



MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
MONDAY, JANUARY 21, 2020 AT 12:00 P.M.  
CONFERENCE ROOM, MIAMI COUNTY RECYCLING (SOLID WASTE) DISTRICT  
2651 W LOGANSPOUR ROAD, PERU, IN**

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**MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Monday, January 21, 2020 at 12:00 P.M. in the Conference Room, Miami County Recycling District located at 2651 W Logansport Rd, Peru, Indiana.

**Attending:** Board Members: Larry West–County Commissioner, Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, Tom Gustin–City Council, and David Sailors–County Council.

**Absent:** Miles Hewitt–Mayor of Peru, and Andy Horner–Town of Converse.

**Staff Attending:** Samantha St. John–Director and Bill Berkshire–Legal Counsel.

**Absent:** and Carla Weaver–Assistant Director (Performing regular District duties).

**Others:** Annette Phillippo–Miami County Treasurer, and Amanda Redman.

**Call to Order:** Larry West called the meeting to order at 12:00 P.M.

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the December 16, 2019 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes; Mr. Musselman seconded. Motion carried (5–0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for January 2020. *Mr. Gustin motioned to approve both financial reports and claims; Mr. Hunt seconded. Motion carried (5–0).*

**Election of Officers:**

- **Board Chairman**–Mr. Gustin nominated Mr. West as Board Chairman. *Mr. West was elected Board Chairman (5–0).*
- **Board Vice–Chairman**–Mr. Gustin nominated Mr. Sailors as Vice–Chairman of the Board. *Mr. Sailors was elected Board Vice–Chairman (5–0).*
- **Name District Controller**–Mrs. St. John recommended retaining Tim Comerford as the District’s Controller for 2020. *Mr. Gustin motioned to retain Tim Comerford as District Controller; Mr. Hunt seconded the motion. Motion carried (5–0).*

- **Name District Legal Counsel**–Mrs. St. John recommended retaining Bill Berkshire as the District’s legal counsel for 2020. *Mr. Hunt motioned to retain Bill Berkshire as legal counsel; Mr. Gustin seconded. Motion carried (5–0).*

**Director’s Report:**

- **2019 District Accomplishments**–Mrs. St. John distributed a list of district accomplishments. These included: the addition of three new collection programs, improvement to social media and webpage content, legislative updates, completion of the SWANA mentorship program, successful state audit, and locating better pricing for packaging materials and disposal of some collected items.
- **2020 District Goals**–Mrs. St. John included a list of goals for 2020. These include implementing a master gardener program, start a program for used smoke detectors, more public education, updating the district by–laws, and reviewing and updating both the five–year plan and the Internal Control Policy.
- **AISWMD Legislative Update**– Mrs. St John told the board there is no district specific legislation at this moment.
- **Encumbrances**–Mrs. St. John is still waiting on one invoice before presenting the entire list of encumbrances to the board.
- **New Laptops**–Mrs. St John asked permission to replace the current laptops. They are five years old and each one is experiencing different problems. *Mr. Gustin motioned to purchase two new laptops; Mr. Hunt seconded. Motion carried (5–0).*

**Lawyer’s Report**–Mr. Berkshire stated he has started sending out the collection notices for the 2018 unpaid invoices. The electronic system and certified mailing charges will be billed to the District. This is an extra expense and might need to have an additional appropriation filed to cover the cost.

**Old Business:**

- **Amend motion for District Credit Card**–The motion last month was for the District to get a Credit Card. It would be easier for the District to have a Debit Card. *Mr. Gustin motioned to amend the motion from the December 2019 Board meeting to allow the Miami County Solid Waste District to get a DEBIT card for some District Purchases; Mr. Sailors seconded. Motion carried (5–0).*

**New Business:**

- **Solid Waste Assessments on Tax Bills**–Mr. West questioned Mrs. St John about pushing to put the Solid Waste Bill on the taxes over the past four years. Mrs. St John did not think she was pushing for this. She said she had done research and given answers to questions the board had asked over the past several years. Mrs. St John did not think presenting answers to questions was the same thing as pushing for the change. Annette Phillippo stated there is a lot more work to putting the bill on the taxes than meets the eye. Mr. Gustin stated he thought when the issue was discussed

during the November 2019 meeting that it would cost more to put the billing on the taxes than the current amount being spent for outsourcing the bills.

**Next Meeting:**

- **BOARD OF DIRECTORS– FEBRUARY 18, 2020 at 12:00 P.M. (NOON) MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPORT RD, PERU, IN**

**Adjournment:** *Mr. Gustin motioned to adjourn at 12:39 PM; Mr. Hunt seconded.*

*Adjournment was unanimous.*

Samantha St John, Director

Larry West, Board Chairman



MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
TUESDAY, FEBRUARY 18, 2020 AT 12:00 P.M.  
CONFERENCE ROOM, MIAMI COUNTY RECYCLING (SOLID WASTE) DISTRICT  
2651 W LOGANSPOUR ROAD, PERU, IN**

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**MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Tuesday, February 18, 2020 at 12:00 P.M. in the Conference Room, Miami County Recycling District located at 2651 W Logansport Rd, Peru, Indiana.

