



# STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

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David Held  
*Executive Director*

Erica Wright  
*Finance Director*

## BOARD OF DIRECTORS MEETING MINUTES

Friday, November 3, 2017 @ 9:30am

### 1. Roll Call

#### ➤ **Board Members Present:**

Ron Amstutz, Wayne County Commissioner  
Richard Regula, Stark County Commissioner  
Joe Sciarretti, Tuscarawas County Commissioner  
Sue Smail, Wayne County Commissioner  
Bill Smith, Stark County Commissioner

#### ➤ **Staff Members Present:**

David Held, Executive Director  
Tiffany Hupp, Administrative Coordinator  
Rachel Rothacher, Board Secretary  
Steve Tharp, Operations Coordinator  
Erica Wright, Finance Director

#### ➤ **Absent:**

Chris Abbuhl, Tuscarawas County Commissioner  
Janet Weir Creighton, Vice Chairperson, Stark County Commissioner  
Kerry Metzger, Tuscarawas County Commissioner  
Ann Obrecht, Chairperson, Wayne County Commissioner

### 2. Approve November 3, 2017 Board of Directors Meeting Agenda

❖ **Resolution BOD-2017-36:** Member Amstutz moved and Member Smail seconded a motion to approve the November 3, 2017, Board of Directors meeting agenda. The motion passed unanimously.

### 3. Approve September 1, 2017 Board of Directors Meeting Minutes

❖ **Resolution BOD-2017-37:** Member Smail moved and Member Amstutz seconded a motion to approve the September 1, 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**

- The Committee is currently going over Appendix O, the Budget section of the 2019 Solid Waste Management Plan Update. District must demonstrate the programs it will offer are sustainable.
- In the Update, there are no significant changes to which programs the District offers, but adjustments to certain programs will have to be made due to tipping fee revenue fluctuations and uncertainty.
- Recycling revenue is also volatile—the District rotates between getting paid for recyclables to paying to have them processed depending on the market for the materials. Currently, the District contracts with two companies for acceptance of materials through the recycling drop-off program: S. Slesnick Company for paper and cardboard and Kimble Recycling and Disposal for co-mingled materials (plastic, glass, metal).
- Cities and villages with curbside programs generally contract straight through private companies like Kimble Recycling and Disposal, Waste Management, and Republic Services; however, three communities operate their own trash and recycling collection programs: Canton, New Philadelphia and Gnadenhutten. (None of these communities currently use automated trucks that can empty wheeled carts though this is the most efficient way to collect.)
- The District updates the Plan every three years. It could choose to update every five years but believes it allows for more consistency with programs to update more frequently due to the volatility of revenues.
- After the first draft of the Plan is sent to the Ohio EPA by December 24, 2017, the public hearing and ratification processes begin; the District must have 60% of 108 subdivisions pass a resolution approving the Plan. The final draft is due to the OEPA by March 26, 2019, with final approval on June 24, 2019.
- The District currently contracts with GT Environmental to complete the Plan. District staff wrote the Plan in past but does not recommend it as GT specializes in Plans and has greater processing capacity.
- The next Policy Committee meeting will be held November 17, 2017.

6. **Finance Director's Report**

- Estimated Revenue vs Actual Revenue
  - Have already exceeded projections for revenue in general fund as tipping fees inside and outside the state are higher than projected.
  - Due to timing, balances don't always reflect activity – Kimble check is typically \$140k, so if their check isn't received, looks like a significant difference.
- Budgeted versus Actual Expenses
  - Road repairs made expenses in both general and tipping fee funds higher last year.
  - New recycling trucks not accounted for yet, so Drop-Off Recycling is lower this year so far.
  - HHW expenses are up because additional collections this year as well as expansion at the City of Canton Recycling Center and increased volume.
  - Program Startup Grant amount fluctuated because it rotates between \$250k and \$150k and last year was a \$250k year.

