



**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 May 16, 2019 at 9:01 AM with the following members present:

| <b>Attendee Name</b>      | <b>Title</b>   | <b>Status</b> |
|---------------------------|----------------|---------------|
| Vicki A. Kline            | President      | Present       |
| Kathleen Clyde            | Vice President | Present       |
| Sabrina Christian-Bennett | Board Member   | Present       |

Also attending throughout the day Director Bill Steiner, Brian Ames, Deerfield Township Trustee Ed Dean, Attorney Chris Meduri, Human Resources Director Janet Kovick, Gina Brown, Chris Morris, Diane Cotton, Portage County Developmental Disabilities, Department of Budget and Financial Management Director Todd Bragg, and Record Courier Reporter Diane Smith

**CONSENT AGENDA**

May 16, 2019

**1. Approval of Minutes May 9, 2019**

**2. Resolutions**

- A. Approve the May 21, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance./19-067
- B. Approve the May 21, 2019 Journal Vouchers./19-068
- C. Approve the May 21, 2019 Then & Now certification as presented by the County Auditor./19-069

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for May 16, 2019

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

**RESOLUTION NO. 19-067 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 May 21, 2019 in the total payment amount of **\$13,804.97 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, Absent;

**RESOLUTION NO. 19-068 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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

|          |     |          |
|----------|-----|----------|
| 05/21/19 | 514 | \$29.58  |
| Total    |     | \$ 29.58 |

**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; Kathleen Clyde, Absent;

**RESOLUTION NO. 19-069 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 **\$ 3,799.60** dated **May 21, 2019** 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;                      Kathleen Clyde, Absent;

## **REGULAR AGENDA**

May 16, 2019

### **3. Discussion**

- A. Exempt 487 N. Chillicothe Road, Aurora from recycling fees.  
Director Steiner would like to exempt recycling fees for City of Aurora property located at 487 N. Chillicothe Road, as the District usually does not charge recycling fees for any of City, Township and Village owned properties./Journal Entry. Director Steiner will follow up with the City to advise.

- B. CDL Truck Driver Job Description and Job Posting  
i. DRAFT CDL Truck Driver Job Description

Director Steiner has worked with the Human Resources Department to revise the current CDL job posting with the following changes:

Operate trucks over ~~30,000~~ **26,000** GVWR (*revised on the job description under Skills and Knowledge, Critical Skills/Expertise and Job Standards*).

Must have possession of a valid Ohio ~~Class A~~ **Class B** CDL (*revised on the job description under Job Standards*).

Document will be presented next week for adoption.

ii. DRAFT Resolution - Adoption of Revised CDL Truck Driver Job Description

Director Steiner also presents a draft resolution for consideration next week to amend the job description.

iii. DRAFT Resolution – Approval to Repost CDL Truck Driver

Director Steiner presents a draft resolution for consideration next week to approve the re-post of CDL Truck Driver for the Solid Waste Management District.

If approved next Thursday, the posting will on the job board next Friday, May 24, 2019 and it will be posted for 10 days per the labor contract.

C. Out of the Office

Director Steiner will be out of the office next Thursday but will provide the information for the Consent Agenda. Director Steiner noted he will be touring water and wastewater plants for his Class IV Wastewater Plant.

**JOURNAL ENTRY**

May 16, 2019

1. The Board of District Commissioners authorized the exemption of recycling fees for the City of Aurora property located at 487 N. Chillicothe Road as recommended by Solid Waste Management Director Bill Steiner.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entry from May 16, 2019

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

Motion: by Kathleen Clyde, seconded by Sabrina Christian-Bennett to adjourn the Official Meeting of May 16, 2019 at 9:05 AM

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

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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Vicki A. Kline, President

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Kathleen Clyde, Vice President

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Sabrina Christian-Bennett, Board Member

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Amy Hutchinson, Clerk