**Attending:** Board Members: Larry West–County Commissioner, Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, Tom Gustin–City Council, and Andy Horner–Town of Converse.

**Absent:** Miles Hewitt–Mayor of Peru, and David Sailors–County Council.

**Staff Attending:** Samantha St. John–Director and Bill Berkshire–Legal Counsel.

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties).

**Others:** Mike Rorvik–Contractor to the District, and Amanda Redman.

**Call to Order:** Larry West called the meeting to order at 12:00 P.M.

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the January 21, 2020 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes, Mr. Hunt seconded. Motion carried (5–0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for February 2020. *Mr. Gustin motioned to approve both financial reports and claims, Mr. Hunt seconded. Motion carried (5–0).*

**Director’s Report:**

- **AISWMD Legislative Update**– Mrs. St John told the board there is currently nothing district specific in the legislature.
- **2020 Prioritized Goals**– Mrs. St. John presented the list of goals for 2020. She prioritized them at Mr. West’s request. Starting a smoke detector collection program, meeting with board members one on one to go over the programs, master recycler program, updating by–laws, Internal Control Policy, and the 5–year District plan are among the goals.

- **Encumbrances**–Mrs. St. John sent a document showing the invoices and amounts that need to be encumbered to the board. *Mr. Gustin motioned to approve encumbering the invoices presented. Mr. Hunt seconded the motion. (Motion carried 5–0).*
- **IDEM Grant**–Mrs. St. John told the board that the District has received a Community Recycling Grant in the amount of \$2,765.72 for signage on the remote drop off recycling bins. The District will match this amount.

**Lawyer’s Report**–Mr. Berkshire stated he looked over the PERF paperwork from the last meeting. Mr. West questioned the blanks that have not been filled in on the document. The amount to be paid in by the District is 11.2% of the fulltime employees’ salary.

**Old Business:**

- **PERF Resolution**– Mr. Berkshire told the board the resolution is just a standard resolution written by the state. The motion last month was for the District to get a Credit Card. It would be easier for the District to have a Debit Card. *Mr. Gustin motioned to approve the resolution for the Miami County Solid Waste District to put PERF benefits in place immediately. Mr. Hunt seconded. (Motion carried 5–0).*

**New Business:**

- **RFP for Cleanup Week**– Mrs. St. John is planning on starting to write it yet this week. She is planning on running the event from May 30–June 6. The hours will remain the same. It will start slightly early due to the way the calendar falls.
- **Sharps Kiosk Grant**– There is a meeting scheduled March 6<sup>th</sup> with the mayor, Antonia Sawyer and others to begin a sharps kiosk program for sharps disposal.
- **Capitalization Threshold**– This is a new requirement; this is for information only. The District needs to set a threshold to add to the Internal Control Policy.

**Contractor Comments:**

- **Problem Bins and Contamination**– Due to the market situation with China and other overseas destinations not accepting contaminated single stream waste, changes need to be made locally. Mr. Rorvik and Mrs. St. John have discussed some of the problem sites. There are four sites that are notorious for problems with contamination. One possible solution would be to remove the four sites (Amboy, 18 & 31, Denver, and Macy) and add those bins to the remaining sites to allow for more volume. Removing the problem sites will save the District approximately \$38,000.00 per year. By doing this, the yearly fees could remain the same and not have to be raised. This is something that many other districts are having to do to eliminate the severe contamination that is placed at the problematic sites. Mr. Rorvik presented this as an option to consider. It would help reduce the amount of contamination at the remote drop off sites. *Mr. Musselman motioned to remove the four problem sites from the program (Amboy, 18 & 31, Denver and Macy). Mr. Gustin seconded the motion.* Mr. Horner questioned the closest location for the south county. The Bunker Hill site and the site at Maconaquah HS would be the closest. Mr. West asked when this would take effect. Mrs. St. John

replied she would like to be able to put this information in the bills and do some heavy advertising. Mr. Rorvik and Mrs. St. John are going to work out the details for the removal of the sites. *Mr. Musselman motioned to table the motion to remove four sites until next month's meeting. Mr. Hunt seconded the motion. (Motion carried 5-0).*

**Next Meeting:**

- **BOARD OF DIRECTORS– MARCH 16, 2020 at 12:00 P.M. (NOON) MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPORT RD, PERU, IN**

**Adjournment:** *Adjournment was unanimous.*

Samantha St John, Director

Larry West, Board Chairman



MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
MONDAY, MARCH 16, 2020 AT 12:00 P.M.  
CONFERENCE ROOM, MIAMI COUNTY RECYCLING (SOLID WASTE) DISTRICT  
2651 W LOGANSPOUR ROAD, PERU, IN**

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**MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Monday, March 16, 2020 at 12:00 P.M. in the Conference Room, Miami County Recycling District located at 2651 W Logansport Rd, Peru, Indiana.

