



**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 August 15, 2017 at 9:01 AM with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Maureen T. Frederick	Board Member	Present

Also Present: Water Resources Director Gene Roberts, Internal Services Director JoAnn Townend, Department of Budget & Financial Management Director Todd Bragg, and Clerk Amy Hutchinson

CONSENT AGENDA

August 15, 2017

1. Approval of Minutes August 8, 2017

2. Resolutions

- A. Approve the August 15, 2017 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance./17-122
- B. Approve the August 15, 2017 Journal Vouchers./17-123
- C. Approve the August 15, 2017 Then & Now certification as presented by the County Auditor./17-124
- D. Approve the August 22, 2017 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance. /17-125
- E. Approve the August 22, 2017 Journal Vouchers./17- 126
- F. Approve the August 22, 2017 Then & Now certification as presented by the County Auditor./17-127
- G. Enter into a letter of arrangement between Portage County and the Auditor of State for an

independent accounts report on applying agreed upon procedures for landfill certification (Transfer Station) for Solid Waste./17-128

H. Create Fund 8301 Local Government Financial Test (LGFT)/17-129

Motion To: Approve the August 15, 2017 Consent Agenda for Solid Waste Management District

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sabrina Christian-Bennett, Board Member
SECONDER:	Maureen T. Frederick, Board Member
AYES:	Maureen T. Frederick, Sabrina Christian-Bennett, Vicki A. Kline

RESOLUTION NO. 17-122 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick 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 January 10, 2017 in the total payment amount of **\$6,373.24 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:

Maureen T. Frederick, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 17-123 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the District Board of Commissioners for the Portage County Solid Waste Management District prior to their issuance, and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

WHEREAS, the Journal Vouchers/Entries are submitted by the Solid Waste Management District Director for review by the District Board of Commissioners; now therefore be it

8-8-17	383	20,610.36
8-14-17	579	1,073.43
Total		\$21,683.79

RESOLVED, that the District Board of Commissioners approves the attached Journal Vouchers/Entries, 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 Kline, Yea; Sabrina Christian-Bennett, Yea; Maureen T. Frederick, Yea;

RESOLUTION NO. 17-124

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

RESOLUTION NO. 17-125 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick 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 August 22, 2017 in the total payment amount of **\$48,172.08 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; Maureen T. Frederick, Yea;

RESOLUTION NO. 17-126 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the District Board of Commissioners for the Portage County Solid Waste Management District prior to their issuance, and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

WHEREAS, the Journal Vouchers/Entries are submitted by the Solid Waste Management District Director for review by the District Board of Commissioners; now therefore be it

08/22/17	833	\$ 31,836.24
Total		\$ 31,836.24

RESOLVED, that the District Board of Commissioners approves the attached Journal Vouchers/Entries, 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 Kline, Yea; Sabrina Christian-Bennett, Yea; Maureen T. Frederick, Yea;

RESOLUTION NO. 17-127 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick 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 \$ 3,687.04 dated **August 22, 2017** as set forth in Exhibit "A" shall be paid; and be it further

RESOLVED, 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; Maureen T. Frederick, Yea;

RESOLUTION NO. 17-128 - RE: ENTER INTO A LETTER OF ARRANGEMENT BETWEEN PORTAGE COUNTY AND THE

**AUDITOR OF STATE FOR AN INDEPENDENT
ACCOUNTS REPORT ON APPLYING AGREED
UPON PROCEDURES FOR LANDFILL
CERTIFICATION (TRANSFER STATION) FOR
SOLID WASTE.**

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick that the following Resolution be adopted:

- WHEREAS,** Portage County received a letter from the OEPA requesting an independent accountants' report on applying agreed upon procedures for landfill certification (transfer station); and
- WHEREAS,** the Auditor of State will provide the services needed to meet the needed requirements; now therefore be it
- RESOLVED,** that the Solid Waste Management District Board of Commissioners does hereby agree to enter into a letter of arrangement with the Auditor of State of Ohio for the an independent accountants' report on applying agreed upon procedures for landfill certification (transfer station) for calendar 2017; and
- RESOLVED,** that the service under this agreement shall not exceed Four hundred ten and 00/100 dollars (\$410.00); and be it further
- RESOLVED,** that the Solid Waste Management 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 and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Maureen T. Frederick, Yea;

**RESOLUTION NO. 17-129 - RE: CREATE FUND 8301, LOCAL GOVERNMENT
FINANCIAL TEST (LGFT)**

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick that the following resolution be adopted:

- WHEREAS,** it has become necessary to create a new fund in order to meet financial assurance requirements for transfer stations per Ohio Admin Code 3745-503-05(L) , and

- WHEREAS,** the County Auditor has assigned fund number 8301 to the SW Local Government Financial test fund; now therefore be it
- RESOLVED,** that Fund 8301, Local Government Financial Test (FGFI) fund be created, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the Portage County Auditor, the Department of Budget and Financial Management and the Solid Waste Management District; 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 A. Kline, Yea; Sabrina Christian-Bennett, Yea; Maureen T. Frederick, Yea;

Commissioner Kline noted the Solid Waste Management District lost one of their own to a motorcycle accident early Sunday morning, Robert Andrew 'Drew' Seneff, a twenty three year old commercial route driver for the District. Director Roberts noted there will be no services.

* * * * *

Director Bragg mentioned the City of Streetsboro voted last night to accept the District's proposal. Director Roberts pointed out this is only the first round and must go through Committee again.

Motion To: Adjourn the Official Meeting of August 15, 2017 at 9:02 AM

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sabrina Christian-Bennett, Board Member
SECONDER:	Maureen T. Frederick, Board Member
AYES:	Maureen T. Frederick, 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 August 15, 2017.

Vicki A. Kline, President

Sabrina Christian-Bennett, Vice President

Maureen T. Frederick, Board Member

Amy Hutchinson, Clerk