

**Hendricks County Recycling District
Board of Director’s Meeting Minutes
April 23, 2024**

The Hendricks County Recycling District met at approximately 7:00 a.m. on April 23, 2024, in the Commissioners’ Meeting Room at the Hendricks County Government Center.

Mr. Dennis Dawes opened the meeting and led the Pledge of Allegiance.

Mr. Dawes confirmed that a quorum was present.

Mr. Wathen motioned to approve the Minutes from the January 23, 2024 Board Meeting. Mr. Lacey seconded the motion.

At that time, Mr. Detwiler notified the Board that roll call had not been taken.

Mr. Dawes asked for a vote on the motion to approve the Minutes made by Mr. Wathen and seconded by Mr. Lacey. Board voted, motion passed 7-0-1, with Mr. Dan Bridget abstaining due to his absence at the January Board Meeting.

Roll call was then taken and the Board Members in attendance were:

Dan Bridget	Caleb Brown	Dennis Dawes
Bret Doub	*Bob Gentry	Ben Lacey
Phyllis Palmer	Robert Pope	Eric Wathen

Others in attendance were:

Lenn Detwiler	Amy Sieferman	Katie Archer
Ed Gaddie	Doug Morris	Jeff Healy

Outreach Coordinator’s Report

Mrs. Sieferman opened the Outreach Coordinator’s Report with an update on Education programs, noting that she and Mrs. Archer have been busy seeing students.

Next, she reported that the District was currently hosting the Recycling Heart and Sole Shoe collection and shared that the event has previously been hosted in February but that the District has moved the dates of the collection to lessen the impact on Changing Footprints. She reported that the change in date may possibly produce even more shoes and added that all Plainfield schools are participating in the event this year and have set a goal of collecting 2,000 pairs of shoes. Mrs. Sieferman reported that she believes they will exceed their goal as the Walmart Distribution Center has contacted the Plainfield High School wanting to donate shoes. Mrs. Sieferman reported that the District is having Walmart work separately with Changing Footprints so that the high schoolers do not have to process all those shoes.

Then, Mrs. Sieferman shared with Board Members that she and Sarah Wolf from the Hendricks County Partnership for Water Quality will be providing a Project Learning Tree Solid Waste Curriculum training for solid waste and secondary educators. Mrs. Sieferman shared that participants will be taking a tour of the landfill so admission to the program was capped at fifteen total and that those spots filled quickly. She added that due to the demand, they are planning to provide another training possibly in the fall.

Mrs. Sieferman closed out her report by sharing that the month of May's STEM Kit is titled, "Jammin' with Junk" and she noted that participating classes will receive and keep the book, *Ada's Violin*. Mrs. Sieferman explained that the book is a true story about kids in Paraguay that form a successful orchestra playing instruments they made from items they find in the local landfill. She shared that she is excited to see what the students create and passed the book around to the Board Members.

Director's Report

Mr. Detwiler opened the Director's Report by sharing that Mrs. Sieferman and Mrs. Archer are very busy this time of year and are doing a great job.

Tox-Away Day

Mr. Detwiler reported that the first Tox-Away Day of the year had been the previous Saturday at Brownsburg East Middle School and that 1,002 vehicles came through the five-hour event. He reported that, as usual, it was very busy and he appreciated that a police officer from the Brownsburg Community School Corporation was there directing traffic. Mr. Detwiler shared that staff reminds residents that they can use any of the Tox-Away Days, not just ones in their towns. He noted that NuGenesis did a good job of handling the large volume.

*Mr. Gentry entered the meeting at this time.

Mr. Detwiler noted that the next Tox-Away Day event is scheduled for June 22nd at the Hendricks County Fairgrounds in Danville.

Mr. Brown asked where the bottleneck is on the Brownsburg event. Mr. Detwiler shared the bottleneck for the event is simply the volume of cars and the size of the loads that come in to that first event of the year. Discussion was held.

