

**Regular Meeting #54 - 2019
Fairfield County Commissioners' Office
December 17, 2019**

Review

The Commissioners met at 9:03 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Tom Lininger, Todd McCullough, Tony Vogel, Tony Perez, Dave Burgei, Loudan Klein, Chief Lape, Ray Stemen, Jeff Barron, David Miller, Chris Wagner, Rick Szabrak, Jeff Porter, Aunie Cordle, Jon Slater, and Dennis Keller.

- Welcome

Mr. Levacy wished everyone a Merry Christmas and Happy New Year.

- Legal Update

Mr. Horacek informed the Commissioners a resolution considering the Timbertop Annexation was on the voting agenda and a decision needed to be made as it was the end of the 30-day window.

- Administration and Budget Update/Carri's List

- a. Announcements

Thanks to everyone for attending the Holiday Open House on December 10th. We have received several expressions of thanks about the event.

December 24 – Close at Noon

December 25 – Christmas Holiday

January 1 – New Year's Day

January 13 – Reorganizational Meeting

January 13 – Speed Mentoring Event

January 20 – MLK Day

- b. Highlights of Resolutions

Dr. Brown highlighted 33 resolutions planned for the voting meeting.

We have a proclamation to honor the Pickerington Central football team for winning their state championship title. Commissioner Fix will be attending a celebration in their honor.

We proposed a subcontract with Community Action relating to the CFLP grant. (This is a standard renewal.)

JFS proposed approval of three transportation contracts and two IV-D contracts for child support services.

We proposed approval of a purchase agreement for furniture under the state term purchasing with Continental for the Real Estate Offices.

Jon Slater proposed permission to travel for himself and members of his staff, consistent with the Fairfield county travel policy.

We proposed a change order for Gutknecht for the County Auditor's Real Estate Assessment Offices.

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We proposed appointment of Heather Yakes to the RLF committee following administrative recommendations for her service.

We also proposed approval of Mitch Harden to the Law Library Board, following his interview last week.

We proposed the salvage of two obsolete vehicles for the County Engineer.

There were financial and related resolutions to approve, such as:

- A resolution correcting the certification to the county auditor delinquent water and sewer rentals on tax duplicate – Buckeye Lake Sewer System – Water & Wastewater Department relating to Licking County;
- FOJ planning for the Sheriff and Prosecutor;
- Certification of ditch maintenance districts;
- Interest credits for November for the Parks District and Health Department;
- A fund to fund transfer of appropriations for Utilities;
- Account to account transfers of appropriations for the Sheriff, Clerk of Courts, Juvenile/Probate Court (2), FCFAC, the Major Crimes Unit (2), Coroner, Auditor, and Common Pleas Court; and
- Reimbursement by operation of law for the PA fund from WIOA.

Also, following presentation and a follow up meeting with the Fairfield County Bar Association representatives, we proposed adoption of new rates and caps for indigent attorney fees, effective January 1, 2020. We will provide copies of the resolution once approved to the Ohio Public Defender's Office, the Bar Association, and the Courts.

In addition, we had a resolution to approve the annexation of an adjacent 76.877-acre tract of land located in Greenfield Township, Fairfield County, Ohio, to the City of Lancaster, Fairfield County, Ohio, (as discussed with the Legal Update).

c. Administrative, Program, and Budget Update

Administrative & Program Updates

The review packet contained a list of administrative approvals. Independent contractor relationships at the Coroner's Office are firming up, with investigator contracts approved (slightly below estimates in amount) and the deputy coroner contract in process (with an element being added to specifically note CORSA coverage).

Administrative approvals will continue as normal during December and January (even though Commission meetings are not held December 17 – January 13).

2019 Accomplishments

We reviewed the accomplishments and statistics of 2020. (See attached.)

This information will be updated for the State of the County address which is scheduled for April 30 at the WigWam in Violet Township.

We can also use the information from the "decade in review" section of the budget presentation for various updates.

