



NORTHEAST INDIANA SOLID WASTE MANAGEMENT DISTRICT

*Serving DeKalb, LaGrange, Noble and Steuben Counties
2320 W 800 S. P.O. Box 370 Ashley, IN 46705-0370 • (260) 587-3063 • Fax (260) 587-3523*

www.niswmd.org

PUBLIC NOTICE NORTHEAST INDIANA SOLID WASTE MANAGEMENT DISTRICT JOINT BOARD OF DIRECTOR'S & CITIZENS ADVISORY COMMITTEE MEETING

DISTRICT OFFICE

Tuesday December 9, 2008

6:30 P.M.

Agenda

- ⇒ 6:30 p.m. Call to Order
- ⇒ 6:32 p.m. Minutes of November 11, 2008
- ⇒ 6:35 p.m. Treasurer's Report/Registry of Claims
- ⇒ 6:40 p.m. Executive Committee Report
 - Director's Report, Programs & Operations
 - Finance Committee Report, Health Insurance Quotes
 - Budget Transfers etc. 2008, Salary Ordinance 2009
 - 2009 PERF Rate
 - 2009 Holiday, Claims & Meeting Schedules
 - Election of Officers for 2009
 - Legislative Issues
- ⇒ 7:10 p.m. Citizens Advisory Committee Report
- ⇒ 7:25 p.m. Other Items Pending
- ⇒ 7:27 p.m. Public Comment
- ⇒ 7:30 p.m. Adjourn



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Northeast Indiana Solid Waste Management District Joint Board of Directors and Citizens Advisory Committee Meeting December 9, 2008

The Northeast Indiana Solid Waste Management District Joint Board of Directors and Citizens Advisory Committee Meeting began December 9, 2008 at 6:35 P.M. Mark Pankop, President, presided **noting a quorum present.**

BOARD MEMBERS PRESENT: Don Kaufman, Donald VanWye, Phil Curtis, Mark Pankop, Don Moore, Mayor Suzanne Handshoe, Sara Tubergen and Mayor Richard Hickman

BOARD MEMBER ABSENT: Mayor Norm Yoder, Mayor David Wiant, Fred Brown, Terry Helmer, Yvonne Eash, Mayor Patty Fisel, Ron Smith and Loretta Smart

CAC PRESENT: Colleen Hake Boyd and Max Robison

DISTRICT ATTORNEY: Andrew Kruse

PUBLIC PRESENT: Steve Smith/ Hudson Town Board, Dave Kurtz/ The Evening Star

STAFF PRESENT: Steven Christman, Pam DeCamp, Jennifer Franz and Linda Zirkle

MINUTES: ACTION ITEM #1 – Don Kaufman made a motion to approve the minutes of the November 11, 2008 meeting, with a correction to the spelling of Komatsu, as noted by Ron Smith in the Executive Committee meeting minutes. Motion seconded by Donald VanWye. Motion carried. 8 yeas, 0 nays

TREASURER'S REPORT AND REGISTRY OF CLAIMS: Treasurer's Report and Registry of Claims were reviewed for December 9, 2008. **ACTION ITEM #2 – A motion was made by Phil Curtis to approve the Treasurer's Report and the Registry of Claims. Mayor Richard Hickman seconded the motion. Motion carried. 8 yeas, 0 nays**

Executive Committee Report

Director's Report/Programs & Operations – An updated copy of the Compost Program Operations Plan was given to the Executive Committee. Any Board member that would like a copy can get one from staff.

A waste-to-energy facility, River Run Energy, is a new company expressing interest to locate in LaGrange. The Board needs to be aware of their expressed interest in our area and the District, with a possible presentation at a Board meeting in 2009.

The contractor hauling mulch from the Ligonier and LaGrange compost lots suspended hauling, most likely due to the muddy conditions at the lot.

Republic Services announced the purchase of Allied Waste to operate under Republic Services, Inc. and will have some impact to the District; any Board members wanting further information regarding this merger, feel free to contact the Director.

November 1, 2008 Tox-Day data shows that 48.14% of material collected was latex paint. Pam

DeCamp reported total cost for the day of \$39,133.59, 380 total vehicles, twenty-one tons of material, approximately \$1,900.00 per ton or over \$100.00 per vehicle. Tox-Days are very popular, very expensive, are very positive politically and are a good teaching and advertising tool. If the District budget will allow, in the spring, the District will hold another tox-day on the west side of the District. Mayor Suzanne Handshoe reported she received wonderful feedback from the community regarding the tox-day everywhere she went.

