



# STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

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David Held                      Erica Wright  
Executive Director          Finance Director

## BOARD OF DIRECTORS MEETING MINUTES

Friday, July 1, 2016 @ 9:30am

### Roll Call

Chairperson Everett called the meeting to order at 9:30am with the following present:

➤ **Board Members:**

Belle Everett, Chairperson, Tuscarawas County Commissioner  
Ann Obrecht, Vice Chairperson, Wayne County Commissioner  
Chris Abbuhl, Tuscarawas County Commissioner  
David Bridenstine, Stark County Commissioner  
Jim Carmichael, Wayne County Commissioner  
Janet Weir Creighton, Stark County Commissioner  
Scott Wiggam, Wayne County Commissioner

➤ **Staff Members**

Executive Director David Held  
Finance Director Erica Wright  
Board Secretary Rachel Rothacher

➤ **Absent:**

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

### Approve July 1, 2016 Board of Directors Meeting Agenda

❖ **Resolution BOD-2016-25:** *Member Abbuhl moved and Member Wiggam seconded a motion to approve the July 1, 2016, Board of Directors meeting agenda. The motion passed unanimously.*

### Approve May 6, 2016 Board of Directors Meeting Minutes

❖ **Resolution BOD-2016-26:** *Member Wiggam moved and Member Obrecht seconded a motion to approve the May 6, 2016, Board of Directors meeting minutes. The motion passed unanimously.*

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## BOARD of DIRECTORS

<b><u>Stark</u></b>	<b><u>Tuscarawas</u></b>	<b><u>Wayne</u></b>
David Bridenstine	Chris Abbuhl	Jim Carmichael
Janet Weir Creighton	Belle Everett	Ann Obrecht
Richard Regula	Kerry Metzger	Scott Wiggam

**Public Speaks**

There were no public speaks.

**Policy Committee Report**

- The final vacancy on the Policy Committee has been filled by Deb Wilcox, the Director of Communications for Buehler’s Fresh Foods. She is filling the Wayne County Commercial, Industrial or Institutional Position.
- The next meeting is Friday, September 16, 2016 and it is the beginning of the planning period for the next Plan Update. Typically, the Committee will meet an hour every other month over the 15-month planning period.
- The Board previously asked for clarification regarding the Plan language for the Program Startup Grant specifically the use of the word “equipment.” The District’s informal position has historically been not to fund multi-use equipment (equipment that is used on more than just recycling or yard waste).
- The District distributed a yard waste collection site survey:
  - There was some variation in responses because the answers were provided by the site hosts.
  - Paving and concrete pads are important to keep the sites free from mud and make it easier to load the yard waste.
  - The results supported the decision not to fund multi-use equipment, but it will be up to the Policy Committee to determine if the Plan language should be more descriptive.
- Executive Director Held clarified that the District has funded a forklift for the Jackson Township Recycling Station and for S. Slesnick Company and that the cost for a forklift is about \$45,000, a full front end loader is about \$140,000, and a grapple bucket is about \$22,000.
- Another possible use of Program Startup Grant Funding would be to incentivize the implementation of curbside recycling programs. The Policy Committee will be addressing this possibility.
- Industrywide, the 65-gallon recycling container increases recycling rates. The disadvantage to these containers is that older people might struggle to use them or they take up too much space for those without a garage like those who live in apartment complexes.

**Finance Director’s Report**

- Estimated Revenue vs. Actual Revenue
  - In May, the District received \$1.17 a ton for commingled recyclables whereas prior months saw the District paying as much as \$19 a ton. This is due to the increase in the commodities’ markets.
  - The paper revenue remained at \$35 a ton.
- Budgeted vs. Actual Expenses
  - Expenses are higher than last year because Road Repair funding, Program Startup Grant funding, and Recycling Makes Sense Grant funding have all increased.
  - The Recycling Makes Sense Grant funding has increased because the incentives have increased and because more communities have moved to larger containers, which increases rates.
- Current Cash Position
  - The District saw a net loss in each fund primarily due to the yard waste collection program, which isn’t budgeted in the Plan but costs \$350,000-\$400,000 a year.

