



## NOTICE & AGENDA

### LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT BOARD MEETING

**Thursday, July 20, 2023 – 6:00 p.m.**

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 May 18, 2023, Board Meeting Minutes
2. Approval of Claims #23-245 thru #23-351

**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:
  - Chair
  - Executive Director
  - Legal/Legislative
  - Citizens Advisory Committee
  - Task Force Committee
4. Resolution 2023-2, Modification of Human Resource Policies and Procedures Handbook

#### **ANNOUNCEMENTS:**

5. The next Citizens Advisory Committee (CAC) meeting is scheduled for Thursday, September 14, 2023, at 6:00 p.m. at the District office.
6. The next Solid Waste Board meeting is scheduled for Thursday, September 21, 2023, at 6:00 pm. at the District office.

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Richard Long, Chairman, Lake County Solid Waste Management District

# Consent Agenda



BOARD MEETING MINUTES  
May 18, 2023

**PRELIMINARY:**

Pledge of Allegiance  
Moment of Silence

**Roll Call:**

Board Member	Present	Absent
Cedar Lake: Councilmember Nick Recupito	X	
Crown Point: Appointee Councilmember Dawn Stokes		X
Dyer: Councilmember Patrick McShane	X	
East Chicago: Mayor Anthony Copeland		X
East Chicago: Representative William Allen		X
Gary: Appointee Councilmember Darren Washington		X
Gary: Representative Trent McCain	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 Dan Waldrop	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 Leonard White		X
Munster: Councilmember Ken Schoon	X	
Munster: Councilmember Steve Tulowitzki	X	
New Chicago: Councilmember Brenda Swallow	X	
St. John: Councilmember Michael Schilling		X
Schererville: Councilmember Robin Arvanitis		X
Schneider: Councilmember Jack Jeralds	X	
Whiting: Appointee-Councilmember Tom Michniewicz	X	
Winfield: Councilmember Tim Clayton	X	

A quorum was established with 16 members.

**CONSENT AGENDA:**

1. Approval of March 16, 2023, Board Meeting Minutes

**MOTION** to approve March 16, 2023, Board Meeting Minutes by Councilmember Michniewicz, second by Councilmember Waldrop.

Motion passes by unanimous voice vote.

2. Approval of Claims #23-132 through #23-244

**MOTION** to approve Claims by Councilmember McCain, second by Councilmember McShane

Motion passes by unanimous voice vote.

**PUBLIC COMMENT:**

Angela Goodson:

Environmental Education and Outreach Coordinator for the District.

Also known as Employee D per your March 23<sup>rd</sup> email. Had I not spoken out against Resolution 2023-2 during the March board meeting, it might have passed without much attention. Ahead of that meeting, I was told, “watch what you say.” This has now been said twice to me in the last 2 months, and that is 2 times too many. This resolution, as you know, seeks to reduce the rate at which we earn paid time off and lowers our cap. I believe it was created in retaliation for my unresolved PTO issue with Jeanette and Kiera of which I spoke about at the last board meeting. It is time to vote against it. In December 2022, I was presented with a write up; my first in 21 years. I read it in Jeanette’s office supervised by both Kiera and Jeanette. I was provided with 4 lines for comment and urged to sign. After reading, I asked for more time to reread, to review, and to prepare my response. Kiera noted on the document “employee refused to sign.” As she did, I said, “I didn’t refuse to sign, I’ve asked for more time.” I submitted 2 pages in response. When we met again, I was told 1) we would begin with a clean slate and my prior usage of PTO would not be used against me and 2) there was a new policy to be enacted, and in that moment, I was told that my children would no longer be welcome visitors at the office. In March, one board member expressed the need to know more backstory, and there is much more. I don’t need anyone to agree with me, but I deserve to be heard. Our Association of Indiana Solid Waste Management Districts encouraged me to turn to my chairman and my board for help with my HR concerns. At the last board meeting, I requested a meeting. I’ve reached out, but as of this evening, my questions remained unanswered and my issue unresolved. It wasn’t until Monday that I saw the March 23<sup>rd</sup> email sent to all of you. I’m tired of going unheard. I’m tired of lack of communication. I’m exhausted with being undervalued, mismanaged, micromanaged,

CHAIRMAN LONG: Your 1.5 minutes are up, but I will entertain a motion for more time.

Motion made by Councilmember Ryfa and seconded.

Motion approved.

Angela continues:

bullied, and left in the dark. I am disappointed with the inconsistencies of our leadership. I have loved this job. Morale is low for the education team. I am hurting, but I am not afraid. This resolution takes from

everyone. We are unfairly judged on whose reasons for taking off may be most important. It qualifies Employee C's time off for having back surgery without qualifying anyone else's. My dad died. Racine had COVID 2 times. My kids deserve a family vacation. I took a paid sick day today for my first ever colonoscopy. A procedure that I had rescheduled twice to avoid rescheduling programming that was already on my calendar with teachers. A procedure that successfully removed 2 polyps today. I was strongly advised not to come back to work tonight, but I have a driver, and I often find myself backed into a corner here. I've been labeled an abuser of time off though every bit of that requires pre-approval and/or sign off by management. Last October, we were offered double flex time to work some extra evenings. The flex time I took was then calculated into my percentage of time off taken, and I received a warning. It has become an impossible situation. I use my paid time off. I treasure my paid time off, but I am not an abuser of the current policy. And the hit to productivity? You can choose to read what our Lake County teachers have to say about it in this stack of evaluations. I am grossly misrepresented in the March 23<sup>rd</sup> email. It has never been my belief that I should be able to use every hour of earned time regardless of impact to the District or my co-workers. That is not me, and I am disgusted by the implication. Vote it down. The retaliation is mine to own because this, this is what is counterproductive. I know what they say, "Don't like it? Find something else. After all, it could be worse, right?" But I am more of a "It could be better type." But I need your help, and we should talk. Thank you for your time.

Racine Kovach:

I am Racine Kovach. I was not going to speak tonight. I have been here for 13 years almost. I have loved this job. There have been ups and downs through the years. I want to say thank you to my colleague Angela being brave enough to speak up on behalf of herself and her own situation here at the District. I do want to say that I have told management and have expressed that her PTO usage has never really affected our working together as a team or our programming. If she knows she is taking off, she's putting in PTO ahead of time, getting it approved, and she is also doing much more for me the day that she is going to be gone. I come to work set up for a successful next day because she wants to make sure anything she can do to help the team while she is not here will be appreciated, and I appreciate her. I appreciate you guys taking the time tonight to hear this.....like I said, I didn't know I was going to be speaking tonight, but I couldn't stay silent, and I do just really want you guys to know that she loves this job. She's here tonight after a crazy day at the doctor's office. We care about what we do. We are both environmental advocates. Our parents are both Hammond teachers. We do it out of love for the job, for the kids, and for the community. I have only ever loved working for the community. I am grateful I don't work for businesses sometimes because I know who I am impacting.

Chairman Long indicates that time is up and asks if anyone would like to make a motion for more time. Racine states that it's OK and that she is done speaking.

## **OLD BUSINESS:**

### **3. Board and Committee Reports**

#### **Executive Director's Report – Jeanette Romano**

See attached.

**MOTION** to approve Executive Director's report by Councilmember McCain, second by Councilmember Tulowitzki.

Motion passes by unanimous voice vote.

