



**NOTICE & AGENDA**

**LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT BOARD**

**Thursday, March 21, 2024**

**Beginning at 5:00 p.m.**

**Solid Waste District 101 – What is the Lake County Solid Waste Management District?  
A Brief Overview For Newly Appointed Board Members and Open to All to Attend**

**Regular District Board Meeting begins promptly at 6:00 pm**

Lake County Solid Waste Management District Office

8695 Broadway, Merrillville, Indiana

(Enter thru the white door at the east end of the building, meeting is on the main floor.)

**PRELIMINARY:**

Pledge of Allegiance

Moment of Silence

Roll Call

**CONSENT AGENDA:**

1. Approval of February 15, 2024, Board Meeting Minutes
2. Approval of Claims – Checks Dated 2-7-2024 thru 3-13-2024

**PUBLIC COMMENT:** We kindly ask that all comments be limited to 1 and ½ minutes per individual. Please keep your comments civil and constructive and related to agenda items.

**OLD BUSINESS:**

3. Board and Committee Reports:
  - Chairman
  - Executive Director
  - Citizens Advisory Committee

**NEW BUSINESS:**

4. None

**ANNOUNCEMENTS:**

5. The next Citizens Advisory Committee (CAC) meeting is scheduled for Thursday, May 9, 2024, at 6:00 p.m. at the District office.
6. The next Solid Waste Board meeting is scheduled for Thursday, May 16, 2024, at 6:00 pm. at the District office.

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Richard Long, Chairman, Lake County Solid Waste Management District



**BOARD MEETING MINUTES**  
February 15, 2024

**PRELIMINARY:**

Pledge of Allegiance  
Moment of Silence

**Roll Call:**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Cedar Lake: Councilmember Nick Recupito	X	
Crown Point: Appointee Councilmember Robert Clemons		X
Dyer: Councilmember Jenna Ogrizovich		X
East Chicago: Appointee – Monica Gonzalez		X
East Chicago: Representative VACANT		X
Gary: Appointee Councilmember Lori Latham	X	
Gary: Representative Michael Suggs	X	
Griffith: Councilmember Rick Ryfa	X	
Griffith: Councilmember Jim Marker	X	
Hammond: Appointee-Councilmember Dan Spitale	X	
Hammond: Councilmember Bill Emerson	X	
Highland: Councilmember Tom Black	X	
Hobart: Appointee-Councilmember Mark Kopil		X
Lake County: Commissioner Jerry Tippy		X
Lake County: Councilmember Pete Lindemulder		X
Lake County: Councilmember Christine Cid	X	
Lake Station: Appointee-Councilmember Rick Long	X	
Lowell: Councilmember Jon Yelkich	X	
Merrillville: Councilmember Rhonda Neal	X	
Munster: Councilmember Dave Nellans	X	
Munster: Councilmember Chuck Gardiner	X	
New Chicago: Councilmember Brenda Swallow	X	
St. John: Councilmember VACANT		X
Schererville: Councilmember Robin Arvanitis	X	
Schneider: Councilmember Kevin Gray	X	
Whiting: Appointee-Councilmember Tom Michniewicz	X	
Winfield: Councilmember Tim Clayton	X	

A quorum was established with 19 members.

1. District By-Laws Update – Consideration for Approval and Adoption  
**MOTION** to approve updated By-Laws by Councilmember Cid, seconded by Councilmember Michniewicz.

**Motion passes** by unanimous voice vote.

**ELECTIONS:**

**2. Chairperson**

Councilmember Cid nominates Councilmember Long, second by Councilmember Clayton.

**MOTION** to elect Councilmember Long by Councilmember Cid, seconded by Councilmember Michniewicz.

No other nominations.

Nomination approved unanimously by voice vote for Councilmember Long as Chairperson.

**3. Vice-Chairperson**

Councilmember Swallow nominated Councilmember Cid, second by Councilmember Michniewicz.

No other nominations.

**MOTION** to elect Councilmember Cid by Councilmember Michniewicz second by Councilmember Clayton.

Nomination approved unanimously by voice vote for Councilmember Cid as Vice Chairperson.