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Press Release – Facilities and Emergency Management Complex

Last week, we issued a press release for the Facilities and Emergency Management Complex opening. There was an article in the Eagle-Gazette on Monday.

The overall records and assets projects came in about \$16,000 - \$25,000 under budget. That amount can be considered a beginning for parking lot improvements at the Facilities and Emergency Management Complex in Spring of 2020.

There will be tours on February 6th, allowing some time for departments to settle into their new environment.

Capital Projects

The next capital improvements in progress are the windows at the Hall of Justice and carpeting for a floor at the Government Services Center on Main and Memorial. We are researching the market and our circumstances as we move forward.

Update re: ADAMH & county policy

ADAMH on December 11 voted to follow the county policy and compensation plan. During discussion, ADAMH board members commented on the improvements of the policy manual and how the recommendations for recruitment and retention were extremely valuable.

Training Reminders

The three annual training requirements for all county employees are for ethics, cybersecurity, and unlawful harassment. Thanks to everyone for taking these trainings and documenting that.

There are also optional trainings for essential skills with Service Skills. The one-page flier about Service Skills was in the review packet, as was previously in a roundtable meeting packet. Service Skills are convenient trainings available to everyone. Call Cassie Stricker in HR for more information. There are multiple options for customer service, leadership, and management. We have received positive feedback about this training.

Speed Mentoring

The Fairfield County Commissioners will be hosting a speed mentoring session on Monday, January 13th at 11:30 a.m. The mentoring session will be held in the Commissioners Hearing Room on the 3rd floor of the Administrative Courthouse, 210 East Main Street, Lancaster.

This is an opportunity for county employees to briefly meet with elected officials and department heads for one-on-one mentoring sessions.

Additional information on speed mentoring will be in the review packet.

If you are planning on attending, please RSVP here:
<https://www.surveymonkey.com/r/speedmentoringJan13>.

During the Holiday Open House, several employees said thanks for this opportunity.

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JFS – Innovation Example

In the media, we have been reading about Federal legislation to expand housing vouchers for foster children aging out of the system. In Fairfield County, this concept is something that has been a focus for about a decade. In 2010, Heather O'Keefe (current Protective Services Director) and Rich Bowlen (former Protective Services Director) obtained a federal grant for a family reunification program which provided and continues to provide 50 child protective services dedicated vouchers through the Metropolitan Housing Authority (40 for reuniting and 10 for independent living cases). Since 2010, 150 families have been supported by this housing program. It is hoped that the Federal legislation will pass to expand available housing.

Records Center Update

The Records Center work group met last week and concluded there was no immediate need to hire temporary staffing. There are appropriations dedicated to this purpose, and the work group will monitor needs. There will be some upgrades for the television monitors and additional HVAC units put in place.

Carri Brown sent an additional email to departments to confirm all that they wanted was moved out of or will be moved out of Drew Shoe by the end of the year. We are working through the final stages with departments. A bit more time is needed by some departments, but we are coming close to time when all will be removed from Drew Shoe. Jessie Bowlen at the Records Center stated that the County Auditor Finance moved their items last week.

Facilities will be moving out obsolete items and repurposing or salvaging shelving.

NACo Achievement Awards – Planning

We are reaching out to departments to assess potential nominations for National Association of Counties achievement awards. In recent years (since 2012), Fairfield County has earned NACo achievement awards for:

- Fatherhood Leadership in the Community
- Collaborative Grant Writing
- Improving Transparency (and Sunshine Pages on our Website)
- Electronic Resolution Management (and Routing Form)
- Visitation Services (at the Amstutz Building)
- Encouraging Environmental Stewardship
- Connecting Economic and Workforce Development
- Turnaround for the Dog Adoption Center and Shelter
- Improving Productivity and Strategic Planning

There have been other awards focused on JFS prior to 2012. For 2020, we have set up mentoring sessions to apply for a NACo achievement award. Applications will be due around February/March 2020. Ideas for achievement awards for 2020 now include:

Social Enterprise & Developmental Disabilities
Near-Site Wellness Clinic for Employees & Dependents
Customer Services Initiatives at JFS
The Board of Revision Educational Handbook

If anyone has other ideas, please contact Carri Brown.

