


Stark-Tuscarawas-Wayne
Recycling District



**JANUARY 10, 2014 BOARD OF
DIRECTOR'S MEETING**



ROLL CALL



**Meeting
Agenda**

**APPROVE JANUARY 10, 2014
BOARD OF DIRECTOR'S
MEETING AGENDA**

Adobe Acrobat
Document

The image shows a cover for a meeting agenda. It features a light blue background with a dark blue sidebar on the right. The top left corner has a photograph of a spiral-bound notebook with a pen resting on it. The text 'Meeting Agenda' is prominently displayed in the upper right. Below this, the main title 'APPROVE JANUARY 10, 2014 BOARD OF DIRECTOR'S MEETING AGENDA' is centered in white text on a dark blue rectangular background. A small Adobe Acrobat icon is visible in the bottom right corner of the sidebar.



**APPROVE NOVEMBER 1, 2013
BOARD OF DIRECTORS
MEETING MINUTES**

Adobe Acrobat
Document

The image shows a cover for meeting minutes. It features a light blue background with a dark blue sidebar on the right. The top left corner has a photograph of a clock face with a hand pointing towards the number 8. The text 'APPROVE NOVEMBER 1, 2013 BOARD OF DIRECTORS MEETING MINUTES' is prominently displayed in the lower half of the main area in white text on a dark blue rectangular background. A small Adobe Acrobat icon is visible in the bottom right corner of the sidebar.



ELECTION OF 2014 OFFICERS

- **Chairperson (Wayne County)**
- **Vice-Chairperson (Stark County)**
- **Secretary**



CHAIRPERSON APPOINTS 2014 COMMITTEES

<p>➤ Audit Committee</p> <ul style="list-style-type: none">▪ Janet Weir Creighton▪ Belle Everett▪ Scott Wiggam	<p>➤ Landfill/Rules Committee</p> <ul style="list-style-type: none">▪ Kerry Metzger▪ Richard Regula▪ Scott Wiggam
<p>➤ Budget Committee</p> <ul style="list-style-type: none">▪ Chris Abbuhl▪ Thomas Bernabei▪ Scott Wiggam	<p>➤ Records Commission</p> <ul style="list-style-type: none">▪ Chairperson - Wayne▪ Vice-Chairperson - Stark▪ Tuscarawas County
<p>➤ Personnel Committee</p> <ul style="list-style-type: none">▪ Belle Everett▪ Ann Obrecht▪ Richard Regula	<p>➤ Policy Committee</p> <ul style="list-style-type: none">▪ Janet Weir Creighton▪ Belle Everett▪ Scott Wiggam




**Save
the
Date**

SET 2014 BOARD OF
DIRECTOR'S MEETING DATES

2014 BOARD OF DIRECTOR'S MEETING DATES

- January 10, 2014 @ 9:30 A.M.
- March 7, 2014 @ 9:30 A.M.
- May 2, 2014 @ 9:30 A.M.
- July 11, 2014 @ 9:30 A.M.
- September 5, 2014 @ 9:30 A.M.
- November 7, 2014 @ 9:30 A.M.



PUBLIC SPEAKS



POLICY COMMITTEE REPORT

PLAN UPDATE SCHEDULE

	ACTION	DATE (S)
1	Policy Committee Approves Draft Plan Resolution	Friday, September 20, 2013 at Policy Committee Meeting
2	Ohio EPA 45-Day Comment Period	Friday, September 27, 2013 – Monday, November 11, 2013
3	Revise Plan Based on Non Binding Opinion from the OEPA	Tuesday, November 12, 2013 – Tuesday, December 31, 2013
4	Present Non Binding Opinion from the OEP to the Policy Committee	Friday, January 17, 2014 at Policy Committee Meeting
5	30-Day Public Comment Period	Friday, January 31, 2014 – Saturday, March 1, 2014
6	Public Hearing (at District Office)	Tuesday, March 11, 2014 @ 10:00am
7	Revise Plan Based on Public Comments	March and April 2014
8	Policy Committee Adopts Amended Draft Plan	Friday, April 18, 2014 at Policy Committee Meeting
9	Ratification Takes Plan (90 Days)	Friday, May 16, 2014 – Wednesday, August 13, 2014
10	Policy Committee Certifies Ratification	Friday, August 15, 2014 at Policy Committee Meeting
11	Final Ohio EPA Review (90 Days)	Friday, October 3, 2014 – Tuesday, December 31, 2014
12	Ohio EPA Approves Plan	Tuesday, December 31, 2014

2012 ANNUAL DISTRICT REPORT

The District Met Both Goal #1 and Goal #2 for 2012.

