



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 Thursday, July 8, 2019 at 9:00 AM with the following members present:

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

Also Present: Deputy Director Dawn Collins, Internal Services Director JoAnn Townend, Human Resources Director Janet Kovick, Clerk Amy Hutchinson and Brian Ames.

CONSENT AGENDA

1. Approval of Minutes August 1, 2019

2. Resolutions

- A. Approve the August 13, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance. /19-112
- B. Approve the August 13, 2019 Journal Vouchers. /19-113
- C. Approve the August 13, 2019 Then & Now certification as presented by the County Auditor. /19-114
- D. Approve the August 20, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance. /19-115
- E. Approve the August 20, 2019 Journal Vouchers. /19-116
- F. Approve the August 20, 2019 Then & Now certification as presented by the County Auditor. /19-117
- G. Approve the August 27, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance. /19-118
- H. Approve the August 27, 2019 Journal Vouchers. /19-119
- I. Approve the August 27, 2019 Then & Now certification as presented by the County Auditor. /19-120

J. Approve the contract with Franklin Township./19-121

Motion To: Approve the Consent Agenda for August 8, 2019

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

RESOLUTION NO. 19-112 - 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 Department of Budget and Financial Management, Department of Internal Services or other designee on August 13, 2019 in the total payment amount of **\$11,956.29 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. 19-113 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, 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

8-13-19	305	\$100.00
Total		\$100.00

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, Yea; Kathleen Clyde, Absent:

RESOLUTION NO. 19-114 - 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 **\$4,895.78** as set forth in Exhibit “A” dated **August 13, 2019** 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;

RESOLUTION NO. 19-115 - 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 Department of Budget and Financial Management, Department of Internal Services or other designee on August 20, 2019 in the total payment amount of **\$121,567.70 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. 19-116 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, 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

08/20/19	749	\$ 446.99
08/20/19	750	8.45
08/20/19	754	294,110.26
Total		\$ 294,565.70

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, Yea; Kathleen Clyde, Absent;

RESOLUTION NO. 19-117 - 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 **\$ 4,663.64** dated **August 20, 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;

RESOLUTION NO. 19-118 - 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 Department of Budget and Financial Management, Department of Internal Services or other designee on August 27, 2019 in the total payment amount of **\$6,818.85 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. 19-119

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

RESOLUTION NO. 19-120

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

RESOLUTION NO. 19-121 - RE: AUTHORIZE THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT TO ENTER INTO AN AGREEMENT FOR SERVICES TO PROVIDE BI-WEEKLY CURBSIDE COLLECTION SERVICE TO FRANKLIN TOWNSHIP FOR A 5-YEAR PERIOD

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

WHEREAS, the Board of District Commissioners for the Portage County Solid Waste Management District submitted a proposal for curbside recycling collection services to Franklin Township, which has been accepted by the Franklin Township Trustees, now therefore be it

RESOLVED, that the Board of District Commissioners for the Portage County Solid Waste Management District authorizes the Portage County Solid Waste Management District to enter into an agreement to provide bi-weekly curbside recycling collection services for \$36.00 per single family household and per unit for multi-family units, with price increases in year two to \$42.00 per year to Franklin

Township for service to begin January 1, 2020 and to continue for a period not to exceed five (5) years, 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 meetings 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; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

REGULAR AGENDA

August 8, 2019

3. Discussion

A. Job Description for CDL Driver for 2nd Shift.

Deputy Director Collins noted the job description is for a 2nd shift position to dump the recycling truck at night./Journal Entry

JOURNAL ENTRY

August 8, 2019

- 1. The Board of Commissioners approved the job description for the CDL Truck Driver – 2nd Shift position within Portage County Solid Waste Management District, as approved by William Steiner, Solid Waste Management District Director, and Janet Kovick, Human Resources Director.

Motion To: Approve the Journal Entries for August 8, 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 August 8, 2019 at 9:02 AM

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

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

-----ABSENT-----

Kathleen Clyde, Vice President

Sabrina Christian-Bennett, Board Member

Amy Hutchinson, Clerk