**Attending:** Board Members: Larry West–County Commissioner, Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, Miles Hewitt–Mayor of Peru, and David Sailors–County Council.

**Absent:** Andy Horner–Town of Converse.

**NOTE:** *Tom Gustin–City Council was in attendance by phone due to health concerns regarding COVID-19.*

**Staff Attending:** Samantha St. John–Director.

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties), and Bill Berkshire–Legal Counsel.

**Others:** Mike Rorvik–Contractor to the District, Vincent Edmunds and Austina Reed.

**Call to Order:** Larry West called the meeting to order at 12:00 P.M.

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the February 18,2020 Board of Directors meeting. *Mr. Musselman motioned to approve meeting minutes; Mr. Hunt seconded. Motion carried (5-0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for March 2020. *Mr. Hunt motioned to approve both financial reports and claims, Mr. Musselman seconded. Motion carried (5-0).*

**Director’s Report:**

- **AISWMD Legislative Update**– Mrs. St John told the board the 2020 Legislative Session finished on March 11. No bills were introduced that were district specific.
- **Billing Progress**– Mrs. St. John explained the process used to create the bills for the yearly recycling fee has been completed. Ms. Weaver is currently checking the files she has acquired showing changes in ownership and making sure the changes have been applied. Mrs. St. John shared a draft of the owner information billing insert with

board members. There will need to be some changes made after the board meeting s adjourns based on meeting discussion.

- **RFP for Clean Up Week**–Mrs. St. John told the board that Mr. Berkshire has reviewed the language changes for the RFP and said it is ready to be sent out. Proposals will be due to the District by March 31 at 4 PM. Mrs. St. John will review them and give her recommendation at the April 20, 2020 Board meeting.

**Lawyer’s Report**–Mr. Berkshire was absent.

**Old Business:**

- **PERF Resolution**– This was not printed due to waiting for a phone call to clarify a question.
- **Removal of Recycling Sites**– Mrs. St. John and Mike Rorvik met and discussed the contamination at the recycling sites located at 18 & 31, Denver, Amboy, and Macy. There was discussion about signage being added to the containers. The site at 18 & 31 is the most contaminated. People are leaving furniture, electronics, and tires along with household garbage at this site daily. Mr. West questioned how the public would be informed of changes that would possibly be made to the drop off sites. Mrs. St. John stated the information can be included in the billing insert, along with the information posted on the County Website and the District’s Facebook page. Mr. Hewitt questioned if there is always trash at the 18 & 31 site, and Mr. Rorvik stated yes. Mr. Hewitt suggested a period of 30 days during which sites would be monitored, and if the contamination was still happening, remove the sites. It was decided to re-evaluate the drop off sites at the next board meeting.

**New Business:**

- **Extra Insert in the bills**– Mrs. St. John introduced Vincent Edmunds and Austina Reed of Aces Plus. They are working with the More for Miami Coalition to increase awareness of where to dispose of old medications. Mr. Edmunds shared a draft of an insert that would be included with the mailing of our bills with information included. The extra insert would be at the expense of Aces Plus, and not cost the District more to include it. *Mr. Hunt motioned to allow the extra insert to be included with the District’s bills at no additional cost to the District; Mr. Musselman seconded the motion. Motion carried (5-0).*

**Next Meeting:**

- **BOARD OF DIRECTORS**– APRIL 20, 2020 at **12:00 P.M. (NOON)** MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPORT RD, PERU, IN

**Adjournment:** *Adjournment was unanimous.*

Samantha St John, Director

Larry West, Board Chairman





MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
MONDAY, APRIL 20, 2020 AT 12:00 P.M. VIA GO TO MEETING  
MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Monday, April 20, 2020 at 12:00 P.M. VIA GO TO MEETING.

**Attending:** Board Members: Larry West–County Commissioner, Andy Horner–Town of Converse, Tom Gustin–City Council, and David Sailors–County Council.

**Absent:** Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, and Miles Hewitt–Mayor of Peru.

**Staff Attending:** Samantha St. John–Director.

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties from her home), and Bill Berkshire–Legal Counsel.