Goal # 1 Access to Alternate Waste Management Opportunities
 The District shall provide access to recycling and waste minimization opportunities for municipal solid waste to its residents and businesses.

Goal #1 Requires 90% Access in Each County

SUCCESS!

SERVICE AREA	ACCESS
Stark County	99%
Tuscarawas County	101%
Wayne County	123%

2012 ANNUAL DISTRICT REPORT

The District Met Both Goal #1 and Goal #2 for 2012.

Goal # 2 Waste Reduction and Recycling Rates

The District shall reduce and/or recycle at least 25% of the solid waste generated in the residential/commercial sector and at least 66% of the solid waste generated in the industrial sector.

SUCCESS!

YEAR	STATE GOAL/ RESIDENTIAL & COMMERCIAL	DISTRICT/ RESIDENTIAL & COMMERCIAL	STATE GOAL/ INDUSTRIAL	DISTRICT/ INDUSTRIAL
2011	25%	19.36%	66%	71.77%
2012	25%	25.32%	66%	75.35%

OHIO EPA NON-BINDING ADVISORY OPINION

One Key Deficiency

1) Landfill Capacity Demonstration

- ORC 3734.53 requires that a solid waste management plan shall provide for, demonstrate, and certify the availability of, and access to, **sufficient solid waste management capacity for the needs of the District** for the period covered by the plan.
- The final Non-Binding Advisory Opinion for the Stark-Tuscarawas-Wayne Joint SWMD Draft Plan Update must correctly allocate District waste to only open landfills.

The correction has been made and approved by the Ohio EPA.



Revenues versus Expenses (As of December 31, 2013)

REVENUES				
	Estimated Revenue	Year-to-Date Actual Revenue	Last Year Year-to-Date Revenue	Collected Percent
101 GENERAL FUND				
Interest Earned	\$9,000.00	\$9,588.15	\$6,142.23	106.54%
American Landfill Settlement	\$12,500.00	\$12,500.00	\$0.00	100.00%
ODNR Pass-Through Grants	-	-	125,000.00	0.00%
GENERAL FUND TOTAL	21,500.00	22,088.15	131,142.23	102.74%
501 TIPPING FEE FUND				
Tipping Fees	3,200,000.00	3,667,659.21	3,250,929.05	114.61%
Recycling Revenue	300,000.00	278,213.00	313,152.13	92.74%
Miscellaneous Revenue	0.00	17,727.20	4,707.88	0.00%
TIPPING FEE FUND TOTAL	3,500,000.00	3,963,599.41	3,568,789.06	113.25%
TOTAL REVENUE ALL FUNDS	\$3,521,500.00	\$3,985,687.56	\$3,699,931.29	113.18%
EXPENSES				
	Combined Appropriations	Combined Year-to-Date Expenses	Last Year Year-to-Date Expenses	Combined Expended Percent
101 GENERAL FUND				
Supplies & Materials	9,000.00	950.00	-	10.56%
Legal Services	90,363.37	28,632.29	38,388.70	31.69%
ODNR Pass-Through Grants	-	-	250,000.00	0.00%
Road Repairs	381,200.00	-	-	0.00%
GENERAL FUND TOTAL	480,563.37	29,582.29	388,388.70	6.16%
501 TIPPING FEE FUND				
District Administration Total	522,478.18	455,949.21	414,993.90	87.27%
RECYCLING/COUNTY PROGRAMS				
STW-02 Drop-Off Recycling	1,378,580.05	1,152,282.37	665,423.81	83.58%
STW-06 Scrap Tire Collection	55,966.39	46,764.23	42,660.95	83.56%
STW-19 Recycling Makes Sense	581,456.25	350,329.70	404,840.20	60.25%
STW-24 Manning Groups	63,600.00	49,800.00	53,950.00	78.30%
STW-25 Sheriff Department Grants	257,000.00	252,320.39	254,000.00	98.18%
STW-26 Health Department Grants	285,000.00	285,000.00	285,000.00	100.00%
STW-29 Education & Awareness	278,344.23	152,498.84	231,075.66	54.79%
STW-38 Disaster Debris Management	60,000.00	11,433.00	-	19.06%
TIPPING FEE FUND TOTAL	3,634,424.01	2,764,615.89	2,399,946.33	76.07%
TOTAL EXPENSES ALL FUNDS	\$ 4,114,987.38	\$ 2,794,198.18	\$ 2,788,335.03	67.90%
REVENUES OVER/(UNDER) EXPENSES		\$1,191,489.38	\$911,596.26	
TOTAL FUND BALANCE AT BEGINNING OF YEAR		\$4,649,053.56		
REMAINING FUND BALANCE AT END OF PERIOD		\$5,840,542.94		