Yard Waste Recycling Centers

Mr. Detwiler shared that Yard Waste Recycling Centers opened for the season on April 1st. He reminded the Board that 2023 was the busiest year ever at the centers and noted that he expected 2024 to be busy as well.

Next, Mr. Detwiler shared that the Town of Plainfield plans to have the Plainfield Yard Waste Recycling Center relocation completed for the start of the 2025 season.

Recycling Centers

Mr. Detwiler reported that the Coatesville Recycling Center is currently averaging approximately thirteen tons of material per month and North Salem is approximately six tons per month. Mr. Detwiler shared these totals are a couple of tons short of where the District was last year but further noted that things have been changing with the opening of the Lizton Recycling Center. Mr. Detwiler reported that users are doing a better job of following the rules and the quality of the material being collected has improved.

Next, Mr. Detwiler reported that Friday will mark one year that the Lizton Recycling Center has been open. He shared that the site has seen over 23,200 visitors in that time and has collected approximately 272 tons of material. Mr. Detwiler stressed that the quality of the material being collected and recycled through the center is excellent.

Mr. Detwiler added that the Lizton site is seeing activity pick back up with the weather improving and noted that the previous week was the busiest week on record.

Finally, Mr. Detwiler shared that the District is looking to hire another Attendant or two for the Lizton Recycling Center. He noted that the position will not be adding more hours but will be filling a part-time position that will soon be vacated.

Mr. Doub asked if the Tox-Away Day numbers are trending up. Mr. Detwiler confirmed that last year was the biggest year ever for attendance at the Tox-Away Day events and added that in recent years the District has seen around 4,000 annual users. Mr. Doub asked if most of those users were new to the events or returning residents. Mr. Detwiler answered that it is certainly a mix of both returning and new users. Further discussion was held.

Safety Program

Next, Mr. Detwiler shared that he had developed a safety manual based on the activities specific to the Recycling District. He borrowed a lot from the County's safety manual as well as from similar programs in place at other solid and recycling districts across the state. He noted that as part of the safety program, employees are instructed to reach out to the Board of Directors if they bring up an issue with the Executive Director and do not feel like they received an appropriate answer or if they still have safety concerns. Mr. Dawes asked if employees know how to get in contact with Board members. Mr. Detwiler shared that all Board Members are listed on the District's website, but he will make sure they do have that information.

Mr. Detwiler shared that as part of the safety program, he and the Lizton Recycling Center Attendants all had training in bloodborne pathogens. Mr. Detwiler explained that occasionally at the Lizton Center, residents will try to recycle containers that are holding used medical sharps. The bloodborne pathogen training will need to be repeated annually. Mr. Detwiler shared that the safety program includes a provision that those employees whose job duties require them to receive annual bloodborne pathogen training have the option to receive

Hepatitis B and Tetanus vaccines at no cost to them; the District would bear the cost. He noted that these vaccines are offered to the attendants, but they are not required.

Lastly, Mr. Detwiler shared that one other aspect of the safety program was a new requirement for employees working at the Lizton Recycling Center to wear safety-toed shoes due to the risk of foot injury from automobile tires. He explained that since this is a requirement, the safety program stipulates that the District will reimburse those employees up to \$125.00 annually to ensure they have the proper footwear. No questions were noted from the Board.

Final Disposal Fee Update

Mr. Detwiler shared that the rate increase to \$1.25 per ton approved by the Board in January went into effect April 1st. He reported that as discussed previously, this fall at the October meeting the Board will review the rate and take action as necessary. Mr. Dawes asked Mr. Detwiler if there has been any feedback from WM. Mr. Detwiler shared there has been no feedback from WM except for a couple of administrative questions he fielded.

Upcoming Events

July 23rd will be the next Board Meeting. Mr. Detwiler shared that the Board will consider the 2025 Budget for the District at that time and noted that the CAC will meet prior to the July Board Meeting to review the proposed budget and develop a recommendation. Mr. Detwiler encouraged Board Members to share any input they may have regarding next year's budget soon as he begins to develop it.

