

Kosciusko County Solid Waste Management District  
220 South Union Street  
Warsaw IN, 46580

RE: Board Meeting Agenda

Date: June 17th, 2025 @ 11:00 a.m.

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Present: Sue Ann Mitchell, Bob Conley, Cary Groninger, Dave Wolkins, Jeff Grose, Ashley McGinnis, Alyssa Schmucker, Tom Ganser, Janelle Meyer, Leah Sander (Ink Free)

Absent: Jerry Frush, Scott Reust

- **Call to order:**

Bob Conley called the meeting to order.

- **Approval of April 22nd, 2025, Board Minutes.**

- Bob Conley called for a motion to approve the April 2025 board minutes. Dave Wolkins motioned for the approval and Cary Groninger seconded the motion, and the present Board members unanimously approved the motion.

- **Claims and Financial Report:** Alyssa Schmucker

- Bob then asked Alyssa Schmucker for a financial report. Alyssa Schmucker spoke on needing to get both May and June claims approved due to the last meeting not having a quorum at the last board meeting. Sue Ann Mitchell motioned to approve the claims for 2 months. Cary Groninger seconded the motion and the present board members unanimously approved.

- The total cash balance is \$1,882,428.79

- **New Business:**

- Tom Ganser starting the new business by announcing the position of Education and Outreach Coordinator has been filled. He welcomed Janelle Meyer to the position. Janelle comes from a social work background but also has some program development, some management, and social media/promotional work. Tom says she fills what the Board was looking for with her ability to fill both parts of the role. Janelle is local and she and her husband and two children live in Winona Lake. Tom says she is jumping in with both feet and trying to learn everything just as fast she can. The Board welcomed Janelle. Cary Groninger motioned to accept this as Educator report, Ashley McGuinness

seconded the motion and the present board members unanimously approved it.

- Tom Ganser moved on to discuss the 2026 proposed Budget. Tom referenced the documents were distributed to the board members with the agenda prior to today's meeting. The documents show the trends from the previous year and then shows what is projected for next year. The actual report with requested budget was also included in the packet.
- Tom talked about wages looking a little inflated because there is a 10% buffer included until the County looks at it and makes their recommendations on the wages.
- Tom discussed two areas increasing this year. One being telephones because with Brightspeed taking over prices have increased and service has decreased. Alyssa Schmucker questioned if an alternative provider has been considered. Tom asked the Board for input. Jeff Grose talked of what the city of Warsaw is using and explained they use voice over IT which he says is what most everyone is using anymore. Cary Groninger talked of Surfnet having put fiberoptic cabling through the area and possibly a good option to look into. Tom talked about how when he shopped around in the past he found Comcast was the only other option. Tom reports he will look into these new options. The Board acknowledged switching over to an internet-based system may lower monthly costs but will incur an upfront cost to purchase new equipment to match the new service. Alyssa Schmucker questioned if going to cell phones is an option. Tom will look into all of the suggestions.
- Another increase is in part-time labor. Tom talked about how during busy season, typically the summer months, it is difficult to run with only 2 in the warehouse. When vacations are needed, Tom then has to spend all of his time in the back covering. While he doesn't mind helping in the back it makes covering everything very thin. The job has gotten to where there is a lot sorting necessary and this takes time. He is asking for resources to hire a an additional person for about 6 months and then will reassess to see how the trends continue. The position's hours are not yet set and may fluctuate to meet the needs. Sue Ann Mitchell pointed out there is \$5,280 allotted in the 2025 budget for part-time labor but no money has yet to be used this year. Tom did not recall the reason for putting this in the budget and has not used it. It is currently earmarked as a part-time Educator and Outreach coordinator. Tom referenced a time when Leslie was working from home part-time and this could have been the reason for the budget entry. Tom apologized for this getting into the 2025 budget and explained he has not used it

and does not intend to. What he is asking for on the 2026 budget is a part-time person in the back to work about 6 months during the peak season. Cary Groninger asked if some of the currently budgeted money could be used this year to cover the need in the back. Tom said possibly it may be used to cover vacations. The Board asked if a temp agency would be used or if it would be a direct hire. When Tom proposed the \$19,000 for the 2026 budget he planned for it to be a direct hire but if it was limited to the \$5,280 he would consider a temp agency and the position would be just to help cover some of the commonly high traffic days. In order for this money to be used for this need a transfer would need to be made on the budget.