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Recruitment and Retention

The 21st recommendation from the committee for a service credit benefit of \$1,000 has been processed for 2019 and is in place for 2020 forward.

We have received numerous expressions of thanks.

Budget Update

The appropriation measure for 2020 was passed last week. In January, we expect account to account transfers of appropriations for Veteran Services to correct a keying error. This is no change to the total.

We will continue to monitor revenues and expenditures.

The December revenue reports from the County Auditor for sales tax, conveyance fees, and casino revenues were received and reviewed.

d. BRAVOs

Congratulations to Jon Kochis, EMA Director, for serving as a member of Governor DeWine's Ohio School Safety Working Group. This group will begin meeting in December to evaluate best practices and model policies.

Thanks to Staci Knisley, Rachel Elsea, Christina Foster, and Shar Bails for serving as notaries for the public doing business at numerous county departments.

The County Auditor reported their final check run of the year was for 1,700 checks, as opposed to 500 in a "normal" run. Thanks to everyone for their extra efforts in December. They also helped departments at the last minute prepare financial resolutions for the end of the year.

"Belated" thanks to Betsy Thompson with the Clerk of Courts for her idea box submission about training; she is an idea box honoree for 2019.

Congratulations to Tony Vogel and Utilities for the successful recruiting and presentation at Pickerington North relating to career readiness.

Bravo to Corey Clark with JFS for assisting the US Census and Community Action with hiring needs!

- Old Business (none)
- New Business (none)
- General Correspondence Received (none)
- Calendar Review/Invitations Received

- a. Meals on Wheels Annual Dinner – Thursday, January 23rd at the Meals on Wheels Dining Room

- FYI

- a. Jail Population – 289

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- Open Items

Mr. Fix thanked everyone for their assistance during his first year as Commissioner. He has learned a lot and has a lot more to learn. He stated Commissioners Davis and Levacy have been great mentors and thanked Dr. Brown and all within the county for their help.

Recycling Update

The Commissioners met at 9:00 a.m. for a Recycling Update from Community Action. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Tom Lininger, Todd McCullough, Tony Vogel, Tony Perez, Dave Burgei, Loudan Klein, Chief Lape, Ray Stemen, Jeff Barron, David Miller, Chris Wagner, Rick Szabrak, Jeff Porter, Aunie Cordle, Jon Slater, Kellie Ailes, Jennifer Kolometz, Randal Hunt, Clinton Davis, Janet Schmelzer, and Dennis Keller.

Kellie Ailes and other representatives of Community Action provided an update on their operations, including recycling.

Ms. Ailes introduced Clinton Davis, the new Community Action Director. She also announced Randal Hunt has been promoted to Deputy Director. Jennifer Kolometz, the new director of the Recycling Program, was also at the meeting. Janet Schmelzer, Finance Director of Community Action joined the meeting, as well.

Ms. Kolometz reviewed the attached update and timetable of recent events; the open positions are currently posted with Workforce Development of JFS and are highlighted in the JFS lobby.

Mr. Davis asked if they were still catching up from the rush and from being down.

Ms. Kolometz replied as of yesterday, all sites are now cleared but they need to finish processing the recyclables at the facility. They are approaching two holiday weeks and are working on being proactive to avoid another backlog. The cardboard recycling is what is creating the most work.

With recycling, there has been a "perfect storm" of issues recently. There have been mechanical problems, staffing issues, and increased service needs due to the holidays.

They provided some statistics about recycling and an update about improvement plans.

In addition, the Coshocton-Fairfield-Licking-Perry Solid Waste District is planning recycling improvements. Community Action will be preparing a list of equipment and/or upgrades to demonstrate how part of a \$3M resource at CFLP could be used for improvement in Fairfield County.

