

# BOONE COUNTY

## *Solid Waste Management District*

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November 16, 2023 - Minutes

### I. Call to Order

The meeting of the Boone County Solid Waste Management District Board was held in the Connie Lamar Meeting Room of the Boone County Annex Building on Thursday, November 16, 2023. President Melton called the meeting to order at 8:30 a.m. with the following members and guests present:

Craig Melton	President
Tim Beyer	Board Member
Brad Burk	Board Member
Don Lawson	Board Member
Shari Richey	Board Member
Jeff Wolfe	Board Member
Jennifer Thompson	Board Attorney
Jennifer Lawrence	Executive Director
Darla Bevard	Assistant Director
Dale Kennedy	Financial Officer

II. President Melton started the meeting with the Pledge of Allegiance.

### III. Introduction of LHS Intern

Mrs. Lawrence indicated that the District has an intern from Lebanon High School for the school year. Mr. Reid Nelson introduced himself and indicated that he plans on attending IU Kelly School of Business and major in Marketing. The Board welcomed Mr. Nelson.

### IV. Reading of the Minutes of Previous Meeting

President Melton asked if everyone had a chance to review the minutes of the previous meeting. The minutes of the September 21, 2023 Board Meeting minutes were approved by a motion made by Mrs. Richey seconded by Mr. Burk and passed unanimously.

## V. Financial Report

Mr. Dale Kennedy presented the September and October financial reports. There were receipts of \$50,696.50 for September. There were claims presented from a variety of sources for \$25,397.90 leaving a total cash in the bank and investments of \$839,601.62.

There were receipts of \$32,485.78 for October. There were claims presented from a variety of sources for \$49,483.62 leaving a total cash in the bank and investments of \$822,603.78.

President Melton asked if there were any corrections or objections regarding the September and October financial reports.

The September and October financial reports were read and approval to pay the claims was given by a motion made by Mr. Wolfe seconded by Mr. Beyer and passed unanimously. The September and October financial reports are attached and made a part of these minutes.

Mr. Kennedy requested to move \$100,000 from the money market account into an annuity where it will make more interest. Mrs. Richey made a motion to accept the request, seconded by Mr. Beyer and was passed unanimously.

## VI. Legal Update

Mrs. Jennifer Thompson, Board attorney indicated that there was no legal update at this time.

## VII. Report from the Executive Director

Mrs. Lawrence attended the AISWMD (Association of Indiana Solid Waste Districts) annual conference and business meeting, got her certification in Bloodborne pathogens at the Indiana Household Hazardous Waste Task Force, and participated in a Recycling Solutions webinar. Ms. Bevard attended the Grand Opening of the new Lebanon Department of Public Works (DPW) location and Mrs. Lawrence met with the new DPW director Mr. Jason Lawson.

The municipality grant update includes paying for the tire collection in Advance, a recycling cart for Boone County Maintenance, tire clean up event at Stone Eater Bike Park for Lebanon, heavy trash event in Thorntown and Zionsville was paying for the disposal of tires and freon appliances and a partial payment for the installation of the water refill station at the Zionsville Farmers Market.

Lebanon the Cleanest City Committee (LTCCII) cleaned up at several locations including Sam Ralston Road and Main Street as well as one block off the Courthouse Square in conjunction with the Heart of Lebanon's Mischief on Meridian. Volunteers included Rotary members, The Arc of Greater Boone County, Amazon employees, and the Boone County Sheriff brought staff and some inmates to help clean up litter. The LTCCII held a coloring contest and donated five \$10 Dairy Queen gift cards to the winners. All the coloring pages were displayed in the businesses around the Courthouse Square.

Public education and outreach included the YMCA received a recycled plastic hand chair in memory of a little girl that had cancer, Ms. Bevard and/or Mr. Nelson read to the Presbyterian Preschool every week, Waste Watch, the District's e-newsletter goes out every month, the District provided bags for the Zionsville Trick or Trees event with the Zionsville Park's

Department, Mrs. Lawrence continues to do a short educational piece on Radio Mom, and the Zionsville Lions Club replaced a Clearstream bin that was lost at for the Zionsville Fall Festival.

The District is hosting a Plastic Bag Swap this week in celebration of America Recycles Day. For every ten plastic shopping bags the resident will receive a reusable shopping bag made from recycled plastic. The used bags will be donated to the Shalom House and Caring Center. If any are left, the District will recycle them. The District is also doing a food drive to benefit the Shalom House sack lunch program for kids.

