



**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, Kathleen Clyde, Sabrina Christian-Bennett

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 October 17, 2019 at 9:01 AM with the following members present:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Vicki A. Kline	President	Present
Kathleen Clyde	Vice President	Absent
Sabrina Christian-Bennett	Board Member	Present

Also Present: Brian Ames, Deputy Director Dawn Collins, Internal Services Director JoAnn Townend, Nancy Capps, David Cardina, Office of Homeland Security and Emergency Management Director Ryan Shackelford, Human Resources Director Janet Kovick and Clerk Amy Hutchinson

**CONSENT AGENDA**

**1. Approval of Minutes October 10, 2019**

**2. Resolutions**

1. Approve the October 17, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance./19-150
2. Approve the October 17, 2019 Journal Vouchers./19-151
3. Approve the October 17, 2019 Then & Now certification as presented by the County Auditor./19-152

**Motion To:** Approve the Consent Agenda for October 17, 2019

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Sabrina Christian-Bennett, Vicki A. Kline
<b>ABSENT:</b>	Kathleen Clyde

**RESOLUTION NO. 19-150 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 17, 2019 in the total payment amount of **\$17,555.34 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;                      Kathleen Clyde, Absent;

**RESOLUTION NO. 19-151**

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

**RESOLUTION NO. 19-152                      -                      RE:      ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 **\$ 311.55** dated **October 17, 2019** 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; Kathleen Clyde, Absent;

**REGULAR AGENDA**

October 17, 2019

**3. Journal Entry**

- 1. Revised job description for the CDL Truck Driver 3<sup>rd</sup> Shift position for Portage County Solid Waste Management District./Journal Entry

Deputy Director Dawn Collins noted this is a current 3<sup>rd</sup> shift position that takes the full trucks from the District to Waste Management to dump the recycling and back. Commissioner Christian-Bennett asked if there’s currently an employee doing this job now and Ms. Collins noted his hours are changing from 2:00 PM-10:30 PM to 3:00 PM to 11:30 PM as Waste Management has changed their hours and the reason for the Journal Entry.

**JOURNAL ENTRY**

October 17, 2019

- 1. The Board of Commissioners approved the revised job description for the CDL Truck Driver 3<sup>rd</sup> Shift position for Portage County Solid Waste Management District, as presented by William Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director.

**Motion To:** Approve the Journal Entry for October 17, 2019

**RESULT:** **ADOPTED**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Vicki A. Kline

**AYES:** Sabrina Christian-Bennett, Vicki A. Kline

**ABSENT:** Kathleen Clyde

**Motion To:** Adjourn the Official Meeting of October 17, 2019 at 9:02 AM

**RESULT:** **ADOPTED**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Kathleen Clyde

**AYES:** Sabrina Christian-Bennett, Kathleen Clyde, 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.

-----ABSENT-----

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Vicki A. Kline, President

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Kathleen Clyde, Vice President

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Sabrina Christian-Bennett, Board Member

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Amy Hutchinson, Clerk