



Executive Committee Meeting

**SOLID WASTE AGENCY OF NORTHERN COOK COUNTY
EXECUTIVE COMMITTEE MEETING MINUTES**

**SWANCC Office
77 W Hintz Road, Suite 200
Wheeling, IL 60090
Wednesday, December 13, 2023
4:00 PM**

I. Call to Order

Vice-Chairman Recklaus called the meeting of the Executive Committee to order at 4:16 PM. A roll call attendance was taken, and a quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. Paul Hoefert	Mayor	Mount Prospect
Matt Roan (remote)	Manager	Elk Grove Village
Hon. John Thill	Trustee	Morton Grove
Hon. Karen Darch	President	Barrington
Randall Recklaus	Manager	Arlington Heights

Absent

Matt Formica	Manager	Glenview
Jon Sfondilis	Manager	Wheeling

Others in Attendance

Hon. George Van Dusen, Skokie
Derke Price, Agency Attorney, Ancel Glink (remote)
Linda Hoefert, Mount Prospect
William LaFontaine, Schaumburg
Christina Seibert, SWANCC Executive Director
Theresa Greinig, SWANCC Education Coordinator
Lisa Woody, SWANCC Director of Programs and Administration

II. Motion to Participate Remotely

Director Hoefert made a motion to permit Executive Committee Members listed above to participate remotely. Director Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

III. Approval of Minutes

On a motion by Director Hoefert and seconded by Director Darch, a roll call vote was taken, and the August 23, 2023 meeting minutes were unanimously approved.



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IV. Financial Update

September 2023 Payment Request Ratification – Executive Director Seibert reviewed the September 2023 Payment Request totaling \$1,128,091.68 comprised of the following: \$1,098,927.47 from the Operations Fund and \$29,164.21 for the estimated October 2023 payroll.

October 2023 Payment Request Ratification – Executive Director Seibert reviewed the October 2023 Payment Request totaling \$961,607.68 comprised of the following: \$932,443.47 from the Operations Fund and \$29,164.21 for the estimated November 2023 payroll.

November 2023 Payment Request Ratification – Executive Director Seibert reviewed the November 2023 Payment Request totaling \$1,075,216.02 comprised of the following: \$1,046,051.81 from the Operations Fund and \$29,164.21 for the estimated December 2023 payroll.

Director Hoefert made a motion to ratify the September through November 2023 Payment Requests and forward them to the Board of Directors. Director Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Treasurer's Reports and Budget Documents for October 2023 – Executive Director Seibert reviewed the October 2023 Report which shows a balance of \$3,958,832.32 as of October 31, 2023.

Director Darch made a motion to accept the October 2023 Treasurer's Report and forward it to the Board of Directors. Director Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Draft FY2025 Budget – Executive Director Seibert reviewed the first draft of the FY2025 Budget. The proposed FY2025 budget has a projected O&M tipping fee of \$53.15 per ton of member waste, which is a \$0.20 per ton reduction from the FY2024 rate. The FY2025 budget also includes a projected fixed cost tipping fee of \$7.74 per ton to fund roof replacement construction costs for the Glenview Transfer Station.

Total budgeted expenses are approximately \$280,000 greater than the FY2024 budget. This is primarily attributed to the increase in Groot's contracted rate, which is currently budgeted at a 3% increase; it is likely that this is a high estimate, based on recent trends in the year-over-year CPI change averaging below 2.5%. Groot's operating charges constitute approximately 88% of the O&M budget.

The budget for GTS operations includes allocation of \$200,000 to the Repair and Maintenance Reserve Fund (R&M Reserve Fund), established during the FY2022 true-up process to build a capital reserve for larger maintenance items at the GTS. The R&M Reserve Fund will have a balance of \$1,245,000 at the end of FY2024; contributions have been made from surplus budget funds from the FY2022 and FY2023 true-ups, and a new budget line-item for fund allocations was created for FY2024 and funded at \$400,000. With the expectation to complete the roof replacement at the GTS by December 2024 and inclusion of remaining project costs as a fixed cost fee in the



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FY2025 budget, the R&M Reserve Fund contribution for FY2025 is proposed to be reduced to \$200,000.

The budget includes allocation of \$1,000,000 of the R&M Reserve Fund to the fixed cost for the roof replacement; the project cost is currently estimated at \$3,008,043. It also includes allocation of \$150,000 of the Reserve Fund to replace two of the overhead doors at the transfer station (estimated at \$50,000 each) and cover remaining A&E contract costs to be billed in FY2025 by ARCON. With these withdrawals and the annual contribution budgeted at \$200,000, the reserve fund balance will be \$295,000 at the end of FY2025.

V. Executive Session

At 4:37 PM Director Hoefert made a motion to enter Executive Session to discuss Historical Executive Session minutes to be released. Director Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Director Darch made a motion to approve the April 12, 2023 Executive Session minutes. Director Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Director Darch made a motion to follow advice of the council on the release of the Historical Executive Session minutes. Director Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

VI. Glenview Transfer Station –

Roof A/E Design and Cost Estimate Update – Executive Director Seibert reviewed the progress of the architectural and engineering services related to the replacement of the roof at the Glenview Transfer Station. Based on design decisions and projected until costs the revised estimate for the project is \$3,008,043 which is a 20% reduction from the initial planning level estimate. She proposed to the Executive Committee and asked that they concur that \$1,000,000 of the GTS Repair and Maintenance Reserve Fund balance be allocated to roof replacement costs in the FY2025 budget and that the remaining costs be distributed on the monthly Member invoices for the full 12 months of FY2025 as a Fixed Cost Tipping Fee.

