



**PORTAGE COUNTY SOLID WASTE
MANAGEMENT DISTRICT**

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

Solid Waste Management District Commissioners
Vicki A. Kline, Sabrina Christian-Bennett, Mike Kerrigan

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 February 1, 2018 at 9:01 AM with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also Present: Director Bill Steiner; Water Resources Director Gene Roberts; Internal Services Director JoAnn Townend; Human Resources Department Director Janet Kovick; Department of Budget & Financial Management Director Todd Bragg; Clerk Amy Hutchinson

CONSENT AGENDA

February 1, 2018

1. **Approval of Minutes January 25, 2018**
2. **Resolutions**
 - A. Approve the February 6, 2018 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance./18-016
 - B. Approve the February 6, 2018 Journal Vouchers./18-017
 - C. Approve the February 6, 2018 Then & Now certification as presented by the County Auditor./18-018

Motion To: Approve the Consent Agenda for Solid Waste Management District for February 1, 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Vicki A. Kline, Mike Kerrigan

RESOLUTION NO. 18-016 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 6, 2018 in the total payment amount of **\$37,260.35 for Funds 8300-8399** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the District Board of 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 A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

RESOLUTION NO. 18-017

This resolution was inadvertently omitted. This is for numbering purposes only.

RESOLUTION NO. 18-018 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification), and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office, and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$ 31,605.04** dated **February 6, 2018** as set forth in Exhibit "A" shall be paid; and be it further

RESOLVED, that the District Board of 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 A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

3. Journal Entries

- A. The Board of Commissioners approved the job description for the Dispatcher/Administrative Assistant position in the Portage County Solid Waste Management District, as presented by Janet Kovick, Human Resources Director, and Gene Roberts, External Services Director.
- B. The Board of Commissioners approved the job description for the Deputy Director position in the Portage County Solid Waste Management District, as presented by Janet Kovick, Human Resources Director, and Gene Roberts, External Services Director.

REGULAR AGENDA

February 1, 2018

Discussion

1. City of Akron invoice:

Director Steiner has received a request from the City of Akron to waive the recycling fee at 1423 Ravenna Road since the District has not been servicing three existing structures and the Board concurred with Director Steiner's decision.

2. Truck Grant:

The grants are becoming a little harder to get because last year the Ohio EPA received funding requests in the amount of \$9 million and they only funded \$4 million as their funding level is decreasing. The grant would require a 50% match.

3. Revised Job Descriptions:

Director Steiner presented job descriptions for CDL Truck Driver, Mechanic I, and Mechanic II and the Board had no changes to the documents. A journal entry will be presented next week for Board consideration.

9:07 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to discuss employment. Also present: Director Bill Steiner, Water Resources Director Gene Roberts, Human Resources Department Director Janet Kovick, and Internal Services Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

9:13 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took action by adding Journal Entry #3.

Director Steiner mentioned the Board should be receiving the District's draft Annual Report next week for review.

JOURNAL ENTRY

February 1, 2018

1. The Board of Commissioners approved the job description for the Dispatcher/Administrative Assistant position in the Portage County Solid Waste Management District, as presented by Janet Kovick, Human Resources Director, and Gene Roberts, External Services Director.
2. The Board of Commissioners approved the job description for the Deputy Director position in the Portage County Solid Waste Management District, as presented by Janet Kovick, Human Resources Director, and Gene Roberts, External Services Director.
3. After exiting Executive Session, the Board of Commissioners agreed to extend a probationary period for a Solid Waste employee as presented by Director Bill Steiner.

Motion to: Approve the Journal Entry from February 1, 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

Motion To: Adjourn the Official Meeting of February 1, 2018 at 9:14 AM

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Vicki A. Kline, Mike Kerrigan

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.

Vicki A. Kline, President

Sabrina Christian-Bennett, Vice President

Mike Kerrigan, Board Member

Amy Hutchinson, Clerk