



STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

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David Held Erica Wright
Executive Director Finance Director

BOARD OF DIRECTORS MINUTES

Friday, May 4, 2018 @ 9:30am

1. Roll Call

➤ **Board Members Present:**

Chris Abbuhl, Tuscarawas County Commissioner
Ron Amstutz, Wayne County Commissioner
Janet Weir Creighton, Chairperson, Stark County Commissioner
Ann Obrecht, Wayne County Commissioner
Richard Regula, Stark County Commissioner
Sue Smail, Wayne County Commissioner

➤ **Staff Members Present:**

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

➤ **Absent:**

Kerry Metzger, Tuscarawas County Commissioner
Joe Sciarretti, Tuscarawas County Commissioner
Bill Smith, Stark County Commissioner

2. Approve May 4, 2018 Board of Directors Meeting Agenda

- ❖ **Resolution BOD-2018-20:** *Member Regula moved and Member Amstutz seconded a motion to approve the May 4, 2018 Board of Directors Meeting Agenda. The motion passed unanimously.*
- ❖ **Resolution BOD-2018-21:** *Member Regula moved and Member Amstutz seconded a motion to amend the May 4, 2018 Board of Directors Meeting Agenda to remove 6A and approve. The motion passed unanimously.*

3. Approve March 2, 2018 Board of Directors Meeting Minutes

- ❖ **Resolution BOD-2018-22:** *Member Abbuhl moved and Member Obrecht seconded a motion to approve the March 2, 2018 Board of Directors Meeting Minutes. The motion passed unanimously.*

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.
- Chairperson Creighton asked to skip to agenda #8 as a Board member has to leave early and wants to be able to vote upon the issues (still listed as #8 in the minutes but numbering in the minutes was maintained to correspond with agenda numbering).

5. Policy Committee Report

- Policy Committee Members – Mark Adams, former City of Canton Representative, is taking job as Health Commissioner in Henry County – currently, the District is waiting to hear who his replacement will be as this seat is appointed by City of Canton mayor.
- OEPA Planning Unit – Typically there were about six people; now down to three due to Susan Applegate, current OEPA Planner assigned to the District, presently being on leave.
 - Harry Sarvis, Manager
 - Matthew Hittle, Environmental Specialist 2, SWMD Plans, Quarterly Fee Reports
 - Ernie Stall, Environmental Specialist 3, State Plan, SWMD Plans, MMAC
- There are concerns this might prolong the approval process of the Plan, but the District is currently ahead of schedule and expects this may also result in less scrutiny of the Plan.
- Andrew Booker is no longer with the OEPA but is with SWACO (Solid Waste Authority of Central Ohio).
- Next Policy Committee Meeting is Friday, July 13, 2018 @ 10:15am.
- The written public comment period for the Plan will be June 1-30, and there will be a public hearing on Friday, July 6, 2018. Historically, the District has never had any comments or anything substantial come up during public period, but the District must provide a mechanism for the public to submit comments.

6. Finance Director's Report

- Estimated Revenue versus Actual Revenue
 - Total revenue so far is up quite a bit from last year – ahead of schedule.
- Budgeted versus Actual Expenses
 - Yard Waste Management Expenses include 50% of block grants
 - Expenses are aligning with projections.
- Current Cash Position
 - Net gain in both the General Fund and Tipping Fund, which is unusual this time of year because of frontloaded grants – landfills must be doing well
- Tipping Fee Revenue Update
 - Tipping fee revenue so far is up 8%
 - Had increased budget because of consistent increases in past years but still may exceed that (using projections, could receive 4.1 million)

7. Executive Director's Report

- Grant Reporting Software Upgrade
 - Updated from ReTRAC Classic to ReTRAC Connect. Prior to using web-based software, grantees would submit hard copy reports to Grants Administrator.
 - All Health, Sheriff, Recycling Makes Sense, Host Community Cleanup and Yard Waste Host Site Block Grantees utilize the software.

Friday, May 4, 2018 Board of Directors Meeting Minutes cont.