**Others:** None.

**Call to Order:** Larry West called the meeting to order at 12:31 P.M. (*Note: Late start time due to difficulties getting connected to the Go To Meeting–hosted by Mr. West.*)

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the March 16, 2020 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes; Mr. Sailors seconded. Motion carried (4–0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for March 2020. *Mr. Gustin motioned to approve both financial reports and claims, Mr. Horner seconded. Motion carried (4–0).*

**Director’s Report:**

- **Billing Progress**– Mrs. St. John told the board that the bills were mailed out on April 3. The District started receiving payments online April 7<sup>th</sup>. There were a few adjustments to the credit/debit card and eCheck payment systems. It is working fine now. The payments by phone are not available due to the Governor’s Orders to stay home. Payments seem to be coming in well despite the challenges we have been faced with.
- **District Report**–Mrs. St. John told the board that Brad Harmon has been staying home during the time we have been closed to the public. Carla Weaver has her laptop and the phones have been forwarded to her PERSONAL cell phone. She is answering most calls and taking care of returns we have received (bad addresses, etc.) Mrs. St. John attempted to work from her home, but her internet is not able to handle what she

needs to function properly. She cannot get to files she needs that are on the server as the District does not have a VPN to use. So, Mrs. St. John has been working at the District every day. She attended some webinars and trainings prior to the time the bills were being sent out. Now, she is still attending trainings as they are found, and answering phone calls as they come in that Ms. Weaver does not answer due to being on a different call.

The Recycling Bin at State Road 18 and US 31 was permanently removed April 2. Mike Rorvik cleaned up the site and put up a “Permanently Closed” sign. Thank you, Mike!

**Lawyer’s Report**–Mr. Berkshire was absent.

#### **Old Business:**

- **PERF Resolution**– This is on the agenda to make sure it is attended to when the board can meet in person.
- **Removal of Recycling Sites**– Mrs. St. John explained to the board that the citizens of Macy were very vocal about their desire to keep the bin in place. Mr. West asked if the signs were on the bins yet. Mrs. St. John explained that they were not in place. She also told the board that she is working on the final steps of the grant the District received for signs for the bin. There was also a written request from a citizen in Amboy requesting that the bin stay in place. Mr. Rorvik told Mrs. St. John that the remaining trouble spot bins (Macy, Amboy, and Denver) were much improved with a lot less contamination and things not being left on the ground. Mrs. St. John recommends keeping the bins in place for at least 2 more months to see how the bins are treated after the state gets back to “normal”. Mr. Horner stated it should be tabled for another two months.

#### **New Business:**

- **Cleanup Week**– No proposals were received for the scheduled Cleanup Week. Mrs. St. John thinks that it is probably due to the uncertainty of the COVID–19 situation. She stated cancelling or rescheduling needs to be done at THIS meeting to have time for a mailing or other form of notification.
- **Cleanup Week Plan B**– Mrs. St. John recommends postponing the Cleanup Week until late September or early October. Mr. West suggested rescheduling the event during late June or the very first part of July. Mrs. St. John thinks that is not a good time due to vacation time around the 4<sup>th</sup> of July holiday. Mr. Gustin and Mr. Sailors stated they thought the later dates of September or October were better dates. *Mr. Gustin moved to postpone the Cleanup Week until October 3–10, Mr. Sailors seconded. Mr. West stated not to advertise any specific dates until we had a contractor in place. Motion carried (4–0).*
- **Opening the County Gov’t Buildings**– Mr. West explained that more employees can return to work. The District is not under the exact same rules the Courthouse is under, but the Health Officer requests everyone working is to wear a mask. As it stands right

now, we are to be closed to the public at least until May 5<sup>th</sup>. Mr. West explained that each business is to have a written plan prior to reopening to the public. Mrs. St. John currently has a written plan in the works. Mrs. St. John told the board that she has just a few N-95 masks left from their normal PPE supply. However, she has six masks, two for each employee, on order. Every employee has a supply of Tyvek suits to use upon reopening.

**Next Meeting:**

- **BOARD OF DIRECTORS– MAY 18, 2020 at 12:00 P.M. (NOON) MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPORT RD, PERU, IN**

**Adjournment:** *Adjournment was unanimous. Mr. West thanked those who were able to attend and connect to the meeting.*

Samantha St John, Director

Larry West, Board Chairman



MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
MONDAY, MAY 18, 2020 AT 12:00 P.M. AT THE DISTRICT CONFERENCE ROOM AND/OR  
VIA GO TO MEETING**

**MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Monday, May 18, 2020 at 12:00 P.M. both in the District Conference Room AND VIA GO TO MEETING.

**Attending:** Board Members: Larry West–County Commissioner, and Andy Horner–Town of Converse, in person.

**Attending via GotoMeeting:** Tom Gustin–City Council, Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, and David Sailors–County Council.

**Absent:** Miles Hewitt–Mayor of Peru.

**Staff Attending:** Samantha St. John–Director.

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties), and Bill Berkshire–Legal Counsel.