**Legal/Legislative- -Bill Touchette**

I have spent a lot of time looking at the personnel handbook and have spent a lot of time talking with Jeanette and Kiera about the situation and the resolution. We have talked a lot about not making this about a person, but we have a person who wants to make it about them. I felt like management was under attack, and they deserve to be heard too. With the resolution that has been presented, there are legitimate business reasons to make the changes. I could go on with my presentation but knowing that we are going to have a discussion on the resolution in a few minutes, I could just jump in during the discussion. But I will tell you that I am not new to government or personnel policy handbooks. This was written by Barnes & Thornburg back in 2016 and is not some antiquated document. I was very surprised at the amount of sick time that your employees are allowed to accrue here. Merrillville Conservancy District gives 7 sick days a year, and employees are not allowed to carry time over to the next year. Neither is right or wrong. The management team here is asking you to cut back on the amount of time that is allowed to be taken. It is a policy decision. It is something that people can have reasonable opinions on, but I will go to the Chairman's point that you have people working here and especially with a board like this, you want to be able to rely on the people that you have running this every day. You want to have confidence that the people you have running the District are doing the right thing. All of you are welcome to call me. I am easy to talk to and not judgmental. One thing that I noticed in the employee's comments tonight was that she got a hold of the Association (Angela interjects to say "We don't have an HR.").

Mr. Touchette continues:

Please, may I speak. I didn't interrupt you. I am not attacking anybody. I am just trying to set up the situation. You have 6 employees here. That is all the employees you have. You do have an organizational chart and the policy does state a chain of command. If someone has a human resources issue, I am listed as one of the people who can be contacted. Your executive director and her second in command are the go to employees for everything else. If an employee is upset, they do have to be willing to talk to their supervisors. You can disagree, but you don't have to make it personal. You can do this in a business-like manner. I saw something in an email where the employee contacted the Chairman asking if we were having a meeting or executive session about this. That was decided at the last meeting that we weren't having an executive session. That's the kind of question that did not have to be directed to the chairman. You could have asked Jeanette or Kiera. You have to be able to accept supervision. As far as human resources goes...with this size of an outfit, a human resources would not necessarily be appropriate. You do have issues that have to be dealt with. To have one of your employees call the Association, that reflects poorly on the board. As if the proper mechanism has not been properly set up, and that's not true. Everything is in the handbook. Without getting into any specifics or any particular issue, that's about all I have to say.

Chairman Long:

You mentioned the email that I received. No one on this board reached out to me asking to have an executive session or asking any questions. Everyone was forwarded a redline version of the policy with the proposed changes as requested. I wasn't going to call 17 people asking what they think. I agree with many things that Attorney Bill said. With an operation this small, a human resources dept is not necessary. In Lake Station, the mayor and the department heads deal with the issues.

**Citizens Advisory Committee-** We met last week with Jeanette and discussed the proposed budget and Resolution 2023-2. As a committee, we approve them both as written.

**Finance/Recycling Grants Committee-** We met on May 4 and reviewed all recycling dollars that have been spent and recycling percentages. After reviewing everything, we recommend to approve the 2023 distributions.

**MOTION** to approve release of grant funds by Councilmember Ryfa, second by Councilmember Spitale.

Motion passes by unanimous voice vote.

**Chairperson's Report:** Chairman Richard Long thanks the board members for coming tonight and to those who come consistently. We have meetings every other month because we struggle to get a quorum consistently. We do need to conduct business, and I appreciate those that are coming. I will reach out to several communities to see if they are willing to appoint an alternate in case the appointed board member cannot attend.

Also, I speak to the Director on a regular basis, but not being here on a day-to-day basis to see what is going on, I feel that things that come before us to vote on are needed or they wouldn't be on our agenda. I am not questioning the employees' side. I hate to take a side one way or the other, but as executives, I have to trust that things that come before me are necessary and legit and needed or they wouldn't be on our agenda. With that being said, I took the liberty of reaching out to several communities, looked at our own policy, and no offense, but I didn't see any employee handbook from any community that was as generous as what is being presented. We have never had to address this during my time on the board. Change can sometimes be needed and sometimes be good. Obviously, people aren't always going to be happy with it. With that being said, I have to trust the people that are running the District on a day to day basis. They are the ones that are answering to us. Nobody likes change including me, but it is necessary sometimes. Even with the changes, the policy is still pretty generous.

#### 4. RESOLUTION 2023-2

**MOTION** to approve Resolution 2023-2 by Councilmember McCain, second by Councilmember Black.

Councilmember Ryfa stated that he did not feel comfortable voting on resolution based on personnel issues raised by employee during public comment.

Discussion was held regarding forming a committee to discuss the policy.

Councilmember McCain and Councilmember Black withdraw their motions to approve.

**MOTION** to postpone vote on Resolution 2023-2 by Councilmember Ryfa, second by Councilmember Tulowitzki

Motion passes by unanimous voice vote.

#### **NEW BUSINESS:**

##### 1. Proposed 2024 Budget

Councilmember Ryfa stated that Grants and Finance committee reviewed the proposed budget and is fine with it. The requested increase is less than the maximum levy.

**MOTION** to approve 2024 Budget by Councilmember Tulowitzki, second by Councilmember McCain.

Motion passes by unanimous voice vote.

**MOTION** to form a Task Force Committee to discuss Resolution 2023-2 by Councilmember Tulowitzki, second by Councilmember McCain.

Motion passes by unanimous voice vote.

A committee consisting of Councilmember McCain, Councilmember Tulowitzki, Councilmember Schoon, Councilmember Ryfa (appointed Chair by Chairman Long), and Councilmember Clayton was formed.

**ANNOUNCEMENTS:**

The next Citizens Advisory Committee (CAC) meeting is scheduled for Thursday, July 13, at 6:00 pm at the District Office.

The next Solid Waste Board meeting is scheduled for Thursday, July 20, 2023, at 6:00 pm at the District Office

**ADJOURNMENT:**

**MOTION** to adjourn the meeting made and seconded. Vote unanimous by voice vote.

Respectfully submitted by Kiera Hagerman (Assistant Director)

- **Composting Operations - Compost Facility Update**
  - Currently, there is approximately 23,500 cu.yds. of material at the facility; Grade A 500 cu.yds.; Grade B 8,000 cu.yds.; Grade C 15,000 cu.yds. Since April, 193.5 cu.yds. of various grades of material have been sold for a return of \$1,992.50. Compost material is for sale to municipalities, and wholesale businesses. Pricing: Grade A \$15.00 cu.yd.; Grade B \$10.00 cu.yd.; Grade C \$5.00 cu.yd.
- **Household Hazardous Waste (HHW)**
  - The next HHW collection will be held this Saturday, May 20<sup>th</sup> from 9:00 am to 2:00 pm at the Hobart Public Works Facility, 340 S. Shelby. June 3<sup>rd</sup> HHW collection will be held at the Hudson Campbell Center, 455 Massachusetts St., in Gary; from 9:00 am to 2:00 pm.
- **Recycling Grant/Re-TRAC Reporting**
  - Re-TRAC reports were due in February by all communities. Staff reviewed and compiled the reports for the Grants and Finance Committee; committee will provide their report and recommendation to the Board tonight.
- **Education Center Update -**
  - The flooring was delivered and should be completely installed by tomorrow. Mixdesign is expected to return and complete the design installations soon. We are hoping the center is completed by June 15<sup>th</sup>.
- **Resolution - 2023-2 Modification of the Human Resource Policies and Procedures Handbook**
  - Apologize to the Board. This resolution was presented at the March meeting and Board members asked for additional information; a redlined document to compare the current policy with the suggested modification and the rationale for the modification. Board members received the requested information on March 23<sup>rd</sup>. Since that information was sent, only two Board members had questions, and I suggested to one member to contact Attorney Touchette for further discussion. Tonight, I ask that Board consider a motion to adopt the resolution so discussion can be held on the modification, if necessary, and then call for a vote.
- **Proposed 2024 Budget - Details of the 2024 Proposed Budget:**
  - The CAC & the Grants & Finance Committee will report and make recommendations to the Board tonight.
  - CPI 2.5% increase = \$151,404 This is the total increase over the 2023 Budget. Use of these dollars is as follows:

- \$86,200 into the 100 Series (2 new positions 118 & 124); increase health insurance (153)
- \$3,000 into 116, Field Operations Manager for additional/responsibilities of the HHW program.
- \$12,204 into 159 Social Security
- \$50,000 into 444 (New Office) Building Maintenance (District office)
- PERF - reduced \$2,000
- \$2,000 into 126 Environmental Education & Outreach Coordinator
- Contingency - reduced \$100,000
- 5% salary increase for all staff (\$17,298 total)
- \$82,702 into 361 -Vehicles - For replacing a 2013 Field Programs Pickup Truck.

Tonight, I ask that the Board consider the Proposed 2024 Budget for approval and adoption.

Introduction - Summer Intern, Emma Dillman, a resident of Cedar Lake. She is currently completing her Master of Environmental Education. Emma has a BS in Environmental Studies & Sustainability with Minors in Renewable Energy and Spanish. Emma just started with the District this month and she is currently involved with learning ALL aspects of the District.

Claims	Checks	Payable	Amount	Description
23-341	10767	Peoples Bank	\$ 54,914.83	mortgage payment
23-342	10768	Peoples Bank	\$ 180,000.00	debt service
23-343	10769	Town of Cedar Lake	\$ 68,883.00	recycling grant
23-343	10770	City of Crown Point	\$ 155,782.00	recycling grant
23-343	10771	Town of Dyer	\$ 88,544.00	recycling grant
23-343	10772	City of East Chicago	\$ 151,609.00	recycling grant
23-343	10773	City of Gary	\$ 444,458.00	recycling grant
23-343	10774	Town of Griffith	\$ 96,719.00	recycling grant
23-343	10775	City of Hammond	\$ 410,689.00	recycling grant
23-343	10776	Town of Highland	\$ 135,643.00	recycling grant
23-343	10777	City of Hobart	\$ 159,257.00	recycling grant
23-343	10778	City of Lake Station	\$ 61,099.00	recycling grant
23-343	10779	Town of Lowell	\$ 51,500.00	recycling grant
23-343	10780	Town of Merrillville	\$ 206,983.00	recycling grant
23-343	10781	Town of Munster	\$ 121,558.00	recycling grant
23-343	10782	Town of New Chicago	\$ 10,226.00	recycling grant
23-343	10783	Town of St. John	\$ 96,662.00	recycling grant
23-343	10784	Town of Schererville	\$ 164,056.00	recycling grant
23-343	10785	Town of Schneider	\$ 5,000.00	recycling grant
23-343	10786	City of Whiting	\$ 23,856.00	recycling grant
23-343	10787	Town of Winfield	\$ 26,733.00	recycling grant
23-343	10788	Lakes of the Four Seasons	\$ 21,833.00	recycling grant

<b>Claims</b>	<b>Checks</b>	<b>Payable</b>	<b>Amount</b>	<b>Description</b>
23-344	10789	Staff Source	\$ 720.00	laborer-compost site programs
23-345	10790	Waste Management	\$ 56.14	garbage service-compost site
23-346	10791	Liberty Tire	\$ 1,710.00	tire recycling
23-347	10792	Lake County Farm Bureau Co-op	\$ 1,203.50	fuel-compost site machinery
23-348	10793	Hinckley Springs	\$ 18.51	water-district office
23-349	10794	Comcast Business	\$ 493.46	phone and internet service
23-350	10795	Phil & Son	\$ 109.40	monthly security monitoring
23-351	10796	Trust Tech	\$ 430.00	monthly server monitoring



6-30-23

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*link.*Manage your account online at :  
[www.chase.com/cardhelp](http://www.chase.com/cardhelp)Customer Service:  
1-800-945-2028Mobile: Download the  
Chase Mobile® app today

July 2023						
S	M	T	W	T	F	S
26	27	28	29	30	1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

New Balance  
**\$693.84**  
Minimum Payment Due  
**\$138.00**  
Payment Due Date  
**07/19/23**

**RECEIVED****JUN 27 2023**

**Late Payment Warning:** If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

**Minimum Payment Warning:** Enroll in Auto-Pay and avoid missing a payment. To enroll, go to [www.chase.com](http://www.chase.com)

**ACCOUNT SUMMARY**

Previous Balance	<b>\$604.44</b>
Payment, Credits	<b>\$604.44</b>
Purchases	<b>+\$693.84</b>
Cash Advances	<b>\$0.00</b>
Balance Transfers	<b>\$0.00</b>
Fees Charged	<b>\$0.00</b>
Interest Charged	<b>\$0.00</b>
<b>New Balance</b>	<b>\$693.84</b>
Opening/Closing Date	05/26/23 - 06/25/23
Credit Limit	<b>\$5,000</b>
Available Credit	<b>\$4,306</b>
Cash Access Line	<b>\$250</b>
Available for Cash	<b>\$250</b>
<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>

*link.*

P.O. BOX 15123  
WILMINGTON, DE 19850-5123  
For Undeliverable Mail Only

Make your payment at  
[chase.com/paycard](http://chase.com/paycard)

**Payment Due Date:**  
**New Balance:**  
**Minimum Payment Due:**

**07/19/23****\$693.84****\$138.00**

\$ \_\_\_\_\_ Amount Enclosed  
Make/Mail to Chase Card Services at the address below:

JEANETTE ROMANO  
LAKE COUNTY SOLID WASTE  
8695 BROADWAY  
MERRILLVILLE IN 46410-7033

CARDMEMBER SERVICE  
PO BOX 6294  
CAROL STREAM IL 60197-6294



Manage your account online at : [www.chase.com/cardhelp](http://www.chase.com/cardhelp)

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
06/02	Payment ThankYou Image Check	-604.44
05/27	AMZN Mkt US*T99WU8V13 Amzn.com/bill WA Hand soap refills	157.84 ✓
05/28	AMZN Mkt US*VU3ZQ21X3 Amzn.com/bill WA Education Supplies	30.50 ✓
05/28	Amazon.com*9B7TR7ZE3 Amzn.com/bill WA Education Supplies	215.74 ✓
06/06	MERRILLVILLE ACE HOWE CROWN POINT IN Cleaning supplies	15.60 ✓
06/07	SPEEDWAY 06679 SCHEREVILLE IN GAS - BLACK AUTO	60.40 ✓
06/08	SPEEDWAY 06678 HOBART IN MERRILLVILLE IN GAS - RED AUTO	60.44 ✓
	JEANETTE ROMANO TRANSACTIONS THIS CYCLE (CARD 2469) \$63.92- INCLUDING PAYMENTS RECEIVED	
06/02	LUKE FUEL STATION GRIFFITH IN GAS Pickup Truck	75.91 ✓
06/09	LUKE FUEL STATION GRIFFITH IN GAS Pickup Truck TROY TAYLOR TRANSACTIONS THIS CYCLE (CARD 9850) \$153.32	77.41 ✓