- Allowed District to move grant application process to electronic instead of hard copy, enhance reporting and searching functionality, and streamline Host Community Cleanup grant reporting (annual signoff form and payment instead of quarterly reports and payments)
- Recycling Container Loan Program
 - New program we started eligible for community organizations, non-profits and government offices hosting/sponsoring an event – participants are required to properly recycle the collected materials and may deposit recyclables at a District public drop-off site at no cost
 - Prior to this, these requests were directed to the recycling companies or entities would apply for mini-grants.
- 2018 events to date included litter/tire cleanups, e-waste collections, recycle fairs/Earth Day events and DEA National Drug Takeback Days in Tuscarawas and Wayne Counties
- 2018 upcoming events include trail cleanups, e-waste and household hazardous waste collection events, recycle camps and fairs.
- 2018 China Operation “National Sword”
 - China is closing their doors towards imports of certain recycled materials (plastics #3-7 and mixed paper severely restricted) and has instituted a less than 1% contamination limit on imported materials as well.
 - Kimble Company estimates overall contamination rate at 25%
 - The District will continue with present collection methods but anticipates higher costs to process recyclables
 - New nationwide message: Promote Clean Recycling!
 - District’s recyclables are sorted at the Kimble Twinsburg MRF (materials recovery facility), but trash still gets through so processors will likely need to slow down the sorting process. Major waste haulers aren’t trying to move away from single-sort but rather promote clean recycling.
 - There is a domestic demand for recyclables, but the companies who exported to China will now be vying to use the same processors, so lower capacity to handle same volume.
- American Landfill Community Advisory Committee (CAC)
 - Next meeting is Friday, May 18, 2018 at 1pm
 - District has a consultant who reviews the OEPA’s review of the results (OEPA-required semiannual ground water monitoring well test results and voluntary residential water well test results) to ensure leachate is being contained, collected and/or hauled away without negatively impacting the local groundwater per the settlement agreement.

8. 2018 District Grants

a) Program Startup Grants

- Priority factors considered:
 1. Critical to program operation
 2. Volume produced by site
 3. Population served by site
 4. Grant amount received in prior years
- Sub-total of higher priority projects: \$177,642

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- One lower priority project, additional paving at the Canton Township Recycling Drop-off site, totaled \$23,960
- Grand total: \$201,602
- 2018 Appropriation: \$250,000
- Jackson Recycling Station is the highest volume drop-off in the District.
- Majority of the applications are yard waste site improvements such as gates and cameras to monitor the site (restrict to residents only—not commercial) and manage the volume.
- Yard waste demand has decreased with the added supply from local natural gas pipeline construction, closure of a local plant that would accept a lot of the material from the District's major processor, and the higher demand from residents for stone mulch, and there is worry about the long-term sustainability of the program.
- The program started well over 15 years ago but is now being put into the hands of the municipalities to manage with the District providing financial support to fund the initial capital improvement projects and to help offset the hauling costs.

❖ ***Resolution BOD-2018-23:*** *Member Regula moved and Member Smail seconded a motion to approve the Program Start-Up Grants as presented at \$201,602. The motion passed unanimously.*

- Potential Site Developments, Modifications, and Improvements: Stark County
 - Plain Township will be eliminating the recycling drop-off site at Glenwood Intermediate School to make a green space. The District will be exploring relocating the recycling drop-off site to their current yard waste drop-off site at the Old Fire Station site on Easton Street to maintain the 5,000-population access credit received for the site in the District Plan.
 - With the introduction of the new Plan format 4.0, the District lost access for any site located within the city limits of any cities with non-subscription curbside recycling programs, so there is currently no population access received for the recycling drop-off site located behind Heritage Plaza in the City of Canal Fulton. The District will be exploring removing that site and adding a new site at the Fire Station in Lawrence Township.
- Potential Site Developments, Modifications, and Improvements: Tuscarawas County
 - The District will be exploring options including potential relocation of the Lawrence Township Giant Eagle recycling drop-off site due to problems with illegal dumping, overflowing bins, and blowing litter onto neighboring properties. The site is currently serviced by Kimble Recycling and Disposal, but there are limitations to the pickups as they do not offer pickup service on the busiest collection days and cannot pick up first thing in the morning. The District also doesn't want to invest in site improvements (lot upgrades, camera systems, etc.) for sites that could be eliminated by private companies any day of their choice and would rather work with local governments when possible.
- Potential Site Developments, Modifications, and Improvements: Wayne County