- Tipping Fee Revenue Update
  - Might be a little too early to tell but looks like the revenues will come in a little lower than projected and compared to the previous year. All three landfills reported slight decreases.
- Investment Report
  - Interest income is much higher than prior year because the interest rates have more than doubled.
- Finance Director Wright also commented that the state auditors finished their financial report and didn't provide any additional comments, so she expects for the District to receive another clean audit soon.

### **Executive Director's Report**

- The parking lot at the Village of Shreve recycling drop-off site is being graded and graveled the week of July 4.
- A recycling drop-off site was added in Perry Township upon request by township trustees. The township is very rural, but if a community wishes to start a program, the District will support it.
- The District awarded mini-grant funding to Rural Action to make two of their annual events zero waste.
- The District also awarded mini-grant funding to the Canton Museum of Art for their UpCycle: Local Artists Trash into Treasure workshop event.
- The District will again be providing mini-grant funding for the Wayne Soil and Water Conservation District's annual agricultural plastic container recycling event on July 13, 2016.
- The local fire department will be conducting a controlled burn of the farm house located near the District Office. The building was used for storage of bags, bins, and documents when necessary. The Tuscarawas County Sanitary Engineer is managing the project, and funding for the demolition and removal of the building were already approved.
- 2016 Recycling Newsletter Proposal: the bid specifications included a tear-out survey option. The District promoted an online survey in its 2015 Reuse and Recycle Guide but had a very poor response rate. Other communities who used both hard copy and online versions of their survey received 70% hard copy responses. The District therefore anticipates a better response rate through a hard copy survey.
- ❖ ***Resolution BOD-2016-27: Member Wiggam moved and Member Creighton seconded a motion to authorize the Executive Director to enter into an agreement with Hess Print Solutions for the printing and mailing of the 2016 Recycling Newsletter for an amount not to exceed \$85,000, which includes the insert. The motion passed unanimously.***
- 2018 Plan Update Proposal:
  - GT Environmental has been contracted to complete the District's Plan Update the prior two times. The District completed its own Plan one time but GT had to come in to help complete it.
  - The District is not in a position to attempt to complete it on its own this time because the Ohio EPA has new Plan format (4.0) which has additional sections and requires a lot more research and expertise.
  - The District elects to complete Plan Updates every three years compared to five because its needs and income changes so latitude is needed to be able to follow the programs and budget outlined in the Plan approved by the EPA regardless of what happens to the industry and market.

**July 1, 2016, Board of Directors Meeting Minutes cont.**

- The bid specifications for the Plan Update specified that the 4.0 format option be used and that both a base rate and per meeting rate be included. Executive Director Held said he expects six meetings will be sufficient as it has been historically, but there is an element of uncertainty because of the new format and because the market could drop or industry could change.
  - The Ohio EPA changed the Plan format to make it easier to report, but the data is more esoteric.
- ❖ **Resolution BOD-2016-28:** *Member Wiggam moved and Member Bridenstine seconded a motion to authorize the Executive Director to enter into an agreement with GT Environmental for the preparation and submission of the 2018 Plan Update for an amount not to exceed \$45,400 for the 6-meeting option. The motion passed unanimously.*
- ❖ **Resolution BOD-2016-29:** *Member Abbuhl moved and Member Obrecht seconded a motion to transfer \$15,400 from STW-42 General Plan Implementation into Admin-6 Solid Waste Plan within the Tipping Fee Fund. The motion passed unanimously.*
- Chemical Disposal for District Educational Services Centers:
- Schools use chemicals in their biology and chemistry labs. They would not be permitted to dispose of waste using the District’s household hazardous waste collection site, which will be opening soon, because the disposal could not be paid for using tipping fee funds but would have to be paid for with interest funds.
  - There are new techniques to dilute and utilize chemicals, and some schools are progressive in that area. A representative from a hazardous waste company said that typically once they dispose of the chemicals that have in storage, they don’t usually hear from the schools again.
  - Some of the schools used to utilize the District’s household hazardous waste collection events and have been storing their chemicals ever since because they don’t have the funds to dispose of properly.
  - This issue was brought up by the Stark County Educational Services Center. They contacted the schools in their district and only five showed interest.
  - The District would ask each county’s educational services center to contact their schools’ science chairs and coordinate the schools’ transporting of waste to the City of Canton Recycle Center.
  - The projected cost for the current list of chemicals submitted is \$5,000.
- ❖ **Resolution BOD-2016-30:** *Member Bridenstine moved and Member Creighton seconded a motion to fund an amount not to exceed \$10,000 for chemical disposal for District schools. The motion passed unanimously.*
- ❖ **Resolution BOD-2016-31:** *Member Abbuhl moved and Member Obrecht seconded a motion to increase General Fund appropriations in line item HHW Program by \$10,000 from the unappropriated General Fund balance. The motion passed unanimously.*