2023 Totals Year-to-Date	
Total fees charged in 2023	\$0.00
Total Interest charged in 2023	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	18.24%(v)(d)	- 0 -	- 0 -
<b>CASH ADVANCES</b>			
Cash Advances	29.99%(v)(d)	- 0 -	- 0 -
<b>BALANCE TRANSFERS</b>			
Balance Transfers	18.24%(v)(d)	- 0 -	- 0 -
			<b>31 Days in Billing Period</b>

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

# Final Details for Order #111-6124384-9032228

[Print this page for your records.](#)

**Order Placed:** May 26, 2023

**Amazon.com order number:** 111-6124384-9032228

**Order Total:** \$157.84

**Shipped on May 26, 2023**

## Items Ordered

2 of: *Brighton Professional Bpr59206 Foaming Hand Soap Refill, Fruity, 1250 ML*

Sold by: MyOfficeInnovations/Staples, Inc. ([seller profile](#))

**Price**

\$78.92

Condition: New

## Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

## Shipping Speed:

Standard Shipping

## Payment information

### Payment Method:

Visa | Last digits: 2469

Item(s) Subtotal: \$157.84

Shipping & Handling: \$0.00

### Billing address

Jeanette Romano  
LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT  
8695 BROADWAY  
MERRILLVILLE, IN 46410-7033  
United States

Total before tax: \$157.84

Estimated tax to be collected: \$0.00

**Grand Total: \$157.84**

### Credit Card transactions

Visa ending in 2469: May 26, 2023: \$157.84

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

## Final Details for Order #111-5356822-4602616

Print this page for your records.

**Order Placed:** May 26, 2023

**Amazon.com order number:** 111-5356822-4602616

**Order Total:** \$30.50

**Shipped on May 27, 2023**

### Items Ordered

1 of: *Sooez Leather Business Card Book Holder, Professional Business Cards Book Organizer PU Name Card Credit Cards Book Holder Booklet, 240 Card Capacity (Pink)*  
Sold by: Sooez Official ([seller profile](#))

Condition: New

### Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

### Shipping Speed:

Standard Shipping

**Shipped on May 28, 2023**

### Items Ordered

2 of: *Therm O Web Zots Singles, 3-D*  
Sold by: Gustotrade ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

### Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

### Shipping Speed:

Standard Shipping

**Shipped on May 26, 2023**

### Items Ordered

1 of: *maxtek Dry Erase Markers Ultra Fine Tip, 0.7mm, Low Odor, Extra Fine Point Dry Erase Markers \$7.99 for Planning Whiteboard, Calendar Boards, 12 Count Assorted Colors White Board Markers for Kids*  
Sold by: maxtekDirect ([seller profile](#))

Condition: New

### Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

**Shipping Speed:**  
Standard Shipping

## Payment information

**Payment Method:**  
Visa | Last digits: 2469

Item(s) Subtotal: \$30.50  
Shipping & Handling: \$0.00

**Billing address**  
Jeanette Romano  
LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT  
8695 BROADWAY  
MERRILLVILLE, IN 46410-7033  
United States

Total before tax: \$30.50  
Estimated tax to be collected: \$0.00

**Grand Total: \$30.50**

**Credit Card transactions**

Visa ending in 2469: May 28, 2023; \$30.50

To view the status of your order, return to [Order Summary](#).

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## Final Details for Order #111-5278538-8263428

Print this page for your records.

**Order Placed:** May 26, 2023

**Amazon.com order number:** 111-5278538-8263428

**Order Total:** \$215.74

**Shipped on May 28, 2023**

### Items Ordered

	Price
2 of: <i>Elmer's All Purpose School Glue Sticks, Washable, 22 Grams, 30 Count</i>	\$16.00

Sold by: Amazon.com Services LLC

Condition: New

1 of: <i>Amazon Basics Wide Ruled 8.5 x 11.75-Inch 50-Sheet Lined Writing Note Pad, White - Pack of 12</i>	\$17.09
--	---------

12

Sold by: Amazon.com Services LLC

Condition: New

1 of: <i>Amazon Basics Masking Tape, 0.17 Inch x 180 Feet - Pack of 3 Rolls</i>	\$9.02
---	--------

Sold by: Amazon.com Services LLC

Condition: New

### Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

### Shipping Speed:

Amazon Day Delivery

**Shipped on May 27, 2023**

### Items Ordered

	Price
1 of: <i>Kleenex® Professional Facial Tissue for Business (21606), Flat Tissue Boxes, 48 Boxes / Case, 125 Tissues / Box, 6,000 Tissues / Case</i>	\$84.49

Sold by: Amazon.com Services LLC

Condition: New

### Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

### Shipping Speed:

Amazon Day Delivery

**Shipped on May 27, 2023**

### Items Ordered

	Price
2 of: <i>Tork Perforated Paper Roll Towels 2-ply Jumbo Roll Multi-purpose kitchen roll towel 100% recycled paper towels 210 sheets/roll, 12 rolls/case</i>	\$36.57

Sold by: Amazon.com Services LLC

**Shipping Address:**

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

**Shipping Speed:**

Amazon Day Delivery

**Payment information****Payment Method:**

Visa | Last digits: 2469

Item(s) Subtotal: \$215.74

Shipping & Handling: \$0.00

-----

Total before tax: \$215.74

Estimated tax to be collected: \$0.00

-----

**Grand Total:\$215.74**

**Billing address**

Jeanette Romano  
LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT  
8695 BROADWAY  
MERRILLVILLE, IN 46410-7033  
United States

**Credit Card transactions**

Visa ending in 2469: May 28, 2023:\$215.74

To view the status of your order, return to [Order Summary](#).

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gas pick up truck gas - pick up  
truck

RSC-Luke251  
1224 East Ridge Rd  
Griffith Indiana  
46319  
219-923-5360  
6/9/2023 1:20:36 PM  
Term: 002  
Appr: 01566G  
Unleaded  
PUMP No. 17  
GALLONS 20.704  
PRICE/GAL \$3.739  
TOTAL FUEL \$77.41  
SALE  
TOTAL SALE \$77.41

THANK U!  
HAVE A NICE DAY  
LUKE UP Rewards  
XXXXXX7695  
Term: 400:251  
Appr: 3233315002  
Reference: 203480772

You saved \$0.05/GAL  
Card #: \*\*426995  
Troy Taylo  
Rewards Registered  
Coffee club progre 3  
Copenhagen Idol of 0  
Hershey Regular Re 1

Thanks  
For Your Business

RSC-Luke251  
1224 East Ridge Rd  
Griffith Indiana  
46319  
219-923-5360  
6/2/2023 7:50:32 AM  
Term: 002  
Appr: 02245G  
Unleaded  
PUMP No. 16  
GALLONS 21.033  
PRICE/GAL \$3.609  
TOTAL FUEL \$75.91  
SALE  
TOTAL SALE \$75.91

THANK U!  
HAVE A NICE DAY  
LUKE UP Rewards  
XXXXXX7695  
Term: 400:251  
Appr: 3222643454  
Reference: 203447300

