



STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

9918 Wilkshire Blvd NE • Bolivar, OH 44612
(330) 874-2258 • (800) 678-9839 • (330) 874-2449 FAX
www.timetorecycle.org • district@timetorecycle.org

David Held Erica Wright Eva Newsome
Executive Director Finance Director Planning & Operations Manager

BOARD OF DIRECTORS

Organizational Meeting

Friday, January 10, 2014
@9:30 A.M.

Roll Call

Vice Chairperson Carmichael called the meeting to order at 9:30 am with Members Abbuhl, Bernabei, Carmichael, Creighton, Everett, Obrecht, Regula, and Wiggam present.

Approve January 10, 2014 Board of Director's Meeting Agenda

Member Obrecht moved and Member Wiggam seconded a motion to approve the January 10, 2014 Board of Directors agenda. Motion passed unanimously.

Approve November 1, 2013 Board of Directors Meeting Minutes

Member Bernabei moved and Member Creighton seconded a motion to approve the November 1, 2013 Board of Director's meeting minutes. Motion passed unanimously.

Election of 2013 Officers

Executive Director Held explained that the Chairperson has historically rotated by each county annually. Based on the current rotation, a Wayne County Member should Chair the Board of Directors and that the Vice-Chairperson should be a Stark County Member. Director Held also stated that Member Carmichael would serve as Chairperson and Member Regula would serve as Vice-Chairperson.

Member Creighton moved and Member Abbuhl seconded a motion to nominate Member Carmichael as Chairperson, Member Regula as Vice-Chairperson, and Eva Newsome as Board Secretary. Motion passed unanimously.

Member Carmichael is the Chairperson of the 2014 Board of Directors and continued chairing the meeting.

Chairperson Appoints 2014 Committees

Member Everett moved and Member Bernabei seconded a motion to approve the following members for the 2014 committees:

- 1) Audit Committee - Members Creighton, Everett and Wiggam
- 2) Budget Committee – Members Abbuhl, Bernabei and Wiggam
- 3) Personnel Committee – Members Everett, Obrecht and Regula
- 4) Landfill/Rules Committee – Members Carmichael, Metzger and Regula
- 5) Records Commissioner – Members Abbuhl, Carmichael and Regula
- 6) Policy Committee – Members Creighton, Everett and Wiggam

BOARD of DIRECTORS

Stark

Thomas M. Bernabei
Janet Weir Creighton
Richard Regula

Tuscarawas

Chris Abbuhl
Belle Everett
Kerry Metzger

Wayne

Jim Carmichael
Ann Obrecht
Scott Wiggam

Set 2014 Board of Director's Meeting Dates

Executive Director Held explained that the Board of Directors have reduced the number of meetings from twelve per year to 6 per year following the adoption of the Ohio EPA written Plan and have continued with that schedule.

Member Obrecht stated that July (or any scheduled meeting) may be cancelled if necessary due to lack of agenda.

Member Abbuhl moved and Member Wiggam seconded a motion to have the Board of Directors meet the following dates in 2014 at 9:30am: 1) Friday, January 10, 2014, 2) Friday, March 7, 2014, 3) Friday, May 2, 2014, 4) Friday, July 11, 2014, 5) Friday, September 5, 2014 and 6) Friday, November 7, 2014.

Motion passed unanimously.

Public Speaks

There are no public speaks.

Policy Committee Report

Executive Director Held went over the schedule for the Plan Update. He shared that the Update is ahead of schedule and reviewed the upcoming dates. Member Creighton asked if the Policy Committee would be required to be present on March 11, 2014 for the Public Hearing. Executive Director Held stated that only District staff would be required.

Member Regula questioned how the Draft Plan would be circulated to political subdivisions and Director Held stated that CDs would be mailed.

Member Obrecht stated that, historically, Commissioners in each County have worked to obtain the required resolutions for Plan ratification and that has been helpful in achieving the ratification rate needed.

Executive Director Held reported on the Non-binding Advisory Opinion provided by the Ohio EPA, which stated that there was only one "Key Deficiency", which was "Landfill Capacity Demonstration". The deficiency was easily corrected by adjusting future projections in Section VI of the Plan Update to avoid use of closed landfills. Director Held shared that the Ohio EPA stated that the NBAO was one of the shortest they had ever written.

Executive Director Held also shared the results of the 2012 Annual District Report. The District has achieved Recycling Access (Goal #1) with access rates of 99% in Stark County, 101% in Tuscarawas County, and 123% in Wayne County. The District also achieved the Recycling Rates (Goal #2) with a rate of 25.32% in commercial/residential and 75.35% in industrial.

Finance Directors Report

Finance Director Erica Wright presented the District's financial report.

Finance Director Wright presented the Revenue versus Expenditures Report, which identifies that the Tipping Fee Account has increased by 13%. Finance Director Wright shared that some of that was due to the settlement the District received following the claim resulting from the November vandalism.

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Member Obrecht questioned what had happened and Finance Director Wright provided a brief summary of the November 14, 2013 vandalism at the Stark Garage which resulted in property and equipment damage to the District and Stark County Commissioners.