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- OARDC Consolidation of ten private bin sites to one public recycling drop-off site, which is part of an overall campus sustainability initiative and would gain an additional 2,500-population access credit in the District Plan.

b) Host Community Cleanup Grants

- Three Host Community Cleanup Grants were discontinued due to the closure of yard waste drop-off sites in Lawrence Township (Stark County) and Tuscarawas Township and due to the Township-residents-only restriction at Jackson Township.
- The Board approved a Host Community Cleanup Grant for the Chippewa Township recycling drop-off site at the prior Board meeting, and the District also received requests for the City of Dover and Village of Dennison yard waste drop-off sites.

❖ ***Resolution BOD-2018-24:*** Member Abbuhl moved and Member Regula seconded a motion to approve the City of Dover and the Village of Dennison for a 2018 Host Community Cleanup Grant for \$2,500. The motion passed unanimously.

c) Tuscarawas County Yard Waste Host Site Block Grants

- Because the volume from the Tuscarawas County sites comprises only 5% of the overall volume of the program, only 5% of the 2019 projected appropriation of \$300,000 (\$15,000) was blocked out for the county; however, the number should have been 5% of the 2018 appropriation of \$415,000 (\$20,000).

❖ ***Resolution BOD-2018-25:*** Member Regula moved and Member Smail seconded a motion to approve the amended 2018 funding amounts for the Tuscarawas County Yard Waste Block Grants as presented at \$20,000. The motion passed unanimously.

d) The Belden Brick Company / OEPA Market Development Grant

- The 2018 Certificate of Estimated Resources was approved before the \$150,000 Market Development Grant applied for by the District on behalf of the Belden Brick Company was approved by the Ohio EPA, but even pass-through grants need to be accounted for as an estimated resource.

❖ ***Resolution BOD-2018-26:*** Member Obrecht moved and Member Abbuhl seconded a motion to approve the amended 2018 Certificate of Estimated Resources as presented for the 50% advance payment of \$75,000 for the Belden Brick Company Ohio EPA Market Development Grant. The motion passed unanimously.

9. Personnel Committee Report

a) Policy and Procedure Manual Updates

- There were no substantial changes but rather minor changes to keep the policies in line with today's environment such as updating the discriminatory/sexual harassment, discipline, and grievance policies and procedures and adding a social media policy. These updates were recommended by an HR company the District contracted with in 2017 to conduct an audit of HR procedures.

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- There were also minor changes made for clarification/consistency or to align the language with the current operation procedures.
- All changes were reviewed by the District's legal counsel and Personnel Committee.

❖ **Resolution BOD-2018-27:** *Member Smail moved and Member Regula seconded a motion to approve the Policy & Procedure Manual amendments as presented. The motion passed unanimously.*

b) Review Seasonal Worker/Intern Position

- District has need for a temporary employee to help with research and writing policies/procedures for the Health and Safety Manual being developed.
- Currently, it is difficult to attract and retain these employees because the District's office location, OPERS pay deduction, and minimum wage – applicants have better opportunities elsewhere.
- The District would like the flexibility of establishing a pay rate for these positions to attract and retain college students or others with needed skills. It is a relatively inexpensive way to take care of technical work compared to more expensive contractors.
- Current hourly rate aligns with the State of Ohio Minimum Wage and automatically increases in accordance with the Federal and Ohio Minimum Wage, whichever is greater, but does not establish a pay range or maximum rate.

❖ **Resolution BOD-2018-28:** *Member Regula moved and Member Amstutz seconded a motion to approve a maximum hourly rate of pay for seasonal workers/interns up to \$12 per hour. The motion passed unanimously.*

10. Other Business

- Michael Kopko introduced himself as a Tuscarawas County Health Department Sanitarian, a member of the District's Policy Committee now. He took over for Michael Chek. The District-funded sanitarians inspect landfill, tire sites, dump sites, and more.

11. Adjournment

❖ **Resolution BOD-2018-28:** *Member Obrecht moved and Member Regula seconded a motion to adjourn the meeting at 10:22 am. The motion passed unanimously.*



7-13-18

Rachel Rothacher, Board Secretary

Date