Current Cash Position

(as of December 31, 2013)

	Beginning Year Balance	Year-to-Date Actual Receipts	Year-to-Date Expenditures/ Expenses	Unexpended Balance	Outstanding Encumbrances
101 GENERAL FUND	\$896,619.01	\$22,088.15	\$29,582.29	\$889,124.87	\$448,331.08
501 TIPPING FEES	3,752,434.55	3,963,599.41	2,764,615.89	4,951,418.07	538,820.58
TOTAL ALL FUNDS	\$4,649,053.56	\$3,985,687.56	\$2,794,198.18	\$5,840,542.94	\$987,151.66
GENERAL (INTEREST) FUND					
Year-to-date Net Gain/(Loss)		(7,494.14)			
TIPPING FUND					
Year-to-date Net Gain/(Loss)		\$1,198,983.52			
GRAND TOTAL ALL FUNDS					
Year-to-date Net Gain/(Loss)		\$1,191,489.38			

Tipping Fee Revenue Update

	January - November		
	2012	2013	% Change
District Landfills			
American Landfill	1,505,925.49	1,677,238.28	11.38%
Countywide RDF	568,733.82	700,009.35	23.08%
Kimble Landfill & Disposal	835,619.79	1,018,417.46	21.88%
Totals	\$2,910,279.10	\$3,395,665.09	16.68%
Annual Revenue	\$3,250,929.05	\$3,200,000.00	-1.57%
	(Actual)	(Budgeted)	
<ul style="list-style-type: none"> ➤ Tipping fee revenue is up 16.68% through November 2013 compared to 2012. ➤ Actual fee revenue for 2013 has exceeded the annual revenue projection by 6.11% with only one month remaining. 			

COMPENSATED ABSENCES POLICY – VERBAL RECOMMENDATION BY AUDITORS

Compensated absences of the District consist of vacation leave and sick leave liability to the extent that payments to the employee for these absences are attributable to services already rendered and are not contingent on a specific event that is outside the control of the District and the employee.

In accordance with the provisions of GASB Statement No. 16, "Accounting for Compensated Absences", a liability for vacation leave is accrued if a) the employees' rights to payment are attributable to services already rendered; and b) it is probable that the employer will compensate the employees for the benefits through paid time off or other means, such as cash payment at termination or retirement. The District records a liability for accumulated unused vacation time when earned for all employees with more than one year of service. An accrual for earned sick leave is made to the extent that it is probable that the benefits will result in termination (severance) payments. A liability for severance is accrued using the vesting method; i.e., the liability is based on the sick leave accumulated at December 31, by those employees who are currently eligible to receive termination (severance) payments, as well as those employees expected to become eligible in the future. For purposes of establishing a liability for sick leave on employees expected to become eligible to retire in the future, all employees with at least 25 years of current service with the District or other political subdivision of the state of Ohio, or 15 years of service and 45 years of age, or 5 years of service and 60 years of age were considered expected to become eligible to retire in accordance with GASB Statement No. 16.

The total liability for vacation and sick leave payments has been calculated using pay rates in effect at December 31, and reduced to the maximum payment allowed by labor contract and/or statute, plus any applicable additional salary related payments.