There was an old feasibility study that did not provide fruitful results. So, now, CFLP as a district, is planning upgrades and improvements. In the future, CFLP will need to decide on how that \$3M will be allocated (to specific counties or specific purposes, for example). We have already alerted CFLP that Fairfield County could certainly appropriately use funding for the purpose of recycling improvement if it were made available to Fairfield County.

Mr. Davis advocated for a "plan B" should an incident like this occur again. He asked if there were any mutual aid options from other facilities.

Ms. Kolometz stated that she had several good ideas from Ms. Philips and that when this happened to Perry County, they paid Rumpke to remove several loads and recycle for them. This is an expensive option.

Ms. Ailes stated that tomorrow some members of the recycling team would be visiting Adams and Brown Counties to review best practices and good ideas they have implemented.

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Commissioner Levacy remarked on the magnitude of the program, recycling more than six million pounds through nine months of 2019.

Commissioner Levacy stated at 9:52 a.m. that the Commission would be in recess until the 10:00 a.m. Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, December 17, 2019 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Dennis Keller, Aunie Cordle, Jeff Porter, Rick Szabrak, Todd McCullough, Tony Vogel, Ray Stemen, Joshua Horacek, Amy Brown-Thompson, Tom Lininger, Chief Lape, Chris Wagner, Loudan Klein, Dave Burgei, Jon Slater, Tony Perez, Jeff Barron, Ed Laramée, and Jeff Camechis.

Pledge of Allegiance

Commissioner Levacy asked everyone to rise as able, and he led the Pledge of Allegiance.

Announcements

Commissioner Levacy asked if there were any announcements.

Dr. Brown thanked everyone for their donations to the JFS Protective Services drive which reaches elderly and children. Aunie Cordle commented that more than 300 would be supported with the holiday donation drive this year.

Public Comment

Commissioner Levacy asked if anyone from the public who would like to speak or offer comments.

Mr. Ray Stemen of 2444 West Point Road in Lancaster spoke of issues regarding national political concerns and encouraged everyone to show support to the President, which he does often.

Approval of Minutes for Tuesday, December 10, 2019

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, December 10, 2019 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Auditor's Office Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Auditor's Office resolutions:

2019-12.17.a A resolution granting Fairfield County Auditor Jon Slater permission to attend.

2019-12.17.b A resolution approving an account to account transfer AUDITOR
[Auditor- Finance]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

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Approval of the Clerk of Courts - Legal Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Clerk of Courts – Legal resolution approving an account to account transfer in a major object category – Clerk of Courts Legal Division; see resolution 2019-12.17.c.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Commissioners Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners' Office resolutions:

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| 2019-12.17.d | A resolution to approve the annexation of an adjacent 76.877-acre tract of land located in Greenfield Township, Fairfield County, Ohio, to the City of Lancaster, Fairfield County, Ohio. [Commissioners] |
| 2019-12.17.e | A resolution authorizing the approval of a proclamation. [Commissioners] |
| 2019-12.17.f | A resolution to approve reimbursement rates for appointed counsel [Commissioners] |
| 2019-12.17.g | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners] |
| 2019-12.17.h | A resolution authorizing certifying Drainage Maintenance Districts to the Fairfield County Auditor's Office - Commissioners' Office. [Commissioners] |
| 2019-12.17.i | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners] |
| 2019-12.17.j | A resolution approving the appointment of Mr. Mitch Harden to the Fairfield County Law Library Resources Board. [Commissioners]
[Commissioners] |
| 2019-12.17.k | A resolution correcting the certification to the county auditor delinquent water and sewer rentals on tax duplicate – Buckeye Lake Sewer System – Water & Wastewater Department. [Commissioners] |
| 2019-12.17.l | A resolution to approve a fund to fund transfer for the Further of Justice Appropriation for the County Prosecutor – Fairfield County Commissioners [Commissioners] |
| 2019-12.17.m | A resolution to approve the Further of Justice (FOJ) appropriation for the County Sheriff - fund to fund transfer – Fairfield County Commissioners [Commissioners] |
| 2019-12.17.n | A resolution entering into a contract between Fairfield County and the Lancaster-Fairfield Community Action Agency for Recycling Services and Education Services for 2020 [Community Action] |

Discussion:

Mr. Davis spoke regarding the annexation resolution. He noted that the participants of the hearing conducted themselves in an efficient and polite manner. In making their decision, the Commission can only view evidence if detrimental to the township, not detrimental to the city.

