



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 December 19, 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	Present

Also Present: Director Bill Steiner, Deputy Director Dawn Collins, Brian Ames, John Yeargin, Human Resources Director Janet Kovick, Barb Tittle, Ken Howe, Diane Smith, Department of Budget and Financial Management Director Todd Bragg, Brian Ames, David Stotler, and Clerk Amy Hutchinson

Commissioner Christian-Bennett motioned to pull Item D from the Consent Agenda.

RESOLUTIONS

December 19, 2019

D. Approve the Commercial Rate Increases for 2020.

Director Steiner explained Resolution D indicates a 95 gallon container costs \$55.00 for twice a week service and it should read \$50.00. The resolution is an increase of \$10.00 per year for commercial entities.

Commissioner Clyde asked how much are the increases being imposed for Paris and Randolph (Resolutions 2F and 2G) and Director Steiner replied \$100.00 per container per year for both entities. The District is still supporting the drop offs by \$200,000-\$300,000 per year and both trucks that run the commercial routes will need to be replaced as they are 2007 and 2009 models. There are three trucks currently used for curbside recycling that would be less expensive to convert into commercial trucks than buying 2 new curbside trucks (a savings of \$30,000-\$40,000 per truck). The trucks can also be converted back to curbside, if necessary.

Commissioner Clyde asked if Director Steiner has spoken with the communities about the increases and he has not because he is preparing final figures.

Commissioner Clyde asked how revenue compares to expenditures and Director Steiner responded he is asking for rates increases to cover the quarterly debt payment of \$108,000, the payments twice a year for \$89,000 to OWDA for trucks and carts, and \$25,000/month for processing. Director Steiner mentioned revenue for the District is about \$2.6.

Commissioner Christian-Bennett noted a lot of Townships are requesting bi-weekly services and asked how that would offset the District and District Steiner explained if a community goes bi-weekly, the truck can be used in other communities and that helps defray costs for everyone. Commissioner Christian-Bennett pointed out if a community goes bi-weekly, extra containers are available and Director Steiner pointed out they are available at no additional costs.

Commissioner Christian-Bennett had a question on the Voluntary Customer Rate Increase and noted Director Steiner explained to her there are about 25 customers that are voluntarily participating in the recycling program and the rates is going from \$4.00 to \$5.00/month for weekly service.

CONSENT AGENDA

December 19, 2019

1. Approval of Minutes December 12, 2019

2. Resolutions

- A. Approve the December 19, 2019 bills as presented by the County Auditor./19-186
- B. Approve the December 19, 2019 Journal Vouchers as presented by the County Auditor./19-187
- C. Approve the December 19, 2019 Then & Now certification as presented by the County Auditor./19-188
- D. Approve the Commercial Rate Increases for 2020./ **PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION./19-189**
- E. Approve the Voluntary Customer Rate Increase for 2020./19-190
- F. Approve the Contract with Paris Township./19-191
- G. Approve the Contract with Randolph Township./19-192
- H. Adopt the FY 2020 appropriations budget for the Portage County Solid Waste Management District./19-193

Motion To: Approve the Consent Agenda for December 19, 2019 as amended

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

Motion To: Adopt Pricing for Business and Industrial Rental Containers Provided by the Portage County Solid Waste Management District

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

RESOLUTION NO. 19-186 - 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 December 19, 2019 in the total payment amount of **\$31,595.34 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. 19-187 - 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:

12/19/19	1303	\$13,667.90
12/19/19	1304	4,390.09
12/19/19	1305	2,997.46
12/19/19	1312	983.99
Total		\$ 22,039.44

;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. 19-188 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 **\$ 225.94** dated **December 19, 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, Yea;

RESOLUTION No. 19-189 - RE: ADOPT PRICING FOR BUSINESS AND INDUSTRIAL RENTAL CONTAINERS PROVIDED

**BY THE PORTAGE COUNTY SOLID WASTE
MANAGEMENT DISTRICT**

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

WHEREAS, the Portage County Solid Waste Management District provides rental containers for business and industrial recycling customers, and

WHEREAS, processing and contamination cost increases have required that the pricing for rental containers be increased, therefore be it