Finance Committee Report/ Health Insurance Quotes – The Finance Committee met December 8, 2008 and reviewed the health insurance request for quote as directed by the Board at the October 14, 2008 Board meeting. The complete recommendations from the finance committee are as follows:

October 2008: After much deliberation, it was decided that Christman would refigure salaries to include the incentives given last year. These figures would be presented to the Board and the finance committee will recommend they be made a permanent part of each respective salary. This would be in place of the percent increases originally proposed. It will be recommended that take home vehicle benefits remain in place and health insurance will be re-quoted for a cost savings as originally planned in the fall of 2008.

December 2008: Go with BCBS 20H plan. Make dental and vision coverage voluntary with the employee paying the full premium. All employees will now pay 19% of their health insurance premiums as well. During 2009, staff is directed to investigate health savings accounts further, for presentation to the committee and/or the board, as a viable option for health insurance. Along with investigating health savings accounts, the committee is to take up the issue of spousal premiums.

Note: The health insurance recommendation is a cost savings of approximately \$25,600.00.

Mark Pankop noted this is the recommendation of the Finance Committee to the Board for their final decision.

Phil Curtis has no problem with the health insurance portion. The salary portion, one option is to roll the incentive plan onto the salary or go with 3% increase. The difference in the two options is approximately \$5,000. Curtis noted he is only one vote but he does not like adding the incentive to wages because all employees were not treated the same. The percentages per employee were not given to the committee. Phil Curtis and Don Moore would like to support the 3% increase because they do not know where the incentive bonus is going.

Mark Pankop explained the incentive bonus was instructed by a previous board and Steve Christman to make a determination and the intent was to cover an understood inequity of the salary structure that existed at that time. When you continue with the 3%, 5%, 2% that unfairness continues to escalate. The intent was to equal wages and using the word incentive may not have been a correct term in 2007 for the duties being performed.

Phil Curtis told Mark Pankop this was never brought to the Board. Phil Curtis noted this would be true if there weren't six different job descriptions. Not all six have the same job duties. Phil Curtis explained the incentives were presented and explained as goals and objectives incentives. It was never explained to use the incentive bonus to equalize salaries.

Mark Pankop explained what happened is a new employee was hired and performed quite well. When you hire a new employee you tend to keep the salary low and the expectations were exceeded by this employee and therefore it was thought that this employee should have a salary increase. This was a merit increase for this employee. All other employees were evaluated and the only one who knows the final outcome is the Executive Director.

Phil Curtis explained if that is the case back in July and August when budgets were established, it should have been built in to increase that salary or make the adjustment.

Having listened to the above information much discussion followed with Sara Tubergen, Mayor Suzanne Handshoe, Mark Pankop, Don Moore, Phil Curtis and Andrew Kruse with salaries and health insurance concerns.

ACTION ITEM #3 - A motion was made by Mayor Suzanne Handshoe to accept the December 2008 recommendation of the BCBS 20 H Plan with all employees paying 19% of their health insurance premium. Dental and vision coverage voluntary with the employee paying the full premium. Motion seconded by Don Moore. Motion carried. 8 yeas, 0 nays

Steve Christman noted for the minutes this is a reversal of the Board decision stated in the January 9, 2001 Board meeting minutes and will be effective February 1, 2009. A Resolution (may or may not be needed) formally reversing Board action taken in 2001.

Sara Tubergen recommended since percentages widen the gap she would suggest maybe go with an across the board figure this year. It was established employee wages are the same as 2006, excluding the incentive bonus given in 2007.

ACTION ITEM #4 – Phil Curtis made a motion to give the six full time employees a straight \$1,000.00 each not to exceed 3% on any one given employee. Motion seconded by Don Kaufman.

Donald VanWye asked for the motion to be repeated. Discussion followed regarding the motion. Mark Pankop reminded the Board that a 3% wage increase across the board was proposed at budget time.

ACTION ITEM #5 – Phil Curtis amended the motion to take out “not to exceed 3%”. A motion by Phil Curtis is amended to read give each of the six full time employees a straight \$1,000.00 increase. Motion seconded by Don Kaufman stands. Motion carried. 6 yeas, 2 nays (Don Moore and Mayor Suzanne Handshoe)

Steve Christman noted the Salary Ordinance includes unclassified part-time hourly range of \$8.00 - \$15.00/hr and remains unchanged from last year. Pam DeCamp noted the highest part-time pay is currently \$10.00. The Salary Ordinance for FY2009 will be passed for Board member signatures reflecting Action Item #5 figures.

