



# STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

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David Held  
Executive Director

Erica Wright  
Finance Director

## BOARD OF DIRECTORS AGENDA

Friday, July 14, 2017 @ 9:30am

### 1. Roll Call

#### ➤ Board Members:

Ann Obrecht, Chairperson, Wayne County Commissioner  
Janet Weir Creighton, Vice Chairperson, Stark County Commissioner  
Chris Abbuhl, Tuscarawas County Commissioner  
Ron Amstutz, Wayne County Commissioner  
Joe Sciarretti, Tuscarawas County Commissioner  
Sue Smail, Wayne County Commissioner  
Bill Smith, Stark County Commissioner

#### ➤ Staff Members:

Executive Director David Held  
Finance Director Erica Wright  
Board Secretary Rachel Rothacher  
Administrative Coordinator Steve Tharp

#### ➤ Absent:

Kerry Metzger, Tuscarawas County Commissioner  
Richard Regula, Stark County Commissioner

### 2. Approve July 14, 2017 Board of Directors Meeting Agenda

❖ *Resolution BOD-2017-21: Member Creighton moved and Member Smail seconded a motion to approve the July 14, 2017, Board of Directors meeting agenda. The motion passed unanimously.*

### 3. Approve May 5, 2017 Board of Directors Meeting Minutes

❖ *Resolution BOD-2017-22: Member Abbuhl moved and Member Smail seconded a motion to approve the May 5, 2017, Board of Directors meeting minutes. The motion passed unanimously.*

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## BOARD of DIRECTORS

*Stark*  
Janet Weir Creighton  
Richard Regula  
Bill Smith

*Tuscarawas*  
Chris Abbuhl  
Kerry Metzger  
Joe Sciarretti

*Wayne*  
Ron Amstutz  
Ann Obrecht  
Sue Smail

4. **Public Speaks**

- There were no public speaks.

5. **Policy Committee Report**

- Planning Period for 2019 Plan is in progress and on schedule.
- The District Plan is based on the State Plan, the standards of which are established by a committee.

6. **Finance Director's Report**

- Estimated Revenue vs. Actual Revenue
  - Recycling revenue was up because paper rates were slightly higher per ton.
  - The District received some revenue for the commingled recyclables instead of paying. The contract includes a variable rate based upon the recycling commodity markets.
- Budgeted vs. Actual Expenses
  - No road repairs expenses so general funds are down from last year.
  - Drop off recycling expenses are higher than last year due to the paving project at Stark Garage.
  - Capital assets include electronic data management system, projector, laptops, and other technology improvements.
  - The Yard Waste Management Program expenses are higher than this time last year because per the contract the rates increased by 6%. The Budget Committee will be asked to review the yard waste options for next year to manage the program expenses.
- Current Cash Position
  - A net loss is common because many grant programs are front loaded (paid at the beginning of year).
  - Additionally, in May, tipping fees did increase so there may be an increase moving forward but that is typical for summer months.
- Tipping Fee Revenue Update
  - Tipping fee revenue is up 13.20% in 2017 from 2016 through the first five month of the year.
  - It is too early to tell but so far the tipping fee revenues are ahead of what was projected.
  - Using the first three months of revenue, an annual tipping fee revenue total of approximately \$3,801,608 can be projected based on 39.88% of actual annual revenue being collected during this time period over the last two years.
- Appropriation Amendment to Supplies & Administrative Expenses
  - In addition to capital assets previously mentioned, there were many other improvements made to District offices and board room.

❖ **Resolution BOD-2017-23:** *Member Creighton moved and Member Sciarretti seconded a motion to transfer \$10,000 from line item Admin-6 Solid Waste Plan to line item Admin-2 Supplies & Administrative Expenses in the Tipping Fee Fund.*

7. **Executive Director's Report**

- 5-20-17 Wooster Buehler's HHW Collection Event

## July 14, 2017, Board of Directors Meeting Minutes cont.

- Expenses for Household Hazardous Waste Collection Event Program in previous years were around \$900,000, and the District anticipates spending less than \$200,000 this year due to streamlining of the collection including not accepting from businesses and other commercial entities, hosting smaller events that are more closely monitored, and partnering with more community companies and organizations such as Buehler's, Goodwill, and Habitat for Humanity ReStore, who provide the same service but at a lower cost.
- Gallons of chemicals collected: 10,500 at 2017 Wooster Event, 12,700 at 2017 Dover Event, and 10,455 at 2016 New Philadelphia Event
- Wooster Car Count: 1,020 (Compared to 675 in 2016 and 606 in 2015)
- STW District Recycling Garage Parking Lot Paving
  - Project Manager: John Patrick Picard Architect
  - Paving Contractor: Central Allied Enterprises, Inc.
  - Project Appropriation: \$176,000
  - Project Cost: \$145,171.66
  - Project Completed: May 17, 2017
- Recycling Drop-Off Site Challenges
  - Bolivar (Giant Eagle): Container Fire
  - Diamond Park (Plain Township): Dumped clothing/household items outside of clothing and shoe drop-off bins. District is sometimes asked to remove items when the companies stop collecting.
- Disaster Debris Management Program (STW-38)
  - The District will consider funding for communities under the following criteria: funding will only be provided for transportation, processing, disposal and contracted labor related to disaster debris; and each county is provided up to \$20,000 annually.
  - June 30, 2017 Storm (75 mph winds due to microburst) in Southern Lake Township and Northern Plain Township. 9 loads were taken directly to Earth N Wood @ \$65/load = \$585
- Recycling Survey
  - 3,150 responses received total: 86% hard copy responses, 14% electronic
  - Younger people don't complete surveys as often, so the demographic information of respondents isn't uncommon (most responses received from the 55-64 and 65-74 age groups).
  - 74% of respondents have used a public recycling drop-off site, and at least 95% rated all elements of the sites as good to excellent.
  - 98% of respondents would recommend the drop-off sites.
  - 85% of people who do not use the drop-off sites don't because they use a curbside program instead.
  - 38% of respondents use a curbside program and 48% of respondents would if it were available.
  - For other District programs, 21% have participated in the tire drop-off program, 25% in the drug takeback program, and 50% in the yard waste drop-off program.
  - 67% of respondents frequently or always use newsletters/direct mailers to find information about community events or program updates; 56% frequently or always use newspaper; 38% frequently or always use radio; 31% frequently or always use social media (this would be higher if age group