The entire compensated absence liability is reported on the government-wide financial statements. The current portion of unpaid compensated absences is the amount expected to be paid using expendable available resources within one year. These amounts are recorded under current liabilities as "compensated absences payable." The noncurrent portion of the liability is reported under long-term liabilities as "compensated absences payable (net of current portion)" and represents the portion estimated to be expended in more than one year.

Motion to approve the Compensated Absences Policy as presented.

GENERAL/INTEREST FUND

Year	Interest Income	Recycling Revenue	General/Interest Fund Balance
2008	197,971	367,442	3,716,842
2009	45,382	243,925	1,716,134
2010	12,110	217,506	1,287,229
2011	7,267	358,494	1,053,865
2012	6,142	313,152	896,619
2013	9,588	278,213	889,125
(proj.) 2014	10,000	340,000	508,000

Ohio Attorney General Opinion No. 2013-044 dated December 20, 2013:

..."In conclusion, it is my opinion, and you are hereby advised that the revenue derived from a public recycling drop-off program that is funded with disposal fees received by a joint solid waste management district under R.C. 3734.57(B) and (E) is not required to be deposited into the special fund established under R.C 3734.57(G) and used only for the purposes enumerated therein."

PROPERTY/LIABILITY INSURANCE RENEWAL

- 2014 Insurance Renewal Premiums = \$19,843
- Increase of \$124 from 2013 rate of \$19,719
- Only change in coverage was automatic increase in the building coverage from \$753,000 to \$783,120
- 3 Year contract with Leonard Insurance expires January 19, 2015

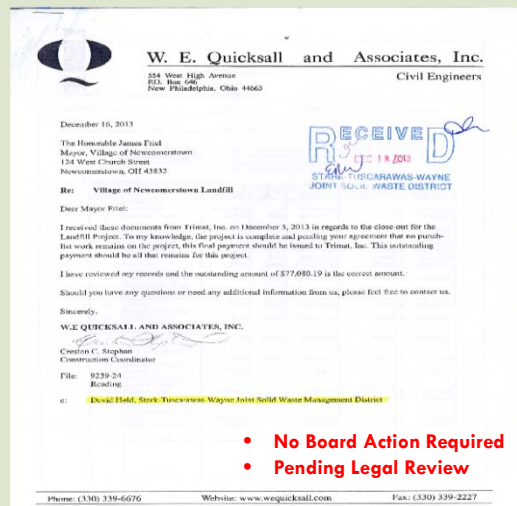


EXECUTIVE DIRECTOR'S REPORT

COMMUNITY ACTION COMMITTEE NOVEMBER 15, 2013 CHAIRMAN COMMISSIONER TOM BERNABEI

- Organizational Meeting held November 15, 2013 with Commissioner Bernabei and Director Held representing the District.
- Robert Fallot, Sandy Township Trustee Chairman, will serve on the CAC as a Community Representative.
- Kris Vincent, Osnaburg Township Trustee Chairman, is considering an invitation to serve on the CAC as a Community Representative.
- Future meetings will be aligned with the distribution of well monitoring test results which are conducted in April and October. The meetings will be held semi-annually in May and October.
- The residential well monitoring tests results will also be reviewed in May.
- Next meeting will be May 16, 2014 @ 1:00 P.M.

NEWCOMERSTOWN LANDFILL UPDATE



NEWCOMERSTOWN LANDFILL CAP/CLOSURE UPDATE

- Board approved grant agreement 06/16/08 with Newcomerstown Village for \$1,500,000
- Board approved additional \$52,200 funding 07/10/09
- Total Funding approved = \$1,552,200
- District expenses totaled = \$1,412,842
- Remaining Balance = **\$139,358**
- Grant closed out 12/31/12

DISTRICT NEWSLETTER



January 6, 2014 (Monday)

"I usually don't compliment government agencies; in fact I am known for being a stern critic of most government agencies. But, I must congratulate the entire staff at the Stark-Tuscarawas-Wayne recycling district for the great job you did on the Recycling and Reuse guide that I received in the mail last week. This is a great publication and it will occupy a prominent place on my desk and I plan to use it often.