Budget Transfers etc. 2008 - Andrew Kruse read the 2008 Budget line item transfers within budget categories.

	<u>From</u>		<u>To</u>
Supplies:			
Tools	\$ 600.00	Cleaning/Supplies	\$ 600.00
Tools	3,400.00	Gas Oil & Lube	\$19,500.00
Uniforms	700.00		
Program Supplies	10,500.00		
Office Supplies	1,000.00		
Other Services & Charges			
Site Prep	<u>3,900.00</u>		
	\$19,500.00		
Site Prep	\$150.00	Operating Interest Exp	\$150.00
Site Prep	600.00	Dues & Subscriptions	600.00
Site Prep	800.00	Telephone	800.00
Capital Outlays			
Equipment Purchases	\$8,600.00	Debt Reduction	\$8,600.00

ACTION ITEM #6 – A motion was made by Mayor Suzanne Handshoe to approve the Budget transfers within budget categories for 2008. Motion seconded by Donald VanWye. Motion carried. 8 yeas, 0 nays

Appropriation Reduction Resolution/Ordinance to Reduce the FY2008 Budget from \$1,856,688.00 to \$1,520,000.00 was read by Steve Christman as recommended by Randy Tilbury, CPA, Controller. The District has not received the approved FY2008 Budget Order from the Department of Local Government Finance. This will reduce the Budget for the District to operate within the funds received for 2008.

General Fund	Appropriated	Reduced
Personal Services	\$ 446,788.00	\$ 0
Supplies	69,200.00	0
Other Services & Charges	1,115,700.00	296,688.00
Capital Outlays	<u>225,000.00</u>	<u>40,000.00</u>
	\$1,856,688.00	\$336,688.00

ACTION ITEM #7 – A motion was made by Phil Curtis to approve the appropriated deductions of \$336,688.00 to reduce the FY2008 Budget to \$1,520,000.00. Motion seconded by Mayor Suzanne Handshoe. Motion carried. 8 yeas, 0 nays

2009 PERF Rate – ACTION ITEM #8 – A motion to approve the 2009 PERF Employer rate of 7% was made by Mayor Suzanne Handshoe. Motion seconded by Phil Curtis. Motion carried. 8 yeas, 0 nays

2009 Holidays, Claims & Meeting Schedules – ACTION ITEM #9 – A motion was made to approve the District schedules for 2009 by Don Moore. Motion seconded by Don Kaufman. Motion carried. 8 yeas, 0 nays

Election of Officers for 2009 – Andrew Kruse announced at the Executive Committee meeting today Ron Smith, 1st Vice President, stated if he were nominated for President and elected, he would accept. Phil Curtis, 2nd Vice President, if nominated for 1st Vice President, would accept. Mayor Richard Hickman has agreed to remain as Secretary, if elected and Donald VanWye, Treasurer, has also agreed to remain as Treasurer, if elected. This would leave the opening for nominations for 2nd Vice President; however, anyone is free to nominate any Board member for any of the five Executive Committee offices. Andrew Kruse opened the floor for nominations for any office. The floor is now open for nominations or discussion.

ACTION ITEM #10 – Don Kaufman made a motion to nominate Sara Tubergen for 2nd Vice President. Mayor Suzanne Handshoe seconded the motion.

ACTION ITEM #11 – Mayor Suzanne Handshoe made a motion to accept the slate. Motion seconded by Mark Pankop. Andrew Kruse read the slate as follows: (President, Ron Smith/ 1st Vice President, Phil Curtis/ 2nd Vice President, Sara Tubergen/Secretary, Mayor Richard Hickman/Treasurer, Donald VanWye). Hearing no discussion, Andrew Kruse called for the question. Andrew Kruse asked all those in favor to say I and those opposed the same. Motion carried. 8 yeas, 0 nays

Legislative Issues – None to report tonight.

Citizens Advisory Committee Report – Colleen Hake Boyd has nothing to report, but would remind the Board they are still looking for a representative from DeKalb County.

Other Items Pending – None

Don Moore would like to commend Pam DeCamp for making the choice to voluntarily drop her spouse from the District health insurance plan. Also, because she lives in Albion and has a take home car, Don and many people have seen DeCamp driving her personal vehicle and not the Solid Waste vehicle for personal use.

Public Comment - None

Adjourn – **ACTION ITEM #12 – Mark Pankop; President adjourned the meeting at 7:50 P.M.**