



# Whitley County Solid Waste Management District

701 S. Line St. Columbia City, IN 46725

Monday, April 8, 2024

Regular Meeting

Present: Theresa Baysinger, Jenny Middleton, Chad Banks, Ryan Daniel, and Rob Schuman

Absent: Thor Hodges, and Madalyn Sade-Bartl

Public Present- Director Tara Meyers, Tiffany Deakins, Jennifer Shinabery, Matt Shipman, Kay Gatton, and Jane Stroup

Theresa Baysinger called the meeting to order at 9am

**Previous Meeting Minutes 3.11.24-** Mr. Daniel asked for correction to be made to the miss spelling of his name under Old Business RFP update line #8. Mr. Daniel made a motion to approve meeting minutes from March 11, 2024 with the correction of spelling on his last name. Motion seconded by Mrs. Middleton. Motion passes unanimously 4/0 with Mr. Hodges and Mrs. Sade-Bartl absent and Mr. Schuman abstained.

**Vendor Payables-** Mr. Banks made a motion to approve vendor payables. Motion seconded by Mr. Schuman. Motion passes unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent.

**SW Director Report-** Mrs. Meyers updated the board on the CAC and what they were working on.

## Old Business

**RFP update-** Mr. Shipman gave a brief update on where we are in the RFP process. Mr. Banks made a motion for the RFP committee to begin working on the RFP. Motion seconded by Mrs. Middleton. Motion passed unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent.

## New Business

**Rainy Day Fund-** Tabled Mrs. Sade-Bartl absent

**Yellow Bag Purchase Approval-** Board requested that Mrs. Meyers get a count of how many bags are on hand at the facility and how many bags come in 1 box from the vendor. Tabled until next meeting.

**Employee Policy Book Updates** – There was a brief discussion on the policy book updates with Mrs. Shinabery. Mr. Banks made a motion to approve the policy book updates provided by Mrs. Shinabery. Motion seconded by Mr. Schuman. Motion passed unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent.

**Part Time Job Description Updates-** Mrs. Meyers presented the board with updated job descriptions for part-time employees. The job description that was being used was outdated. There was a brief discussion about the job descriptions. Mrs. Meyers informed the board that the district needed updated job descriptions to be able to send to WIS for salary analysis for the part-time employees as well. Mr. Banks made a motion to approve the job descriptions as presented and to send them to WIS for salary analysis. Motion seconded by Mr. Schuman. Motion passed unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent.





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**Director phone stipend-** Mrs. Meyers informed the board that she was using her personal cell phone for work communication when she is on vacation and when she is in the field making repairs. Mrs. Meyers stated that if the board wanted the bin repairs to stay in house than she would like them to consider offering her a phone stipend. The board members agreed that they wanted bin repairs to stay in house for now. Mr. Banks stated if repairs are no longer being done in house and are outsourced to a contractor then the Director phone stipend will need to be brought back to the board for discussion. Mr. Daniel made a motion to approve a phone stipend for the Director. There was a brief discussion with Mrs. Shinabery about what the county was currently paying for phone stipends. Mr. Daniel amended his 1<sup>st</sup> motion and made a new motion to approve a phone stipend for the Director in the amount of \$30.00 per month to match what the county is currently paying for phone stipends. Motion seconded by Mrs. Middleton. Motion passes unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent.

**Salary Ordinance-** Mrs. Meyers informed the board that she was made aware during the recent audit that a salary ordinance is required by SBOA and must be updated yearly. Mrs. Meyers presented the board with the salary ordinance for 2024. Mr. Banks made a motion to approve an ordinance establishing the salaries of employees of the Whitley County Solid Waste District for the year 2024. Motion seconded by Mrs. Middleton. Motion passes unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent.

**Resolution 2024-03-** There was a brief discussion about Resolution 2024-03 which allows the Controller to make payments in advance for certain expenses to avoid late payments. Mrs. Meyers explained that this was brought to light during the recent audit. Mr. Daniel made a motion to approve Resolution 2024-03. Motion seconded by Mr. Banks. Motion passes unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent.

**Resolution 2024-04-** Mrs. Meyers informed the board that she had 2 more citizens interested in being on the CAC. Jane Stroup is a retired teacher and passionate about recycling. Zach Coe is a current part time employee at WCSWMD and very passionate about recycling. Mr. Banks asked Mr. Shipman if Mr. Coe can serve on the CAC given, he currently works for the district. Mr. Shipman said yes Mr. Coe can serve on the CAC. He also informed the board that the committee was really designed to operate with 5 citizens, and we only currently have the minimum of 3 because when the CAC was established, we could only find 3 citizens willing to serve. Mr. Daniel made a motion to approve Resolution 2024-04 adding the 2 additional members Jane Stroup and Zachary Coe to the CAC. Motion seconded by Mrs. Middleton. Motion passes unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent. Mr. Daniel made a motion to amend Resolution 2024-01 to expand the CAC from 3 members to 5 members. Motion seconded by Mrs. Middleton. Motion passes unanimously 5/0 with Mr. Hodges & Mrs. Sade-Bartl absent.

**Public Comments-** Mrs. Baysinger asked if there were any public comments. There were none.

Mrs. Baysinger made a motion to adjourn; Mrs. Middleton seconded. Meeting adjourned at 9:49 am

Theresa Baysinger- President

Rob Schuman- Secretary