Also, I have posted a similar compliment on Facebook encouraging my friends on Facebook not to overlook this guide and to make use of it.

Thank you for your great work!"

- Ken Palosi



Personnel

PERSONNEL COMMITTEE REPORT

**DISTRICT STAFF 2013
EMPLOYEE EVALUATIONS**

- All District Staff have been reviewed for 2013 and received copies of their evaluations.
- Evaluations for David Held and Erica Wright have been performed by the Personnel Committee.
- All Staff will continue Ohio Public Records and Ohio Ethics training in 2014, as well as other trainings as they are available.

REVIEW DISTRICT STAFF AMENDED JOB DESCRIPTIONS

Recycling Coordinator

Title:	Recycling Coordinator
Department:	Solid Waste District
Reports to:	Executive Director
FLSA Status:	Non-Exempt Exempt
Pay:	Hourly Salary
Civil Service Status:	Classified
Last Revised	November 1, 2013 January 10, 2014

REVIEW DISTRICT STAFF AMENDED JOB DESCRIPTIONS

Executive Secretary

Essential Duties

General Administrative Support to Executive Staff
 Performs a variety of secretarial tasks in order to assist the **District staff (remove Executive Director, Finance Director, and Operation and Planning Manager)** with the efficient operations of the District

Special Projects
 Assists with the coordination of Teacher's Workshop **(remove appliance collection, household hazardous waste, and Recycling Awards Banquet)** and other special events and/or programs.

Performs other tasks to assist with the efficient operations of the District such as:

- Putting together the District's bi-annual newsletter
- Emailing weekly updates and notices
- Reviewing and assisting with District's Employee Manual
- Assisting with gathering information for District's Annual District report

REMOVE

- Update the District's website weekly**
- Updating the District's email registry as needed**
- Maintaining District employee files**
- Maintaining back-up system for District computers**

REVIEW DISTRICT STAFF AMENDED JOB DESCRIPTIONS

Recycling Driver

Desirable Education and Experience

Completion of secondary education plus one (1) year of experience in the operation of a commercial motor vehicle **preferred (added to job description)** or equivalent.

Must possess a Class B Commercial Driver's License (CDL)

Must maintain eligibility for coverage under the District's vehicle insurance policy

Motion to approve the updated job descriptions for the Recycling Coordinator, Executive Secretary, and Driver as presented.

REVIEW AND APPROVE BOARD SECRETARY JOB DESCRIPTION

Board Secretary

Title: Board Secretary
Department: Solid Waste District
Reports to: Board of Directors
FLSA Status: Exempt
Appointment: Board of Directors
Civil Service Status: Unclassified
Last Revised January 10, 2014

Purpose

Under general supervision of the Executive Director performs general administrative support and office administrative duties in support of the Board of Directors (Board). Duties include general clerical and project based work. Project a professional company image through in-person and phone interaction.

Essential Duties

Board Secretary

- Serves as Secretary to the Board of Directors, Policy Committee, and Sub-Committees by:
 - Preparing materials for regular meetings and sub-committee meetings
 - Taking and typing meeting minutes
 - Receiving and responding to inquiries
 - Maintaining official records on organizations behalf

Other duties and responsibilities

- Performs other related duties as required.

Motion to approve the job description for the Board Secretary as presented.

REVIEW COLLECTIVE BARGAINING AGREEMENT

**Collective Bargaining Agreement Expiration
October 31, 2014**

➤ Negotiations between the District and the International Brotherhood of Teamsters, Local #92 may begin August 2, 2014.



BUDGET COMMITTEE REPORT

TUSCARAWAS COUNTY STORM DEBRIS UPDATE

- Lawrence Township site was successfully collected and composted by Kimble Companies.
- Mineral City site received a container from Earth N Wood but did not utilize the service.
- New Philadelphia site remains and is being reviewed.

Original appropriation: \$20,000

Balance: \$ 8,567

Remaining 2013 balance will be utilized to provide a clean-up in New Philadelphia.

YARD WASTE COLLECTION UPDATE

December 2, 2013 - Earth N Wood notified Dover City, Lawrence Township, and Strasburg Village that they will no longer collect yard waste material free of charge beginning 2014.

