



**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, Sabrina Christian-Bennett, Mike Kerrigan

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 December 6, 2018 at 9:00 AM with the following members present:

| Attendee Name             | Title          | Status  |
|---------------------------|----------------|---------|
| Vicki A. Kline            | President      | Present |
| Sabrina Christian-Bennett | Vice President | Present |
| Mike Kerrigan             | Board Member   | Present |

Also Present: Water Resources Director Gene Roberts; Internal Services Director JoAnn Townend; Human Resources Department Director Janet Kovick; Department of Budget & Financial Management Director Todd Bragg; Clerk Amy Hutchinson and Diane Smith, Record Courier

**PLEASE ADD TO YOUR AGENDA**

December 6, 2018

1. Amendment to the 2018 Annual Appropriation Resolution

**Motion To:** Approve Amendment to the 2018 Annual Appropriation Resolution No. 17-202, adopted December 19, 2017./18-178

|                  |                                                          |
|------------------|----------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                               |
| <b>MOVED:</b>    | Sabrina Christian-Bennett                                |
| <b>SECONDED:</b> | Mike Kerrigan                                            |
| <b>AYES:</b>     | Sabrina Christian-Bennett, Vicki A. Kline, Mike Kerrigan |

**REGULAR AGENDA**

December 6, 2018

**Journal Entries**

1. Personnel Action Form accepting the resignation of James Weingart effective November 30, 2018, presented by Janet Kovick, Human Resources Director./Journal Entry
2. Personnel Requisition authorizing the external posting of the full time permanent CDL Truck Driver, replacing James Weingart, for Portage County Solid Waste Management District, presented by Janet Kovick, Human Resources Director/**HOLD. PULLED FROM THE REGULAR AGENDA.**

Director Kovick would like to pull Journal Entry No. 2 from today's agenda and Commissioner Kerrigan motioned to pull Journal Entry No. 2

**JOURNAL ENTRY**  
December 6, 2018

2. *Personnel Requisition authorizing the external posting of the full time permanent CDL Truck Driver, replacing James Weingart, for Portage County Solid Waste Management District, presented by Janet Kovick, Human Resources Director/PULLED FROM THE REGULAR AGENDA.*

**CONSENT AGENDA**  
December 6, 2018

1. **Approval of Minutes November 29, 2018**
2. **Resolutions**
  - A. Approve the December 11, 2018 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance./18-174
  - B. Approve the December 11, 2018 Journal Vouchers./18-175
  - C. Approve the December 11, 2018 Then & Now certification as presented by the County Auditor./18-176
  - D. Voluntary customer rate increase./18-177

**Motion To:** Approve the December 6, 2018 Consent Agenda for Solid Waste Management District

|                  |                                                          |
|------------------|----------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                               |
| <b>MOVED:</b>    | Sabrina Christian-Bennett                                |
| <b>SECONDED:</b> | Mike Kerrigan                                            |
| <b>AYES:</b>     | Sabrina Christian-Bennett, Vicki A. Kline, Mike Kerrigan |

**RESOLUTION NO. 18-174 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 December 11, 2018 in the total payment amount of **\$113,640.79 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;                                Mike Kerrigan, Yea;

**RESOLUTION NO. 18-175 -                RE:                APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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

|          |     |             |
|----------|-----|-------------|
| 12/11/18 | 750 | \$ 882.76   |
| 12/11/18 | 680 | 6.17        |
| 12/11/18 | 679 | 1,037.63    |
| Total    |     | \$ 1,926.56 |

**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;                                Mike Kerrigan, Yea;

**RESOLUTION NO. 18-176                -                RE:                ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 \$ **496.16** dated **December 11, 2018** 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;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-177 - RE: AUTHORIZING THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT, TO INCREASE THE MONTHLY RATE FOR VOLUNTARY CUSTOMERS ONE (1) DOLLAR PER MONTH**

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

**WHEREAS,** the Portage County Solid Waste Management District provides curbside service to residents who do not have community wide service on a voluntary basis; and

**WHEREAS,** the Board of Commissioners wish to amend the current of \$3.00 per month to \$4.00 per month; now there for be it

**RESOLVED,** that the Portage County Solid Waste Management District Board of Commissioners does agree to approve the rate increase of \$1.00 per month for voluntary customers;

**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;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-178                      -                      RE:                      AMENDMENT TO THE 2018 ANNUAL APPROPRIATION  
RESOLUTION NO. 17-202 ADOPTED DECEMBER 19,  
2017**

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

**RESOLVED,** that it has become necessary to amend the 2018 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                  |                  |                 |
| <b>Fund:</b>      | 8300                                       |                  |                 |
|                   | <b>901 Solid Waste Management District</b> |                  |                 |
|                   | 83003                                      | \$40,000         |                 |
|                   | 83004                                      | \$20,000         |                 |
|                   | 83005                                      | \$40,000         |                 |
| <b>Fund:</b>      | 8355                                       |                  |                 |
|                   | <b>901 Solid Waste Management District</b> |                  |                 |
|                   | 83558                                      | \$1,597          |                 |
| <b>Fund:</b>      | 8372                                       |                  |                 |
|                   | <b>901 Solid Waste Management District</b> |                  |                 |
|                   | 83726                                      |                  | \$55,325        |
| <b>MEMO TOTAL</b> |                                            | <b>\$101,597</b> | <b>\$55,325</b> |

**RESOLVED,** ; and be it further 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:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**JOURNAL ENTRY**

December 6, 2018

1. The Board of Commissioners signed the Personnel Action Form accepting the resignation of James Weingart, CDL Truck Driver for Portage County Solid Waste Management District, effective November 30, 2018, presented by Janet Kovick, Human Resources Director.

**Motion to:** Approve the Journal Entry from December 6, 2018 as revised

|                  |                                                          |
|------------------|----------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                               |
| <b>MOVED:</b>    | Sabrina Christian-Bennett                                |
| <b>SECONDED:</b> | Mike Kerrigan                                            |
| <b>AYES:</b>     | Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline |

**Motion To:** Adjourn the Official Meeting of December 6, 2018 at 9:02 AM

|                  |                                                          |
|------------------|----------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                               |
| <b>MOVED:</b>    | Sabrina Christian-Bennett                                |
| <b>SECONDED:</b> | Mike Kerrigan                                            |
| <b>AYES:</b>     | Sabrina Christian-Bennett, Vicki A. Kline, Mike Kerrigan |

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

\_\_\_\_\_  
Sabrina Christian-Bennett, Vice President

\_\_\_\_\_  
Mike Kerrigan, Board Member

\_\_\_\_\_  
Amy Hutchinson, Clerk