## July 14, 2017, Board of Directors Meeting Minutes cont.

demographics were representative of population); 24% frequently or always use billboards; 17% frequently or always use local television.

- 4% of respondents would not travel to recycle; 41% would travel 1-10 minutes; 44% would travel 11-20 minutes; 11% would travel 21 or more minutes to recycle if needed.
- 54% of respondents would participate in a no-cost program only; 38% would pay \$1-10 to participate; 7% would pay \$11-20 to participate; 1% would pay \$21 or more to participate. This was observed at the one of the District's prior HHW collection event where residents were charged to participate. The car count was only 100 compared to the 14,000 cars in no-cost events though other factors may have contributed to low turnout as well.
- Respondents indicated they needed an outlet for household batteries more than any other item followed by lights bulbs, paint, Styrofoam, computers/electronic waste, household chemicals, televisions, automotive fluids, mercury-containing items and medical waste. The District currently has collection programs for all of those items except Styrofoam, televisions, and medical waste.
- Overall satisfaction: 81% are satisfied or very satisfied with current recycling program. Top four reasons dissatisfied are desire for a curbside program/expansion, outlets for hazardous items, container lids/sizes, and more promotion/education.
- Three survey winners were chosen from each county and chose a \$50 gift card from one of four District partners (Buehler's Fresh Foods, Goodwill, Habitat for Humanity ReStore, and their county's compost company)

### 8. Budget Update

#### ➤ F-150 Purchase

- Replaces the F-250 that was transferred to the Stark County Recycling Garage
- Cost not to exceed \$35,000

❖ **Resolution BOD-2017-24:** *Member Smail moved and Member Amstutz seconded a motion to approve the purchase of an F-150 Pick-up truck, not to exceed \$35,000, to come out of Tipping Fee Fund line item STW-02 Drop-Off Recycling Non-Payroll Expenses.*

#### ➤ Recycling Truck Purchase

- The District is moving toward purchasing multiple trucks and trading in more recent vehicles because of the higher trade in value and reduction in repair costs on newer more efficient vehicles.
- The two 2017 Mack Frontload Recycling Trucks would replace the 2009 Mack Frontload Recycling Truck (182,659 miles) and 2013 Mack Frontload Recycling Trucks (140,480 miles)
- Cost not to exceed \$295,000

❖ **Resolution BOD-2017-25:** *Member Amstutz moved and Member Smith seconded a motion to approve the purchase of new recycling truck(s), not to exceed \$295,000, and to use trade in values toward the purchase, to come out of line item STW-02 Drop-Off Recycling Non-Payroll Expenses.*

**July 14, 2017, Board of Directors Meeting Minutes cont.**

❖ **Resolution BOD-2017-26:** *Member Creighton moved and Member Smith seconded a motion to transfer \$125,000 from the appropriation budget line item STW-21 Recycling & Composting Infrastructure Enhancement Grants to appropriation budget line item STW-02 Drop-off Recycling Non-Payroll Expenses within the Tipping Fee Fund.*

➤ 2017 Recycling Guide Proposals

- Requests for Proposals were sent out to ten companies on May 9, 2017.
- Four companies submitted bids.

❖ **Resolution BOD-2017-27:** *Member Smail moved and Member Abbuhl seconded a motion to authorize the Executive Director to enter into an agreement with Hess Print Solutions for the printing and mailing of the 2017 Recycling Guide for an amount not to exceed \$75,000.*

**9. Personnel Update**

➤ Administrative Coordinator Position Vacancy

❖ **Resolution BOD-2017-28:** *Member Creighton moved and Member Amstutz seconded a motion to authorize the Executive Director to post and hire an Administrative Coordinator within the Board approved pay range including a 2% increase after a 120-day review period.*

❖ **Resolution BOD-2017-29:** *Member Abbuhl moved and Member Smail seconded a to motion to transfer \$25,000 from the appropriation budget line item STW-21 Recycling & Composting Infrastructure Enhancement Grants to appropriation budget line item Admin-01 Payroll & Benefits within the Tipping Fee Fund.*

➤ Update Job Descriptions and Organizational Chart

❖ **Resolution BOD-2017-30:** *Member Sciarretti moved and Member Amstutz seconded a motion to approve the updated job descriptions for the Outreach Coordinator and Operations Coordinator as presented.*

❖ **Resolution BOD-2017-31:** *Member Smail moved and Member Creighton seconded a motion to approve the updated organizational chart as presented.*

**10. Other Business**

➤ There was no other business.

**11. Adjournment**



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Rachel Rothacher, Board Secretary

9-1-17

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Date