



PortageRecycles.com

**PORTAGE COUNTY SOLID WASTE
MANAGEMENT DISTRICT**

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

Solid Waste Management District Commissioners
Kathleen Clyde, Vicki A. Kline, 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 Thursday, March 19, 2020 at 10:07AM with the following members present:

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

Also Present: Director Bill Steiner, Clerk Amy Hutchinson, Job and Family Services Director Kellijo Jeffries, Sue Brannon, Human Resources Director Janet Kovick.

Approval of Minutes: March 12, 2020

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

All in Favor: Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

Motion Carries

RESOLUTION NO. 20-043 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett 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 March 19, 2020 in the total payment amount of **\$111,609.27 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-044 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett 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 recommended by the County Auditor’s Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the District Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor’s Office:

03/20/20	556	\$72.14
03/20/20	605	464.90
03/20/20	610	1,703.61
03/20/20	611	1,600.72
Total		\$3,841.37

;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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-045 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett 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 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 **\$ 107,217.21** dated **March 19, 2020** 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Annual Appropriation

- This resolution is to move \$49,500 for the used truck the District just purchased. Commissioner Kline asked what Fund 83004 was and Director Steiner would have to ask Director Bragg. Commissioner Christian-Bennett noted this is the truck that has already been delivered, and Director Steiner explained the truck is in great shape and is ready to go. Normally when the District purchases a truck from out of state, the title comes to them and they take the truck and title to the BMV, however he is unsure how they can get the truck on the road with the closures taking place for COVID-19. He will contact the Highway Patrol to get their opinion about getting a temporary tag until the plates come in from the state.

RESOLUTION NO. 20-046 - RE: AMENDMENT TO THE 2020 ANNUAL APPROPRIATION RESOLUTION NO 19-193 ADOPTED DECEMBER 19, 2019

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

RESOLVED, that it has become necessary to amend the 2020 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 General Admin		
Fund: 8300	901 Solid Waste Management District		
	83004		\$49,500
	83006	\$49,500	
MEMO TOTAL		\$49,500	\$49,500

; 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.

Roll call vote as follows:

Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY: The Board of Commissioners agreed to authorize the full time hire of Richard Clint Reagan as a CDL Truck Driver 1st Shift, replacing Luke Chilson, for Portage County Solid Waste Management District. Anticipated start date is April 6, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Approval of Minutes: March 12, 2020

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

Motion Carries

- Director Steiner noted there have been a couple of employee retirements and several who have left the District. Commissioner Christian-Bennett asked if they are doing exit interviews and Director Steiner stated the Human Resources Department is doing them.

Discussion:

1. Public Hearings.

With the current COVID-19 pandemic, Director Steiner would like to send out an e-mail today indicating the public hearings have been postponed and he will wait for Board direction to reschedule. Director Steiner will e-mail every City, Village and Township so they are aware, and the Clerk will send a notice to the newspaper. The Board authorized moving forward with the request.

Adjourn the Official Meeting of March 19, 2020 at 10:13 AM

Motion: Commissioner Kline

Second: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea; Commissioner Christian-Bennett, Yea;

Motion Carries

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.

Kathleen Clyde, President

Vicki A. Kline, Vice President

Sabrina Christian-Bennett, Board Member

Amy Hutchinson, Clerk