



**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, January 23, 2020 at 9:02 AM with the following members present:

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

Also Present: Director Steiner, Human Resources Director Janet Kovick, Clerk Amy Hutchinson, Brian Ames, Tony Badalamenti, Record Courier Reporter Diane Smith, and Jeff Heinrich

**MINUTES:**

1. Approval of the January 16, 2020 meeting minutes.

**Motion:** Commissioner Kline  
**Second:** Commissioner Clyde  
**Roll call Vote:** Commissioner Kline, Yea;  
 Commissioner Christian-Bennett, Absent;  
 Commissioner Clyde, Yea;  
**Motion Carries.**

**RESOLUTIONS:**

1. Approval of the January 28, 2020 bills as presented by the County Auditor./20-012
2. Approve the January 28, 2020 Journal Vouchers as presented by the County Auditor. /20-013
3. Approve the January 28, 2020 Then & Now certification as presented by the County Auditor. /20-014

Director Steiner noted there's a type-o in the third WHEREAS and the first RESOLVED which indicates the contract is set to expire on December 31, 2019 and it should read December 31, **2020**.

**RESOLUTION NO. 20-012 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde 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 23, 2020 in the total payment amount of **\$19,565.37 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, Absent;

**RESOLUTION NO. 20-013 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

01/23/20	490	\$1,833.17
01/23/20	493	1,921.56
01/23/20	563	476.50
01/23/20	564	473.25
01/23/20	565	17.91
Total		\$4,722.39

;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, Absent;

**RESOLUTION NO. 20-014 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde 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 **\$ 10,043.85** dated **January 23, 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, Absent;

**RESOLUTION NO. 20-015 - RE: ENTER INTO AN AGREEMENT FOR RANDOM DOT DRUG AND ALCOHOL TESTING SERVICES BETWEEN IEPT AND THE PORTAGE COUNTY SOLID WASTE DISTRICT.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following Resolution be adopted:

**WHEREAS**, on or about January 1, 1998 the Board of Portage County Solid Waste District Commissioners joined a consortium to achieve compliance with federal drug and alcohol testing regulations; and

**WHEREAS**, IEBT, Inc. has agreed to act as a third party administrator by performing the required testing for the Portage County Solid Waste Management District; and

**WHEREAS**, the parties wish to enter into said agreement for one year, to expire on December 31, 2020; and

**WHEREAS**, the fees have been established as follows:

Urine collection, lab analysis &MRO	\$80.00/person
Breath Alcohol: DOT approved devices	\$60.00/person
STAT Service for post-accident, reasonable suspicion and calls less than 24-hour notice STAT Coordination Fee	\$80.00
Drug and Alcohol testing at IBET facility	\$55.00/person
Breath Alcohol Testing DOT approved devices	\$40.00/person
Consortium Fee	\$125.00

**RESOLVED**, that the Board of Portage County Solid Waste District Commissioners does hereby accept the amendment to the Drug and Alcohol Testing Consortium Agreement for the referenced testing within the Scope of Services and in the amounts indicated above in a total amount not to exceed \$2,500.00 until expiration on December 31, 2020; and be it further

**RESOLVED**, that the Portage County 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 a meeting opened 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, Absent;

Director Steiner pointed out several price changes on the agreement: Urine collection, lab analysis and MRO went from \$65.00 to \$80.00 per person; Breath Alcohol: DOT approved devices decreased from \$65.00 to \$60.00 per person; 24 hour notice for STAT coordination fee remained the same and so did drug and alcohol testing at IBET facility; Breath and alcohol testing DOT approved devices increased \$10.00 to \$40 per person, and the Consortium fee increased from \$100.00 to \$125.00. The District is pleased with IEBT, Inc. and Director Steiner would like to move forward with the agreement and the Board approved.

