



**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 23, 2019 at 9:00 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 attending throughout the day Attorney Chris Meduri, Department of Budget and Financial Management Director Todd Bragg, and Record Courier Reporter Diane Smith

CONSENT AGENDA

May 23, 2019

1. Approval of Minutes May 16, 2019

2. Resolutions

- A. Approve the May 28, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance. /19-070
- B. Approve the May 28, 2019 Journal Vouchers. /19-071
- C. Approve the May 28, 2019 Then & Now certification as presented by the County Auditor. /19-072
- D. Adopt the Revised CDL Driver job description./19-073
- E. Approval to Repost the CDL Truck Driver Position./19-074

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for May 23, 2019

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

RESOLUTION NO. 19-070 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, 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 Department of Budget and Financial Management, Department of Internal Services or other designee on May 28, 2019 in the total payment amount of **\$12,077.50 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. 19-071 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, 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 submitted by the Solid Waste Management District Director for review by the District Board of Commissioners; now therefore be it

05/28/19	921	\$ 101.01
05/28/19	922	457.45
Total		\$ 558.46

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, Yea;

RESOLUTION NO. 19-072

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

**RESOLUTION NO. 19-073 - RE: ADOPTION OF REVISED CDL TRUCK DRIVER
JOB DESCRIPTION FOR THE SOLID WASTE
MANAGEMENT DISTRICT.**

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

WHEREAS, the current CDL Truck Driver job description for the Solid Waste Management District was approved on February 8, 2018 by the Board of District Commissioners; and

WHEREAS, the minimum job standards in the current CDL Truck Driver job description requires experience driving vehicles over 30,000 GVWR and possession of a valid Class A CDL with airbrake endorsement:

JOB STANDARDS: *High School education or equivalent is required and two years of experience driving vehicles over 30,000 GVWR. Special training in vehicle operation and maintenance preferred. Must have possession of a valid Ohio Class A CDL with airbrake endorsement and maintain licensure and eligibility under employee driver eligibility standards, through tenure of employment; and*

WHEREAS, previously, the District owned and operated a semi-truck that required a Class A CDL license. The semi-truck was used to haul glass, recyclables to Waste Management in Akron, Ohio, electronics and occasionally a load of a fiber product to a local processing facility. The semi-truck was sold on December 16, 2017 at the Edinburg Auction after the District determined that the semi-truck was no longer needed to perform the aforementioned tasks. The sale of the truck was approved by the District Board of Commissioners via Resolution 17-174 adopted on October 31, 2017; and

WHEREAS, since the need for the requirement of a Class A CDL license to drive the semi-truck no longer exists, the District is recommending the job standards are revised to reflect the minimum skill level required to operate a District truck:

JOB STANDARDS: *High School education or equivalent is required and two years of experience driving vehicles over 26,000 GVWR. Special training in vehicle operation and maintenance preferred. Must have possession of a valid*

Ohio Class B CDL with airbrake endorsement and maintain licensure and eligibility under employee driver eligibility standards, through tenure of employment; now therefore be it

RESOLVED, that the Board of District Commissioners does hereby adopt the revised CDL Truck Driver job description recommended by the Solid Waste Management District; 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 Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-074 - RE: APPROVAL TO REPOST FOR CDL TRUCK DRIVER FOR THE SOLID WASTE MANAGEMENT DISTRICT.

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

WHEREAS, the Board of District Commissioners signed the Personnel Requisition authorizing the posting of the full time permanent CDL Truck Driver replacing Richard Rabatin for Portage County Solid Waste Management District, on March 7, 2019; and

WHEREAS, the posting dated March 7, 2019 reflected the minimum job standards for the position based on the job description approved on February 8, 2018 requiring experience driving vehicles over 30,000 GVWR and possession of a valid Class A CDL with airbrake endorsement. A statement that Class B CDL licenses would be accepted was added at a later date (March 12, 2019):

MINIMUM QUALIFICATIONS:

High School education or equivalent is required and two years of experience driving vehicles over 30,000 GVWR. Special training in vehicle operation and maintenance preferred. Must have possession of a valid Ohio Class A CDL with airbrake endorsement and maintain licensure and eligibility under employee driver eligibility standards, through tenure of employment. Valid Class B CDL will also be accepted; and

WHEREAS, the CDL Truck Driver job description has been revised and approved by the Board of District Commissioners on May 23, 2019 to reflect the minimum skill level required to operate a District truck, revising the requirement of the CDL license from a Class A to a Class B CDL; and

WHEREAS, the position of CDL Truck Driver will be reposted with the revised job standards:

MINIMUM QUALIFICATIONS:

High School education or equivalent is required and two years of experience driving vehicles over 26,000 GVWR. Special training in vehicle operation and maintenance preferred. Must have possession of a valid Ohio Class B CDL with airbrake endorsement and maintain licensure and eligibility under employee driver eligibility standards, through tenure of employment; now therefore be it

RESOLVED, that the Board of District Commissioners does hereby approve to repost the CDL Truck Driver position with the revised job standards according to the job description approved on May 23, 2019; 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 Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

JOURNAL ENTRIES

May 23, 2019

1. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Dustin Landmesser, CDL Truck Driver, for Portage County Solid Waste Management District, effective May 31, 2019, presented by Bill Steiner, SWMD Director, and Janet Kovick, Human Resources Director.
2. The Board of Commissioners signed the Personnel Requisition authorizing the posting of the full time permanent CDL Truck Driver replacing Dustin Landmesser for Portage County Solid Waste Management District, presented by Bill Steiner, SWMD Director, and Janet Kovick, Human Resources Director.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entries from May 23, 2019

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

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to adjourn the Official Meeting of May 23, 2019 at 9:01 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.

Vicki A. Kline, President

Kathleen Clyde, Vice President

Sabrina Christian-Bennett, Board Member

JoAnn Townend, Acting Clerk