

**WARRICK COUNTY SOLID WASTE
MANAGEMENT DISTRICT
BOARD MEETING MINUTES 06-20-13**

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 and Marlin Weisheit. Also present were Scott Anslinger, Jamie Arvin, Todd Glass, Michele Wallace and Trayce Wilson. Not in attendance were Mayor Pam Hendrickson and Ron Tubbs.

Public Comment: There was no public comment.

Minutes:

Allan Holweger made motion to approve the May 16, 2013 minutes. Richard Reid seconded motion. Motion carried.

Controller's Report and Claims:

Trayce Wilson reported that as of May 31, 2013 the District ended with a balance of \$1,821,122.54. Marlin Weisheit made motion to approve the Controllers Report. Richard Reid seconded motion. Motion carried. Trayce recommended the following transfer of funds: \$45,000 from 101001431 Site Improvement to 101001311 Legal. Allan Holweger made motion to approve the transfer of funds. Richard Reid seconded motion. Motion carried. Trayce also reported the District had claims totaling \$238,169.95 that needed to be approved for payment. Allan Holweger made motion to approve all properly documented claims. Richard Reid seconded motion. Motion carried.

Operation Manager's Report:

Michele Wallace presented a printed informational report to the board. Michele recommended that we purchase dorm size refrigerators for the Elberfeld Site and Newburgh Recycle. Marlin Weisheit made motion to approve the purchase of two small refrigerators, not to exceed \$325.00. Allan Holweger seconded motion. Motion carried.

Michele also stated she had been approached by a firefighter from the Folsomville Fire Department requesting a load of 53's for their parking lot entrance. The District currently uses the parking lot for the site truck to set up on Tuesdays and Thursdays. Michele also mentioned the Highway Department, in previous years, has assisted with maintaining this area. Don Williams stated he would speak with Bobby and J.R. about the Highway Department laying the rock at the Folsomville Fire Department for the cost of the 53's and fuel, Michele will also contact the Highway Department. Marlin Weisheit made motion to provide a small load, not to exceed 10 tons, of 53's to the entrance of the Folsomville Fire Department. Alonzo Moore seconded motion. Motion carried.

Michele informed the board that Pavement Sealing Company will be resealing the parking lot at the Pelzer Road location on June 29th and 30th. The funds for this were set aside from last year's budget.

Superintendent's Report:

Scott Anslinger reported:

- A. **Part-Time Work Restrictions:** Scott, Michele and Trayce have established a policy that no part-time employee is to exceed 29 hours weekly or 1,508 hours annually. If an employee must work 29 hours on any given week they must only work 27 hours maximum the next week. Scott stated he has been working with Todd Glass to incorporate a new definition of a part-time employee that works for the District. These changes will be added into an updated employee handbook which will be submitted to the Personnel Committee and then presented to the board. Allan

Holweger made motion to incorporate into the handbook that part-time employee's hours are to be 28 hours or less weekly, not to exceed 29 hours/week or 112 hours monthly based upon a four week work month. Richard Reid seconded motion. Motion carried.

- B. **Superintendent's Bonus:** Salary Ordinance 2012-3 states a provision for bonuses. The Superintendent's bonus is to be awarded July 1, 2013 based upon return revenues from recyclables from May 2012 thru April 2013. The amount of return revenues is \$86,196.80 minus the base deduction from 2010-2011 of \$50,369.00 which is \$35,827.80 and 10% of that is \$3,582.78, Scott's bonus. Don Williams noted that in December 2012 another 10% was spread out between all District employees including part-time. Mr. Williams recommended that if a bonus was to be awarded to part-time employees this year, it should be for meritorious service. Allan Holweger requested to discuss it before the July meeting about awarding part-time employee bonuses again this year and put on the agenda for the next regular board meeting. Scott Todd Glass addressed Don Williams about requesting a meeting with the Personnel Committee before the July 18, 2013 board meeting. Mr. Williams asked the Personnel Committee to bring back a recommendation to the next board meeting on part-time employee bonuses when they meet about updating the employee handbook. Richard Reid made motion to approve the Superintendent's bonus. Marlin Weisheit seconded motion. Motion carried.
- C. **Chandler Drop-Off Center Relocation:** The District received approval from DLGF for \$720,000 in additional appropriations to fund the relocation of the Chandler Site. The Highway Department has planned on developing the property at Gardner & Fuquay Roads in the fall of 2013. Scott stated the relocation project is ready to move ahead.
- D. **Processing, Sorting & Warehouse Facility:** Scott presented the board with printed specifications of the facility project previously identified by the board. Don Williams requested for the board to choose three options and then the Building Committee would review and present recommendations at the next meeting. Allan Holweger made motion to construct the new facility building from steel. Alonzo Moore seconded motion. Motion carried. The board recommended the Building Committee look at proposals for 20,000 square feet and 40,000 square feet steel frame buildings. The board also requested Scott to check on minimum height requirements needed for equipment and then submit recommendations to the board.

Allan Holweger exited the meeting.

Marlin Weisheit made motion to appoint Ron Tubbs to the Building Committee. Alonzo Moore seconded motion. Motion carried.

Attorney's Report:

Todd Glass reported the District has EEOC mediations next week. The unemployment appeal was denied, therefore the unemployment award was granted. Mr. Glass requested the Personnel Committee hold a meeting to discuss the updated employee handbook before the next meeting. Mr. Glass stated, with the board's approval, he will reach out to the county attorney about obtaining a 99 year lease on the Pelzer Road location before the District starts investing money into the new facility. Disciplinary issues and client accidents have been addressed in the interim. Mr. Glass also stated the worksite risk assessment recommendations (workman's comp and liability) will need to be addressed soon.

Other Business:

Scott Anslinger presented the board with a copy of an activity summary from Studio Bee. The District gave Studio Bee a grant of \$20,000 last year for educational activities. Studio Bee also presented the District with printed hardback books detailing our relationship with promoting recycling. Scott also stated Kelly Mitchell, CEO from SIRS, was present because of the District's interest in cooperation with SIRS to man the sorting lines in the new facility. Marlin Weisheit added that as part of SIRS board he has visited the different industries and programs with SIRS and is amazed at all their accomplishments.

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

Submitted By:

Jamie Arvin ~ Administrative Assistant

Scott Anslinger

Richard A. Reid

Tom Hendrickson

Ronald Tubbs

Marlin Weisheit

Don Williams