You saved \$0.05/GAL  
Card #: \*\*426995  
Troy Taylo  
Rewards Registered  
Coffee club progre 3  
Copenhagen Idol of 0  
Hershey Regular Re 1

Thanks  
For Your Business

Black Enviro mobile

SPEEDWAY 0006679-Schererville  
219 Us-30 46375-2608  
(219)865-5441 6/7/2023 2:31:59 PM  
Trans# 3045305 Reg: 100

Pay At Pump Sale  
Pump # 3 Regular Unleaded  
15.103 Gallons @ \$3.999/Gal 60.40  
Sales Tax \$0.00  
E-Cig Tax \$0.00  
Sub. Total: \$60.40  
Tax: \$0.00  
Total: \$60.40  
Visa  
Card Num :  
XXXXXXXXXXXX2469  
TERM: 0050006676001  
TRANS TYPE: CAPTURE  
APPR#: 07328G  
ENTRY METHOD: Chip  
Card  
USD\$ 60.44  
CHASE VISA  
AID: A0000000031010  
06/08/2023 12:19:08  
Cardholder agrees to  
pay to issuer total  
charges per the  
agreement between  
cardholder & issuer.  
Now Hiring!  
Apply at  
Speedway.com/careers  
or text Speedway  
to 25000  
www.speedway.com

Visa  
Card Num :  
XXXXXXXXXXXX2469  
TERM: 0050006679001  
TRANS TYPE: CAPTURE  
APPR#: 01329G  
ENTRY METHOD: Chip  
Card  
USD\$ 60.40

CHASE VISA  
AID: A0000000031010  
06/07/2023 14:27:07

Cardholder agrees to  
pay to issuer total  
charges per the  
agreement between  
cardholder & issuer.

Now Hiring!  
Apply at Speedway.com/careers  
or text SPEEDWAY to 25000  
www.speedway.com

cleaning  
supplies

THANK YOU FOR SHOPPING AT  
Merrillville Ace Hardware  
(219) 738-1933

\*REFUNDS MUST BE MADE WITHIN 30 DAYS W/  
RECEIPT \*SEE STORE FOR COMPLETE DETAILS

06/06/23 1:55PM CFISH4 553 SALE

1364231	1 EA	\$8.99 EA
HOME ARMOR MLDW RMVR320Z		\$8.99
1061027	1 EA	\$5.59 EA
LYSOL CLN FRSH LMON 400Z		\$5.59

SUB-TOTAL: \$	14.58	TAX: \$	1.02
			TOTAL: \$ 15.60
BC AMT:		\$	15.60

BK CARD#: XXXXXXXXXXXX2469  
MID:\*\*\*\*\*2881 TID:\*\*\*3127  
AUTH: 055180 AMT: \$ 15.60  
Host reference #: 166543 Bat#

Authorizing Network: VISA

Contactless CARD TYPE:VISA EXPR: XXXX

AID : A0000000031010

TVR : 0000000000

IAD : 06021203A00000

TSI :

ARC : 00

MODE : Issuer

CVM : No CVM

Name : CHASE VISA

ATC :0000D

AC : B9A43407B21F93A7

TxnID/Va1Code: 437979

Bank card USD\$ 15.60

**MENARDS®**

**Menards Commercial  
Capital One Trade Credit  
PO Box 60506  
City of Industry, CA 91716-0506**

RECEIVED JUN 26 2023

Capital One Trade Credit

KIERA HAGERMAN  
LAKE COUNTY SOLID WASTE INC  
8695 Broadway  
Merrillville, IN 46410

Credit Account # 06/24/23  
Statement Date 1649359723  
Statement #

Previous Account Balance	\$68.76
New Purchases	\$55.39
Other Charges/Credits	\$0.00
Payments	-\$68.76

**Account Balance** **\$55.39**

Credit Limit	\$1,300.00
Account Balance	\$55.39
Available Credit	\$1,244.61

**Payment Due Date(s)**  
07/19/23

**Pay online - it's fast, easy and secure!**

Don't forget you can make quick and easy payments online! Log into your secure account today!

Pay online at <https://www.menards.com/commercial>.

For questions, or to report an unauthorized use claim, call Capital One Trade Credit at 866-323-6167.

For online or phone payments, your account will be credited as of the business day we receive it, as long as it is made by 5 PM ET. Mail payments will be credited the same business day, as long as it is received by 5 PM ET at the correct address, noted below, with remit coupon. Payments received by us at any other location or in any other form may not be credited as of the day we receive them. Allow at least 7 business days for mail delivery.

*Please detach and return stub with payment to address below.*

KIERA HAGERMAN  
LAKE COUNTY SOLID WASTE INC  
8695 Broadway  
Merrillville, IN 46410

Credit Account # 06/24/23  
Statement Date 1649359723  
Statement #

**Account Balance** **\$55.39**

### Address Change:

**Amount Enclosed \$**

Capital One Trade Credit  
PO Box 60506  
City of Industry, CA 91716-0506



**Menards Commercial**  
**Capital One Trade Credit**  
 PO Box 60506  
 City of Industry, CA 91716-0506



Credit Account #  
 Statement Date  
 Statement #

06/24/23  
 1649359723

<b>CREDITS &amp; ADJUSTMENTS</b>	<b>CURRENT</b>	<b>PAST DUE</b>			<b>ACCOUNT BALANCE</b>
		<b>1-59 DAYS</b>	<b>60-89 DAYS</b>	<b>90+ DAYS</b>	
\$0.00	\$55.39	\$0.00	\$0.00	\$0.00	\$55.39

#### OPEN ITEMS

<b>PO #</b>	<b>Job Code</b>	<b>Invoice #</b>	<b>Purchase Location</b>	<b>Trans Date</b>	<b>Due Date</b>	<b>Trans Total</b>	<b>Balance Due</b>
		308014523059118	MENARDS 3080 GRIFFITH IN	05/25/23	07/19/23	\$37.48	\$37.48
		308015623041113	MENARDS 3080 GRIFFITH IN	06/05/23	07/19/23	\$17.91	\$17.91
<b>Account Balance</b>							<b>\$55.39</b>

#### PURCHASES

<b>PO #</b>	<b>Job Code</b>	<b>Invoice #</b>	<b>Purchase Location</b>	<b>Trans Date</b>	<b>Due Date</b>	<b>Trans Total</b>	<b>Balance Due</b>
		308014523059118	MENARDS 3080 GRIFFITH IN	05/25/23	07/19/23	\$37.48	\$37.48
		308015623041113	MENARDS 3080 GRIFFITH IN	06/05/23	07/19/23	\$17.91	\$17.91
<b>Total Purchases</b>							<b>\$55.39</b>

#### OTHER CHARGES AND CREDITS

<b>Description</b>	<b>Trans Date</b>	<b>Due Date</b>	<b>Trans Total</b>	<b>Balance Due</b>
No other charges and credits in current period.				

