



**PORTAGE COUNTY SOLID WASTE  
MANAGEMENT DISTRICT**

District Recycling Center  
3588 Mogadore Road  
Kent, Ohio 44240  
(330) 678-8808

Solid Waste Management District Commissioners  
Sabrina Christian-Bennett, Maureen T. Frederick, Vicki A. Kline, CPA

William G. Steiner II, Director

*The Solid Waste District Board of Commissioners' meeting minutes are summarized. The entire proceeding has been audio recorded and is available at the Commissioners' Office at cost.*

The Solid Waste Management District Board of Commissioners met in regular session on December 19, 2017 at 9:02 AM with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present

Also Present: Internal Services Director JoAnn Townend, Clerk Amy Hutchinson and Matt Merchant, Record Courier

**CONSENT AGENDA**

December 19, 2017

1. **Approval of Minutes December 14, 2017**
2. **Resolutions**
  - A. Cash advance return/17-200
  - B. Amendment to the 2017 annual appropriation Resolution No. 16-207, adopted December 1, 2016/17-201
  - C. 2018 annual appropriation/17-202

**Motion To:** Approve the December 19, 2017 Consent Agenda for Solid Waste Management District

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett, Board Member
<b>SECONDED:</b>	Vicki A. Kline, President
<b>AYES:</b>	Sabrina Christian-Bennett, Vicki A. Kline

**RESOLUTION NO. 17-200 - RE: CASH ADVANCE REPAYMENT TO FUND 8300, SOLID WASTE GENERAL ADMINISTRATION FROM FUND 8372, SW OWDA TRUCKS AND CARTS.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** Resolution 17-067 advanced \$400,000 to Fund 8372, SW OWDA Trucks and Carts, and reimbursement on current expenses is expected before the end of 2017; now therefore be it

**RESOLVED,** that the following cash advance repayment shall be made, after receipt of \$227,709.28 in loan disbursements from OWDA, in the amount of \$400,000.00; as recommended by the Director of Budget and Financial-Management;

**To:**

FUND 8300 SOLID WASTE GENERAL ADMINISTRATION

ORGCODE- 83009019

Credit Expense Account

Object - 920000 - Advances-Out \$ 400,000.00

**From:**

FUND 8372 SW OWDA TRUCKS AND CARTS

ORGCODE - 83729012

Debit Revenue Account

Revenue Source 290000 - Advances-In \$ 400,000.00

and be it further;

**RESOLVED,** that if the \$227,709.28 is not received by the close of fiscal activity in 2017, this cash advance repayment will not be possessed, and this resolution will be null and void and a new resolution shall be passed in 2018 to accomplish this return, an attachment shall accompany this resolution in the files indicating if the repayment was made, and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance return by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, Portage County Solid Waste Management District and the Department of Budget & Financial Management; and be it further

**RESOLVED,** that the Board of District Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this

Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 17-201**

**RE: AMENDMENT TO THE 2017 ANNUAL APPROPRIATION RESOLUTION NO 16-207**

It was moved by Sabrina Christian-Bennett, seconded by, Vicki A. Kline that the following resolution be adopted:

**ADOPTED DECEMBER 1, 2016**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED,** that it has become necessary to amend the 2017 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of the Dept. of Budget & Financial Management:

	Increase	Decrease
Solid Waste Truck Cart		
<b>Fund: 8372</b>		
<b>901 Solid Waste</b>		
83726		\$ 403,818
<b>MEMO TOTAL</b>	\$0.00	\$ 403,818

Note: Claims

; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor; and be it further

**RESOLVED,** that the Board of District Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

RESOLUTION NO. 17-202

- RE: ADOPT THE FY 2018 APPROPRIATIONS BUDGET FOR THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT.

WHEREAS, the Board of District Commissioners sets the level of appropriation authority with the rollup group set at Fund, Department and Category to allow greater flexibility within the department effective with the FY 2018 Appropriation Budget; now therefore be it

RESOLVED, that the Board of District Commissioners does hereby adopt the FY 2018 Appropriations Budget beginning January 1, 2018 and ending December 31, 2018 in the total amount of \$2,970,910 with the rollup group set at Fund, Department, and Category as follows:

	<b>Approved</b>
<b>Fund: 8300 Solid Waste General Administra</b>	
83003 SW Gen Admin Salary&Fringes	\$1,250,000
83004 Solid Waste Gen Admin CS	\$ 575,410
83005 Solid Waste Gen Admin MS	\$ 413,500
83006 Solid Waste Gen Admin CO	\$ 430,000
83007 Solid Waste Gen Admin OE	\$ 2,000
83008 Solid Waste Gen Admin DE	\$ 0.00
<u>83009 Solid Waste Gen Admin ME</u>	<u>\$ 300,000</u>
<b>Total Fund: 8300</b>	<b>\$2,970,910</b>

;and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, and be it further,

RESOLVED, that the Board of Solid Waste District Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code

**JOURNAL ENTRY**

December 19, 2017

1. The Board of Commissioners signed the Personnel Requisition authorizing the posting of the full time permanent Truck Driver replacing Jay Barrett for Portage County Solid Waste Management District, presented by Janet Kovick, Human Resources Director.

**Motion to:** Approve the Journal Entry from December 19, 2017

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett, Vice President
<b>SECONDED:</b>	Vicki A. Kline, President
<b>AYES:</b>	Sabrina Christian-Bennett, Vicki A. Kline

**Motion To:** Adjourn the Official Meeting of December 19, 2017 at 9:03 AM

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett, Board Member
<b>SECONDED:</b>	Vicki A. Kline, President
<b>AYES:</b>	Sabrina Christian-Bennett, Vicki A. Kline

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Solid Waste Management District Commissioners' meeting on December 19, 2017.

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Vicki A. Kline, President

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Sabrina Christian-Bennett, Vice President

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Vacant

\_\_\_\_\_  
Amy Hutchinson, Clerk