## Friday, November 3, 2017 Board of Directors Meeting Minutes cont.

- Current Cash Position
  - Outstanding encumbrances are higher because of the two recycling trucks that haven't yet been purchased and all outstanding fourth quarter grant payments (aren't paid until January/February)
  - Will probably end year about where Current Cash position started this year or slightly lower
- Tipping Fee Revenue Update
  - All landfills tipping fees increased from last year.
  - Tipping fee revenue is up 18.71% in 2017 from 2016 through September.
  - Using projections, it looks like District tipping fee revenues will exceed what it budgeted.
- Other Finance Items: Update Capital Asset Policy Manual for Disposal
  - District received the Auditor of State award for 2016, which is the seventh year in a row. (Timely Filing, In Compliance with Standards, No Findings for Recovery or Material Deficiencies, No significant Management Letter Comments)
  - Received one minor Management Letter Recommendation (re: Disposal of Capital Assets): The District should follow the current capital asset disposal policy, or develop and pass an updated capital asset disposal policy that allows for the donation of capital assets that are no longer in use or needed by the District.
  - The District has donated older vehicles (already fully depreciated) to County offices in the past. The Board passed resolutions to donate these vehicles, but District should update policy so it is formally recognized. If updated, donation wouldn't require separate approval by the Board.
  - Disposition of capital assets allows the District three principal methods of disposal of assets:
    1. To auction, publicly or electronically.
    2. Donate to a registered charity, community organization or government office.
    3. Recycle, scrap, discard (assets of little or no value only.)
  - This would replace the current policy that states "All disposals are to go through the process of a County auction, in a County of the District through the County Commissioners' Office."
- ❖ **Resolution BOD-2017-38:** Member Amstutz moved and Member Sciarretti seconded a motion to approve the updated Capital Asset Policy Manual as presented. The motion passed unanimously.

## 7. **Executive Director's Report**

- Curbside program assessments
  - Both the City of Canton and City of New Philadelphia are running into financial issues with their curbside waste and recycling programs – they are two of the District's largest cities, and if the programs were discontinued, the District would need to put in several recycling drop-off sites.
  - District is trying to provide them with sustainable alternatives to their current waste hauling methods (where workers leave the truck) as the waste collection industry has an elevated risk of injury or mortality for workers using this method.
  - The final assessments will likely propose a plan to be phased in over three, five or seven years.
  - It is not the District's intention to outright buy the new trucks or carts for the program (though grant funding is available to assist these purchases), but rather, the intention is to help setup a

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plan where the purchase of new trucks/bins is built into the budget and the rates charged to the residents are in line with what revenue is needed to fund the program sustainably.

- District Public Records Retention/Destruction Schedule
  - Next scheduled destruction is December 1, 2017.
  - Permanent records are kept as hard copies and electronic copies.
  - Non-permanent records are destroyed per the Records Retention Schedule other than the documents noted by the Ohio History Connection, which must be approved before destruction.
- Household Hazardous Waste Historical Costs
  - Historically, this has been an expensive program, but it is not a required by the Ohio EPA.
  - Expenses were so high because events in the past were come one, come all for schools, governments, and businesses. Also, there were no material limits and certain non-hazardous or difficult to handle items were accepted at District's cost (latex paint, electronics, appliances, etc.)
  - Ohio EPA said waste generated by schools and businesses fell under hazardous waste regulations and the District must reasonably demonstrate waste is generated in a household. Now, District pays for the disposal of only certain items and accepts items from only residents.
  - If the budgeted amount is met before year ends, the District could cut off appointments at the City of Canton Recycle Center.
- Buehler's HHW Collection Events
  - Wooster, Dover, Orrville, and New Philadelphia – over 2,500 cars total
  - Partner with Buehler's, Goodwill Industries, Habitat for Humanity ReStore, Computer Works, American Paint Recyclers, and Clean Harbors. District funds the Buehler's workers, advertising, and hazardous waste disposal through Clean Harbors, but other organizations/companies accept non-hazardous or difficult to handle items at no cost or for a fee directly from residents.
- Community HHW Collection Events:
  - Canton Township, Lawrence Township (Stark County), and Franklin Township (Wayne County)
  - At least 30 people are needed at each event to unload materials if all materials accepted.
  - District helped to coordinate the events.
- HHW Collection Site: City of Canton Recycling Center
  - Over 900 residents served and over 60,000 pounds of HHW recycled or properly disposed.
- Annual Drug Takeback Day
  - 15 locations in Stark County, three in Tuscarawas County, and two in Wayne County
  - Over 1,650 pounds collected.
- Tuscarawas County Tire Collection Events
  - Dover, Lawrence Township, and Newcomerstown – over 60 tons/6,000 tires collected
  - Funded through an Ohio EPA Mosquito Control Grant as reducing dumped tires reduces mosquito population and spread of mosquito-driven viruses.
- Collective Bargaining
  - Presently in negotiation
  - International Brotherhood of Teamsters, Local #92 (8 full-time and 2 part-time drivers)
  - Once terms are finalized, Board will be notified

- Community Advisory Committee for American Landfill Inc. (ALI)
  - Continuing to meet 2x a year to review site activities, leachate collections, operations, groundwater monitoring, local interests and air permits.

