



**WABASH COUNTY SOLID WASTE MANAGEMENT DISTRICT  
JOINT BOARD OF DIRECTORS & CAC MEETING  
MONDAY, NOVEMBER 10th, 2025 1:30 P.M. at the DISTRICT OFFICE**

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**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:** Mayor Scott Long – President, Tyler Niccum – Member, Cheryl Ross – Secretary, Jeff Dawes – Member, Mitzi Pilgrim – Member, Nick Kopkey – Member

**Absent:** Gary Montel- Member

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

**Others:** Doug Lehman – Attorney, Ken Ahlfeld – Controller

**Call to Order:** Mayor Long called the meeting to order.

**Approval of September 8<sup>th</sup>, 2025 Board Meeting Minutes:**

*Mr. Niccum motioned to approve the September board meeting minutes, and Ms. Ross seconded. Motion Carried 5-0.*

**Financial Report & Claims:**

- Mr. Ahlfeld reported that landfill tipping fees have not yet arrived by the time of this meeting.
- Mr. Ahlfeld gave the financial report.
- Mr. Ahlfeld noted that WCSWMD is up \$20,000.00 through September as compared to last year.
- Mr. Ahlfeld informed that the user fee remains necessary and cannot be reduced at this time.
- Mr. Ahlfeld added that without the Special Assessment User Fee, WCSWMD would have lost \$261,400.00 which would have significantly decreased facility longevity.
- Mr. Ahlfeld expanded by informing that as long as we continue to receive comparable tipping fees and the user fee, WCSWMD should have enough funds to operate for the next 15 years.
- Mr. Ahlfeld alluded to the necessity of the additional appropriation to be discussed under New Business this session.
- Mr. Ahlfeld added that the bill for the State Board of Accounts' most recent audit should be coming in any day now and could be anywhere between \$10,000.00 and \$20,000.00 to the best of his knowledge.
- Mr. Ahlfeld informed that \$164,000.00 remains in the checking account, but noted the majority of the WCSWMD funds are in savings, which currently is not getting a very advantageous rate of interest.
- Mr. Ahlfeld inquired if the board would approve of him moving at least half of the funds in savings to a short-term CD to garner a higher rate of interest.
- Mr. Niccum inquired about moving the entirety of funds in savings, to which Mr. Ahlfeld answered by reminding the board of the upcoming costs of the recent audit and the needed roof replacement.
- Mr. Ahlfeld added that with those expenses coming up, the checking account could go below \$100,000.00, which would require us to forfeit the CD and lose all gained interest to pull out some of the Savings funds.





*Mr. Niccum motions to grant Mr. Ahlfeld authorization to use prudent judgment in the acquisition of a short-term CD funded by \$200,000.00 from the WCSWMD savings account; seconded by Mr. Kopkey. Motion Approved 5-0*

**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 on Monday, Wednesday, and Friday after Christmas to help combat the usual overflow.
- Ms. Kooi reported that material intake is on track to reach just over 300,000lbs for 2025, which is comparable to last year.
- Ms. Kooi informed that WCSWMD educational programs have mostly concluded for the year. Kooi noted regularly providing back-to-back presentations over the last month to groups at Timbercrest, the North Manchester Shepards Center, and the county Homeschool Science Club.
- Ms. Kooi announced that she has established a partnership with Manchester PCAP students, a group of ninth graders doing "passion projects". The partnership affords the PCAP students the same opportunity given to the Wabash Engineering students, where they can take a field trip to the facility to acquire electronics for their projects. Kooi added that she is hopeful this partnership will help WCSWMD get in with the high schools' programming opportunities that have historically been difficult to secure.
- Ms. Kooi informed that she was made aware of a company called Green Box through their Facebook debut. She learned that the company was created by two high school students in Wabash as a part of a "passion project" stemming from their Entrepreneurial Class. The objective was to create a solution to a county issue; they chose to create a curbside recycling program. Their company provides and collects customer totes to dump at WCSWMD's recycling program.
- Ms. Kooi stressed that Green Box went public with their business launch before contacting WCSWMD to use our programming. Kooi noted that she was able to contact the Green Box students and request that they cease use of WCSWMD's recycling program until an in-person meeting was held and an official arrangement was reached.
- Ms. Kooi informed that after the meeting, her impression was that the Green Box students underestimated what was needed to operate their curbside program. Kooi presented Green Box with a contract Mr. Lehman created outlining the conditions to use WCSWMD's recycling program at said meeting.
- Ms. Kooi explained the necessity of the contract as the Green Box students were not educated on our program's acceptable materials before attempting their venture.
- Ms. Kooi announced that two weeks have passed since the meeting, and their most recent update was that they are facing difficulty obtaining the insurance required per the contract. Kooi explained the other conditions of the contract.
- Ms. Kooi announced her interest in providing the initial personal protective equipment for the two students as an act of good faith. Ms. Kooi notes that as of today Green Box agrees with contract terms, but the document remains unsigned due to prerequisites. Ms. Kooi reflected on the efforts to get WCSWMD's recycling program to lower contamination rates and assured that she does not intend to jeopardize said progress.
- Ms. Kooi announced that, provided agreeable schedules, she would like Green Box present at the December meeting regarding their operation procedures and policy that ensures no harm befalls the WCSWMD program as a result of their ventures.
- Mr. Lehman suggested Green Box send the presentation if they cannot attend.