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Based on the evidence presented, Mr. Davis does not view this annexation as a detriment to Greenfield Township.

Regarding the increase in appointed counsel reimbursement fees, Mr. Davis commended Dr. Brown on the foresight to evaluate the rates and to move quickly in that initial evaluation. He thanked President Charles Elsea and Chairman Jason Price for their cooperation, and he looks forward to continuing to work with them and continuing to review the data.

Mr. Davis noted the Pickerington Central Championship is an amazing accomplishment. Mr. Levacy congratulated the team, as well.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Common Pleas Court Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Common Pleas Court resolution approving an account to account transfer in a major object expense category; see resolution 2019-12.17.o.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Coroner's Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Coroner's Office resolution approving an account to account transfer in a major object expense category for Fairfield County Coroner; see resolution 2019-12.17.p,

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Economic Development Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Economic Development resolution to appoint Ms. Heather Yakes to the Fairfield County Revolving Loan Fund Loan Review Committee; see resolution 2019-12.17.q.

Discussion: Mr. Szabrak stated he is very excited for the additions to the revolving loan fund committee and believes they will be great additions.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Engineer's Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Engineer's resolution for the disposal of two salvage vehicles for the Fairfield County Engineer's Office; see resolution 2019-12.17.r.

Discussion: Mr. Camechis stated this resolution was for two vehicles to be destroyed through the Toyota Diesel Grant program.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Facilities Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following: Facilities resolutions:

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- 2019-12.17.s A Resolution Authorizing the Approval of a Purchase Agreement between the Fairfield County Commissioners and Continental Office [Facilities]
- 2019-12.17.t A Resolution for Approval of Change Order No. 6 to the Contract between the Gutknecht Construction Company and the Fairfield County Commissioners [Facilities]

Discussion: Mr. Keller stated both resolutions were for the Auditor's new building for Real Estate Assessment Offices. The first was for the furniture package through the state bidding. The second is a change order.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Family, Adult, and Children First Council Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Family, Adult, and Children First Council resolution approving an account to account transfer in a major object expense category for Fund #7521, Subfund #8195 -Safe Communities Grant; see resolution 2019-12.17.u.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the JFS Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following JFS resolutions:

- 2019-12.17.v A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and Creative Coach Company [JFS]
- 2019-12.17.w A resolution regarding a Purchase of a Title IV-D Contract between Fairfield County Job & Family Services, Child Support Enforcement Agency and Attorney Mary Ann Boone [JFS]
- 2019-12.17.x A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2599 reimbursing Fund 2018 [JFS]
- 2019-12.17.y A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and Jackson Transportation Group, LLC [JFS]
- 2019-12.17.z A resolution regarding a Purchase of a Title IV-D Contract between Fairfield County Job & Family Services, Child Support Enforcement Agency and Fairfield County Sheriff Department [JFS]
- 2019-12.17.aa A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and Fairfield Center for disAbilities and Cerebral Palsy, Inc. [JFS]

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Juvenile/Probate Court Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Juvenile/Probate Court resolutions:

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2019-12.17.bb	A resolution approving an account to account transfer into a major expenditure category – Fairfield County Probate Court [Juvenile/Probate Court]
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2019-12.17.cc	A resolution approving an account to account transfer into a major expenditure category – Fairfield County Probate Court [Juvenile/Probate Court]
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Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Major Crimes Unit Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Major Crimes Unit resolutions:

