



NORTHEAST INDIANA SOLID WASTE MANAGEMENT DISTRICT

*Serving DeKalb, LaGrange, Noble and Steuben Counties
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PUBLIC NOTICE NORTHEAST INDIANA SOLID WASTE MANAGEMENT DISTRICT

BOARD OF DIRECTORS' MEETING

DISTRICT OFFICE

Tuesday, July 10, 2007

6:30 P.M.

Agenda

- ⇒ 6:30 p.m. Call to Order
- ⇒ 6:32 p.m. Minutes of June 12, 2007
- ⇒ 6:35 p.m. Registry of Claims/Treasurer's Report
- ⇒ 6:45 p.m. Executive Committee Report
 - FY2008 Budget – First Draft
 - Recycling Drop-Off Outreach & Contract Report
 - Programs & Operations
 - Legislative Update
 - CAC Report
- ⇒ 7:20 p.m. Other Item Pending
- ⇒ 7:25 p.m. Public Comment
- ⇒ 7:30 p.m. Adjourn



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Northeast Indiana Solid Waste Management District Board of Directors Meeting – Minutes July 10, 2007

The Northeast Indiana Solid Waste Management District Board of Directors meeting began July 10, 2007 at 6:35 P.M. Mayor Norm Yoder, President, presided with a **quorum present**.

BOARD MEMBERS PRESENT: Don Kaufman, Donald VanWye, Mayor Norm Yoder, Phil Curtis, Mark Pankop, Ron L. Smith, Sara Tubergen and Mayor Richard Hickman

BOARD MEMBERS ABSENT: Mayor David Wiant, Fred Brown, Terry Helmer, Yvonne Eash, Don Moore, Mayor Suzanne Handshoe, Mayor Gary Bishop and Loretta Smart

CAC PRESENT: Colleen Hake Boyd

DISTRICT ATTORNEY: Andrew Kruse

DISTRICT ENGINEER: J. W. Spear, Sr., P.E.

PUBLIC PRESENT: Chris Himes/ Borden Waste-Away

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

MINUTES: ACTION ITEM #1 – Hearing no additions or corrections to the minutes of the July 10, 2007 Board meeting, a motion was made by Donald VanWye to approve the minutes. Motion seconded by Mayor Richard Hickman. Motion carried. 7 yeas, 0 nays

REGISTRY OF CLAIMS AND TREASURER'S REPORT: Steve Christman reviewed the Registry of Claims and Treasurer's Report of July 10, 2007. **ACTION ITEM #2 A motion was made by Donald VanWye to approve the Registry of Claims and Treasurer's Report. Motion seconded by Don Kaufman. Motion carried. 7 yeas, 0 nays**

Executive Committee Report

FY2008 Budget – First Draft – Steve Christman and Randy Tilbury, CPA, District Controller have prepared this first draft of the budget for advertising purposes. Steve Christman noted the budget is mostly unchanged from last year except it includes some construction cost and money for a new tub grinder. Final FY2008 budget will need to be adopted at the September 11, 2007 Board meeting with legal advertising and public hearing scheduled prior to the September meeting. **ACTION ITEM #3 A motion to approve for advertising purposes the FY2008 Budget for \$1,856,687.35 was made by Don Kaufman. Motion seconded by Donald VanWye. Motion carried. 7 yeas, 0 nays**

The FY2007 Budget was approved last year with a line item titled Performance Incentive and funded at \$12,576.80 (5% of total salaries) in lieu of salary increases. The Executive Committee determined a personnel committee of three would be established to set the guidelines and perform reviews to distribute the funds. A recommendation was made that the committee would be two Executive Committee members and one Board member. Mayor Norm Yoder appointed Ron Smith, Mark Pankop and Phil Curtis to serve as the personnel committee.



Programs & Operations

The Executive Director has requested two weeks pay in lieu of taking two weeks of vacation. The personnel policy Section 3.19 page 21 has provision for such a circumstance pending availability of funds. Mayor Norm Yoder reviewed the earlier discussion and explained the Executive Committee felt the Director would be entitled to this same benefit following the personnel policy, as any other employee. Having no other questions or discussion, the Director will receive two weeks pay in lieu of the two week vacation.

Mayor Norm Yoder noted the September 11, 2007 meeting will be a mandatory meeting and all Board members should attend. The agenda will be full with the budget adoption and opening of the Recycling Drop-Off Contract bids and other operation items.

ACTION ITEM #3 – Hearing Board discussion regarding vacations, a motion was made by Ron Smith to cancel the August 10, 2007 Executive Committee and Board of Directors’ meetings. Motion seconded by Don Kaufman. Motion carried. 7 yeas, 0 nays

Recycling Drop-Off Outreach & Contract Report – The bid document for the Recycling Drop-Off Contract is ready to be released. This document is a five-year contract with a maximum of 12 units, based on per ton dollars, per year, for five years and will include glass as a recyclable. Bids will be mailed around August 1, 2007; mandatory Pre-Bid Meeting will be August 21, 2007, 9:00 A.M. at the District with bids to be opened at the September 11, 2007 meeting. **ACTION ITEM #4 – Phil Curtis made a motion to approve the schedule for the Recycling Drop-Off Contract. Bid packages will be mailed around the 1st of August 2007 following legal guidelines and code, Mandatory Pre-Bid Meeting at the District office on August 21, 2007, 9:00 A.M., bids opened at the September 11, 2007 meeting. Motion seconded by Don Kaufman. Motion carried 7 yeas, 0 nays**

JW Spear Associates – J.W. Spear, Sr., P.E. – Steve Christman asked JW Spear Associates to prepare plans and estimates to install the truck scale and at the same time some storm water compliance construction. Presentation is Option I – A simple build-out is \$150,000.00 and Option II – A more complex plan with a compost operation is \$192,000.00. Phil Curtis questioned J Spear Associates fees for the project. Fees are Option I – \$23,000 and Option II - \$24,000 in addition to \$150,000 and \$192,000. Discussion followed this presentation and the Board will continue to follow construction projects in the area before further planning decisions are made. Further discussion will continue at the September 11, 2007 meeting.

Representatives with the proposed Ethanol Plant on adjacent Klink property are in town on July 16, 2007 and have invited Steve Christman to attend a meeting at 11:30 A.M. at Klink Trucking to discuss leasing 200’ of District property by the railroad tracks for a train staging railroad spur. Steve Christman invited any Board members that can attend this meeting to please do so.

Legislative Update – None

CAC Report – Colleen Hake Boyd is discouraged that she and Max Robison are the only two CAC members attending meetings and would welcome suggestions to involve better CAC representation. The Board and Mayor Yoder thanked and appreciate the two CAC members for their participation.

Other Items Pending – None

Public Comment – Mayor Yoder thanked Chris Himes for coming and all his help as the current recycling contractor.

Adjourn – ACTION ITEM #5 – A motion to adjourn was made by Mayor Richard Hickman. Motion seconded Mark Pankop at 7:45 P.M. Motion carried 7 yeas, 0 nays.