**Others:** Mike Rorvik–Contractor for the District, and Brenda Weaver–Citizen.

**Call to Order:** Larry West called the meeting to order at 12:00 P.M.

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the April 20,2020 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes; Mr. Hunt seconded. Motion carried (6-0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for April 2020. *Mr. Gustin motioned to approve both financial reports and claims, Mr. Horner seconded. Motion carried (6-0).*

**Director’s Report:**

- **Billing Progress**– Mrs. St. John told the board that payments are coming in slower, but on a steady basis.
- **District Report**–Mrs. St. John told the board that they have fully opened back up to the public. They started with limited hours during the first week of May, and have been open full time since May 11<sup>th</sup>. The employees are following the written plan and social distancing guidelines suggested by the governor and included in the District’s written plan. Everyone needs to have a face covering or mask before entering the building, one patron at a time, and asking about illness symptoms. Most citizens are very

understanding and compliant. Mrs. St. John is monitoring employee temperatures twice daily.

**Lawyer's Report**–Mr. Berkshire was absent.

**Old Business:**

- **PERF Resolution**– The forms and resolution are filled out and are ready for Mr. West to sign them. Mr. Berkshire reviewed them before the meeting and said they were all in order. The District will begin participation July 1, 2020.
- **Clean Up Week Contractor**– Mrs. St. John sent out requests for proposal with the dates of September 26 through October 3. Two proposals were received for these dates. Bunn Box, Inc. proposed \$475.00 per container. They are based in Fort Wayne, but have a location in Wabash as well. Whitley Environmental proposed \$415.00 per container. They are located in Columbia City. Mrs. St. John suggested going with Whitley Environmental due to pricing. After discussion, the board thought a contractor that is located closer to the District would be better. *Mr. Gustin motioned to use Bunn Box, Inc. as the Clean Up Week contractor due to being closer to the District; Mr. Sailors seconded. Motion carried (6-0).*

**New Business:**

- **Additional Appropriations**– The District experienced a catastrophic water line failure between the well and the building during the last days in April. The best method of repair was to run a new water line into the building. In order to get the District opened back up to the public, the repair required extra labor and trenching on Sunday, May 3<sup>rd</sup>. This made the cost of the repair higher. After parts and labor were totaled, the repair was over \$10,000.00. Mrs. St. John is asking to get an additional appropriation for \$9,000.00 to cover the water line repairs. *Mr. Gustin motioned to move forward on the additional appropriation procedure for a total of \$9,000.00 for repairing the water line at the District; Mr. Sailors seconded. Motion carried (6-0).*
- **2021 Budget**– Mrs. St. John told the board she has received the yearly notice from the Auditor that the following year budgets are due to her by June 18. Mrs. St. John asked if there was a board member who would like to go over her budget prior to presentation to the board. Mr. Gustin stated he will do this.

**Next Meeting:**

- **BOARD OF DIRECTORS**– JUNE 15, 2020 at **12:00 P.M. (NOON)** MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPORT RD, PERU, IN

**Adjournment:** *Adjournment was unanimous. Mr. West thanked those who were able to attend and connect to the meeting.*

Samantha St John, Director

Larry West, Board Chairman



MIAMI COUNTY RECYCLING DISTRICT

## MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING

MONDAY, JUNE 15, 2020 AT 12:00 P.M. AT THE DISTRICT CONFERENCE ROOM AND/OR

**VIA GO TO MEETING**

### MINUTES

The Miami County Recycling District held a meeting of the Board of Directors on Monday, June 15, 2020 at 12:00 P.M. both in the District Conference Room AND **VIA GO TO MEETING.**

**Attending:** Board Members: Tom Gustin–City Council, Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, and Miles Hewitt–Mayor of Peru in person.

**Attending via GotoMeeting:** Board Members: Larry West–County Commissioner, Andy Horner–Town of Converse, and David Sailors–County Council. Bill Berkshire–Legal Counsel.

**Absent:** None.

**Staff Attending:** Samantha St. John–Director.

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties), and.

**Others:** None.

**Call to Order:** Larry West called the meeting to order at 12:05 P.M.

#### **Approval of Minutes:**

- Board members reviewed the meeting minutes from the May 18,2020 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes; Mr. Horner seconded. Motion carried (7-0.)*

#### **Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for June 2020. *Mr. Gustin motioned to approve both financial reports and claims; Mr. Hewitt seconded. Motion carried (7-0).*

#### **Director's Report:**

- **District Report**–Mrs. St. John told the board the District has been busy between phone calls, payments, and materials drop offs. Mrs. St. John posted on both Facebook and the web page that late fees are waived for an additional 60 days per Governor Holcomb's Executive Order 20–005. The citizens have been happy about that. Mrs. St. John attended the Virtual IRC Conference last week. It was a different experience, but there was a lot of good information presented. Most of the people have been very understanding about the postponement of Cleanup Week. There were a few who were angry or upset, however most of the time they had items that we accept daily.

**Lawyer's Report**–Mr. Berkshire told the board there were no collections going on during the quarantine period. Collections will resume soon.

**Old Business:**

- **Additional Appropriations Update**– The paperwork has not been filed yet. The District will need to file a second additional appropriation for the 50% match of funds for the grant they received. Rather than file two separate appropriations, both will be filed together.