#### PAYMENTS

<b>Date</b>	<b>Payment Number</b>	<b>Amount</b>
06/05/23	Check # 10710	-\$68.76
<b>Total Payments</b>		<b>-\$68.76</b>



**Menards Commercial**  
**Capital One Trade Credit**  
 PO Box 60506  
 City of Industry, CA 91716-0506



Credit Account # 06/24/23  
 Statement Date 1649359723  
 Statement #

PO #	INVOICE # 308014523059118 REF	JOB CODE		
TERMS Standard	INVOICE DATE 05/25/23	DUE DATE 07/19/23		
SOLD TO	SHIP TO	PURCHASED AT	INVOICE TOTAL	
LAKE COUNTY SOLID WASTE LAKE COUNTY SOLID WASTE INC 8695 Broadway Merrillville, IN 46410		MENARDS 3080 GRIFFITH IN	\$37.48	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
6486079	FIORA BATH TISSUE 12PK 21007	\$4.49	1.0	\$4.49
2379949	MF-SKT SET 1/2DR 16PC MF67212	\$32.99	1.0	\$32.99
		SUBTOTAL		\$37.48
		TAX		\$0.00
		TOTAL		\$37.48

PO #	INVOICE # 308015623041113 REF	JOB CODE		
TERMS Standard	INVOICE DATE 06/05/23	DUE DATE 07/19/23		
SOLD TO	SHIP TO	PURCHASED AT	INVOICE TOTAL	
LAKE COUNTY SOLID WASTE LAKE COUNTY SOLID WASTE INC 8695 Broadway Merrillville, IN 46410		MENARDS 3080 GRIFFITH IN	\$17.91	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
6486078	FIORA PAPER TOWEL 6PK 41015	\$3.99	1.0	\$3.99
2733921	GLACIERMIST SPRING WATER 24 PACK .5 LIT	\$3.48	4.0	\$13.92
		SUBTOTAL		\$17.91
		TAX		\$0.00
		TOTAL		\$17.91

# Compost site supplies

MENARDS - GRIFFITH  
6050 West Ridge Road  
Gary, IN 46408

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 09/03/23

If you have questions regarding the charges on your receipt, please email us at:  
GRIFFrontend@menards.com



Sale Transaction

Tax Exempt Certificate ID: 2773793  
Exempt Type: Local Government

FIORA PAPER TOWEL 6PK *		
6486078	3.99	NT
GLACIERMIST SPRING WATER		
2733921 4 03.48	13.92	NT

TOTAL SALE	17.91
Menard Commercial Card 8738	17.91
PO #	
Auth Code:504357	
Chip Inserted	
a000000817002001	
TC - 5a033fc9ca39b2ee	

TOTAL SAVINGS 0.50

TOTAL NUMBER OF ITEMS = 5

THE FOLLOWING REBATE RECEIPTS WERE PRINTED FOR THIS TRANSACTION:  
2305

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown hereon and agrees to pay the card issuer according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Shai

8964 04 1113 06/05/23 11:18AM 3080

# Supplies - Compost Site

MENARDS - GRIFFITH  
6050 West Ridge Road  
Gary, IN 46408

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 08/23/23

If you have questions regarding the charges on your receipt, please email us at:  
GRIFFrontend@menards.com



Sale Transaction

Tax Exempt Certificate ID: 2773793  
Exempt Type: Local Government

MF-SKT SET 1/2DR 16PC	LW
2379949	32.99
FIORA BATH TISSUE 12PK	NT

6486079	4.49
PO #	NT

TOTAL SALE	37.48
Menard Commercial Card 8738	37.48
Auth Code:274833	

Chip Inserted	
a000000817002001	
TC - b2b28f997769922b	

TOTAL NUMBER OF ITEMS = 2

THE FOLLOWING REBATE RECEIPTS WERE PRINTED FOR THIS TRANSACTION:  
2303

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown hereon and agrees to pay the card issuer according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

LW = Lifetime warranty item that ever fails to provide complete satisfaction is returnable to any Menards Store for the same or comparable item.

See menards.com for return policy details

THANK YOU, YOUR CASHIER, alondra





Claims	Checks	Payable	Amount	Description
23-274	10712	Payroll Fund	\$ 13,305.59	Payroll
23-275	7707	Indiana Collections	\$ 263.70	Angela Goodson Child Support
23-276	Debit	US Treasury	\$ 3,451.76	Fica, Med, Fed
23-277	Debit	PERF	\$ 1,889.39	employee retirement fund
23-278	Debit	IN Dept. of Revenue	\$ 1,159.62	taxes-May
23-279	10713	Anthem BCBS	\$ 6,689.48	health insurance premiums
23-280	10714	Pulse Technology	\$ 216.81	copies-May
23-281	10715	Staff Source	\$ 675.00	laborers-compost site programs
23-282	10716	Emma Dillman	\$ 123.00	education intern
23-283	10717	Working Well	\$ 340.00	HealthEAccess program
23-284	10718	Liberty Tire	\$ 3,420.00	tire recycling program
23-285	10719	LC Farm Bureau Co-op	\$ 891.82	fuel-compost site machinery
23-286	10720	Indiana American Water	\$ 213.14	water to district building
23-287	10721	Mavis Tire Supply	\$ 425.42	Brakes and oil change-volt
23-288	10722	Service Sanitation	\$ 151.65	service-compost site bathroom
23-289	10723	Creekside Outdoor Living	\$ 429.68	yard maintenance-district office
23-290	10724	Cedar Lake Storage	\$ 375.00	storage-leaf vacs
23-291	10725	americaneagle.com	\$ 400.00	content editor updates-website
23-292	10726	Trust Tech	\$ 455.00	monthly service monitoring and
23-293	10727	IN.gov	\$ 15.00	employment posters





**Menards Commercial  
Capital One Trade Credit  
PO Box 60506  
City of Industry, CA 91716-0506**

RECEIVED MAY 30 2023



Credit Account # 5111  
Statement Date 05/24/23  
Statement # 1648785327

KIERA HAGERMAN  
LAKE COUNTY SOLID WASTE INC  
8695 Broadway  
Merrillville, IN 46410

Previous Account Balance	\$38.11
New Purchases	\$68.76
Other Charges/Credits	\$0.00
Payments	-\$38.11
<b>Account Balance</b>	<b>\$68.76</b>

Credit Limit	\$1,300.00	Payment Due Date(s)	
Account Balance	\$68.76	06/18/23	\$68.76
Available Credit	\$1,231.24		

**Pay online - it's fast, easy and secure!**

Don't forget you can make quick and easy payments online! Log into your secure account today!

Pay online at <https://www.menards.com/commercial>.

For questions, or to report an unauthorized use claim, call Capital One Trade Credit at 866-323-6167.

For online or phone payments, your account will be credited as of the business day we receive it, as long as it is made by 5 PM ET. Mail payments will be credited the same business day, as long as it is received by 5 PM ET at the correct address, noted below, with remit coupon. Payments received by us at any other location or in any other form may not be credited as of the day we receive them. Allow at least 7 business days for mail delivery.