RESOLVED, that the Board of Solid Waste District Commissioners does hereby adopt the pricing as outlined for all current customers as of January 1, 2020,

CONTAINER SIZE	ONCE A WEEK	TWICE A WEEK	THREE TIMES	FOUR TIMES/MORE
95-GALLON	\$25.00/month	\$50.00/month	\$75.00/month	\$100.00/month
2-YARD	\$50.00/month	\$100.00/month	\$150.00/month	\$200.00/month
4-YARD	\$55.00/month	\$110.00/month	\$165.00/month	\$220.00/month
6-YARD	\$60.00/month	\$120.00/month	\$180.00/month	\$240.00/month
8-YARD	\$65.00/month	\$130.00/month	\$195.00/month	\$260.00/month

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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-190 - RE: AUTHORIZING THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT, TO INCREASE THE MONTHLY RATE FOR VOLUNTARY CUSTOMERS ONE (1) DOLLAR AND FIFTY (50) CENTS PER MONTH

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 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 \$4.00 per month to \$5.50 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 \$1.50 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-191 - RE: AUTHORIZE THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT TO ENTER INTO AN AGREEMENT FOR SERVICES TO PROVIDE DROP OFF COLLECTION SERVICE TO PARIS 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 drop off recycling collection services to Paris Township, which has been accepted by the Paris 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 drop off recycling collection services for \$600.00 per container per year, with annual review of rates, to Paris 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 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. 19-192 - RE: AUTHORIZE THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT TO ENTER INTO AN AGREEMENT FOR SERVICES TO PROVIDE DROP OFF COLLECTION SERVICE TO RANDOLPH 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 drop off recycling collection services to Randolph Township, which has been accepted by the Randolph 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 drop off recycling collection services for \$600.00 per container per year, with annual review of rates, to Randolph 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. 19-193

- RE: ADOPT THE FY 2020 APPROPRIATIONS BUDGET FOR THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted: were taken in an open meeting of this Board and that all deliberations of this Board that resulted in

WHEREAS, the Board of District Commissioners sets the level of appropriation authority with the rollup group set at Fund, Department and Category to allow greater flexibility within the department effective with the FY 2020 Appropriation Budget; now therefore be it

RESOLVED, that the Board of District Commissioners does hereby adopt the FY 2020 Appropriations Budget beginning January 1, 2020 and ending December 31, 2020 in the total amount of \$3,152,000 to fund 8300, and \$165,588 to fund 8355, with the rollup group set at Fund, Department, and Category as follows:

Approved

Fund: 8300 Solid Waste General Administra

83003 SW Gen Admin Salary&Fringes

\$1,330,000

83004 Solid Waste Gen Admin CS

\$ 690,000

83005 Solid Waste Gen Admin MS

\$ 525,000

83006 Solid Waste Gen Admin CO

\$ 430,000

83007 Solid Waste Gen Admin OE

\$ 2,000

83008 Solid Waste Gen Admin DE

\$ 0.00

83009 Solid Waste Gen Admin ME

\$ 175,000

83558 SW Loan 17 Debt Services

\$ 165,588

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;

REGULAR AGENDA

December 19, 2019

3. Journal Entry

- A. The Board of Commissioners agreed to remove recycling charges from 1880 St. Rt. 303, which is an exempt property owned by Streetsboro City Schools.

Director Bragg explained this property is owned by the school and listed in the Auditor's records as residential. The school called questioning the invoice and the District doesn't service the property because it's an office used by the school, so it should be removed. The Journal Entry is appropriate to move forward./Journal Entry.

4. Discussion

- A. Garfield Street, Ravenna Township

Director Steiner visited the site and there's an abandoned house on the street that is littered with trash, including both sides of the road. He is waiting to hear back from the Township Trustees as to an official action to abandon that section of the roadway. The Landbank may be able to assist with the removal of the abandoned house and Frank Hairston will make contact with the Ravenna Township Trustees.

- B. Brimfield Township

The Brimfield Township Trustees met yesterday and Trustee Coia discussed his issues with the District's contract. Deputy Director Collins also pointed out that Trustee Coia made a motion to extend the contract three additional months at the current rate of service and for the County to pay ½ the cost for an outside surveying company to poll residents about recycling services, and then Mr. Coia voted no on his motion.

