



**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 June 20, 2019 at 9:01 AM with the following members present:

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

Also Present: Director Bill Steiner, Internal Services Director JoAnn Townend, Human Resources Director Janet Kovick, Clerk Amy Hutchinson, Barb Tittle, Bruce Smith, Brian Ames and Diane Smith, Record Courier.

CONSENT AGENDA

June 20, 2019

1. Approval of Minutes June 13, 2019

2. Resolutions

- A. Approve the June 25, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance./19-085
- B. Approve the June 25, 2019 Journal Vouchers./19-086
- C. Approve the June 25, 2019 Then & Now certification as presented by the County Auditor./19-087

Motion To: Approve the Consent Agenda for June 20, 2019

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

RESOLUTION NO. 19-085 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Kathleen Clyde, 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 Department of Budget and

Financial Management, Department of Internal Services or other designee on June 25, 2019 in the total payment amount of **\$33,472.35 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, Absent; Kathleen Clyde, Yea;

RESOLUTION NO. 19-086 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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

6-25-19	917	\$465.85
Total		\$465.85

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 A. Kline, Yea;

Sabrina Christian-Bennett, Absent;

Kathleen Clyde, Yea;

RESOLUTION NO. 19-087 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Kathleen Clyde, 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 **\$2,360.39** dated **June 25, 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, Absent;

Kathleen Clyde, Yea;

REGULAR AGENDA

June 20, 2019

3. Journal Entries

- A. Personnel Action Form for the full-time hire of Richard Collins as a CDL Truck Driver, replacing Richard Rabatin for Portage County Solid Waste Management District. Anticipated start date is July 8, 2019./Journal Entry
- B. Personnel Action Form for the full-time hire of Charles Dean as a CDL Truck Driver, replacing Dustin Landmesser for Portage County Solid Waste Management District. Anticipated start date is July 8, 2019./Journal Entry

C. Personnel Action Form for the full-time hire of Peter Teeple as a CDL Truck Driver, replacing Donald Landmesser for Portage County Solid Waste Management District. Anticipated start date is July 8, 2019./Journal Entry

D. Personnel Action Form for the full-time hire of Justin Bass as a CDL Truck Driver, replacing John Dustin Salvino for Portage County Solid Waste Management District. Anticipated start date is July 8, 2019./Journal Entry

4. **Discussion**

A. **Brimfield Curbside** – Brimfield Township is preparing to send out a Request for Proposal for subscription only service for curbside recycling, whereby residents would sign up if they want recycling. Director Steiner would like to compose correspondence to Brimfield Township Trustees indicating the District is willing to continue to provide service, but an additional meeting is necessary to rectify the situation. If Brimfield Township moves forward with subscription only service, they are still under contract through December 31, 2019. Director Steiner suggests if the Township does not want to continue the contract, he can ask if they want to end service early (ie. October). This would allow enough time to arrange for pickup of the carts and the District would not charge the residents for the remainder of the contract. Additionally, the Christmas season is extremely busy for the District and to collect carts during that time would be very difficult, not to mention picking up carts in the snow, as well.

B. **Tire collection events** – The tire collection events are over for the year, and once figures are compiled over the last four years, Director Steiner will report back to the Board. The average disposal cost last year was \$195.00/ton and when Director Steiner started it was \$65.00/ton. Last year, the District disposed of 255 tons of tires and will need to make some changes. Director Steiner will be attending Mahoning County's tire event to investigate how they handle their event.

Additionally, the District has 2 roll off trucks for tire collection, but Truck 1391 will eventually need to be declared obsolete.

C. **Contamination Policy** – Director Steiner has worked with the Prosecutor's Office and the draft of the contamination policy will be ready for review next week. The Contamination Policy plays into the Grant that the District just received for outreach awareness. Director Steiner noted the analysis was performed by Waste Management which basically showed a decrease in the cost of recycling and cardboard, an increase in glass (5%) and overall contamination. Director Steiner has been in contact with the Record Courier to help spread the word about contamination. Director Steiner noted glass is an acceptable item, but if glass numbers continue to rise, the District may need to adjust the service fees. May's tonnage was 1,155 tons, which is 200 tons more than the previous.

Commissioner Clyde asked about the policy decision on County electronics and shredding and Director Steiner replied it's more of a staffing problem as the District is down 5 drivers and 2 mechanics. Additionally, the current shredder is old, not very efficient and needs new knives. Director Steiner has been looking into a used shredder that is faster and more efficient. Commissioner Clyde asked if it would be more efficient to contract the service out and Director Steiner responded typically 2 semi truckloads are shipped from the District, which equates to 80,000 pounds total (including County and resident walk-ins). The District is still taking the

shredding and electronics and will process the shredding when time allows. The District should be better staffed around September, which allows for training of the new hires.

9:21 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the discipline of a public employee. Also present: Bill Steiner, and Human Resources Department Director Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent.

9:33 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent;

After exiting executive session, the Board took no action.

JOURNAL ENTRY

June 20, 2019

1. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Richard Collins as a CDL Truck Driver, replacing Richard Rabatin for Portage County Solid Waste Management District, as presented by Bill Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director. Anticipated start date is July 8, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
2. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Charles Dean as a CDL Truck Driver, replacing Dustin Landmesser for Portage County Solid Waste Management District, as presented by Bill Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director. Anticipated start date is July 8, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
3. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Peter Teeple as a CDL Truck Driver, replacing Donald Landmesser for Portage County Solid Waste Management District, as presented by Bill Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director. Anticipated start date is July 8, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
4. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Justin Bass as a CDL Truck Driver, replacing John Dustin Salvino for Portage County Solid Waste Management District, as presented by Bill Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director. Anticipated start date is July 8, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion To: Approve the Journal Entries for June 20, 2019

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

Motion To: Adjourn the Official Meeting of June 20, 2019 at 9:33 AM

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

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

Kathleen Clyde, Vice President

-----ABSENT-----

Sabrina Christian-Bennett, Board Member

Amy Hutchinson, Clerk