2019-12.17.dd	A resolution to approve an account to account transfer Major Crimes Unit COAP 2019 [Sheriff - Major Crimes Unit]
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2019-12.17.ee	A resolution approving an account to account transfer Fairfield, Hocking, And Athens Counties of Council of Governments on Major Crimes Investigations [Auditor- Finance]
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Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Sheriff's Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Sheriff's Office resolution authorizing an account to account transfer; see resolution 2019-12.17.ff.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Utilities Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Utilities resolution authorizing a fund to fund transfer; see resolution 2019-12.17.gg.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Mr. Davis thanked Mr. Levacy for his leadership as President in 2019. He appreciates his leadership in the Commission, but also as an individual.

Adjournment

With no further business, on the motion of Jeff Fix and a second of Steve Davis the Board of Commissioners voted to adjourn at 10:18 a.m.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

The next Regular Meeting is scheduled for Tuesday, January 14, 2020 at 9:00 a.m.

Motion by: _____ Seconded by: _____

that the December 17, 2019 minutes were approved by the following vote:

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YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on January 14, 2020



Steven A. Davis
Commissioner

Dave Levacy
Commissioner

Jeff Fix
Commissioner



Rachel Elsea, Clerk



Board President
Lisa Evangelista

Executive Director
Kellie Ailes

December 17, 2019 Update Timeline of Events:

- Monday, November 25th- the top roller on the conveyer belt that feeds the baler had a crack on both the right and left sides causing the belt to be out of commission. Carl, our normal welder/technician was on a 2-week vacation so Richard brought in a welder to patch it together. Apparently we have previously "repaired" this roller. It worked for about ½ a day before it broke again causing the outer cylinder of the roller to separate from the interior rod. This was not an easy fix.
- Tuesday, November 26th- I had representatives from both Ely Enterprises and Capital City Conveyer come in to look at the issue and to see if they had a roller that would easily fit for a swap out. Unfortunately, the conveyer is very old, apparently came from the previous facility and is somewhat "custom". There were no rollers in stock and they both were looking for options which turned out to be unsuccessful for a quick response with people out for the holiday week and deer hunting season.
- In the meantime, we used the forklift to manually dump materials into the baler which took 4x as long and wasn't as efficient but kept us moving on some of the materials such as paper and cans. We acquired additional cardboard storage boxes and used the 2 empty storage trailers to house the excess materials. The cardboard was the biggest issue piling up compounded by Black Friday, Cyber Monday and Amazon.
- Monday, December 2nd- Carl came back from vacation and arrived at 4pm to evaluate our options to get the conveyer back online. We came up with a plan.
- Tuesday, December 3rd- roller was removed and the alterations were made to beef it up. *Ultimately when the bottom roller was replaced a year ago the top should have been replaced. Carl said it had been discussed and suggested but delayed due to funding (not sure why). The top roller actually incurs more stress and weight than the bottom.
- Wednesday, December 4th- the remanufactured roller was installed and by the end of the night we were back in business.
- Friday, December 6th- the baler then went down. We are not sure which happened first but the seal on the back hydronic arm of the baler that pushes and compacts the product from left to right went out. It was also discovered that on the left side there was a crack in the weld and a bolt was out. This could have been like this for some time but previously unnoticed.
- Carl came in Friday night to begin the tedious process with our guys of removing the cylinder and replacing it. I learned this is a very complex difficult task. The seal replacement was completed on Saturday and tested. We were back in business again.
- Sunday, December 8th- I had staff come in to start moving and baling materials to make room to pick up and process more materials on Monday. Since Monday I have brought in additional sorters and allowed longer hours to be worked doing whatever we can to get caught up.