**SELECTION:**

**4. Controller-** to select Kiera Hagerman as Controller

**MOTION** to select made by Representative Suggs, second by Councilmember Emerson.

No other selections.

Selection approved unanimously by voice vote for Kiera Hagerman as Controller.

**CONSENT AGENDA:**

**5. Approval of November 30, 2023, Board Meeting Minutes**

**MOTION** to approve November 30, 2023, Board Meeting Minutes by Councilmember Michniewicz, second by Councilmember Spitale.

**Motion passes** by unanimous voice vote.

**6. Approval of Claims Checks Dated 11-22-2023 thru 12-31-2023; and  
Checks Dated 1-1-2024 thru 2-7-2024.**

**MOTION** to approve Claims by Vice Chairwoman Cid, second by Councilmember Spitale.

**Motion passes** by unanimous voice vote.

**PUBLIC COMMENT:** No Public Comment

**OLD BUSINESS:**

- 7. Chairperson's Report:** Chairman Long thanked Jeanette and staff for all their hard work. Enjoyed seeing staff working together.

**Executive Director's Report** – Please see attached.

**Grants/Finance Committee:** New Committee Members are Vice Chairwoman Cid, Councilmembers Ryfa, Nellans and Suggs.

**MOTION** to approve Executive Director's Report by Councilmember Nellans, second by Councilmember Emerson.

**Motion passes** by unanimous voice vote.

**Legal/Legislative-** No report

**Citizens Advisory Committee-** No committee meeting this month. Will have one next month. We will review an application form seeking additional members.

**NEW BUSINESS:**

8. Resolution 24-1, Agreement for Legal Services Retainer Fee, William L. Touchette, Attorney at Law

**MOTION** to approve by Councilmember Clayton, second by Vice Chairwoman Cid.

**Motion passes** by unanimous voice vote.

9. Resolution 24-2, Transfer of Funds

**MOTION** to approve by Vice Chairwoman Cid, seconded by Councilmember Michniewicz.

**Motion passes** by unanimous voice vote.

10. Resolution 24-3, Green Wave Electronics, Electronic Recycling Contractor, 1st Year Option

**MOTION** to approve by Councilmember Nellans, seconded by Representative Suggs

**Motion passes** by unanimous voice vote.

11. Resolution 24-4, Liberty Tire Recycling, Tire Recycling Contractor, 1st Year Option

**MOTION** to approve by Councilmember Nellans, seconded by Councilmember Neal

**Motion passes** by unanimous voice vote.

12. Resolution 24-5, PBS Enterprises, Leaf VAC Collection Unincorporated Areas Contractor, 2nd Year Option

**MOTION** to approve by Councilmember Nellans, seconded by Councilmember Neal.

**Motion passes** by unanimous voice vote.

13. Resolution 24-6, Tradebe Environmental Services, Household Hazardous Waste Contractor, 1st Year Option

**MOTION** to approve by Councilmember Michniewicz., seconded by Councilmember Spitale.

**Motion passes** by unanimous voice vote.

14. Resolution 24-7, Republic Services, Leaf Drop Off Program Contractor, 2nd Year Option

**MOTION** to approve by Councilmember Clayton., seconded by Vice Chairwoman Cid.

**Motion passes** by unanimous voice vote.

15. Resolution 24-8, Consideration for Increasing the Capital Asset Threshold

**MOTION** to approve by Councilmember Gardiner, seconded by Councilmember Marker.

**Motion passes** by unanimous voice vote.

**ANNOUNCEMENTS:**

The next Citizens Advisory Committee (CAC) meeting is scheduled for Thursday, March 14, 2024, at 6:00 pm at the District Office.

The next Solid Waste Board meeting is tentatively scheduled for Thursday, March 21, 2024, at 6:00 pm at the District Office

**ADJOURNMENT:**

**Motion** to adjourn the meeting made by Vice Chairwoman Christine Cid and seconded by Councilmember Tom Black. Unanimous by voice vote.