Finance Director Wright presented the Current Cash Position where she shared that the District has recognized a \$1.2 million net gain for 2013.

Finance Director Wright presented the Tipping Fee Revenue Update where she reported that all District landfills saw an increase, totaling approximately 17% and that the District has already exceeded the \$3.2 million projections for 2013.

Member Obrecht asked audience member Tim Vandersall of Countywide Landfill about the increase and he stated that he felt that it was primarily due to the improving economy.

Finance Director Wright presented, at the verbal recommendation of Charles E. Harris, the District's financial auditing firm, a Compensated Absences Policy, which is a GAAP Accounting Policy that measures future potential liability of staff sick and vacation accrued time.

Member Everett moved and Member Creighton seconded a motion to approve the Compensated Absences Policy as presented. Motion passed unanimously.

Finance Director presented the General/Interest Fund report, which demonstrates that the interest fund increases very slowly. Director Wright reported that, based on approval from the Ohio Attorney General, the District could supplement that account with District Recycling Revenue. Director Wright stated that the opinion had been forward to the Ohio EPA for their approval to make that Budget change in the Plan Update.

Member Obrecht asked if the Ohio EPA could prevent the District from making the change, given the approval by the Ohio Attorney General. Executive Director Held stated that the Ohio EPA could affect the Plan approval and has the authority to prevent the change from happening in 2014, as the District is currently operating under a community-ratified Plan.

Member Wiggam clarified that it is a question of legal versus procedural.

Finance Director Wright reported on the Property/Liability Insurance Renewal, which increased only \$124 for 2014. The increase was due to an automatic increase and increased property value from \$753,000 to \$783,000. Director Wright stated that the November vandalism did not affect the 2014 rates but may affect future rates.

Executive Director's Report

Executive Director David Held reported to the Board on the District Recycling Maps that were created, stating that there is a map for each County and that additional maps could be ordered if requested. Director Held stated that the frames are made of recycled material and that a dry erase marker can be used on them.

Member Everett asked if a cancelled recycling drop-off in Uhrichsville was listed. Director Held stated that it was included and that the cancellation was due to littering at the drop-off, which could be due to a lack of refuse contract requirement in Uhrichsville.

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Executive Director Held reported on the Community Action Committee, which held its first meeting on November 15, 2013. Member Bernabei attended as well and serves as Chairperson of the CAC. Director Held shared that the CAC was formed as a result of the District settlement with American Landfill. Director Held also shared CAAL had previously requested Community Members but had withdrew so both Sandy Township and Osnaburg Township had been notified and asked to provide members. Robert Fallot of Sandy Township joined and Kris Vincent of Osnaburg Township has not responded yet.

Executive Director Held reported on Newcomerstown Landfill. Director Held shared landfill history and overview of the District's involvement. The District had approved funding of \$1,552,200 and that there is a remaining balance of \$139,358. That grant was closed on 12/31/12. Director Held stated that the matter is pending legal review and that no Board action is required.

Member Wiggam stated that this situation is a good example of the benefit of having excess funds.

Member Regula asked how large the area of the landfill is and Director Held stated that it is 15 acres and that the District had provided a cap for the landfill, which meets Ohio EPA requirements.

Executive Director Held reported on the District Newsletter/Recycling Reuse Guide. Director Held apologized regarding the mistake in the Wayne County Guide on page 20, where Buehler's name is spelled incorrectly.

Member Carmichael asked that Director Held contact a Buehler family representative personally.

Member Obrecht asked that other Guides be checked for accuracy.

Personnel Committee Report

Member Obrecht reported that the evaluations for Executive Director Held and Finance Director Wright were complete and that other staff members had been completed previously.

Member Obrecht reported that the following job descriptions needed to be adjusted:

Recycling Coordinator: The only change from the job description provided in the packet was that the Recycling Coordinator will serve under the "general direction" of the Executive Director, rather than "direction". The changes to the position that were provided in the packet are that the position will be exempt and salary, due to meetings after hours and on weekends.

Executive Secretary: There was no change from the job description that was provided in the packet. The changes to the position that were provided in the packet are that some duties that are obsolete were removed from the description. Other duties that are currently performed by other employees were also removed. The Executive Secretary will serve the entire District staff, rather than just the Executive Director, Finance Director, and Operation and Planning Manager.

Driver: There was no change from the job description that was provided in the packet. The change to the position that was provided in the packet is that the word "preferred" is added to Education and Experience, which replaces required.

Member Obrecht moved and Member Wiggam seconded a motion to approve the updated job descriptions for the Recycling Coordinator, Executive Secretary, and Driver as presented. Motion passed unanimously.

Board Secretary: A newly created position due to the fact that the Executive Secretary formerly served as the Board Secretary. The only change from the job description provided in the packet was that the Board Secretary will serve under the “direction” of the Executive Director, rather than general supervision. The position will be exempt and unclassified.