4. Enter into an Agreement for random DOT drug and alcohol testing services between IEBT and the Portage County Solid Waste Management District./20-015

## JOURNAL ENTRIES:

- Director Steiner does not have a mechanic at the District and Mr. Mills has an extensive background that would be useful and Director Steiner would like to promote Mr. Mills as he would be a good fit for the position.
1. The Board of Commissioners agreed to accept the promotion of Kenneth Mills from CDL Truck Driver to Mechanic I, due to operational needs, for Portage County Solid Waste Management District effective January 27, 2020, presented by William Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director.  
**Motion:** Commissioner Kline  
**Second:** Commissioner Clyde  
**Roll call vote:** Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Absent;  
Commissioner Clyde, Yea;  
**Motion Carries.**
  - Mr. Dean presented his letter of resignation but left the end date open to assist the District during February. Mr. Dean also offered to assist whenever the District is short on drivers pending review by the Union, the Prosecutor's Office and the Human Resources Department.
  2. The Board of Commissioners agreed to accept the resignation of Charles Dean, CDL Truck Driver for Portage County Solid Waste Management District, presented by William Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director. Effective date of resignation to be determined due to departmental operational needs.  
**Motion:** Commissioner Kline  
**Second:** Commissioner Clyde  
**Roll call vote:** Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Absent;  
Commissioner Clyde, Yea;  
**Motion Carries.**
  3. The Board of Commissioners authorized the department to use the most current applicant pool to fill the CDL Truck Driver position replacing Charles Dean as presented by William Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director. The department will post externally for the position if necessary.  
**Motion:** Commissioner Kline  
**Second:** Commissioner Clyde  
**Roll call vote:** Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Absent;  
Commissioner Clyde, Yea;  
**Motion Carries.**
  - Director Steiner noted Mr. Bell is retiring from the District and has offered to assist the District in the future if there's ever a need for his services.

4. The Board of Commissioners agreed to accept the retirement of John Bell, CDL Truck Driver for Portage County Solid Waste Management District effective March 6, 2020, presented by William Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director.

**Motion:** Commissioner Kline  
**Second:** Commissioner Clyde  
**Roll call vote:** Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Absent;  
Commissioner Clyde, Yea;  
**Motion Carries.**

5. The Board of Commissioners authorized the external posting of the full time CDL Truck Driver, replacing John Bell, for the Portage County Solid Waste Management District, as presented by William Steiner, Solid Waste Management District Director and Janet Kovick, Human Resources Director.

**Motion:** Commissioner Kline  
**Second:** Commissioner Clyde  
**Roll call vote:** Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Absent;  
Commissioner Clyde, Yea;  
**Motion Carries.**

## DISCUSSION

1. Brimfield Township Recycling  
In regard to Brimfield Township recycling services, Director Steiner recommends the following:
- One year contract for recycling services.
  - \$3.00 per residence per month.
  - Every other week service.
  - Fees retroactive to January 1, 2020.
  - Survey performed by an outside mutually agreed upon third party.
  - The District will pay for the survey.
  - The question of subscription services will not be part of the survey.
  - Response requested back from the Township by Wednesday, January 29, 2020.

The Board agreed to move forward with the request.

2. Scrap Tire Grant  
Director Steiner intends to apply for a \$40,000 scrap tire grant from Ohio EPA and there is a \$10,000 match that is not coming from the District's budget, but from the fee of at least \$0.50 for every tire collected. Director Steiner mentioned this topic will be coming on next week's agenda and the deadline for submittal is February 7th at 3:00 PM. Last year's collections were around 210 tons, but the price for processing went from \$65.00/ton to well over \$ 200.00/ton. Director Steiner pointed out that the District is limited to one company, Liberty Tire in Minerva, which is a 2 ½ hour turn around time for one load of tires. Director Steiner will be recommending changes to the current program regarding the types of tires and

number of tires per drop off. The District spent over \$49,000 for processing and that does not include delivery of the containers or pick up.

Director Steiner stated the District is responsible for collecting the money and he suggests instead of doing individual collection events throughout the community, the District will cut down to 5 by diving the County into quadrants using the District's own truck and containers for the collection. The District has two trucks, but truck #1391 is tired and will be declared obsolete and coming up for auction soon and to rent a truck is about \$12,000 per month and it would be needed for two months.

Director Steiner will bring back additional information next week.

9:19 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Vicki A. Kline, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider the dismissal of a public employee. Also present: Bill Steiner and Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Absent; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:28 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Absent; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Adjourn the Official Meeting of January 23, 2020 at 9:29 AM

**Motion: Commissioner Kline**

**Second: Commissioner Clyde**

**Roll call vote:** Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Absent;  
Commissioner Clyde, 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.

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Kathleen Clyde, President

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Vicki A. Kline, Vice President

-----ABSENT-----

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Sabrina Christian-Bennett, Board Member

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Amy Hutchinson, Clerk