**Budget Committee Report**

- 2016 Recycling and Composting Infrastructure Enhancement Grants:
  - The Board previously asked for clarification on whether the District could add a clawback provision to the grant agreement wherein if the equipment was being used for something other than the use outlined in the grant application, the grantee would be required to return the funds.
  - Originally, the grant agreement had a seven-year time period for certain provisions but no clawback provision.
  - Looked into the Ohio EPA’s grant agreement, which used to have a seven-year time period but was then reduced to five and eventually three because the industry was depreciating the value of the equipment over three years.
  - The Budget Committee reviewed the language in the grant agreement and has decided to conform the record keeping provision, tonnage reporting provision, and District approval for selling/trading of equipment provision to five years and add a five-year clawback provision with a prorated payback schedule.
  
- ❖ **Resolution BOD-2016-32:** *Member Wiggam moved and Member Bridenstine seconded a motion to approve the Recycling and Composting Infrastructure Enhancement Grants as presented at \$130,000. The motion passed unanimously.*
  
- Perry Township (Stark County) recently expressed interest in applying for a Host Community Cleanup Grant to help them maintain their recycling drop off site.
  
- ❖ **Resolution BOD-2016-33:** *Member Creighton moved and Member Obrecht seconded a motion to approve a Recycling Host Community Cleanup Grant for \$2,500 to Perry Township (Stark County). The motion passed unanimously.*
  
- ❖ **Resolution BOD-2016-34:** *Member Wiggam moved and Member Creighton seconded a motion to increase General Fund appropriations in line item Supplies & Materials by \$2,500 from the unappropriated General Fund balance. The motion passed unanimously.*

**Other Business**

- Agricultural Plastics Recycling Program:
  - The Soil and Water Conservation Districts had a program setup where farmers could bag and transport their plastics to local drop off sites and a company would pick up, haul, bale and sell the plastics.
  - The business informed the Districts that it will no longer be able to continue the program.
  - Challenges with finding a new business include that the plastic is dirty so few want to buy it, the plastics needs loaded, hauled, and baled, and the drop off locations require timely pickup.
  - Timely action is needed because it took a lot of time to get the program set up initially and if farmers get out of the habit, the plastics could be burned or landfilled.

**July 1, 2016, Board of Directors Meeting Minutes cont.**

- Executive Director Held said that the District will reach out to any businesses that may be interested.
- The parking lot at the garage where the District's recycling trucks are kept is in bad condition. The lot is owned by Stark County. Executive Director Held said the District could reach out to the Stark County Engineer to see if they would be willing to seek proposals.

**Adjournment**

- ❖ **Resolution BOD-2016-35:** *Member Creighton moved and Member Wiggam seconded a motion to adjourn the meeting at 10:38am. The motion passed unanimously.*



9-2-16

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Rachel Rothacher, Administrative Director

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Date