



**WABASH COUNTY SOLID WASTE MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING
MONDAY, DECEMBER 8th, 2025 1:30 P.M. at the DISTRICT OFFICE**

MINUTES

The Wabash County Solid Waste Management District held a Board of Directors Meeting on Monday, November 10th, 2025, at 1:30 p.m. in the district office located at 1101 Manchester Avenue, Wabash, Indiana.

Attending:

Board Members: Tyler Niccum – Member, Cheryl Ross – Secretary, Jeff Dawes – Member, Mitzi Pilgrim – Member, Gary Montel-Member

Absent: Mayor Scott Long – President, Nick Kopkey – Member

Staff Attending: Leann Kooi – Executive Director, Marisa Shrock – Recording Secretary

Others: Doug Lehman – Attorney, Ken Ahlfeld – Controller

Call to Order: Mr. Niccum called the meeting to order.

Approval of November 10th, 2025 Board Meeting Minutes:

Ms. Ross motioned to approve the November board meeting minutes, and Ms. Pilgrim seconded. Motion Carried 4-0.

Financial Report & Claims:

- Mr. Ahlfeld gave the financial report.
- Mr. Ahlfeld noted that tipping fees showed a 6% increase.
- Mr. Ahlfeld informed that with the annualized income being approximately \$262,500.00, the special assessment user fee just covers the loss at \$263,000.00.
- Mr. Ahlfeld addressed total funds in the bank accounts as of the end of November.
- Mr. Ahlfeld handed the floor to Ms. Kooi to present unusual claims.
- Ms. Kooi noted that a pickup with American Paint Recyclers was necessary in November.
- Ms. Kooi informed that WCSWMD was one of the sponsors for the Wabash County Museum's tree decorating competition.
- Mr. Ahlfeld added that the State Board of Accounts bill of \$8,730.00 for the recent audit was also on the Claims Sheet.
- Mr. Ahlfeld addressed last month's ruling that granted him authority to move \$200,000.00 from Savings to a short-term CD.
- Mr. Ahlfeld informed that he has compared CD terms at two banks and found that Crossroads had a better interest rate at 3.75% for their 11-month CD. Ahlfeld requested board approval before moving forward despite prior authorization.

Ms. Ross motions to approve moving \$200,000.00 from Savings to the 11-month CD at Crossroads Bank for 3.75% interest; Ms. Pilgrim seconds. Motion passed (4-0).

- Mr. Lehman clarified that though a motion was previously made granting Mr. Ahlfeld authority to perform the aforementioned action of transferring \$200,000.00 from Savings to a short-term CD, Mr. Ahlfeld retains the right to request of the Board a motion directing him to finalize the arrangement.
- Mr. Montel inquired as to what made the tipping fees increase.
- Ms. Kooi informed that it is hard to know why the tipping fees have gone up since there are many factors to consider.
- Mr. Ahlfeld noted that the increase could be due to the amount of debris brought in from construction projects on East St.





Director's Report:

- Ms. Kooi informed that in October, 538 residents were helped, and a little over 15,000lbs of hazardous waste items were taken. Kooi noted that WCSWMD is entering the slow season.
- Ms. Kooi informed that she has arranged a special pick-up schedule with Republic Service in regards to the Residential Recycling Drop Site for the week after Christmas. Ms. Kooi explained that there will be three additional pick-ups mid to late afternoon the week after Christmas to help combat the usual overflow.

New Business:

- Ms. Kooi informed that intake has been slow but steady as WCSWMD goes into slow season.
- Ms. Kooi announced that an essential bay door failed and that she had Fairmount Door assess the door system for repair. Fairmount Door informed that repair would not be possible as our systems are not even manufactured anymore.
- Ms. Kooi announced that to replace the jackshaft operator, pulley cables, wall electrical unit, and labor would run WCSWMD approximately \$2,200.00 for bay nine alone.
- Ms. Kooi informed that all of the commercial jackshaft operators in the warehouse are roughly 30 years old and several doors have presented issues though bay nine is the only to completely fail. Kooi adds that at least the main three bay doors needed for daily operation should be replaced, though all of the systems will need replaced in the next year or two.
- Ms. Kooi announced her intention to move forward with replacing the single system for bay nine at this time.
- Mr. Niccum inquired on if it would be possible to acquire a discounted rate if Kooi added the replacement of the other main bay door systems to the quote.
- Ms. Kooi acknowledged that she had not inquired about a multi-replacement discount yet, but that Ms. Shrock had brought that question up as well.
- Ms. Kooi stated she would reach back out to Fairmount Door after the meeting to discuss a multi-replacement discount.
- Ms. Kooi addressed that the additional appropriation meeting with the council should take place this evening but that neither herself nor Mr. Ahlfeld will be in attendance as there should not be any questions debating the necessity of a roofing quote.
- Mr. Niccum assured that he and other board members would be attending the meeting should questions arise.
- Mr. Lehman inquired to Mr. Niccum as to determine if the board make preemptive motion to authorize Ms. Kooi to replace the three bay doors, if Fairmount can offer a discount. Mr. Lehman also inquired as to what the minimum discount should be in order to accept the bid.

Mr. Dawes motioned to authorize Ms. Kooi to schedule replacement of all three main bay door systems if Fairmount can offer a minimum of 5% discount; Mr. Niccum seconded. Motion passed (4-0).

Old Business:

- Ms. Kooi presented the new personnel policy to members of the board. The policy featured changes in verbiage of distinguishing what sections of policy the Director and the Office Manager/HR Representative are responsible for.
- Ms. Kooi informed that she and Ms. Long, the Office Manager/Bookkeeper/HR Representative, have researched different HR training courses so that they both may be HR certified.
- Ms. Kooi added that they found a course through the Society of Human Resources Management (SHRM) that has open enrollment until December 17th. Kooi informed that this course covers more in-depth material on when it comes to topics like health insurance and explaining employee benefits.
- Mr. Lehman informed that the board would need to entertain a motion to approve the new personnel policy as updated.

Mr. Montel motioned to approve the Personnel Policy as updated; Mr. Dawes seconded. Motion passed (4-0).





- Mr. Lehman brought forth the new fee agreement for his legal counsel which showed increase in hourly rate from \$150.00 to \$175.00 for services outside of litigation, and an increase from \$235.00 to \$275.00 for services performed within litigation.

Mr. Dawes motioned to approve the new fee agreement for Mr. Lehman's legal services; Mr. Montel seconded. Motion passed (4-0).

- Ms. Kooi presented Resolution 2025-2 which authorizes payment of the district credit card and the Walmart credit card to paid at the beginning of each month.
- Mr. Lehman reiterated that the resolution was created in response to a comment from the State Board of Accounts during the 2025 Compliancy Audit.

Ms. Ross motioned to approve Resolution 2025-2; Mr. Dawes seconded. Motion approved (4-0).

- Ms. Kooi informed that she has not had any news in regards to Greenbox since before the November board meeting.

Public Comment:

- Ms. Ross announced that she received a constituent complaint last Tuesday regarding the District being closed. Ross acknowledged and referenced the post the district made announcing the closure to educate said constituent.
- Ms. Kooi confirmed that WCSWMD was closed Tuesday, December 2nd due to weather, but more specifically road conditions up to the main roads. Kooi informed travelling to the main roads was like driving on complete sheets of ice, and her personal vehicle has four-wheel-drive and new tires. Kooi stressed that she could not in good conscience, have employees drive to work with road conditions as they were.
- Ms. Kooi acknowledged Ms. Ross's concern and added that she also hopes closures with limited notice are few to none as well.

Adjournment:

Mr. Niccum adjourned the Board of Directors meeting.

Next Meetings:

- Joint Board of Directors & CAC – Monday, December 8th, 2025 at 1:30 P.M.

Marisa Shrock, Recording Secretary

Mayor Scott Long, Board President

Tyler Niccum, Board Vice President

Cheryl Ross, Board Secretary