Respectfully submitted by Dora Mantis, Office Administrator.

*\*Attachment to  
February 15, 24  
Meeting Minutes*

- **Staff Introductions -**

- Kiera Hagerman, Assistant Director/Controller
- Dora Mantis, Office Administrator
- Elizabeth Barnes, Environmental Education and Outreach Coordinator

- **Welcome Board Members!**

Staff is planning a Solid Waste District 101 session for board members. This will be an informative presentation for new and current board members that will provide information about the Lake County Solid Waste Management District and its programs. We plan to conduct the presentation on Thursday, March 21, at 5:00 pm, one hour prior to the start of the District Board meeting. Notices will be sent to the board members in March.

**Boyce/Keystone Fund Accounting Programs -**

- Kiera has been responsible for the accounting since John Petalas retired from the District. John worked with Kiera and has made himself available as a resource; he has kept in contact while we are converting to electronic financials. We've experienced some setbacks but remain positive while Boyce makes some adjustments to the software program.

**Grants & Finance Committee -**

Members currently on this committee are Councilmember Rick Ryfa and Vice Chairwoman Christine Cid. I'm asking for a committee of three or four board members for this committee.

**Administrative Report**

- Jordan French was hired on January 1, 2024, as a Driver/Operator for the Compost Facility Recycling Programs.
- Staff is working with communities on their Recycling Grant reports.
- Staff is completing Gateway reporting; remaining reports are due February 29<sup>th</sup> and March 1<sup>st</sup>.

I'll reserve my further comments, as we proceed through the meeting agenda items.

# ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

Lake County Solid Waste Management District

GOVERNMENTAL UNIT

AGENCY

APV Register Batch - 3/21/2024 Board Meeting

Page 1 of 2 Pages

Installed by the Lake County Solid Waste Management District-2023

General Form No. 364 (1997) APVREGISTER\_SUM.FRX

NOTES:(1) Use both sides of the form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed.  
(2) The Memorandum is for entering action on accounts payable vouchers if disallowed in whole or in part, if continue to a later meeting of governing board, or for other pertinent information.

Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/Memorandum (See Note (2) Above)
02/28/2024	124	IRS	Payroll - FICA/MED/FED	4324.18	4324.18	EFT717	1/18/24 underpayment
02/29/2024	125	Deluxe Checks	Payroll - Net Wages	102.48	102.48	EFT737	payment for deposit slips -payroll account
03/13/2024	123	INPRS	Payroll - INPRS	2791.71	2791.71	EFT746	3-15-2024 Payroll
02/15/2024	123	INPRS	Payroll - INPRS	2791.71	2791.71	EFT714	PERF payment 2/16/24 payroll
02/28/2024	123	INPRS	Payroll - INPRS	2791.71	2791.71	EFT720	PERF payment 3/1/2024 payroll
02/28/2024	124	IRS	Payroll - FICA/MED/FED	4361.56	4361.56	EFT721	Fica/Med/Fed 3/1/2024 payroll
02/14/2024	124	IRS	Payroll - FICA/MED/FED	2987.27	2987.27	EFT713	FICA/MED/FED 2/16/24 payroll
02/28/2024	124	IRS	Payroll - FICA/MED/FED	1089.25	1089.25	EFT717	1/8/24 underpayment
02/29/2024	122	Indiana Department of Revenue	Payroll - STATE/LOCAL TAX	152.01	152.01	EFT736	Taxes owed
02/28/2024	122	Indiana Department of Revenue	Payroll - STATE/LOCAL TAX	1703.35	1703.35	EFT723	February 2024 tax payment
02/28/2024	122	Indiana Department of Revenue	Payroll - STATE/LOCAL TAX	1506.86	1506.86	EFT722	Additional January payment for pay periods
03/13/2024	116	Net Wages	Payroll - Net Wages	15014.69	15014.69	EFT745	Net DD Entry
02/16/2024	116	Net Wages	Payroll - Net Wages	15014.69	15014.69	E688	Net DD Entry
03/01/2024	116	Net Wages	Payroll - Net Wages	14851.10	14851.10	EFT719	Net DD Entry
03/13/2024	62	Social Security	Payroll - FICA/MED/FED	4429.96	4429.96	EFT747	
02/28/2024	119	AFLAC	Payroll - AFLAC	423.12	423.12	8016	supplemental insurance-February
02/07/2024	15	Anthem Blue Cross Blue Shield	GEN - Insurance	7353.61	7353.61	12110	March health insurance premiums
02/07/2024	22	Trust Tech	GEN - Professional Services	680.00	680.00	12111	monthly server monitoring
02/07/2024	26	Waste Management	GEN - Other Services	64.95	64.95	12112	garbage service compost site 1/30/2024
02/07/2024	117	Fulget Cleaning Company LLC	GEN - Professional Services	1120.00	1120.00	12113	cleaning-district office 1/2, 1/8, 1/15, 1/22,
02/07/2024	20	Service Sanitation	GEN - Other Services	247.95	247.95	12114	compost site restroom service 1/5, 1/30,
02/07/2024	34	Rhodes Plumbing	GEN - Other Services	148.00	148.00	12115	check for leak in pipe
02/07/2024	121	Master Fire Extinguisher, Inc	GEN - Other Services	548.09	548.09	12116	service on fire extinguishers
02/07/2024	7	Indiana American Water	GEN - Other Services	223.46	223.46	12117	water service-district office
02/07/2024	66	Working Well	GEN - Other Services	476.00	476.00	12118	Healthaccess December 2023
02/16/2024	1	Payroll Fund	GEN - Executive Director	23894.47	23894.47	12119	EXECUTIVE DIRECTOR
02/14/2024	71	Cedar Lake Storage	GEN - Compost & Leaf	375.00	375.00	12120	leaf vac storage-March 2024
02/14/2024	56	Rush Truck Center	GEN - Compost & Leaf	3354.47	3354.47	12121	repairs-box truck
02/14/2024	18	NIPSCO	GEN - Utilities	2010.87	2010.87	12122	utilities-district office
02/14/2024	14	Phil and Son, Inc.	GEN - Other Services	109.40	109.40	12123	monthly security monitoring
02/14/2024	8	Comcast	GEN - Other Services	461.96	461.96	12124	phone and internet-district office
02/21/2024	29	Principal Life	GEN - Insurance	790.06	790.06	12125	life/vision insurance premiums
02/21/2024	30	Green Wave Electronics	GEN - Special Waste	2262.22	2262.22	12126	electronic recycling
02/21/2024	33	Hinckley Springs	GEN - Other Services	46.99	46.99	12127	water-district office
02/21/2024	4	Don's Snow Removal	GEN - Professional Services	225.00	225.00	12128	Salting of parking log 2/16/2024
02/21/2024	16	Pulse Technology	GEN - Other Supplies	73.05	73.05	12129	January 2024 copies
02/28/2024	1	Payroll Fund	GEN - Executive Director	23877.27	23877.27	12130	EXECUTIVE DIRECTOR
02/28/2024	47	Pitney Bowes	GEN - Professional Services	129.96	129.96	12131	postage meter lease
02/28/2024	4	Don's Snow Removal	GEN - Professional Services	350.00	350.00	12132	salting 2/24/24
02/28/2024	25	Barnes & Thornburg	GEN - Professional Services	5000.00	5000.00	12133	special lobby counsel

# ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

Lake County Solid Waste Management Distric

GOVERNMENTAL UNIT

AGENCY

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Installed by the Lake County Solid Waste Management Distric-2023

