



## MIAMI COUNTY RECYCLING DISTRICT

### MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING

March 18<sup>th</sup>, 2024, AT 12:00 P.M.

The Miami County Recycling District held a meeting of the Board of Directors on Monday, March 18th, 2024, at 12:00 P.M. at the Recycling District Office

**Attending in person:** Alan Hunt-Chairman, Brenda Weaver-Vice Chairman, Miami County Commissioner, Keith Musselman-Miami County Commissioner, Tim Fisher-City Council, Don Sturch-Mayor

**Absent:** Ms. Sandy Chittum

**Staff Attending in person:** Jenny Gatliff- Director, Carla Speth- Assistant Director

**Absent:** Bill Berkshire-Attorney

**Public Attending:** None

**Call to Order:** Mr. Hunt called the meeting to order at 12:00 pm.

#### Approval of Minutes:

- Mr. Hunt waived the reading of the Board minutes. Board members received a copy of the minutes from the February 20th, 2024, Board of Directors meeting in their board packets. *Mrs. Brenda Weaver motioned to approve the meeting minutes; Mr. Fred Musselman seconded. Roll Call No. 31824 -Motion to approve the MCRD Board Meeting Minutes from February 18th, 2024; motion carried (5-0.).*

#### Approval of Financial Report and Claims:

- Board members reviewed claims and financial reports for February and March 2024. *Mr. Fred Musselman motioned to approve; Mrs. Brenda Weaver seconded. Roll Call No.31824A Approval of February & March financials and claims; motion carried (5-0).*

#### Director's Report:

**Approval of Voided/Dropped Invoices:** Updated list of voided bills was reviewed by board. Mr. Fred Musselman motioned to approve; Mrs. Brenda Weaver seconded. Roll Call No. 31824B Approval of voided bills; motion carried (5-0).

At the previous meeting we discussed placing extra bins at the district due to the increased volume of traditional recycling. We have recently placed a third bin at the front entrance, and this has helped maintain the availability of traditional recycling. We are still planning on a second recycling bin inside the gate as well. Earlier this month I spoke with Kathryn Kintner at Maconaquah Schools, they will be doing some asphalt resurfacing throughout the entire property, starting March 22<sup>nd</sup> and will need the recycling bins removed no later than March 21<sup>st</sup>. The resurfacing will take several months, and they aren't positive they want the bins replaced, due to consistent abuse of the bins. On several occasions there were recyclable and non-recyclable items left outside the bins; tires, mattresses;. Etc, since being moved to the softball field location. Ms. Jenny Gatliff will meet with Kathryn and the superintendent in late July- early August to discuss. In the meantime, Ms. Gatliff is requesting approval to place the bins now at Maconaquah in the newly empty lot behind the courthouse. After discussing, board members agreed placing said bins at the District for the time being is the best option.

**Lawyer's Report:** None.

**Old Business:**

- **District Booklets:** We decided to go with Chilli Printing for our booklets at the cost of \$960, for 1,500 booklets. We are very pleased with how they turned out. Booklets will be available at the district, City Hall, The Court House and The Chamber of Commerce.
- **Audit 2019-2022:** Audit was completed in January. The field examiner is continuing the audit process. Since the last board meeting he requested additional receipts and disbursements, we're currently gathering that documentation. Exit interview is on hold for a bit longer than expected.

**New Business:**

- **F&E Billing:** Janice with F&E sent a proposal as a partial accounts receivable outsourcing solution- including the printing & mailing of annual bills as well as the processing of mailed-in payments. Also, incoming online payments received. F&E will manage the printing and mailing of all required invoices in standard #10 window envelopes. MCRD will submit a data file of all mailing recipients by a mutually agreed upon deadline each year. F&E will manage the merging of the data file with the bill template and produce the mailing. Postage will be billed in addition to the mail processing costs and will be passed along at cost for first-class, presorted, bulk mail. Summary of fees for all services are attached for review. Mr. Tim Fisher motioned to approve; Mr. Fred Musselman seconded. Roll Call No. 31824C Approval of billing proposal; motion carried (5-0).
- **District Sign:** It's been over a year since we lost our sign in a winter storm. We've recently received a quote from Aaron Birnell with Abner & Son here in Peru. They had created and installed our previous sign. This one will be very similar in sizing, 4x8 double sided aluminum sign w/full vinyl, with a wooden frame. The quote is \$1,200 including installation. We also contacted Clifford Signs in Kokomo; we're still waiting to hear back. It was decided to gather a few more quotes and push to the next board meeting.

**Public Comment:** None.

**Next Meeting:**

**Board of Directors- Monday April 15th, 2024, 12 P.M.**

**MIAMI COUNTY RECYCLING DISTRICT CONFERENCE ROOM, 2651 W LOGANSPOUR RD, PERU, IN.**

**Adjournment:** Adjournment was unanimous @ 12:35 P.M.

Jenny Gatliff, Director

Alan Hunt, Chairman