*Please detach and return stub with payment to address below.*

KIERA HAGERMAN  
LAKE COUNTY SOLID WASTE INC  
8695 Broadway  
Merrillville, IN 46410

Credit Account # 100-123456789  
Statement Date 05/24/23  
Statement # 1648785327

**Account Balance** **\$68.76**

### Address Change:

Amount Enclosed \$

Capital One Trade Credit  
PO Box 60506  
City of Industry, CA 91716-0506



**Menards Commercial**  
**Capital One Trade Credit**  
 PO Box 60506  
 City of Industry, CA 91716-0506



Credit Account #  
 Statement Date  
 Statement #

05/24/23  
 1648785327

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
\$0.00	\$68.76	\$0.00	\$0.00	\$0.00	\$68.76

#### OPEN ITEMS

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
		308011523033349	MENARDS 3080 GRIFFITH IN	04/25/23	06/18/23	\$37.90	\$37.90
		308013623078975	MENARDS 3080 GRIFFITH IN	05/16/23	06/18/23	\$30.86	\$30.86
<b>Account Balance</b>							<b>\$68.76</b>

#### PURCHASES

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
		308011523033349	MENARDS 3080 GRIFFITH IN	04/25/23	06/18/23	\$37.90	\$37.90
		308013623078975	MENARDS 3080 GRIFFITH IN	05/16/23	06/18/23	\$30.86	\$30.86
<b>Total Purchases</b>							<b>\$68.76</b>

#### OTHER CHARGES AND CREDITS

Description	Trans Date	Due Date	Trans Total	Balance Due
No other charges and credits in current period.				

#### PAYMENTS

Date	Payment Number	Amount
05/08/23	Check # 10668	-\$38.11
<b>Total Payments</b>		<b>-\$38.11</b>



**Menards Commercial**  
**Capital One Trade Credit**  
 PO Box 60506  
 City of Industry, CA 91716-0506



Credit Account #  
 Statement Date  
 Statement #

05/24/23  
 1648785327

PO #	INVOICE # 308011523033349 REF	JOB CODE		
TERMS Standard	INVOICE DATE 04/25/23	DUE DATE 06/18/23		
SOLD TO	SHIP TO	PURCHASED AT	INVOICE TOTAL	
LAKE COUNTY SOLID WASTE LAKE COUNTY SOLID WASTE INC 8695 Broadway Merrillville, IN 46410		MENARDS 3080 GRIFFITH IN	\$37.90	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
2733921	GLACIERMIST SPRING WATER 24 PACK .5 LIT	\$3.48	4.0	\$13.92
5613550	VEN STEEL NITRILE100CT VEN6145R	\$23.98	1.0	\$23.98
			<b>SUBTOTAL</b>	\$37.90
			<b>TAX</b>	\$0.00
			<b>TOTAL</b>	\$37.90

PO #	INVOICE # 308013623078975 REF	JOB CODE		
TERMS Standard	INVOICE DATE 05/16/23	DUE DATE 06/18/23		
SOLD TO	SHIP TO	PURCHASED AT	INVOICE TOTAL	
LAKE COUNTY SOLID WASTE LAKE COUNTY SOLID WASTE INC 8695 Broadway Merrillville, IN 46410		MENARDS 3080 GRIFFITH IN	\$30.86	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
2733921	GLACIERMIST SPRING WATER 24 PACK .5 LIT	\$3.48	4.0	\$13.92
6605922	MENS RW PERF GLOVE M MX450GY-M	\$4.48	1.0	\$4.48
6605924	MENS RW PERF GLOVE XL MX450GY-XL	\$4.48	1.0	\$4.48
6601238	PVC COATED WORK GLOVE	\$3.99	2.0	\$7.98
			<b>SUBTOTAL</b>	\$30.86
			<b>TAX</b>	\$0.00
			<b>TOTAL</b>	\$30.86

**Supplies - Compost Site**  
**MENARDS - GRIFFITH**  
**6050 West Ridge Road**  
**Gary, IN 46408**

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 08/14/23

If you have questions regarding the charges on your receipt, please email us at:  
GRIFFrontend@menards.com



Sale Transaction

Tax Exempt Certificate ID: 2773793  
Exempt Type: Local Government

MENS RW PERF GLOVE XL		
6605924	4.48	NT
MENS RW PERF GLOVE M		
6605922	4.48	NT
PVC COATED WORK GLOVE		
6601238 2.00 03.99	7.98	NT
GLACIERMIST SPRING WATER		
2733921 4 03.48	13.92	NT
 TOTAL SALE	30.86	
Menard Commercial Card 8738	30.86	
PO #		
Auth Code:927311		
Chip Inserted		
a000000817002001		
TC - 3414de90afbe0faf		

TOTAL NUMBER OF ITEMS = 8

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION:  
2302

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown hereon and agrees to pay the card issuer according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, PeggySue

8977 07 8975 05/16/23 09:58AM 3080

**compost site supplies**  
Use Your  
**BIG CARD**  **2%**  
**REBATE**  
**MENARDS**

**MENARDS - GRIFFITH**  
**6050 West Ridge Road**  
**Gary, IN 46408**

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 07/24/23

If you have questions regarding the charges on your receipt, please email us at:  
GRIFFrontend@menards.com



Sale Transaction

Tax Exempt Certificate ID: 2773793  
Exempt Type: Local Government

VEN STEEL NITRILE100CT		
5613550	23.98	NT
GLACIERMIST SPRING WATER		
2733921 4 03.48	13.92	NT
 TOTAL SALE	37.90	
Menard Commercial Card 8738	37.90	
344966		
Swiped		
PO #		

TOTAL NUMBER OF ITEMS = 5

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION:  
2299

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown hereon and agrees to pay the card issuer according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Arelli

65950 03 3349 04/25/23 12:28PM 3080

*ink.*Manage your account online at :  
[www.chase.com/cardhelp](http://www.chase.com/cardhelp)Customer Service:  
1-800-945-2028Mobile: Download the  
Chase Mobile® app today

June 2023						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

New Balance  
**\$604.44**  
Minimum Payment Due  
**\$120.00**  
Payment Due Date  
**06/19/23**

**RECEIVED**  
**MAY 30 2023**

**Late Payment Warning:** If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

**Minimum Payment Warning:** Enroll in Auto-Pay and avoid missing a payment. To enroll, go to [www.chase.com](http://www.chase.com)

### ACCOUNT SUMMARY

Previous Balance	<b>\$1,227.23</b>
Payment, Credits	<b>\$1,227.23</b>
Purchases	<b>+\$604.44</b>
Cash Advances	<b>\$0.00</b>
Balance Transfers	<b>\$0.00</b>
Fees Charged	<b>\$0.00</b>
Interest Charged	<b>\$0.00</b>
<b>New Balance</b>	<b>\$604.44</b>
Opening/Closing Date	04/26/23 - 05/25/23
Credit Limit	<b>\$5,000</b>
Available Credit	<b>\$4,395</b>
Cash Access Line	<b>\$250</b>
Available for Cash	<b>\$250</b>
<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>

*ink.*

P.O. BOX 15123  
WILMINGTON, DE 19850-5123  
For Undeliverable Mail Only

Make your payment at  
[chase.com/paycard](http://chase.com/paycard)

<b>Payment Due Date:</b>	<b>06/19/23</b>
<b>New Balance:</b>	<b>\$604.44</b>
<b>Minimum Payment Due:</b>	<b>\$120.00</b>

\$ \_\_\_\_\_ Amount Enclosed  
Make/Mail to Chase Card Services at the address below:

JEANETTE ROMANO  
LAKE COUNTY SOLID WASTE  
8695 BROADWAY  
MERRILLVILLE IN 46410-7033

CARDMEMBER SERVICE  
PO BOX 6294  
CAROL STREAM IL 60197-6294



Manage your account online at : [www.chase.com/cardhelp](http://www.chase.com/cardhelp)