Deputy Director Collins suggests the District edit the contract by including changes the Township suggested, but hold off on moving forward with the 90 day extension.

Commissioner Christian-Bennett noted it's being punitive to Brimfield residents to terminate service during the busiest time of the year for recycling.

Commissioner Christian-Bennett received a telephone call from Trustee Coia noting the Trustees have declined the contract and they are working on a proposal to extend the contract for 90 days. The Trustees want a survey completed, but by an outside company so it is unbiased and they have agreed to split the cost with the District. Commissioner Christian-Bennett noted Trustee Coia is still very adamant about subscription service and Director Steiner pointed out the Trustees presented two requests – (1) To remove the recycling fee from the tax bills, and the District can comply with that request (but an increased charge of \$0.35 per month will be added to the invoices to cover the processing cost of the paper invoice) and (2) To provide subscription service, which the District does not provide. Director Steiner is not opposed to a survey and is willing to do one as the District has for Suffield, Rootstown, Palmyra, and Ravenna Township. Director Steiner

is opposed to being told who they will use to complete the survey, as he doesn't know anything about the company, but the District will be responsible for paying ½ the cost. As for extending the contract, if the Board wants to move forward with the extension, it should consider payment of the rate changes retroactively back to January 1, 2020. Attorney Meduri will need to be involved in the contract process and that will take time and the Board's last meeting is tomorrow. Commissioner Kline pointed out the entire burden shouldn't be placed on Solid Waste, were the Trustees thinking about the residents?

Commissioner Christian-Bennett noted according to the plan, the County must provide recycling services to its residents - whether it's curbside, drop offs, or to allow residents to seek outside contracts for private haulers.

Director Steiner and Deputy Director Collins both suggest the contract be returned to Brimfield Township with their requested changes in place, but the District will not entertain any discussion concerning subscription services. If the Board decides to do a 90 day extension, by the middle of January the District will need to receive a signed contract and resolution from Brimfield Township, which includes a clause that indicates any rate increase must be retroactive to January 1, 2020.

Commissioner Christian-Bennett asked if Director Steiner looked into subscription services and could show the Trustees why the District cannot provide the service and Director Steiner replied it still costs the District the same amount of money to drive down the street to pick up one house or ten houses and he has explained that to the Trustees. Deputy Director Collins noted it would also require software in the trucks to track which residence should be picked up and the Township didn't receive any bids for subscription services because it's not cost effective.

Director Steiner also mentioned the Trustees will need to go silent on social media with anything that has to do with Solid Waste and recycling if they move forward with the survey.

At the end of the discussion, the Board agreed to move forward with returning the revised contract to the Trustees requesting a decision by Friday. If the County agrees to an extension, by January 15th, there must be a contract in place signed by both parties, which includes a pricing increase retroactive to January 1, 2020. The revised contract is the basis for all future discussion, and there will be no discussion on subscription service or a survey that asks for subscription service.

Director Steiner will convey this information to Brimfield Township tomorrow morning.

C. Shredding – Hold for further discussion.

9:52 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss compensation of a public employee. Also present: Bill Steiner, Dawn Collins, and Human Resources Department Director Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

9:55 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 took action by adopting Journal Entry #2.

JOURNAL ENTRY

December 19, 2019

1. The Board of Commissioners agreed to remove recycling charges from 1880 St. Rt. 303, Streetsboro, which is an exempt property owned by Streetsboro City Schools, as recommended by Solid Waste Management District Director Bill Steiner.

Motion to: Approve the Journal Entry from December 19, 2019

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

JOURNAL ENTRY II

December 19, 2019

1. After exiting executive session, the Board of Commissioners authorized a thirty (30) day unpaid leave of absence for medical purposes for a Solid Waste Management District employee, presented by Bill Steiner, Solid Waste Management District Director, and Janet Kovick, Human Resources Director.

Motion to: Approve the Journal Entry II from December 19, 2019

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

Motion To: Adjourn the Official Meeting of December 19, 2019 at 9:56 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