#### VIII. Old Business

##### a. District Personnel Policy Manual

President Melton asked the Board if they had any questions or comments regarding the Personnel Policy Manual. Mrs. Lawrence indicated that she basically replicated it from the Boone County Personnel Policy and condensed it to the needs of the District. Mr. Burk made a motion to accept the District's Personnel Policy Manual as written, seconded by Mr. Lawson and was passed unanimously.

#### IX. CAC Update

Mrs. Messenger, a representative from our Citizens Advisory Committee (CAC), gave the Board a summary of the 2024 community grants. Mrs. Messenger indicated that there were 12 applicants that requested approximately \$40,862.23. The CAC reviewed each one and had \$25,000 funds to be able to distribute. The CAC advised the Board to grant funds to the Boys and Girls Clubs of Boone County, The Caring Center, Central Christian Church, Earth Mama Compost, Humane Society of Boone County, Hussey Mayfield Memorial Public Library, Sugar Creek Art Center, and Zionsville Farmer's Market. Some were partially granted funds.

The ones that aren't being recommended are Arc of Greater Boone County, Harmony IN Horses, Zionsville Christian Church, and Zionsville Lions Club. The ones not receiving grants will receive a letter stating the denial reason and any recommendations for the upcoming year.

Mr. Wolfe thanked Mrs. Messenger for her and the other members of the Citizens Advisory Committee for their service on the Committee.

#### X. New Business

##### a. Community Grants

President Melton asked the Board if there was any discussion regarding the 2024 Community Grants. Mr. Lawson made a motion to accept the CAC's recommendations for the grants, seconded by Mr. Burk and was passed unanimously.

b. Highway Dumpster Fund Request

Mr. Nick Parr, Boone County Highway Department indicated that he would like to request any leftover monies in the Health Department Trash Removal budget line item to help offset the cost of picking up televisions and miscellaneous other trash related items from the county roads and side ditches. President Melton made a motion to approve \$976 to be given to the Boone County Highway Department, seconded by Mr. Wolfe, and passed unanimously. Mr. Parr thanked the Board.

c. 2023 Re-Appropriations

Mrs. Lawrence presented the Board with a Transfer of Appropriations Resolution. Mr. Burk made a motion to approve, seconded by Mr. Beyer, and passed unanimously. The Transfer of Appropriation Resolution is attached and made a part of these minutes.

d. Engagement Letters for Attorney and Controller

President Melton indicated that the Board received the 2024 engagement letters for the Attorney and Controller. Mrs. Lawrence indicated that there are no changes this year for the Attorney and a slight increase with the Controller. Mrs. Richey made a motion to accept both engagement letters as written, seconded by Mr. Wolfe and passed unanimously.

e. Education and Outreach Coordinator -Part-time

Mrs. Lawrence indicated that she wanted to give the Board the job description for the new part-time Education and Outreach Coordinator that she plans to hire in 2024. President asked the Board if there were any comments or questions. None were heard.

f. Salary Ordinance

Mrs. Lawrence gave a brief overview of the current salary benefits that the District employees receive. There was some discussion about forming a committee to look at the wages of the Executive Director with other surrounding counties. The committee will consist of President Melton, Mr. Wolfe, and Mr. Burk. This will be on the January Board agenda. Mr. Wolfe made a motion to increase the wages of the Executive Director and the Assistant Director by five percent, seconded by Mrs. Richey and passed unanimously. The Board gave Mrs. Lawrence the ability to offer between \$17 and \$20 an hour for a part-time educator based on their qualifications and education.

g. 2024 Meeting Dates

President Melton presented the 2024 meeting dates. President Melton made a motion to accept the dates, seconded by Mr. Lawson and passed unanimously.

XI. Announcements

Next regular meeting -

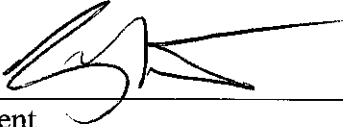
January 18, 2024  
Boone County Annex Building  
Connie Lamar Meeting Room -8:30 a.m.

XII. Public Comments

None heard.

XIII. Adjournment

Mr. Beyer made a motion to adjourn, seconded by Mr. Burk and was passed unanimously. The meeting adjourned at 9:32 a.m.

  
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President

  
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Executive Director