**New Business:**

- **2021 Budget**– The 2021 Budget was reviewed. Mr. Gustin told the board the budget is lower than 2020's budget. Some increases were noted in the personal services category, but that is due to FICA and health insurance increases. *Mr. Gustin motioned to approve the 2021 Budget; Mr. Hunt seconded the motion. Motion carried (7-0).*
- **Mass Notification System**– Mrs. St. John presented her idea about putting a mass notification system in place in the county. This system would notify everyone who has signed up via phone call, email, or text message of an event or situation. The service would be like what the schools already have in place to notify parents of things such as closings, delays, or special messages. She said this conversation needs to be shared with other entities, such as EMA, sheriff department, Peru city hall, and the health department. She explored a few companies and found that the website company has the service available. She did not get any kind of pricing as she is not an administrator on the county website. Mr. Horner stated Converse has adapted the Reach system. It has been in place for about two months, and so far, they are happy with the service. He will provide contact information for the town clerk so Mrs. St. John can gather more information.

**Next Meeting:**

- **BOARD OF DIRECTORS– JULY 20, 2020 at 12:00 P.M. (NOON) MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPOUR RD, PERU, IN**

**Adjournment:** *Adjournment was unanimous. Mr. West thanked those who were able to attend and connect to the meeting.*

Samantha St John, Director

Larry West, Board Chairman



MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
MONDAY, JULY 20, 2020 AT 12:00 P.M. AT THE DISTRICT CONFERENCE ROOM AND/OR  
VIA PHONE CALL**

**MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Monday, July 20, 2020 at 12:00 P.M. both in the District Conference Room AND VIA PHONE CALL.

**Attending:** Board Members: Tom Gustin–City Council, Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, and Miles Hewitt–Mayor of Peru in person.

**Attending via Phone Call:** Board Member: Larry West–County Commissioner.

**Absent:** Andy Horner–Town of Converse, and David Sailors–County Council.

**Staff Attending:** Samantha St. John–Director, and Bill Berkshire–Legal Counsel.

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties).

**Others:** None.

**Call to Order:** Larry West called the meeting to order at 12:00 P.M.

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the June 15, 2020 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes; Mr. Hewitt seconded. Motion carried (5-0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for July 2020. *Mr. Gustin motioned to approve both financial report and claims, Mr. Hunt seconded. Motion carried (5-0).*

**Director’s Report:**

- **District Report**–Mrs. St. John told the board the District building needed to have the heat pump in the conference room replaced. Due to availability, the District installed a “Trane” brand system. There are still some payments coming in. They have slowed considerably. Late fees will be added to those unpaid bills on August 3<sup>rd</sup>, and late notices will be sent out shortly afterwards. The contractor for the asphalt work has been using the area outside the gate to park some of their equipment as needed. Mrs. St. John worked with Ken Einselen to get this set up for the company. The final paperwork has been received for the bin signs, and the signs have been ordered from Modern Graphics.

**Lawyer’s Report**–Mr. Berkshire told the board all the 2017 delinquent bills have been filed. Some people are starting to pay.



### Old Business:

- **Additional Appropriations Update**– The paperwork has not been filed yet. The District will need to change the total for additional appropriations that was recorded in previous minutes. The additional appropriations are for: Water line replacement (\$9,000.00), HVAC Heat Pump replacement (\$4,684.00), and the 50% matching funds for the IDEM CRGP Grant for recycling bin signs received by the District. The total filed will be \$16,450.00. Mrs. St John has been in contact with the Auditor, and the District has been noted to be added to the August County Council Meeting Agenda. *Mr. Gustin motioned to increase the additional appropriations amount to \$16,450.00. Mr. Hunt seconded. Motion carried (5-0).*
- **Mass Notification System** – Mrs. St. John has not heard back from the lady in Converse regarding the Reach Alert system. She had a conversation with the representative from Civic Plus, but no quotes were made.

### New Business:

- **Cleanup Week Preparations**– The preparations for Cleanup Week will be starting soon. Mrs. St John told the board she wants to hand out a flyer with district information. She would like to add information about the upcoming Halloween costume exchange. She would like to include a poll asking if a spring or fall date would be preferred in the future.

**Public Comment:** None.

### Next Meeting:

- **BOARD OF DIRECTORS**– AUGUST 17, 2020 at **12:00 P.M. (NOON)** MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPORT RD, PERU, IN

**Adjournment:** *Mr. Gustin motioned to adjourn at 12:12 P.M. Mr. Hewitt seconded. Motion carried (5-0).*

Samantha St John, Director

Larry West, Board Chairman



MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
MONDAY, SEPTEMBER 21, 2020 AT 12:00 P.M. AT THE DISTRICT CONFERENCE ROOM  
MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Monday, September 21, 2020 at 12:00 P.M. both in the District Conference Room.

**Attending:** Board Members: Tom Gustin–City Council, Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, Andy Horner–Town of Converse, Larry West– County Commissioner, David Sailors–County Council, and Miles Hewitt–Mayor of Peru.

