



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 June 27, 2019 at 9:01 AM with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Kathleen Clyde	Vice President	Attending 9:02 AM
Sabrina Christian-Bennett	Board Member	Present

Also Present: Director Bill Steiner, Internal Services Director JoAnn Townend, Department of Budget and Financial Management Director Todd Bragg, Brian Ames, Deerfield Township Trustee Ed Dean, Benefits Coordinator Susan Lynn, Human Resources Director Janet Kovick, Doug Brown, Willis Tower & Watson, Clerk Amy Hutchinson and Diane Smith, Record Courier

CONSENT AGENDA

June 27, 2019

1. Approval of Minutes June 20, 2019

2. Resolutions

- A. Approve the July 2, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance./19-088
- B. Approve the July 2, 2019 Journal Vouchers./19-089
- C. Approve the July 2, 2019 Then & Now certification as presented by the County Auditor./19-090
- D. Approve the July 9, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance./19-091
- E. Approve the July 9, 2019 Journal Vouchers./19-092
- F. Approve the July 9, 2019 Then & Now certification as presented by the County Auditor./19-093
- G. The Board of Portage County Commissioners in its statutory role as the Board of County Commissioners of the Portage County Solid Waste Management District hereby also establish rules for the meetings of the Board of County Commissioners of the Portage County Solid Waste Management District./19-094

Motion To: Approve the Consent Agenda for June 27, 2019

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

RESOLUTION NO. 19-088 - 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 July 2, 2019 in the total payment amount of **\$2,306.82 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. 19-089 - 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

07/02/19	81	\$35.47
----------	----	---------

Total		\$35.47
-------	--	---------

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. 19-090 - 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 **\$ 545.04** dated **July 2, 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;

RESOLUTION NO. 19-091 - 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 July 9, 2019 in the total payment amount of **\$10,135.59 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. 19-092 - 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

07/09/19	232	\$ 344.52
07/09/19	296	2,166.44
07/09/19	297	3,160.48
Total		\$ 5,671.44

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. 19-093

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

RESOLUTION NO. 19-094 - RE: THE BOARD OF PORTAGE COUNTY COMMISSIONERS IN ITS STATUTORY ROLE AS THE BOARD OF COUNTY COMMISSIONERS OF THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT HEREBY ALSO ESTABLISH RULES FOR THE MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS OF THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, Pursuant to Ohio Revised Code Section 121.22, the Board of Portage County Commissioners (“Board of County Commissioners”) has previously adopted rules relative to scheduling regular and special Board meetings and to provide notice of these meetings (see exhibit “A”, Resolution No. 19-0014 attached);

WHEREAS, the Board of County Commissioners maintains a county solid waste management district pursuant to, and without limitation, Chapter 343. of the Revised Code;

WHEREAS, to the extent such may be necessary, the Board of County Commissioners, in an effort to provide additional clarity and notice, further describes that the regular meetings of the Board of County Commissioners in its statutory role as the Board of County Commissioners of the Portage County Solid Waste Management District will be held on the same days as the regular meetings of the Board of County Commissioners of Portage County; now therefore be it

RESOLVED, to the extent such may be necessary, the Board of County Commissioners in its statutory role as the Board of County Commissioners of the Portage County Solid Waste Management District hereby provides notice that the regular meetings of the Board of County Commissioners of the Portage Solid Waste Management District will be on Tuesdays and Thursdays during a portion of the regular meetings of the Board of County Commissioners of Portage County; and be it further

RESOLVED, that the regular meetings of the Board of County Commissioners of the Portage County Solid Waste Management District will begin immediately after the Board of County Commissioners of Portage County commences its regular meetings at 9:00 AM on Tuesday and Thursday¹ in accordance with Resolution 19-0014, (thus, persons interested in attending a regular meeting of the Board of County Commissioners of the Portage County Solid Waste Management District are advised to be present at 9:00 AM), and the regular meeting of the Board of County Commissioners of the Portage County Solid Waste Management District will conclude at the end of county solid waste management district business for that day, and immediately thereafter on that day, the Board of County Commissioners of Portage County will immediately resume the Tuesday and Thursday regular meeting of the Board of County Commissioners of Portage County and proceed with other Portage County business until such Portage County business for that day concludes, and in accordance with Resolution No. 19-0014 attached; and be it further

RESOLVED, to the extent necessary, this Resolution is a supplement to Resolution No. 19-0014, and Resolution No. 19-0014 shall remain in full force and effect; and be it further,

