

**WARRICK COUNTY SOLID WASTE  
MANAGEMENT DISTRICT  
BOARD MEETING MINUTES 11-17-16  
12:00 p.m.**

The Warrick County Solid Waste Management District meeting was called to order with Marlin Weisheit presiding. The call of roll showed the following to be present: Richard Reid, Greg Richmond, Marlin Weisheit, Don Williams and Mayor Charlie Wyatt. Also present were Andrew Skinner-on behalf of Todd Glass-District Attorney, Scott Anslinger, Jamie Kessner, Michele Wallace and Trayce Wilson. Not in attendance was Kristi Adams and David Talley.

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

**Minutes:** Approval of the September 30, 2016 minutes was tabled until next month because there was not a quorum of Board Members present from that meeting; the October 20, 2016 minutes were also tabled until next month.

**Controller's Report and Claims:**

Trayce Wilson reported as of October 31, 2016 the District ended with a balance of \$1,011,973.69. Trayce also reported the District has claims totaling \$209,383.68 that need to be approved for payment. Don Williams made motion to approve both the Controller's Report as submitted and payment on all properly documented claims. Mayor Charlie Wyatt seconded motion. Motion carried 5-0.

**Operations Manager's Report:** Michele Wallace presented a printed informational report to the Board.

**Superintendent's Report:**

Scott Anslinger reported:

- A. Employee Handbook Change - Compensation for Overtime:** Scott presented the Board with the adjustments made to the handbook per Todd Glass. The first change is on page 9 under paragraph a. **Holidays** which states that "fulltime employees only receive holidays off work with pay beginning on the first day following the completion of the Orientation Period of 90 days." The second change is on page 16 under paragraph d. **Compensatory Pay:** "1. Compensatory pay must be approved by the Employees Supervisor and only when no other option is available. 2. Federal and State law require employers to pay non-exempt employees one-and-a-half times their regular rate of pay in overtime compensation when such employees work more than forty (40) hours during a work week. Accordingly, the District will pay overtime compensation or award overtime comp time to non-exempt employees whose Actual Hours Worked exceeds 40 hours in a work week. 3. With prior approval employees whose Actual Hours Worked exceed 40 hours shall be awarded comp time unless otherwise approved by the Superintendent. 4. Employees whose Actual Hours Worked exceed 40 hours in a work week shall take any hours that they work in excess of 40 hours as comp time. Comp time so awarded shall be earned at a rate of one and one-half (1 1/2) times the hours worked over 40 hours in a work week. Employees can accrue a maximum of 240 hours of comp time per calendar year. Failure to claim unused comp time within six (6) weeks of said time accruing may result in forfeiture of said time depending on the obligations and duties of the District and the work schedules of other employees." For the purpose of this section and unless otherwise stated, "Actual Hours Worked" shall mean the hours an employee is actually working and does not include time spent on lunch, break, vacation, sick days or holidays. The third change is on page 19 under paragraph a. **Health Insurance** which states that "fulltime employees become eligible for Health Insurance thirty (30) days after beginning employment with the District and during the Orientation Period. Don

Williams made motion to approve the three proposed amendments to the District Employee Handbook. Mayor Charlie Wyatt seconded motion. Motion carried 5-0.

- B. Recycle Processing Center (Settling West Wall & Contamination Concerns):** Scott stated a few weeks ago he noticed some settling when he entered through the doors on the west wall at the Processing Center; Scott notified Commissioner Weisheit about his concern. Commissioner Weisheit stated in his opinion he feels okay, after seeing it, because it's the expansion joint between the footer and the floor and since there is no pushing up and/or cracking of concrete there is no need for concern.

Scott presented the Board with a printed report about contamination disposal costs from recyclables at the Processing Center. Scott stated he broke down the disposal costs based on two different contamination level percentages with driver's transportation cost, fuel transportation cost and current disposal rates; at 41% (previous 2016 contamination levels) the disposal cost per ton of recyclables is \$18.08 and at 23% (October 2016 contamination level) the disposal cost per ton of recyclables is \$10.14.

Marlin Weisheit stated he asked Jordan Aigner, Renewable Resources, to be present today and address any questions or concerns from the Board; Commissioner Weisheit also reminded the Board that SIRS would no longer be working at the Processing Center beginning December 2016 and 6 of SIRS employees primary job was to pull trash contamination from the recyclables before it went on the sorting line.

