



**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 January 9, 2020 at 9:00 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	Present

Also Present: Brian Ames, Nic Coia, Brimfield Township Trustee, Clerk Amy Hutchinson and Diane Smith, Record Courier

MINUTES

1. Approval of Minutes December 19, 2019

Motion To: Approve the Meeting minutes from December 19, 2019

RESULT: **ADOPTED**

MOVED: Sabrina Christian-Bennett

SECONDED: Kathleen Clyde

AYES: Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

RESOLUTIONS

Discussion:

Atwater Township Contract: The agreement is for bi-weekly service for five years at a cost of \$3.00 per month per residence and the cost will be increasing from \$2.60 to \$3.00 per month for the first year and year two will increase to \$3.75 per month.

Paris Township Contract: Paris Township has a drop off service for its residents and each individual container will increase \$100.00.

Suffield Township Contract: The Suffield bi-weekly service is increasing from \$2.25 per month to \$3.00 for the first year and year two will increase to \$3.75 per month.

Randolph Township Contract: Randolph Township has a drop off service for its residents and each individual container will increase \$100.00.

Windham Village & Windham Township Contract: The Village and Township share a drop off service for its residents and each individual container will increase \$100.00.

Commissioner Christian-Bennett pointed out some contracts are for five years and some are up to six and Director Steiner responded the District is trying to condense all agreements into five years, but several communities would rather not commit for that duration. Commissioner Christian Bennett pointed out Paris' contract states six years and Director Steiner responded it's a clerical mistake and the body of the resolution should read five, not six.

Commissioner Christian-Bennett stated Suffield is already under contract until 2022 and this amendment is part of the contract to renegotiate the rates and Director Steiner replied it was under Section 9.2 which allows for renegotiation of the rates.

Motion To: Approve the January 9, 2020 bills as presented by the County Auditor./20-001

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

Motion To: Approve the January 9, 2020 Journal Vouchers as presented by the County Auditor./20-002

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

Motion To: Approve the January 9, 2020 Then & Now certification as presented by the County Auditor./20-003

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

Motion To: Authorize the Portage County Solid Waste Management District to enter into an agreement for services to provide bi-weekly curbside collection service to Atwater Township for a five year period./20-004

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

Commissioner Clyde pointed out that the title of the next resolution is correct, but the body of the resolution in the second RESOLVED has a mistake that states the duration of the contract is **six** years with Paris Township and it should state **five** years. Clerk noted the change on the draft and the Board proceeded with the correction noted.

Motion To: Authorize the Portage County Solid Waste Management District to enter into a **five** year agreement for drop off collection services to Paris Township./20-005

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

Motion To: Amend Resolution No. 16-212 authorizing the contract between the Portage County Solid Waste Management District and Suffield Township to provide recycling collection services./20-006

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

Motion To: Authorize the Portage County Solid Waste Management District to enter into a five year agreement with Randolph Township for drop off collection services./20-007

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

Motion To: Authorize the Portage County Solid Waste Management District to enter into a five year agreement with Windham Township and Windham Village for drop off collection services./20-008

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

RESOLUTION NO. 20-001 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Kathleen Clyde, 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 January 9, 2020 in the total payment amount of **\$415.40 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, Yea;

RESOLUTION NO. 20-002 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Kathleen Clyde, 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:

01/09/20	117	\$650.00
Total		\$650.00

;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, Yea;

RESOLUTION NO. 20-003

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

RESOLUTION NO. 20-004

- **RE: AUTHORIZE THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT TO ENTER INTO AN AGREEMENT FOR SERVICES TO PROVIDE BI-WEEKLY CURBSIDE COLLECTION SERVICE TO ATWATER TOWNSHIP FOR A 5-YEAR PERIOD**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 Atwater Township, which has been accepted by the Atwater Township Trustees, now therefore be

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 \$3.00 per unit for multi-family units, with price increases in year two to \$45.00 per year to Atwater Township for service to begin January 1, 2020 and to continue for a period not to exceed five (5) years, and

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, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-005

- **RE: AUTHORIZE THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT TO ENTER INTO A FIVE (5) YEAR THE AGREEMENT FOR SERVICES TO PROVIDE DROP OFF COLLECTION SERVICE TO PARIS TOWNSHIP**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

WHEREAS, the Board of District Commissioners for the Portage County Solid Waste Management District submitted a proposal to extend curbside recycling collection services to Paris Township, which has been accepted by Township Trustees and

Village Council, now therefore be

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 drop off service at \$600 per year for each container to Paris Township for service to begin January 1, 2020 and to continue for a period not to exceed five years with an annual review and modification of the pricing, terms, and conditions, and

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 A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-006 - RE: AMEND RESOLUTION 16-212 AUTHORIZING THE CONTRACT BETWEEN THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT, TO PROVIDE RECYCLING COLLECTION SERVICES, AND SUFFIELD TOWNSHIP