VII. Old Business – none

VIII. New Business

Appointment of a Nominating Committee – Executive Director Seibert listed the current office holders for the agency whose terms expire April 30, 2023 and recommended that the Executive Committee serve as the nominating committee for the appointment of new officers for FY2025.

Director Darch made a motion to recommend that the Board of Directors appoint the Executive Committee to serve as the nominating committee for the Agency. Director Hoefert seconded the motion. A roll call vote was taken, and the motion was unanimously approved.



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2024 Meeting Dates –Executive Director Seibert presented the 2024 meeting schedule.

Director Hoefert made a motion to recommend that the Board of Directors approve the 2024 Meeting Schedule. Director Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Personnel Manual Updates –Executive Director Seibert presented updates to the Agency Personnel Manual to comply with the Paid Leave for All Workers Act that will go into effect on January 1, 2024.

Director Thill made a motion to approve the revisions to the Personnel Manual. Director Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Ratification of the 2024 Insurance Policy Renewal –Executive Director Seibert reviewed the Agency's insurance coverage. Approval to renew the current policy was given by email in October.

Director Hoefert made a motion to ratify the renewal for the ICRMT policy for general liability, excess liability, and workers compensation coverage for one year from December 1, 2023 through November 30, 2023 with a premium of \$66,352 for the policy year. Director Roan seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

FY2024 First-Half Program Report –Executive Director Seibert presented the First-Half FY2024 Program and Education Report.

Com2 Recycling Electronics Recycling Contract –Executive Director Seibert presented the COM 2 Recycling Solutions contract renewal for 2024. There is a proposed increase of \$50 on all flat rate charges for collection events as a result of inflation and other cost drivers. There has been no cost increase in this contract since 2019.

Director Darch made a motion to authorize the Executive Director to enter in to contract with COM2 Recycling Solutions for 2024 with an option for annual renewal. Director Hoefert seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Executive Director's Report – Executive Director Seibert presented her status report.

IX. Public Comment – none

X. Adjournment

At 4:59 PM, there being no further business, Director Hoefert made a motion to adjourn which was seconded by Director Thill. The motion was unanimously approved.



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MOTION TO PARTICIPATE REMOTELY

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

MOTION TO APPROVE AUGUST 2023 MEETING MINUTES

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

**MOTION TO RATIFY THE SEPTEMBER -NOVEMBER 2023 PAYMENT REQUESTS
AND FORWARD THEM TO THE BOARD OF DIRECTORS**

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

**MOTION TO ACCEPT THE OCTOBER 2023 TREASURERS REPORT AND
FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

MOTION TO GO INTO EXECUTIVE SESSION TO REVIEW HISTORAL MINUTES

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis



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MOTION TO APPROVE EXECUTIVE SESSION MINUTES FROM APRIL 12, 2023

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

**MOTION TO FOLLOW RECOMMENDATION OF COUNCIL ON RELEASE OF
HISTORICAL EXECUTIVE SESSION MINUTES**

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

**MOTION TO RECOMMEND THAT THE BOARD OF DIRECTORS APPOINT
THE EXECUTIVE COMMITTEE AS A NOMINATING COMMITTEE**

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

**MOTION TO ACCEPT 2024 MEETING DATES AND
FORWARD THEM TO THE BOARD OF DIRECTORS**

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

MOTION TO UPDATE PERSONNEL MANUAL

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis



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MOTION TO RATIFY 2024 INSURANCE POLICY RENEWAL

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO ENTER CONTRACT
WITH COM2 RECYCLING FOR 2024 ELECTRONICS RECYCLING**

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

MOTION TO ADJOURN

AYES

Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus

NAYS

ABSENT

Mr. Matt Formica
Mr. Jon Sfondilis

Material included in the Executive Committee packet for December 13, 2023:

- . December 13, 2023 Meeting Agenda
- . August 23, 2023 Meeting Minutes
- . September 2023 Payment Request memo dated September 20, 2023
- . October 2023 Payment Request memo dated October 23, 2023
- . November 2023 Payment Request memo dated November 27, 2023
- . October 2023 Financial Report memo dated November 27, 2023
- . First Draft FY2025 Budget memo dated December 7, 2023
- . GTS Roof Replacement Update memo dated December 5, 2023
- . Appointment of a Nominating Committee memo dated December 5, 2023
- . 2024 Meeting Schedule memo dated December 5, 2023
- . SWANCC Personnel Manual Revisions memo dated December 5, 2023
- . 2024 Insurance Renewal memo dated December 8, 2023
- . First-Half FY24 Program and Education Summary memo dated December 8, 2023
- . COM2 Recycling 2024 Electronics Recycling Contract memo dated December 5, 2023
- . Monthly Status Report memo dated December 8, 2023