8. **Letter of Support for Stark County Brownfields Assessment Grant**

- ❖ **Resolution BOD-2017-39:** Member Amstutz moved and Member Sciarretti seconded a motion to approve the Executive Director to write a letter of support on behalf of the District Board for the Stark County Regional Planning Commission's Brownfields Assessment Grant Application to the US EPA. The motion passed unanimously.

- Yard Waste Collection Program: Graph represents the market for the material 2007-2017
  - STW Recycling District is the only District to collect yard waste to this extent. Most Districts have residents take yard waste directly to composting companies instead of having transfer sites.
  - Compost companies change contracts when the market changes – were willing to haul at little or no cost when there was high value to material.
  - Currently a high volume of available feedstock because pipelines are wiping out trees and want to have them composted at no cost.
  - 2018 will be a transitional year to reduce the expenses from \$425,000 to \$250,000 allowing District to stay steady and endure market changes.

9. **Budget Committee Report**

- 2018 District Appropriation Budget
  - There was an increase in Payroll & Benefits (Administration Budget) due to addition of staff member and potential 2.5% pay increase for non-bargaining employees of the District (typically, this increase aligns with the pay increase set in the collective bargaining agreement for the District recycling truck drivers).
  - Decrease in Capital Assets because don't anticipate as many office/technology improvements.
  - Increase in Solid Waste Plan just in case District would need to hold any additional meetings or any other excess activity during the Planning process.
  - In Drop-off Recycling (non-payroll expenses), budget is \$325,000 less because the District will not be purchasing any recycling trucks in 2018, and, the District purchased a pickup truck in 2017 and does not plan to purchase another next year.
  - In an attempt to better balance the tipping fee budget, the amount budgeted for the Yard Waste Management Program is only \$300,000, but then there is also an additional \$115,000 budgeted toward this program out of the general fund (which is comprised of recycling revenue and interest) for a total appropriation of \$415,000, which is the same as the 2017 appropriation amount. 2018 is going to be a transitional year to attempt to lower costs for this program closer to the \$250,000 budget goal, but this would allow current program to be maintained as it was this year if costs were to remain the same. District used a similar method to balance the budget in the

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Plan, crediting \$150,000 in recycling revenue back into the tipping fee fund to sustain programs and demonstrate a positive fund balance, which is required.

- Household Hazardous Waste was increased slightly but can be controlled by limiting collection events and cutting off appointments at the Canton Recycle Center if budgeted amount is met.
  - Scrap Tire Collection increased slightly due to contracted rate increase with Liberty Tire.
  - Recycling Makes Sense amount in alignment with what actual grant payments have been.
  - Program Startup Grants follow Plan budget amount of \$250,000 (2018 is an even year).
  - The Sheriff and Health Department Grants remained at the same amounts with the exception of the Solid Waste Inspections Health Department Grant as this is never requested. (District also never receives requests for the Well Monitoring Health Department grant, and this was budgeted at zero last year and remains at zero this year.)
  - Decrease in non-payroll Education & Awareness mainly because the District now has a Household Hazardous Waste Collection Program again, so it is not necessary to produce the expensive extensive 40-page Recycling and Reuse Guide that included outlets for these items.
  - General Plan implementation would include any unanticipated items that come up related to Plan Implementation, so this was decreased to zero.
  - In General Fund budget, did increase supplies and materials by \$10,000 in case District needs to award any Host Community Grants beyond the budgeted \$100,00 to obtain or maintain access.
  - Over budgeting by \$400,000 but don't anticipate actually spending it all, and this is a lower budget than last year but represents what is believed to be the amount needed to sustain the programs outlined in the current Plan.
- ❖ **Resolution BOD-2017-40:** Member Amstutz moved and Member Smail seconded a motion to approve the 2018 District Appropriation Budget as presented. The motion passed unanimously.

➤ 2018 Legal Counsel

- ❖ **Resolution BOD-2017-41:** Member Amstutz moved and Member Sciarretti seconded a motion to contract with Kristin Zemis as general legal counsel for 2018 at a rate of \$150 per hour and to contract with other legal counsel on an as-needed basis not to exceed \$10,000 for the year. The motion passed unanimously.

**10. Other Business**

- There was no other business.

**11. Adjournment**

- ❖ **Resolution BOD-2017-42:** Member Regula moved and Member Amstutz seconded a motion to adjourn the meeting at 11:04 am. The motion passed unanimously.



1-12-18

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Rachel Rothacher, Board Secretary

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Date