Member Obrecht moved and Member Wiggam seconded a motion to approve the job description for the Board Secretary as presented. Motion passed unanimously.

Member Regula suggested that the District join the Chambers of Commerce located in Canton and Wooster.

Member Obrecht stated that those are the largest cities in each county and maintain a veto vote for the Plan Update and that being a part of the Chambers would provide the District with a presence in those areas. Member Obrecht also stated that it would provide an opportunity for the Recycling Coordinator to connect with area businesses to increase business recycling.

Executive Director Held stated that the Tuscarawas Valley Safety Council provides helpful training.

Member Everett asked, if the District paid a membership fee, what level of participation should be expected by District staff.

The Board agreed to refer the matter to the Budget Committee.

Budget Committee

Executive Director Held reported that Tuscarawas County was hit with a storm in the summer of 2013 which required yard waste clean-up. An \$11,000 clean-up was provided in Lawrence Township and an unused container was provided to Mineral City. The remaining balance of the \$20,000 funding is \$8,567 and will be utilized to assist New Philadelphia. Director Held also suggests that the Tuscarawas County Commissioners could approach the Budget Committee regarding the \$20,000 available for 2014 if additional funds were needed for New Philadelphia.

Executive Director Held provided a Yard Waste Update. Earth N Wood cancelled the free collection in Dover City, Lawrence Township, and Strasburg Village. Strasburg Village negotiated separately to maintain that drop-off for Village residents at no cost and a \$15 permit for Franklin Township residents. Director Held reported on available yard waste recycling access in each county.

Member Wiggam stated that there were two options in both Tuscarawas and Wayne County at no cost. Director Held stated that there was one no cost option for all Tuscarawas County residents and that the Strasburg Village drop-off wasn't available to everyone.

Director Held shared Trustee Matt Ritterbeck's concerns regarding yard waste funding but shared that the current Plan does not provide a funding mechanism for yard waste and that it is not included in the current Draft Plan Update.

Member Abbuhl asked if the District could re-negotiate the contract after 2015. Director Held stated that the only leverage the District may have to request free yard waste collection from Earth N Wood would be through grant funding.

Executive Director Held reported on the November 14, 2013 vandalism at the District Garage. He stated that there was damage to District equipment (F-150 and recycling truck #1) and Stark County property and equipment. Director Held testified at the Grand Jury on December 24, 2013. Director Held stated that the District had collect \$17,579 in an insurance claim resulting from the vandalism.

Member Abbuhl asked if there was any chance of recovering damages through restitution. Director Held stated that the responsible parties likely do not have the resources to provide restitution.

Executive Director Held requested that the Board approve a new recycling truck, which would replace the truck damaged by vandalism.

Member Abbuhl asked the average cost of such equipment. Director Held responded that it would cost approximately \$222,000.

Member Obrecht asked when the purchase would be made and if it resulted from the damage. Director Held responded that it would be purchased quickly and that the District had needed to replace the damaged truck and would have requested the approval regardless of the damage.

Director Held stated that, due to excessive cost, the new truck would not be a CNG truck, as it increases the cost of the truck and also presents obstacles when filling the trucks due to limited filling stations.

Member Wiggam moved and Member Everett seconded a 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. Motion passed unanimously.

Executive Director requested that the Board approve the purchase of a new recycling pick-up truck to replace the truck that was damaged by vandalism. Director Held stated that the District was not part of the State Bid, but would use the pricing provided by State Bid.

Member Wiggam requested to know where the truck would be purchased and what method would be used to decide that.

Director Held stated that a quote would be requested from a dealership in each county and the best price would be used to determine where to purchase the truck.

Member Obrecht stated that the Wayne County Commissioner's Office could provide a list of dealers.

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Member Everett asked where District vehicles have been purchased at historically. Director Held responded that the last vehicle purchased in 2005 was purchased at Palotta Ford.

Member Regula asked if CNG vehicles could be considered. Member Held responded that the lack of filling stations makes CNG vehicles an inefficient choice for the District.

Member Wiggam moved and Member Abbuhl seconded a 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. Motion passed unanimously.

Executive Director requested that the Board approve the purchase of a new Passenger Vehicle/SUV for District staff use. Director Held stated that the District would donate the 2002 Chevrolet Blazer to the Wayne County Commissioners, as it had been transferred to the District at the consolidation, or use it as trade in value for the new vehicle.

Member Wiggam encouraged the District to consider a passenger vehicle unless there was good reason for the purchase of an SUV.

Members Wiggam and Obrecht stated that they prefer the District use the 2002 Blazer as trade in value for the purchase of a new vehicle.

Member Bernabei stated that the 2002 Blazer would be used as trade in value.

Member Carmichael questioned the cost as \$35,000. Director Held stated that was just a “not to exceed” estimate and that the District would use the funding conservatively.

Member Bernabei moved and Member Regula seconded a 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. Motion passed unanimously.

Other Business

There was no other business.

Adjournment

Member Everett moved and Member Wiggam seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 10:53 a.m.

Eva Newsome, Board Secretary

Date