Jordan Aigner presented the Board with a memo given to all Renewable Resources drivers for implementation in the last month. Mr. Aigner stated he explained to the drivers in the memo "that there have been recent occurrences where non recyclable materials such as televisions, vinyl swimming pools, bedding, and other large items that do not fit in the recycling containers, have ended up at the Processing Center. These items are not recyclable, please do not load these materials and contact Brandon Morton ASAP, Renewable Resources Operations Manager, should you encounter these items. Remember the Processing Center has to sort all material, if you notice trash, very wet material, or incorrect items again, please contact Brandon. There is a fine line here between customer care service and proper education. Any encounter with a customer should be handled in a professional manner." Mr. Aigner presented the Board with an example sticker that is placed upon recycling containers that are contaminated with trash; the sticker reads "Sorry we didn't pick up your recycling today. We noticed some contamination items. Please contact our office with questions: 877.752.3024." Mr. Aigner also explained to the Board that the drivers keep lists with dates and addresses that have had high contamination levels in their recycling; Mr. Aigner stated that Renewable Resources monitors the lists to check for repeat offenders and to better educate customers who haven't previously been contacted. Mr. Aigner stated that Renewable Resources currently has a customer base of about 6,000 residents.

- C. Market Development Grant Update - Submitted:** Scott stated since the submittal to receive grant funding from IDEM's Market Development he received notification that the District's grant application was received but part of the education component had been reduced. The District accepted this change and our application remains in competition for funding. Scott stated he was contacted by an IDEM representative yesterday that informed him the District's grant has been moved on for consideration and finalizing by the Recycling Market Development Board. Scott and Commissioner Weisheit will meet with the IDEM Recycling Market Development Board on Thursday, December 1, 2016 in Indianapolis, Indiana.
- D. Internal Controls:** Scott stated he is in the process of developing the District's Internal Control Plan as required by the Indiana Department of local Government Finance; staff has documented procedures of what we do and why and provided it to

Scott. Scott stated he hopes to have this documentation completed by the December Board Meeting for the Board's review.

- E. **Board Discussion - Drivers License Requirement:** Scott stated since last month's meeting the District has implemented three options for use at the scale window; customers who visit the ramp on Pelzer Road can either still leave their drivers licenses, can provide a signed check, or leave \$20 cash, only for smaller loads, to the scale window attendants until they weigh out.
- F. **Other:** Don Williams asked Scott about the current operations of the auto tie baler. Scott explained that on November 2nd and 3rd Freddie Rowland and Brian Stephens attended the American Baler training school and learned that the baler wasn't set up properly for the District's specific use. Scott stated one change Freddie will make once the heavy duty wire we currently have is gone is to purchase more flexible baler wire with less tension strength.

Scott also addressed the issue of recycled glass; the glass samples that were sent for evaluation were rejected because they were too fine. Scott stated he contacted Dennis Orth to help make an adjustment to the glass grinder that would change the size of the ground glass. Scott stated the District will run a new sample and send off for evaluation to Saint Gobain for approval. Commissioner Weisheit said the glass program needs answers within a month, Scott requested until February 1, 2017.

**Attorney's Report:**

Andrew Skinner reported:

- A. **Lawsuit Update:** Mr. Skinner stated this is resolved and no updates to report.
- B. **Funding Mechanism Update:** Mr. Skinner stated that Umbaugh & Associates have been in contact with Thomson Reuters, provider of software for the County Assessor. Mr. Skinner stated that Thomson Reuters will be invoicing the District for downloading the County's software.
- C. **Other:** Mr. Skinner stated Todd Glass and himself will be in communications with Renewable Resources over contract discussions; an update will be provided to the Board at the December SWMD Board Meeting.

Don Williams reminded the Board that Resolution 2016-3 was up for adoption, which is the District's 2017 Salary Resolution. Scott presented the Board with copies of Resolution 2016-3 which is the same as 2016 except for the Assistant Processing Center Foreman's hourly rate is proposed to go from \$12.00 to \$13.00 per hour. Don Williams made motion to approve and adopt Salary Resolution 2016-3. Marlin Weisheit seconded motion. Motion carried 4-1. (NAY- Richard Reid)

**Other Business:**

The next regular SWMD Board Meeting will be on December 15, 2016 at noon in the Commissioner's meeting room.

**Adjournment:**

Richard Reid made motion to adjourn, seconded by Mayor Charlie Wyatt. Motion carried.

Submitted By:  
Jamie Kessner  
Administrative Assistant



