



**PORTAGE COUNTY SOLID WASTE
MANAGEMENT DISTRICT**

District Recycling Center
3588 Mogadore Road
Kent, Ohio 44240
(330) 678-8808

Solid Waste Management District Commissioners
Sabrina Christian-Bennett, Maureen T. Frederick, Vicki A. Kline, CPA

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 February 28, 2017 at 9:02 AM with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Maureen T. Frederick	Board Member	Present

Also Present: Director Bill Steiner, Interim Human Resources Department Director Janet Kovick, Attorney Denise Smith, Water Resources Department Director Gene Roberts, Department of Budget & Financial Management Director Todd Bragg, Clerk Amy Hutchinson and Matt Merchant, Record Courier

CONSENT AGENDA

February 28, 2017

1. **Approval of Minutes February 21, 2017**
2. **Resolutions**
 - A. Approve the February 28, 2017 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance. /17-030
 - B. Approve the February 28, 2017 Journal Vouchers./17-031
 - C. Approve the February 28, 2017 Then & Now certification as presented by the County Auditor./17-032
 - D. In accordance with Ohio Revised Code Section 109.43 and Section 149.43, appoint Commissioner's Clerk Amy Hutchinson as the designee to attend training programs and seminars about Ohio's Public Records Law for the Board of Commissioners./17-033

Motion To: Approve the Consent Agenda from February 28, 2017

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sabrina Christian-Bennett, Board Member
SECONDER:	Maureen T. Frederick, Board Member
AYES:	Maureen T. Frederick, Sabrina Christian-Bennett, Vicki A. Kline

RESOLUTION NO. 17-030 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick 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 February 28, 2017 in the total payment amount of **\$3,610.88 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:

Maureen T. Frederick, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 17-031 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick 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

02/23/17	854	\$ 74.02
02/23/17	827	605.17

02/23/17	768	26.04
Total		\$ 705.23

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 Kline, Yea; Sabrina Christian-Bennett, Yea; Maureen T. Frederick, Yea;

RESOLUTION NO. 17-032

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

RESOLUTION NO. 17-033 - RE: IN ACCORDANCE WITH OHIO REVISED CODE SECTION 109.43 AND SECTION 149.43, APPOINT COMMISSIONERS' CLERK AMY HUTCHINSON AS THE DESIGNEE TO ATTEND TRAINING PROGRAMS AND SEMINARS ABOUT OHIO'S PUBLIC RECORDS LAW FOR THE BOARD OF DISTRICT COMMISSIONERS.

It was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick that the following Resolution be adopted:

WHEREAS, Ohio law requires that elected officials attend a three hour seminar for each term of office to receive training in Public Records Law, but also allows the official to appoint a designee; now there for be it

RESOLVED, that the Board of District Commissioners does hereby appoint Commissioners' Clerk Amy Hutchinson as the Board's designee to attend the required training in accordance with Ohio Revised Code Section 109.43 (B) and Section 149.43 (E)(1); 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; Sabrina Christian-Bennett, Yea; Maureen T. Frederick, Yea;

DISCUSSION:

Director Roberts mentioned during the last Policy Committee meeting, the Board reviewed two issues, the first being the cost to prepare the new plan. A draft of the new plan must be submitted to the Ohio EPA by February 20, 2018 and it is hoped that by August 2019, the District will be under its own plan again. Director Roberts noted the District is going to try to prepare the plan in house, but will obtain an hourly rate from both vendors who responded for the Request for Qualifications to write the plan, in order to answer technical questions that may arise.

Director Roberts shared that the District will do a plan rewrite and will also do a mini rate study in order to understand what has happened over the last ten years regarding revenue stream and expenses at the District. Commissioner Frederick wanted to know if the District has contracts will all private and commercial accounts and Director Steiner reported that he will have to check on Nelson Township, but all the others are in place.

Director Bragg indicated there is a loan application to the Ohio Water Development Authority for the purchase of trucks and bins that is due Wednesday of next week, so the Board will need to do a resolution authorizing the application. Commissioner Frederick pointed out that she has spoken to County Auditor Esposito, who has cautioned her about the debt service. Director Bragg explained the Board does not know the exact cost of providing specific curbside, but it does know the exact cost of running the District and projections out for five years.

The loan is needed if the Board is moving forward with the purchase of recycling trucks and the trucks are needed if the District is going to bid on Streetsboro City. If the District does not get the bid for Streetsboro, there are other communities that have shown an interest in curbside recycling.

Commissioner Frederick voiced her concern about the County incurring additional debt as it becomes part of the overall debt service liability and if the District cannot support it, the General Fund will need to.

Director Bragg reiterated the fact that the District cannot bid Streetsboro without the purchase of the additional two trucks and the loan is for \$1.6 million - \$600,000 for trucks, \$500,000 in new carts and \$300,000 for Suffield and Aurora carts (which we currently have, but are on the invoice). Director Bragg also mentioned there is a \$430,000 lease for the existing five trucks (lease to buy).

Director Steiner mentioned the District is at maximum capacity with the current curbside trucks.

Director Bragg will prepare a statement of revenues and expenses for the next five years for Board review later today.

Commissioner Frederick asked if any of the citizens will be reluctant to have a reduced bi-weekly service without a price reduction and Director Steiner mentioned that after talking to a Township Trustee, overwhelmingly people are happy with the service and many times their carts aren't full within a week. Director Bragg explained that bi-weekly is the way to reduce costs and keep their rates low, people do appreciate it. If it's found that people are filling their carts in a week, the District will provide a second cart.

Commissioner Kline asked if the District provides bags for people that are unable to move the cart and he indicated the District does not provide bags, but they will pick them up.

Commissioner Christian-Bennett asked if Director Steiner knows the overall savings for the District with the purchase of the new trucks and Director Roberts noted that is something they will be working on. Director Steiner noted when he took over the District in 2008, there were forty five people on staff total, and currently there are twenty two.

Commissioner Frederick asked about the reduction in personnel noting with the purchase of the new trucks, it was supposed to cut down on staff and that hasn't happened yet. Director Steiner explained that it has and Director Bragg shared two years ago, the payroll was \$1.6 million and today it is \$1.2 million.

Director Bragg will bring back a resolution for Board consideration to authorize the loan application since Commissioner Kline will be out of the office.

Motion To: Adjourn the Official Meeting of February 28, 2017 at 9:35 AM

RESULT: ADOPTED [UNANIMOUS]

MOVER: Sabrina Christian-Bennett, Board Member

SECONDER: Vicki A. Kline, Vice President

AYES: Maureen T. Frederick, Sabrina Christian-Bennett, 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 on February 28, 2017.

Vicki A. Kline, President

Sabrina Christian-Bennett, Vice President

Maureen T. Frederick, Board Member

Amy Hutchinson, Clerk