**New Business:**

- Ms. Kooi announced that WCSWMD had obtained the two required roof replacement quotes since the September meeting.





- Ms. Kooi addressed the first quote from a Fort Wayne company called Premiere Exteriors for the price of \$57,446.00 for the entire main building roof of 7,200 sq. ft. Kooi noted that this price was contingent on the current roof decking being of sound condition.
- Ms. Kooi addressed the second quote from a company called Five Star Commercial Roofing for the price of \$51,900.00, courtesy of current discounts; outside of current discounts, the scope of work would normally cost \$58,900.00 to replace the entire 7,200 sq. ft main roof. Five Star determined the current decking to be stable at the time of the quote. They also require a half down payment upon acceptance of the quote.
- Ms. Kooi informed that both companies would provide a 20-year warranty. However, as far as when work could start, WCSWMD was not given a timeline from Premiere, but Five Star stated that, weather pending, they could start the project this year.

*Mr. Niccum motions to accept the Five Star Commercial Roofing quote of \$51,900.00 to replace the main building roof; Mr. Dawes seconded. Motion approved 5-0.*

- Ms. Kooi informed that the current Personnel Policy, enacted October 15<sup>th</sup>, 2024, was missing the maternity leave section under FMLA coverage. Ms. Kooi announced her intent to add the verbiage used in the City's policy on the matter.
- Mayor Long inquired as to who would be authorized to approve the leave, to ensure the city wasn't implicated as the deciding entity.
- Mr. Lehman confirmed no formal designation was listed in terms of who approves the FMLA leave; however, he addressed that there were implications that the Executive Director is the authorizing personnel in other determinations.
- Mr. Lehman suggested appointing an HR Officer and amending the policy so that, unless otherwise specified by the policy handbook, determinations are made by the HR Officer, and to give the Board of Directors authority to confirm or override those determinations.
- Ms. Kooi informed that she has had the Office Manager operating as the HR officer thus far.
- Mr. Lehman suggested including granting the Executive Director the authority to appeal said determinations.
- Mr. Ahlfeld inquired about whether adding the credit card bill to the first of the month claims was being presented as a resolution.
- Ms. Kooi confirmed that the subject was not added to the agenda for today's meeting due to an oversight.
- Mr. Lehman asked for clarification on the resolution Mr. Ahlfeld referenced.
- Ms. Kooi explained that she had intended to request that the company credit card bill be added to the "first of the months" as WCSWMD has garnered late fees due to having to wait until monthly meetings.
- Mr. Ahlfeld expressed that the change would be necessary as the accrual of late fees was mentioned within the comments on the State Board of Accounts in the compliance audit.
- Mr. Lehman inquired as to whether Ms. Kooi would prefer, he add the bill to the original list of "first of the months" he keeps; Kooi confirmed.
- Ms. Kooi presented an additional appropriation for the Services & Charges category in Facility Repairs & Maintenance at the sum of \$51,900.00 to fund the roofing quote from Five Star Commercial Roofing.
- Ms. Kooi passed around Resolution 2025-1 for members to offer approval of taking the additional appropriation request to the County Council.

*Mr. Niccum motioned to approve the additional appropriation of \$51,900.00 to Facility Repairs & Maintenance; Ms. Ross seconded. Motion approved 5-0.*

**Old Business:**

**Public Comment:**

**Adjournment:**





*Mayor Long adjourned the Board of Directors meeting.*

**Next Meetings:**

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

Marisa Shrock, Recording Secretary

Mayor Scott Long, Board President

