

**WARRICK COUNTY SOLID WASTE  
MANAGEMENT DISTRICT  
BOARD MEETING MINUTES 08-15-13**

The Warrick County Solid Waste Management District meeting was called to order with Don Williams presiding. The call of roll showed the following to be present: Don Williams, Allan Holweger, Alonzo Moore, Richard Reid, Ron Tubbs and Marlin Weisheit. Also present were Scott Anslinger, Jamie Arvin, Todd Glass, Michele Wallace and Trayce Wilson. Not in attendance was Mayor Pam Hendrickson.

**Public Comment:** There was no public comment.

**Minutes:**

Allan Holweger made motion to approve the July 18, 2013 minutes. Marlin Weisheit seconded motion. Motion carried 5-0. Alonzo Moore abstained.

**Controllers Report and Claims:**

Trayce Wilson reported that as of July 31, 2013 the District ended with a balance of \$2,267,561.76. As discussed previously, Trayce contacted Boonville Federal Savings Bank about the requirement of counter signatures on checks. Boonville Federal stated the District could use the checks they have currently for two signatures. Boonville Federal would need a copy of the minutes when the motion was made by the board. Trayce and Scott Anslinger discussed naming three people who could sign checks, as precaution, with Trayce and Scott being two options and the third being Don Williams as President of the Board. Allan Holweger made motion to approve Trayce Wilson, Scott Anslinger and President of the District's Board has signatory authorization for checking. Ron Tubbs seconded motion. Motion carried. Trayce also reported the District had claims totaling \$121,833.97 that needed to be approved for payment. Richard Reid made motion to approve all properly documented claims. Allan Holweger seconded motion. Motion carried.

**Operations Manager's Report:**

Michele Wallace presented a printed informational report to the board. Michele reported Seiler & Sons of Newburgh, Indiana has entered into a signed service agreement with the District to construct safety rails at the ramp, per the agreement the safety rails are to be installed no later than August 18, 2013 and the final painting of the rails completed by August 24, 2013 unless a weather delay is approved by the Superintendent of the District. Michele stated three companies were contacted about installing safety rails at the ramp and Seiler & Sons were the least expensive. Don Williams inquired if this project had come before the board. Scott Anslinger replied it had not come before the board because it was a pertinent safety concern that needed to be handled promptly. Todd Glass stated he encouraged Scott to go forward with resolving safety concerns.

- A. **Concrete Work Estimates:** Michele previously informed the board about the deteriorating condition of the asphalt in front of the shop and compactor area at Pelzer Road. Due to other conflicting projects the Warrick County Highway Department is not able to complete this work. Michele contacted three companies and requested quotes for the removal of the existing asphalt and to replace with reinforced concrete. Michele recommended awarding Gourley Construction LLC, who had the cheapest quote, with the project. Marlin Weisheit made motion to approve utilizing Gourley Construction LLC with removal of asphalt and replacement of reinforced concrete at Pelzer Road in front of the shop and compactor area for the amount of \$9,250. Allan Holweger seconded motion. Motion carried.

### Superintendent's Report:

Scott Anslinger reported:

- A. **Safety (OSHA & Liability):** Efforts to put safety measures in place have been ongoing at all District sites, installation of safety guard rails on the ramp at Pelzer Road were initiated months before the July 24<sup>th</sup> incident. Safety issues identified by the District's liability insurance carrier and potential OSHA violations are being addressed at Pelzer Road. Michele Wallace has been instrumental in improving areas of concern: faulty equipment has been replaced, proper lighting and signage showing designated exits have been installed, housekeeping has greatly improved in the shop area, as aforementioned safety rails are being installed to prevent additional falls on the ramp and a rail will be installed on one side of the cardboard container at Casey Road.
- B. **Staffing Update-Laborer's Position:** Scott provided the board with the finalized laborer/driver job description to be approved. This position will be funded by the District's loss of a full time truck driver due to retirement. This position is designed with two titles, laborer and CDL driver, when the employee is performing general labor assigned by Michele they will be paid \$11.15/hr. and when the employee is being utilized as a CDL roll-off truck driver they will be paid \$16.01/hr.. Richard Reid made motion to approve the finalized job description for laborer/driver and to fill the position. Ron Tubbs seconded motion. Motion carried.
- C. **2014 Budget:** Scott presented the board with the District's proposed 2014 budget for their review. Scott and Trayce Wilson worked diligently to develop a solid budget by removing all purchases not critical to District operations and including the operation costs associated with the new processing facility: employee salaries, utilities and projected increased insurance costs. The budget does not include construction, equipment purchase costs and repayment costs for a loan or bond on the new facility. Scott and Trayce met with Rob Norris, representative from State Department of Local Government Finance (DLGF), and learned that the District is collecting less than half of what is currently allowed in our property tax levy. DLGF allowed the District to increase their budget by 5% to account for the general operational expense increases and DLGF approved the District to collect 0.0721 per hundred of assessed value from their property tax levy in their 2014 budget. Mr. Norris noted the money under the District's tax levy (1/3 of a quarter) is not available for use by any other governmental entity, if the money is not used it is lost.
- D. **Recycling Sorting & Processing Facility:** The budget presently shows that it is not feasible for the District to operate a sorting and processing center of the magnitude previously discussed. Scott requested the Building Committee meet and review options available and present recommendations to the board. Don Williams, Allan Holweger and Ron Tubbs tentatively stated they would meet on Wednesday 08-28-13 at 10:00am in the commissioner's meeting room.

### Attorney's Report:

Todd Glass reported:

- A. **Handbook:** Mr. Glass presented the board with copies of the revised employee policy handbook for review between now and the September 19, 2013 board meeting. Mr. Glass and Scott Anslinger requested the Personnel Committee convene once before the next meeting to do a final run through. District's management will review the revised handbook with Mr. Glass also before the next board meeting. At the next board meeting Mr. Glass will seek board approval and then the District would put the revised employee policy handbook in place. Don Williams recommended the handbook have a separate acknowledgment for employees to sign on the last page.
- B. **Pelzer Road Lease:** Mr. Glass stated the County Attorney, Adam Long, is aware of possibly leasing land if any project moved forward in the Pelzer Road property.
- C. **Other:** Mr. Glass stated the second EEOC complaint has been finalized.

Other Business:

The next regular board meeting will be September 19, 2013 at noon in the commissioner's meeting room.

Adjournment: Richard Reid made motion to adjourn, seconded by Marlin Weisheit.  
Motion carried.

Submitted By:

Jamie Arvin

Administrative Assistant

Marlin Weisheit

Richard A. Reid

Pam Henderson

Robert Barnitt

Alvin B. Wright

Don Williams