Financial Report

Mr. Detwiler opened the Financial Report by sharing that the District will be looking for a new bookkeeper as Dee Edwards with Edwards Accounting will be unable to continue to fill that role. Mr. Detwiler further shared that Mrs. Edwards has been handling the District's bookkeeping since the fall of 2016, noting she has done a great job. Discussion was held.

Mrs. Palmer shared that she believes this has been a perfect situation for the District and she further hopes the District can find someone small and local to serve the District. Mr. Detwiler reported that Mrs. Edwards handles all aspects of payroll, claims, preparing checks and reports. He explained that he has reached out to a couple of firms but has not had much success to this point finding a firm that performs both the bookkeeping and payroll duties.

More discussion was held, and Mrs. Palmer asked when Mrs. Edwards will be done. Mr. Detwiler shared that she is hoping the District will make the transition in the next thirty days. Further discussion was held.

Mr. Detwiler asked the Board of Directors if they are comfortable with him selecting a new firm or individual to fill the role or if they would like him to bring back a recommendation to them for approval, noting that an additional Board Meeting might need to be held due to the short timeline. Discussion was held and Mr. Detwiler noted that the current cost of the accounting services is relatively low at \$400 per month. Further discussion was held.

Mr. Brown motioned that Mr. Detwiler, at his leisure, can secure a new firm to handle the District's bookkeeping and payroll needs. Mr. Lacey seconded the motion. The vote was called, and the motion passed 9-0-0.

NuGenesis

Mr. Detwiler requested the Board's permission to pay the invoice from NuGenesis in the amount of \$39,242.90 for the most recent Tox-Away Day instead of holding it to pay with the May claims. Mr. Dawes confirmed approval, by consensus, for processing and payment of the invoice.

Financial Facts Summary

Mr. Detwiler opened the Financial Facts Summary by highlighting the checking account balances in the month of February are out of the ordinary as he was redeeming and reinvesting funds in CDs held by the Hendricks County Special Projects Fund and Rainy Day Fund. He noted this activity took place at the end of February and beginning of March. Two new CDs were purchased for the funds for terms of 12 months at a rate of 5.13%.

Mr. Bridget asked if there was any advantage in the interest rates. Mr. Detwiler confirmed that yes, the interest rate is much better on the new CDs and noted that for both CDs the interest earned was rolled in and reinvested. He also noted that he added \$100,000 from the Hendricks County Special Projects Fund checking account to that CD leaving a sufficient balance in the checking account to manage any anticipated claims. No questions from the Board.

Income and Expenditures Charts

Mr. Detwiler then noted that the year-to-date Final Disposal Fee income is approximately \$2,300 lower than the same time last year, but about \$38,000 above the average since 2005. He further noted that the rate in place for January through March was still at \$1 per ton. Mr. Detwiler also highlighted the comparison charts included in the Board packet.

First Quarter Reports

Mr. Detwiler highlighted an error on North Salem Recycling Center line item for the month of February. He reported that it appears the claims for Lizton and Coatesville were entered under North Salem. Mr. Detwiler will consult with Mrs. Edwards regarding the issue. He noted that the error would not impact the totals shown.

Mr. Detwiler shared that overall, income has exceeded expenditures by approximately \$42,000 through the first quarter. No questions were noted from the Board.

Registers of Claims

Mr. Detwiler presented three Registers of Claims for the General Fund and one Register of Claims for the Hendricks County Special Projects Fund.