**Absent:** None.

**Staff Attending:** Samantha St. John–Director, and Bill Berkshire–Legal Counsel (VIA PHONE).

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties).

**Others:** Mike Rorvik–Contractor for the District.

**Call to Order:** Larry West called the meeting to order at 12:04 P.M.

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the July 20, 2020 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes; Mr. Sailors seconded. Motion carried (7–0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for August 2020 and September 2020. *Mr. Gustin motioned to approve both financial report and claims for August and September 2020, Mr. Horner seconded. Motion carried (7–0).*

**Director’s Report:**

- **District Report**–Mrs. St. John told the board the late notices were sent out on September 4<sup>th</sup>. Some payments have come in. The District has received some phone calls asking about the late fees. The Additional Appropriations paperwork for approval from the state was received. The documentation is in place for the IDEM CRG Grant. Mrs. St. John is waiting before filling out the final report to see what kind of changes are happening at the drop off sites after the addition of the new signage. The next round of IDEM CRG Grants has been postponed. There is no date set for the next round of grants. The final Cleanup Week preparations are happening right now. Ads are beginning to run, and there is a small informational article that will appear in this week’s “the paper of Miami County”. Mr. West will contact the Peru Tribune about getting an informational article in before Saturday. Mrs. St. John is going to advertise that masks are required for entry into the building.

**Lawyer's Report**–Mr. Berkshire told the board collections are moving along, and people are paying. Mr. Berkshire told the board that there is a statute regarding harassment texts Mrs. St. John has been receiving from Kari Harmon. These texts are regarding the hours Brad Harmon is scheduled to work. Mr. Berkshire will contact the prosecutor about other steps that can be taken to stop the texts. Mrs. Harmon has also been calling and emailing the board members as well. Mrs. St. John will forward copies of the texts she has received from Mrs. Harmon to Mr. Berkshire. He will take them to the prosecutor and see what the next action should be. Mr. Horner questioned if Brad was complaining about the hours he is working. Mrs. St. John said he is not.

**Old Business:** None.

**New Business:** None.

**Public Comment:** Mike Rorvik stated that all the signs are on the bins from the grant from IDEM. Conditions are improving regarding the illegal dumping at the recycling sites. Bunker Hill is the exception, and the site is still experiencing a lot of illegal dumping. Mr. West questioned if there was a Town Marshall for Bunker Hill. Mr. Hewitt replied that the town does have a Marshall.

**Next Meeting:**

- **BOARD OF DIRECTORS**– October 19, 2020 at **12:00 P.M. (NOON)** MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPOUR RD, PERU, IN

**Adjournment:** *Mr. Gustin motioned to adjourn at 12:21 P.M. Mr. Hunt seconded. Motion carried (7-0).*

Samantha St John, Director

Larry West, Board Chairman



MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
MONDAY, OCTOBER 19, 2020 AT 12:00 P.M. AT THE DISTRICT CONFERENCE ROOM  
MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Monday, October 19, 2020 at 12:00 P.M. in the District Conference Room.

**Attending:** Board Members: Tom Gustin–City Council, Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, Larry West–County Commissioner, David Sailors– County Council, and Miles Hewitt–Mayor of Peru.

**Absent:** Andy Horner–Town of Converse.

**Staff Attending:** Samantha St. John–Director, and Bill Berkshire–Legal Counsel.

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties).

**Others:** Mike Rorvik–Contractor for the District, and Amanda Redman–CAC.

**Call to Order:** Larry West called the meeting to order at 12:00 P.M.

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the September 21, 2020 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes; Mr. Hewitt seconded. Motion carried (6–0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for October 2020. *Mr. Gustin motioned to approve the financial report and claims for October 2020, Mr. Musselman seconded. Motion carried (6–0).*

**Director’s Report:**

- **District Report**–Mrs. St. John told the board the Clean Up Week was busy. The District is slowing down now. There are still some late payments coming in. A “Final Notice” will be sent out in mid–November. Mrs. St. John will begin putting the schedule together for next year. Board meetings, open Saturdays, and Clean Up week will be scheduled. She is considering moving the Clean Up Week to the fall in 2021.

**Lawyer’s Report**–Mr. Berkshire told the board he has sent out more collection notices and he has received several payments.

**Old Business:**

- **Cleanup Week Wrap Up:** Mrs. St. John distributed a report to the board showing all the totals from Cleanup Week. The report included the number of roll off containers, the total weight collected, the number and category of items brought in and the total cost for the event.

- **New Employee:** Mrs. St. John Told the board she is running an ad for part time help. Brad Harmon has resigned effective Monday, October 19<sup>th</sup>.

