer.
- c. The guidelines will be posted on the Authority's web site.