- Tom discussed the projections for next year's expenses for transportation and waste processing fees. He has been notified that the HHW (household hazardous waste) processor will be increasing by 12% next year. The ERI (electronics) processor was not able to give any indication of costs next year, but Tom notes this has not increased for a couple years.
- Tom had a good meeting with multiple town clerks. He said Amy Rowe brought everyone together for lunch and it went very well. A request the clerks made was for remote electronic recycling pick-up during clean-up days. This would be providing a temporary gaylord in the different towns to allow residents to dispose of electronics. \$8,000 is budgeted to purchase a 20' dual purpose trailer so that 8-10 gaylords could be transported off location to collect electronics. If 2-4 more gaylords are put on the flatbed a total of 10-14 gaylords would be available and that would accommodate a lot of electronics. These Gaylords would be left off site and we would not be monitoring them so the clerks all agreed they would take that responsibility on. These clerks talked of already having "cleanup days" planned and this would support those efforts. Bob Conley asked if a MOU should be signed with the town counsels before the gaylords were delivered. The board agreed with this and believes it would helpful so that both sides understand what is expected of the other side. The Board is supportive of this project.
- Another item, not yet included in the budget because it is just in the talking stage, is possibly providing roll-offs twice a year for "cleanups". The estimated cost would be \$450/roll-off times 2 (one for cardboard and one for trash) times 13 communities twice a year would be approximately \$23,500. If only done once a year it would be \$11,700. If this is something the Board would like to pursue this money would need to be added to the 3061 category on the proposed 2026 budget. The clerks were "hot and cold" about this idea because it would be hard to monitor the roll-offs and they were afraid people would misuse them. Tom explained the amount he quoted was as two trash roll-offs since he

cannot guarantee the recycling roll-off will be used correctly. With trash roll-offs being more expensive this will ensure the estimated cost covers what is being offered. It was asked what the projected revenue is for 2026 is expected to be and Tom said he was not able to get a thorough estimate as of yet but he has no reason to believe it would be different from recent years which is right around \$500,000. Cary Groninger, Bob Conley and Jeff Grose encouraged the use of funds if we have them to support the outlying communities. There was further talk of paying for some advertising from possibly the radio to help get the word out and give clarification to people. If the Board would like to keep pursuing this Tom will work on adding the \$23,500 into the budget.

- Cary Groninger noted on the budget there was a downward trend in the budget for utilities and he cautioned to allow enough since those could go up. Jeff Grose also encouraged talks with our insurance company because from his experience there could be an increase.
  - The last bigger item on the budget under Building Improvements would be to pave the drive and back lot. At the current time there is a rut that needs grated out but ultimately it would be best to have it paved. Paving would allow the forklift to drive out there which would be helpful during special events. Bob Conley supported it is a safety issue and important to have equipment on solid ground. Tom received a tentative quote from G&G Hauling at \$25,200 based on similar work from down the street at Branches Church.
  - Cary Groninger motioned to have the proposed budget add the \$23,500 for community roll-offs and then be submitted to the County for approval. Jeff Grose seconded the motion and the Board members present unanimously approved the motion.
  - Cary Groninger concluded the budget discussion asking that a report on 2026 projected revenue be ready for next month's board meeting. Tom agreed with this. Alyssa Schmucker believes the amount that is currently listed on the proposed budget looks to be accurate +/- \$8,000 and it looks to be in good shape.
- **Old Business:**
    - Tire Recycling Results for May 12-16<sup>th</sup> served 233 customers and collected 873 tires. The total cost was just under \$5,000. Tom believes he can cut \$1,500-\$2,000 off the cost for next event by using Lewis Salvage for the tires with rims and then the other company which is about \$1,400 vs \$2,200 for the tires alone.
  - **Reports**
    - The Director's Report was covered in the Budget Discussion.

- **Comments & Announcements**

- No Comments or Announcements.

- **Adjournment**

- Cary Groninger motioned to adjourn and Jeff Grose seconded the motion. Board moved to adjourn.

**Next Board Meeting July15th, 2025, at 11:00AM.**