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

WHEREAS, the Portage County Solid Waste Management District Board of Commissioners adopted Resolution 16-047 on December 8, 2016, authorizing the Portage County Solid Waste Management District to enter into a contract to provide recycling collection services to Suffield Township; and

WHEREAS, the Board of Commissioners and the Suffield Township Trustees wish to amend the contract to allow for a rate increase to \$3.00 per month; now there for be it

RESOLVED, that the Portage County Solid Waste Management District Board of Commissioners does agree to amend the contract to approve the amendment to the contract between the District and the Suffield Township;

RESOLVED, that the Portage County 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 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION 20-007 - RE: AUTHORIZE THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT TO ENTER INTO A FIVE (5) YEAR THE AGREEMENT FOR SERVICES TO PROVIDE DROP OFF COLLECTION SERVICE TO RANDOLPH TOWNSHIP

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

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

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 drop off service at \$600 per year for each container to Randolph Township for service to begin January 1, 2020 and to continue for a period not to exceed six years with an annual review and modification of the pricing, terms, and conditions, and

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, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-008 - RE: AUTHORIZE THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT TO ENTER INTO A FIVE (5) YEAR THE AGREEMENT FOR SERVICES TO PROVIDE DROP OFF COLLECTION SERVICE TO WINDHAM TOWNSHIP AND WINDHAM VILLAGE

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution

be adopted:

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

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 drop off service at \$600 per year for each container to Windham Township and Windham Village for service to begin January 1, 2020 and to continue for a period not to exceed six years with an annual review and modification of the pricing, terms, and conditions, and

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, Yea; Sabrina Christian-Bennett, Yea;

Discussion

A. Rootstown Township – Hold.

B. Brimfield Township

Director Steiner recommends a second meeting with the Brimfield Township representative for additional clarification before he presents his final recommendations to the Board.

Commissioner Christian-Bennett pointed out that the Board agreed to provide services to Brimfield Township through today and asked what happens to the recycling services for the Township residences and Director Steiner would like to continue to service Brimfield Township residence in the interim.

C. Trucks

Commissioner Christian-Bennett received complaints from the City of Aurora and Brimfield Township as the recycling drivers are out late into the evenings and Director Steiner noted the District is always busy during the three weeks after Christmas. Additionally, the excess recycling requires drivers to exit the trucks more frequently to pick up additional items located outside the recycling bins, they have to leave their route midday to empty

the trucks as they reach capacity, and there are several trucks out of commission for brakes and transmission. The District has three trucks available that can do both commercial and curbside that Director Steiner may end up utilizing.

Commissioner Christian-Bennett asked if the newer trucks are more prone to breakdowns and Director Steiner replied the probability is greater due to the new technology, computerization, and plastic parts.

Commissioner Christian-Bennett also discussed the educational component for the District and mentioned she will get together with Director Steiner and Deputy Director Collins to share her thoughts.

9:18 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to discuss employment of a public employee. Also present: Bill Steiner. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:24 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board acted by adopting two additional Journal Entries for the District.

JOURNAL ENTRY

January 9, 2020

1. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Daniel Reagan, CDL Truck Driver – 3rd Shift, for Portage County Solid Waste Management District, effective January 17, 2020, presented by William Steiner, Solid Waste Management District Director, and Janet Kovick, Human Resources Director.

Motion to: Approve the Journal Entry #1 from January 9, 2020

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

2. The Board of Commissioners signed the Personnel Requisition authorizing the external posting of the full time permanent CDL Truck Driver - 3rd Shift, replacing the position previously held by Daniel Reagan, for Portage County Solid Waste Management District, with external posting if no internal appointment is made, presented by William Steiner, Solid Waste Management District Director, and Janet Kovick, Human Resources Director.

Motion to: Approve the Journal Entry #2 from January 9, 2020

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

2. After exiting Executive Session, the Board of Commissioners extended a leave without pay for a Solid Waste employee through February 29, 2020, as presented by William Steiner, Solid Waste Management District Director.

Motion to: Approve the Journal Entry #3 from January 9, 2020

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

3. After exiting Executive Session, the Board of Commissioners signed the Personnel Requisition authorizing the internal posting of the full time Mechanic I, due to operational needs for Portage County Solid Waste Management District, with external posting if no internal appointment is made, presented by William Steiner, Solid Waste Management District Director, and Janet Kovick, Human Resources Director.

Motion to: Approve the Journal Entry #4 from January 9, 2020

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

Motion To: Adjourn the Official Meeting of January 9, 2020 at 9:25 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.

Vicki A. Kline, President

Kathleen Clyde, Vice President

Sabrina Christian-Bennett, Board Member

Amy Hutchinson, Clerk