- **Dover City** has closed the District Yard Waste Drop-off located on East Broadway. Curbside collection for City residents upon request.
- **Lawrence Township** has closed the Township Yard Waste Drop-off on Industrial Parkway.
- **Strasburg Village**: Negotiated to maintain the Yard Waste Drop-off on Railroad Avenue, through Earth N Wood.
 - ✓ No cost to Strasburg Village residents
 - ✓ \$15 annual permit for Franklin Township residents

YARD WASTE COLLECTION UPDATE

1. Stark County

- ✓ Agreement with Earth N Wood through December 31, 2014
- ✓ 15 sites will be collected at NO COST

2. Tuscarawas County

- ✓ Strasburg Village accepts yard waste at NO COST to residents, \$15 annual permit for Franklin Township residents.
- ✓ Bull Country Compost in Dundee accepts yard waste from all residents at NO COST.
- ✓ Kimble Companies in Dover Township accepts yard waste from all residents for a fee.

3. Wayne County

- ✓ Paradise Compost in Wooster accepts yard waste from all residents at NO COST.
- ✓ Paradise Compost in Smithville accepts yard waste from all residents at NO COST.

DISTRICT EQUIPMENT DAMAGE UPDATE

Vandalism occurred at the Stark County Garage on November 14, 2013.

- District F-150 was totaled.
- District Recycling Truck (#1) was damaged.
- Stark County Government Building and Equipment also damaged.
- Executive Director, David Held, testified before the Grand Jury on December 24, 2013.
- Insurance reimbursement for the District F-150 and Recycling Truck was \$17,579.05.



NEW RECYCLING TRUCK

Purchase a new recycling truck to replace the recycling truck (#1) that was damaged due to vandalism on November 14, 2013.

Motion to approve the purchase of a new recycling truck, not to exceed \$250,000, and to use truck #1 as trade in value toward the purchase, to come out of line item STW-02 Drop-Off Recycling Non-Payroll Expenses.

NEW DISTRICT PICK UP TRUCK

Purchase a new pick-up truck that will be used for clean-ups at District Recycling Drop-offs as well as other District uses to replace the F-150 that was destroyed due to vandalism on November 14, 2013.

Motion to approve the purchase of a pick-up truck, not to exceed \$35,000, to come out of line item Admin-03 Capital Assets.

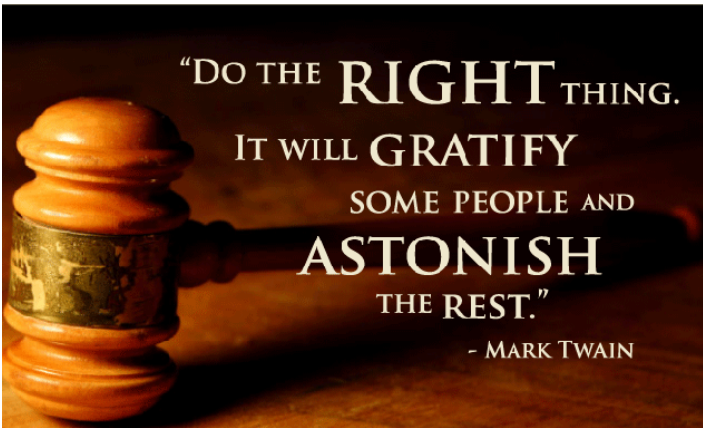
NEW DISTRICT SUV

Purchase a new passenger vehicle/SUV, that will be used for District Staff to attend meetings, educational presentations, and other District business.

Motion to approve the purchase of a new passenger vehicle/SUV, not to exceed \$35,000, and to donate the 2002 Chevrolet Blazer to the Wayne County Commissioners or use it as trade in value toward the purchase, to come out of line item Admin-03 Capital Assets.



OTHER BUSINESS



**"DO THE RIGHT THING.
IT WILL GRATIFY
SOME PEOPLE AND
ASTONISH
THE REST."
- MARK TWAIN**

ADJOURNMENT

**Next Board of Directors Meeting:
March 7, 2014 @ 9:30am**