RESOLVED, any person interested in attending the regular meetings of the Board of County Commissioners of Portage County on Tuesdays and Thursdays are advised to be present at 9:00 AM in accordance with Resolution No. 19-0014, for there may be days when there is no pending solid waste district business or such solid waste district business may be very brief, and any and all types of Portage County business would therefore commence at 9:00 AM; be it further

RESOLVED, the meetings of the Board of County Commissioners of the Portage County Solid Waste Management District Board are to be held at the Portage County Administration Building, 7th Floor, 449 South Meridian Street, Ravenna, Ohio; and be it further,

RESOLVED, that notices of upcoming meetings regarding Portage County Solid Waste Management District business are published on the Portage County Commissioners' Agenda and such meetings will be referenced something like "Solid Waste" on the Commissioners' Agenda. The Portage County Commissioners' Agenda is posted on the first floor and seventh floor bulletin boards in the Portage Administration Building, and on the Commissioners' Calendar located at: <https://www.co.portage.oh.us/portage-county-board-commissioners>; and be it further,

RESOLVED, that Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22(D)(2) and (G)(1)-(8); and be it further

RESOLVED, that special and emergency meetings of the Board of County Commissioners of the Portage County Solid Waste Management District will be held at the call of the Board of County Commissioners in its statutory role as the Board of County

¹ The commencing of the regular meetings of the Board of County Commissioners of Portage County generally include, but without limitation, activities such as any opening statements by the Portage County Commissioners as well as the Pledge of Allegiance.

Commissioners of the Portage County Solid Waste Management District; and be it further

RESOLVED, that the Clerk of the Board of County Commissioners of Portage County shall give notice on behalf of the Board of County Commissioners of the Portage Solid Waste Management District to the media of the date, time, location and purpose of a special meeting of the Board of County Commissioners of the Portage Solid Waste District Management District, no later than twenty-four hours before the special meeting is to start or, if not possible, as soon as the special meeting has been called; and be it further

RESOLVED, any person may request the time and place of all regularly scheduled meetings of the Board of County Commissioners of the Portage County Solid Waste Management District by submitting a request to the Clerk of the Board of County Commissioners of Portage County who also serves as the Clerk of the Board of County Commissioners of the Portage County Solid Waste Management District; and be it further,

RESOLVED, any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings of the Board of County Commissioners of the Portage County Solid Waste Management District at which any specific items regarding the Portage County Solid Waste Management District appears on the Portage County Commissioners' Agenda, as well as requesting notice when any other specific item of business regarding the Portage County Solid Waste Management District is to be discussed. Each person shall file, with the Clerk of the Board of County Commissioners a written request specifying the person's name, address, telephone number and/or e-mail address, along with specific type of Portage County Solid Waste Management District public business that is of interest, and the amount of time this request covers (not to exceed three months); and be if further,

RESOLVED, that public comment is welcomed by the Board of Commissioners beginning at or as close to 11:00 AM during the Commissioners' meetings on Thursday. A five-minute session (per person) will be placed on the agenda to allow for comments and questions from the public and media pertaining to topics and business items that have been discussed at that day's meeting. The Commissioners note that they will require those wishing to address the Board of Commissioners to complete a Public Comment Request Form prior to the Public Comment portion of the meeting; and be it further,

RESOLVED, that the Board of County Commissioners and in its statutory role as the Board of County Commissioners of the Portage County Solid Waste Management District, 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 such Board and that all deliberations of said Board that resulted in 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, Absent;

Sabrina Christian-Bennett, Yea;

EXHIBIT A
TO RESOLUTION NO. 19-094

RESOLUTION NO . 19-0014 - **RE:** **FOR THE PURPOSE OF SETTING REGULAR AND SPECIAL MEETINGS AND ESTABLISHING RULES FOR THE MEETINGS OF THE BOARD OF PORTAGE COUNTY COMMISSIONERS.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** *Ohio Revised Code Section 121.22 concerning open public meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and to provide notice of these meetings; now therefore be it*
- RESOLVED,** *that the annual organizational meeting of the Board shall be held in accordance with Ohio Revised Code Section 305.05 and not later than the second Monday of January of each year; and be it further*
- RESOLVED,** *that fifty such regular session will be held each year in accordance with Ohio Revised Code Section 305.06; and be it further*
- RESOLVED,** *that the Board of Commissioners agrees to meet on Tuesdays and Thursdays commencing at 9:00 AM and concluding at the end of business; and be it further*
- RESOLVED,** *that said meetings are to be held at the Portage County Administration Building, 7th Floor, 449 South Meridian Street, Ravenna, Ohio; and be it further*
- RESOLVED,** *that notices of upcoming meetings are published on the Portage County Board of Commissioners' agenda, which is posted on the first floor and seventh floor bulletin boards in the Portage County Administration Building, and on the Commissioners' calendar, located at <https://www.co.portage.oh.us/portage-county-board-commissioners>; and be it further*
- RESOLVED,** *that Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (D2) and (G)(1)-(8); and be it further*
- RESOLVED,** *that special and emergency sessions will be held at the call of the Board of Commissioners; and be it further*
- RESOLVED,** *that the Clerk of the Board shall give notice to the media of the date, time, location and purpose of a special session no later than twenty-four hours before the meeting is to start or, if not possible, as soon as the special session has been called; and be it further*
- RESOLVED,** *any person may request the time and place of all regularly scheduled meetings by submitting a request to the Clerk of the Board; and be it further*