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Phone: (740) 653-4146 • Fax: (740) 653-4462
www.faircaa.org • www.fairfieldrecycles.org





Board President
Lisa Evangelista

Executive Director
Kellie Ailes

- For the remainder of the week including Saturday we have continued to adjust and prioritize staffing to catching up and get on track. We are making progress but there is still a lot of materials to get caught up on. When we have received calls, we are advising that of the previous issues and everyone has been very understanding for the most part. We have offered to have them bring their recycling to the facility drive thru lane and we will be happy to assist them with removal. I also posted this on our Facebook page.
- Status as of December 16th, the sites were hit hard again this weekend but they are much more manageable. We are targeting the main sites including Liberty Center, OUP, Violet Township, Miller Park and Tiki with dumpster swap outs and sending an additional compactor out for cleanup around the sites so the drivers can swap quicker.

What's next:

- Hiring- we currently have 2 open driver positions and Operations Manager. We are focusing on CDL-B drivers which is what is needed for the compactor trucks but for now we may need to hire one regular driver.
- Reevaluate the quantity of trailers/dumpsters at the hardest hit sites. We are hoping to free up some additional trailers to put out at these sites for the holiday weeks.
- In the first quarter of next year we will be receiving a large quantity of our new dumpsters. They will be more user friendly while providing more pleasing appearance. Our first sites to switch out will be Liberty Center, Center Street (Violet Township), Miller Park and Tiki Bowling.
- What do we need to keep the Recycling Center running as it has and how do we get it to the next level? I am meeting with contractors and going to other facilities to further educate myself on what this looks like.
 - First priority is the baler and conveyer system; we are working with Ely Enterprises, Cap City Conveyer and Apex on the best fit for us. Site visits have all been done and proposals are in the works to be discussed and presented.
 - New conveyer for the belt feeding the main sort line. It has not been replaced in a few years as I have been told and is showing wear signs and deterioration. Upon replacement we will also beef up some of the sensitive welds.
 - Evaluating Eddy Current separation conveyer to speed up sorting.
 - Two additional Pro-Delivery Rear Load Trailers- these will be needed upon completion of our switchover to dumpsters. We currently have 2 and when we are working with 100+ dumpsters we won't be able to keep up.



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2019 ROMA REPORT

DEPARTMENT: RECYCLING CENTER

DIRECTOR: JENNIFER KOLOMETZ

ACTIVITY SUMMARY:

Program	Activity	Projected Outcomes vs. Actual Outcomes												Actual
		J	I	A	A	S	S	O	O	N	N	D	D	
Recycling Center Economic Dev.	Maintained Employment 180 Days	0	0	1	0	0	0	0	0	0	0	0	1	3
	Inc. Benefits of Employ.	5	3	3	3	2	3	3	1	5	5	5	24	27
Recycling Center Ed.	Youth Achieving Basic Grade Level	214	3	214	0	214	214	214	6	214	214	214	1284	1,673
	+	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2019
	Residential Drop-off	347,853	466,227	362,925	429,543	299,242	406,542	383,185	430,836	384,190	382,145	4,254,551	4,970,947	
Recycling Center (Materials Recycled in Pounds)	Schools/Govt	6,092	9,923	21,433	22,829	11,955	24,992	38,808	48,428	44,571	29,482	260,518	347,628	
	Commercial	63,713	92,046	64,088	95,260	47,940	82,624	68,510	138,968	97,600	52,367	734,083	1,136,424	
	Industries	16,608	25,940	20,382	27,517	12,404	27,770	16,115	33,287	22,279	13,861	218,327	322,326	
	MRF Buyback	24,121	17,858	17,344	18,269	15,644	18,273	18,579	18,604	13,007	13,540	218,634	201,412	
	Shredding	20,960	40,714	26,073	38,756	25,852	13,398	25,555	44,152	27,740	18,299	299,305	420,117	
	Special Events	700	375	0	0	90	0	0	0	0	0	8,540	1,275	
	MRF Drop-off	26,140	19,105	26,605	20,145	16,105	17,795	36,080	20,870	26,355	26,365	299,485	246,680	
	Total Recycled Materials	506,187	672,188	538,850	652,319	429,232	591,394	586,832	735,145	615,742	536,059	6,293,443	6,322,691	