The Registers of Claims presented are as follows:

- February 27, 2024, for the General Fund in the amount of \$60,462.10

- March 26, 2024, for the General Fund in the amount of \$1,574,780.83
- April 23, 2024, for the General Fund in the amount of \$156,074.10
- March 26, 2024, for the Hendricks County Special Projects Fund in the amount of \$563,137.79

Mr. Detwiler shared that the Register of Claims for the month of March includes a claim for the Rainy Day Fund CD that was purchased. Mr. Detwiler also highlighted a claim for \$100,000.00 which is a transfer from general fund checking to the Money Market account. Lastly, he noted that the claim for the Hendricks County Special Projects Fund was for the CD purchase. Mr. Dan Bridget motioned to approve the financial report and claims, as presented. Mr. Pope seconded the motion and the motion passed, 9-0-0.

New Business

CAC Report- Community Grant Recommendations – Spring 2024

Mr. Detwiler highlighted the CAC Meeting Notes and Summary Spreadsheet that were included in the Board Meeting packets. He explained that the CAC met on April 11th at the WM landfill to review the four grant applications received by the District. The four applications were requesting a total over \$32,500.00. Mr. Detwiler reminded the Board that \$10,000 was earmarked for the grant round.

He highlighted the CAC's recommendation to partially fund for two of the requests and noted that the Town of Brownsburg's request was for 1,000 reusable totes. Mr. Detwiler reminded the Board that in 2023, the District purchased totes to fulfill these types of requests. So, the CAC's recommendation for the Town of Brownsburg was to offer 600 of the District totes.

Mr. Bridget asked how long the District has capped the grant amount at \$10,000. Mr. Detwiler clarified that the District offers \$20,000 per year, noting that each request is capped at \$5,000. He further shared that he believes the grant amounts were set in 2010. Mr. Bridget asked if the District should consider adjusting the amount budgeted for the grants program since the final disposal fee rate has been raised to \$1.25. Mr. Detwiler shared that doing so could be considered but noted that he believes the CAC's decision to offer partial funding was more so due to the caliber of grant applications, not due to a lack of available funds.

Mr. Lacey noted that the quality of the requests is important as well as the overall benefit the requests will have for the community. He continued by sharing that he believes those standards should be kept where they are and further suggested that possibly in October, after the impact of increase in final disposal fee is better understood, the rate for grants could be re-evaluated. Further discussion was held.

Mr. Brown asked about the CAC not recommending paying for labor of the water bottle filling station. Mr. Detwiler explained that generally the CAC has recommended buying equipment

and supplies but not labor or services. Mr. Brown shared that he would hate for that to be a roadblock to getting the project done.

More discussion was held relating to the future of the District's Community Grants Program. Mr. Detwiler shared that school districts in the county that have limited or eliminated recycling in their buildings because of the cost. He suggested that perhaps the District could reimagine the grant program and begin subsidizing recycling services for school districts with thorough recycling programs. He noted that such a program could significantly bolster recycling in the community and help reinforce the District's message to students in Hendricks County. Discussion was held.

Mrs. Palmer then moved to approve the recommendations from the Citizens Advisory Committee for the Spring Grants. Mr. Brown seconded, and the motion passed, 9-0-0.

Mr. Detwiler asked for confirmation that the Board would like any grant funds left from the spring round be made available for funding projects in the fall grant round, as has been done in the past. The Board agreed. Mr. Lacey noted that he would like to see the future of the Community Grants Program added as an agenda item for the Board's October Meeting.

Mr. Doub asked if there is an outline on the website for the grant applications to help potential applicants. Mr. Detwiler reported that there is a guidance document that includes some example projects and added that a review of that document is in order.

Public Comment

No public comments noted at this time.

Board of Directors' Comments, Concerns and Questions

No comments, questions or concerns noted from the Board at this time.

Announcements

Mr. Detwiler reminded the group that the next Board Meeting will be July 23, 2024. He also noted that the next Tox-Away Day will be June 22nd. He added that he will continue to send out monthly Board updates but did request that if Board Members have questions to contact him and that he would keep the Board updated about the bookkeeping position.

Mr. Dawes shared, on behalf of the Board, appreciation for the District staff's work.

Adjournment

Board consented to adjournment of the meeting at approximately 7:45 a.m.

Dennis Dawes, President