

**DUBOIS COUNTY SOLID WASTE MANAGEMENT DISTRICT BOARD MEETING**

**JANUARY 19, 2021**

The regular meeting of the Board of Directors of the Dubois County Solid Waste Management District was held in the Commissioners/Council Room of the Courthouse Annex beginning at 7:30 a.m. on January 19, 2021. Present at the meeting were Board members Chad A. Blessinger, Nick Hostetter, Sonya Haas, Ken Sicard and Chad Lueken. Also present were District Director Carla Striegel–Winner and County Attorney Gregory S. Schnarr. Board member Elmer Brames, Dean M. Vonderheide, Controller Martha A. Wehr and Advisory Board member Randy Boehm appeared via teleconference. Sanitation District employee Wanda Beck was absent. The meeting was called to order by Vice President Blessinger due to President Brames attending by teleconference. Minutes of the last meeting of the Board, held on December 21, 2020, were approved as previously distributed to the Board Members with the addendum that President Brames agreed to review the December register but not be second signature on checks as a safety measure on person-to-person contact during the health emergency.

**RE: REORGANIZATION OF BOARD**

This being the first meeting of the Board for calendar year 2021, the first order of business was election of officers. On motion duly made and seconded, the following were elected as officers for the District:

President	Elmer Brames
Vice President	Chad A. Blessinger
Secretary	Sonya Haas

Controller, Martha A. Wehr, was re-appointed at the December 21, 2020, meeting.

**RE: FINANCIAL REPORT**

Controller Wehr reported that the year-end balance in the District’s bank account was \$103,616.75. After January claims are approved and paid, the balance is \$99,752.09.

**RE: CLAIMS**

On motion duly made and seconded, the Board approved and authorized payment of the following claims for the month of January as follows:

**Claims for January**

Hoosier Business Machines	9.93
CNA Surety	169.99
RJ Fuhs Agency	340.00
Recollect	1,928.00
Invironmental Technologies	200.00
Advanced Disposal	1,043.09
WBDC	280.00
WITZ	230.00
Indiana Recycling Coalition	200.00
Jasper Chamber of Commerce	120.00
Dubois Co. Chamber of Commerce	125.00
Verizon	72.85
USPS	165.00
Ireland Utilities	20.84
Dubois Co. REC	50.98
PSC	56.20
Frontier	66.52
ProLift Toyota	109.65
Dubois County Treasurer (for hwy dept)	18.63
Dubois Co. LP Gas	42.21
Ackerman Oil	<u>227.07</u>
Total Claims	\$5,475.96

President Brames agreed to review the register but not be second signature on checks as a safety measure on person-to-person contact during the health emergency.

**RE: INTERNAL CONTROL STANDARDS TRAINING**

Director Striegel-Winner reviewed the Internal Control Standards Policy and Procedures on how claims are approved and paid.

**RE: RESOLUTION 2021-01 - PERMITTING PAYMENT OF CLAIMS**

Director Striegel-Winner submitted a revision of District Resolution 2018-01, the revision grants payment of certain claims from approved vendors prior to Board meeting and approval. On motion duly made and seconded, District Resolution 2021-01 was approved as follows:

**Dubois County Solid Waste Management District  
Resolution #2021-01**

**PERMITTING PAYMENT OF CLAIMS**

*Without being first approved by the board*

**WHEREAS**, the Dubois County Solid Waste Management District (District) incurs certain expenses in its operations; and

**WHEREAS**, the District has certain vendors who impose penalties for late payment of invoices or allow discounts for early payments; and

**WHEREAS**, the District has certain other debts and obligations which it must pay on a regular and monthly basis; and

**WHEREAS**, the District has months during which the District Board does not have a regular Board meeting; and

**WHEREAS**, I.C. 13-21-3-10 permits a Solid Waste Management District Board to authorize the controller, by resolution, to make certain payments without the claims being first approved by the board if before payment the claims are approved in writing by the chairperson or another designee on the board, and the claims are reviewed and allowed by the board at the board's next meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the District Board that the Controller is hereby authorized to make payments of the following claims without being first approved by the board:

1. All regular monthly utilities such as water, gas, septic, electricity, internet, etc.;
2. All vendors which allow a discount for early payment or who impose a penalty for late payment;
3. The following regular vendors: Boyce Forms, Hoffman Office Supply, Hoosier Business Machine, Invironmental Technologies, Invite Management, Lighting Resources, Green Wave Computer Recycling, American Paint Recyclers, Advanced Disposal, Waste Management, Messmer Mechanical, Action Pest Control, John Deere Financial, Dubois County LP Gas, Ackerman Oil, SynEnergy, The Herald, Dubois-Spencer Publishing, Huntingburg Press, Dubois County Free Press, WBDC, WJTS, WITZ, 2SignGuys, Pro-Lift, Uebelhor and Sons, Ruxers, Stork Service Center, Sternbergs, Dubois County Tire, Big O Tires, Toys Auto Parts, German American Insurance, RJ Fuhs Insurance (Patoka Insurance), Meny's True Value, Uline, Dubois County, Indiana HHW Task Force, Association of Indiana SWMDs;
4. Any future vendors approved by the board.

**BE IT FURTHER RESOLVED** that any claim payment not submitted to be approved by the board must be approved in writing by the Chairperson or another designee on the Board prior to payment; and

**BE IT FURTHER RESOLVED** that claim payments not previously approved by the board must be reviewed and formally allowed by the Board at the Board's next meeting.

SO ADOPTED this 19<sup>th</sup> day of January, 2021.

**RE: DISTRICT UPDATE AND ACTIVITIES**

Advisory Board member Randy Boehm reported that the District had two Trash Court cases in 2020. No new trash claims for 2021.

Director Striegel-Winner discussed Saturday hours. Currently, the first Saturday of the month is the open date unless there is a holiday, then it would move to the second Saturday of month.

**RE: FUTURE MEETING**

The next meeting of the Solid Waste Board will be held on March 15, 2021, at 7:30 a.m. in the Commissioners / Council Room of the Courthouse Annex.

**RE: MEETING ADJOURNED**

Vice President Blessinger made a motion to adjourn the meeting at 7:57 a.m.