RESOLVED,

any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific item appears on the agenda. Each person shall file, with the Clerk, a written request specifying their person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months); and be it further

RESOLVED,

that public comment is welcomed by the Board of Commissioners beginning at or as close to 11:00 AM during the Commissioners' meetings on Thursdays. A five-minute session (per person) will be placed on the agenda to allow for comments and questions from the public and media pertaining to topics and business items that have been discussed at that day's meeting. The Commissioners note that they will require those wishing to address the Board of Commissioners to complete a Public Comment Request Form prior to the Public Comment portion of the meeting; and be it further

RESOLVED,

that the 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, Absent; Kathleen Clyde, Yea;

I, Clerk of the Board of County Commissioners do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Portage County duly adopted January 14, 2019 and appearing upon the official records of said Board, Volume 91.

s:/Amy Hutchinson

Clerk, Portage County Board of Commissioners

REGULAR AGENDA

June 27, 2019

Discussion

1. Pending - None
2. Cart Placement and Contamination Policy
Director Steiner has been working with Prosecutor's Office on the Cart Placement and Contamination Policy and provided a copy for Board review. This policy would not end service with anyone, but Director Steiner believes it's important to inform the public. Once the policy has been adopted, Director Steiner will visit each entity with a curbside contract to add the addendum.

Commissioner Kline asked if the Prosecutor’s Office approved the 4th offense and Director Steiner noted Attorney Meduri has reviewed the document.

Commissioner Clyde provided the following comments on the policy:

- Section 2.8 - the sentence that says “trash is permitted in the recycling carts” will need to be changed to “trash is not permitted...”
- The Solid Waste website address listed under Section 2.8 has not been established.
- The single stream portion on the website doesn’t list plastic or glass as acceptable items.
- On the Second Offense it doesn’t indicate whether the cart will still be emptied, but Director Steiner noted it depends upon the level of contamination. Commissioner Clyde asked that it be noted in the second offense for consistency.
- The fourth offense needs the cost for an additional Service Fee added (\$25.00) and is not clear as to what happens to service.

Director Steiner has enlisted the help of the Record Courier to help with outreach and awareness starting July 1, 2019.

3. Composition Analysis Results

The Composition Analysis was completed in May and Director Steiner presented the following results:

- Aluminum cans and plastics #1 and #2 have increased.
- Glass is still a concern and it is in the contract, but there’s a 4-5% increase in mixed glass, which could equate to a service fee adjustment.
- Director Steiner is concerned about cardboard because the report indicates an April composition of 24.53% and May of 13.81%. He finds that number disturbing because the drivers indicate an abundance of cardboard. Director Steiner asked about the findings, but has not heard back from the Processor.
- Another concern is the residue (trash) contamination that has increased from 19.05% in April to 20.71% in May. Director Steiner believes it coming from the drop offs and he may do some experimentation at the District’s drop off site. Currently, there are 10 drop offs and 57 containers in the community.

Commissioner Clyde asked about #3-7 plastic and why it was listed separately, and Director Steiner noted it’s a small percentage so there is no charge for it, but it is difficult to get rid of and has been taken out of the policy. Director Steiner will investigate where the plastic is taken.

Motion To: Adjourn the Official Meeting of June 27, 2019 at 9:18 AM

RESULT: **ADOPTED**

MOVED: Kathleen Clyde

SECONDED: Sabrina Christian-Bennett

AYES: Kathleen Clyde, 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.

Vicki A. Kline, President

Kathleen Clyde, Vice President

Sabrina Christian-Bennett, Board Member

Amy Hutchinson, Clerk