**New Business:** Mrs. St. John told the board that she still has 2 weeks of vacation time that she will not be able to use by the October 31 deadline. She asked if it was possible to get a “buyout” for the remaining time. Due to the COVID disruption, she was unable to take all of her time. *Mr. Gustin motioned to have Mrs. St. John take 5 days of vacation before October 30<sup>th</sup>, and to receive pay for the remaining 5 days. Mr. Sailors seconded the motions. (Motion carried 6-0.)*

**Public Comment:** Mike Rorvik stated that all the sites except for Bunker Hill are doing much better since the new signage has been put on the recycling bins.

**Next Meeting:**

- **BOARD OF DIRECTORS–** November 16, 2020 at **12:00 P.M. (NOON)** MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPORT RD, PERU, IN

**Adjournment:** *Mr. Gustin motioned to adjourn at 12:20 P.M. Mr. Hunt seconded. Motion carried (6-0).*

Samantha St John, Director

Larry West, Board Chairman



MIAMI COUNTY RECYCLING DISTRICT

**MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING  
MONDAY, DECEMBER 21, 2020 AT 12:00 P.M. AT THE DISTRICT CONFERENCE ROOM  
MINUTES**

The Miami County Recycling District held a meeting of the Board of Directors on Monday, December 21, 2020 at 12:00 P.M. in the District Conference Room.

**Attending:** Board Members: Alan Hunt– County Commissioner, Fred Musselman– County Commissioner, Larry West–County Commissioner, David Sailors–County Council, in person

**Absent:** Tom Gustin–City Council, and Miles Hewitt–Mayor of Peru.

**Attending via GoToMeeting:** Andy Horner–Town of Converse.

**Staff Attending:** Samantha St. John–Director.

**Absent:** Carla Weaver–Assistant Director (Performing regular District duties) and Bill Berkshire–Legal Counsel.

**Others:** Mike Rorvik–Contractor for the District, and Brenda Weaver–Citizen.

**Call to Order:** Larry West called the meeting to order at 12:10 P.M.

**Approval of Minutes:**

- Board members reviewed the meeting minutes from the October 19, 2020 Board of Directors meeting. *Mr. Musselman motioned to approve meeting minutes; Mr. Hunt seconded. Motion carried (5-0.)*

**Approval of Financial Report and Claims:**

- Board members reviewed the financial statement and claims for November 2020 and December 2020. *Mr. Musselman motioned to approve the financial report and claims for November 2020 and December, Mr. Hunt seconded. Motion carried (5-0).*

**Director's Report:**

- **District Report**–Mrs. St. John told the board the Final Notices went out December 4<sup>th</sup>. We are getting a few payments in. This is about the normal number of payments we receive at this time of year. Mrs. St. John told the board that she is back at work after recovering from her serious case of Covid-19.

**Lawyer's Report**–Mr. Berkshire did not attend.

**Old Business:**

- **New Employee:** Mrs. St. John told the board the new employee did not work out and was let go December 4<sup>th</sup>. She is again looking for a part time employee.

**New Business:**

- **2021 Salary Resolution:** Mrs. St. John presented the 2021 Salary Resolution to the board. There is no change in the Director and Assistant Director's salaries. The part time position reverts to \$10.50 per hour. *Mr. Musselman motioned to approve the 2021 Salary Resolution: Mr. Hunt seconded. Motion carried (5-0).*
- **2021 Schedules:** Mrs. St. John presented the schedules for 2021. The schedules are all on one page, rather than 3 separate pages of schedules. The schedules are divided into quarters, with the various events and activities listed on the right and color coded. These will be placed on both Facebook and the website very soon.
- **Board Meeting Schedule:** Mrs. St. John included the typical topics for the monthly Board Meetings. There are several meetings during the year that do not have anything that is happening. There are other meetings that are a must. January is election of officers, June is review of the upcoming budget year, etc. It was suggested to send another email with the details of the meeting topics and a reminder of the possibility of changing the meeting schedule to less meetings.
- **Direct and/or Debit Payments to Vendors:** Mrs. St. John asked if she could pay the regular vendor invoices directly through their website (i.e., pay the monthly bill through the Anthem website) instead of paying online through the bank. Comcast gives a discount for both paperless billing and automatic withdrawal from the checking account. The payments would reach the vendors quicker than going through the bank's bill pay system. *Mr. Sailors motioned to allow payment of claims by auto-draft, direct payment, and/or debit card, Mr. Hunt seconded. Motion carried (5-0).*

**Public Comment:** Mike Rorvik stated that all the sites except for Bunker Hill are doing much better since the new signage has been put on the recycling bins.

Mrs. St. John thanked Mr. West on behalf of herself and the board for his time and service on the Recycling District Board.

**Next Meeting:**

- **BOARD OF DIRECTORS– TUESDAY, JANUARY 19<sup>TH</sup> at 12:00 P.M. (NOON) MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPORT RD, PERU, IN**

**Adjournment:** *Mr. Musselman motioned to adjourn at 12:30 P.M. Mr. Hunt seconded. Motion carried (5-0).*

Samantha St John, Director

Larry West, Board Chairman