General Form No. 364 (1997) APVREGISTER\_SUM.FRX

Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/ Memorandum (See Note (2) Above)
02/28/2024	30	Green Wave Electronics	GEN - Special Waste	3513.61	3513.61	12134	electronic recycling
02/28/2024	67	Town Planner	GEN - Printing Advertising	10388.37	10388.37	12135	2025 Town Planner
02/28/2024	39	Pampalone Insurance	GEN - Property Casualty	47294.00	47294.00	12136	Building and BPP insurance
02/28/2024	12	americaneagle.com	GEN - Other Services	105.00	105.00	12137	monthly server hosting
02/28/2024	10	Homewood Disposal	GEN - Other Services	121.00	121.00	12138	garbage service District office
02/28/2024	55	Print Pro	GEN - Other Services	72.85	72.85	12139	laminating
02/28/2024	11	Chase Credit Card	GEN - Other Services	760.89	760.89	12140	Chase Credit Card
02/28/2024	9	Menard's Credit Card	GEN - Other Services	13.92	13.92	12141	Menard's Credit Card
03/06/2024	57	A. E Boyce	GEN - Professional Services	1937.50	1937.50	12142	Software License and Installation-Assets
03/06/2024	117	Fulget Cleaning Company LLC	GEN - Professional Services	800.00	800.00	12143	cleaning-Education area-4 times
03/06/2024	27	Liberty Tire	GEN - Special Waste	3420.00	3420.00	12144	tire recycling
03/06/2024	20	Service Sanitation	GEN - Compost & Leaf	146.30	146.30	12145	service-compost site bathroom
03/06/2024	7	Indiana American Water	GEN - Utilities	214.58	214.58	12146	water service-district office
03/06/2024	22	Trust Tech	GEN - Professional Services	680.00	680.00	12147	monthly server monitoring
03/13/2024	1	Payroll Fund	GEN - Executive Director	23894.47	23894.47	12148	EXECUTIVE DIRECTOR
03/13/2024	14	Phil and Son, Inc.	GEN - Professional Services	109.40	109.40	12149	monthly security monitoring
03/13/2024	16	Pulse Technology	GEN - Other Supplies	350.87	350.87	12150	copies-February (upstairs)
03/13/2024	126	New Millennium Productions	GEN - Education	75.00	75.00	12151	digital copy of water wall videos
03/13/2024	30	Green Wave Electronics	GEN - Special Waste	1220.22	1220.22	12152	electronic recycling
03/13/2024	17	Lake County Farm Bureau Co-op	GEN -	853.40	853.40	12153	fuel-compost site machinery
03/13/2024	127	Lee Enterprises	GEN - Printing Advertising	49.88	49.88	12154	Publication of 2023 AFR
03/13/2024	18	NIPSCO	GEN - Utilities	1558.49	1558.49	12155	utilities-district office
03/13/2024	8	Comcast	GEN - Utilities	461.96	461.96	12156	phone and internet-district office
03/13/2024	128	Mike Anderson Chevrolet	GEN - Other Services	1850.91	1850.91	12157	repairs-red terrain
03/13/2024	129	Circle R Electric	GEN - Other Services	361.98	361.98	12158	replacement outlet-education area
03/13/2024	66	Working Well	GEN - Professional Services	476.00	476.00	12159	Healthaccess-January
		<b>Checks: 0- 12159</b>		<b>248889.03</b>	<b>248889.03</b>		



I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6

March 15 2024

Kiera J. Hagerman  
Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

Lake County Solid Waste Management Distric

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 2 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 248889.03.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of Governing Board

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Additional Information

# FEBRUARY 2024 EDUCATION REPORT

## ReUZ Room Distributions

February	95.5 lbs
Year To Date	1,524 lbs

## Program Updates

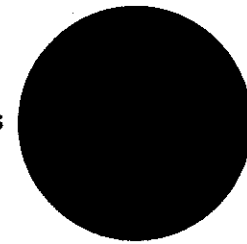
The education team will be delivering programs for all but 3 days of the remaining school year!

29 Enviromobile programs have been scheduled for the summer in addition to the 12 programs here at EEC!

## Locations of Schools Serviced February:

- Schererville
- Lake Station
- Highland
- Hammond
- St. John
- Crown Point
- Merrillville
- East Chicago
- Griffith
- Cedar Lake
- Lowell

Field Trips  
12



Enviromobile  
11

## Number of Students Taught

February	1,206
Year To Date	2,493

## Hours Spent Teaching

February	101.25
Year To Date	190.5