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
05/05	Payment ThankYou Image Check	-1,227.23
05/06	AMZN Mkt US*J648A2P23 Amzn.com/bill WA <i>Goose Repellent</i>	49.98 ✓
05/12	SPEEDWAY 07523 1 W 81ST M MERRILLVILLE IN <i>GAS - Volt</i>	19.89 ✓
05/13	Amazon.com*A78G53PC3 Amzn.com/bill WA <i>Paper Supplies</i>	58.88 ✓
05/13	INDIANA TOLL ROAD 574-6754010 IN	12.10 -
05/16	SOLID WASTE ASSOCIA 240-194-2224 MD <i>Kiera Hagerman Certification SWANA</i> JEANETTE ROMANO TRANSACTIONS THIS CYCLE (CARD 2469) \$836.38- INCLUDING PAYMENTS RECEIVED	260.00 ✓
04/25	SPEEDWAY 06672 HOBART IN <i>GAS - Pick Up</i>	74.29 ✓
05/08	SPEEDWAY 06685 SCHEREVILL SCHERERVILLE IN <i>GAS - Pickup</i>	74.60 ✓
05/19	LOVE'S #417 GARY IN <i>GAS - Pickup</i> TROY TAYLOR TRANSACTIONS THIS CYCLE (CARD 9850) \$213.59	64.70 ✓

2023 Totals Year-to-Date	
Total fees charged in 2023	\$0.00
Total interest charged in 2023	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	18.24%(v)(d)	- 0 -	- 0 -
<b>CASH ADVANCES</b>			
Cash Advances	29.99%(v)(d)	- 0 -	- 0 -
<b>BALANCE TRANSFERS</b>			
Balance Transfer	18.24%(v)(d)	- 0 -	- 0 -
			<b>30 Days In Billing Period</b>

(v) = Variable Rate

(d) = Daily Balance Method (Including new transactions)

(a) = Average Daily Balance Method (Including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

# Final Details for Order #111-9162874-0184224

Print this page for your records.

**Order Placed:** May 4, 2023

**Amazon.com order number:** 111-9162874-0184224

**Order Total:** \$49.98

geese  
repellent

**Shipped on May 4, 2023**

## Items Ordered

## Price

2 of: *Tapix Bird Blinder Repellent Pinwheels (10 Pack) 15 inch Pinwheel Bird Deterrent, Holographic Pin Wheels for Yard and Garden, Garden Spinners Effectively Keep Birds Away* \$24.99  
Sold by: MAX SUPPLY ([seller profile](#))

Condition: New

## Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

## Shipping Speed:

FREE Prime Delivery

## Payment information

### Payment Method:

Visa | Last digits: 2469

Item(s) Subtotal: \$49.98

Shipping & Handling: \$0.00

-----  
Total before tax: \$49.98

Estimated tax to be collected: \$0.00

-----  
**Grand Total: \$49.98**

### Credit Card transactions

Visa ending in 2469: May 4, 2023: \$49.98

To view the status of your order, return to [Order Summary](#).

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## Final Details for Order #111-9726783-4348224

Print this page for your records.

**Subscribe and Save Order Placed:** May 9, 2023  
**Amazon.com order number:** 111-9726783-4348224  
**Order Total:** \$58.88  
**This order contains Subscribe & Save items.**

**Shipped on May 13, 2023**

### Items Ordered

1 of: *Scott Trusted Clean Toilet Paper, 32 Regular Rolls, Septic-Safe Toilet Tissue, 1-Ply Rolls*  
Sold by: Amazon.com Services LLC

**Price**

\$30.99

Condition: New

### Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

### Shipping Speed:

Amazon Day Delivery

**Shipped on May 13, 2023**

### Items Ordered

1 of: *Scott Trusted Clean Toilet Paper, 32 Regular Rolls, Septic-Safe Toilet Tissue, 1-Ply Rolls*  
Sold by: Amazon.com Services LLC

**Price**

\$30.99

Condition: New

### Shipping Address:

Kiera J. Hagerman  
1736 SPRINGTIME CT  
DYER, IN 46311-2185  
United States

### Shipping Speed:

Amazon Day Delivery

## Payment information

### Payment Method:

Visa | Last digits: 2469

Item(s) Subtotal: \$61.98

Shipping & Handling: \$0.00

Subscribe & Save: -\$3.10

### Billing address

Jeanette Romano  
LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT  
8695 BROADWAY  
MERRILLVILLE, IN 46410-7033  
United States

Total before tax: \$58.88

Estimated tax to be collected: \$0.00

**Grand Total: \$58.88**

### Credit Card transactions

Visa ending in 2469: May 13, 2023: \$58.88

To view the status of your order, return to [Order Summary](#).

*Certification  
renewal*

**Kiera Hagerman**

**From:** no\_reply@swana.org  
**Sent:** Tuesday, May 16, 2023 7:09 AM  
**To:** Kiera Hagerman  
**Subject:** Order Receipt

*Kiera  
Hagerman*



May 16, 2023

Trans # 222348

1100 Wayne Avenue, Suite 650, Silver Spring, MD 20910

Kiera Hagerman, S.C.

Kiera Hagerman, S.C.

8695 Broadway

SHIP TO

8695 Broadway

BILL TO

Merrillville, IN 46410-7033

Merrillville, IN 46410-7033

United States

United States

Customer ID 1717162

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
1	CERTZERO	Zero Waste Principles & Practices	\$250.00	\$250.00
<b>Subtotal:</b>				<b>\$250.00</b>
<b>Tax:</b>				<b>0.00</b>
<b>Total:</b>				<b>\$250.00</b>
<b>Payment: (05/16/2023 - card ending: 2469)</b>				<b>(\$250.00)</b>
<b>Amount Due</b>				<b>\$0.00</b>

Your purchase is now complete. Thank you!

If the receipt does not display correctly [Click here to open in a browser.](#)

gas-  
volt

gas- pick up  
truck

SPEEDWAY 0007523  
Merrillville IN 46410  
TRAN#: 9476866  
5/12/2023 9:51 AM  
  
Pump 09  
Regular Unleaded  
5.153 @ \$3.859/GAL  
GAS TOTAL \$19.89  
  
TAX \$0.00  
TOTAL \$19.89

Visa  
Card Num :  
XXXXXXXXXXXX2469  
TERM: 0050007523001  
TRANS TYPE: CAPTURE  
APPR#: 00979G  
ENTRY METHOD: Chip  
Card

USD\$ 19.89

CHASE VISA  
AID: A0000000031010

05/12/2023 09:50:29

Cardholder agrees to  
pay to issuer total  
charges per the  
agreement between  
cardholder & issuer.  
Now Hiring!

Apply at  
Speedway.com/careers  
or text Speedway  
to 25000  
www.speedway.com

SPEEDWAY 0006672  
Hobart IN 46342  
TRAN#: 8510296  
4/25/2023 1:18 PM

Pump 08  
Regular Unleaded  
19.054 @ \$3.899/GAL  
GAS TOTAL \$74.29  
  
TAX \$0.00  
TOTAL \$74.29

Visa  
Card Num :  
XXXXXXXXXXXX9850  
TERM: 0050006672001  
TRANS TYPE: CAPTURE  
APPR#: 08850G  
ENTRY METHOD: Chip  
Card

USD\$ 74.29  
  
CHASE VISA  
AID: A0000000031010

04/25/2023 13:16:26

Cardholder agrees to  
pay to issuer total  
charges per the  
agreement between  
cardholder & issuer.  
Now Hiring!  
Apply at  
Speedway.com/careers  
or text Speedway  
to 25000  
www.speedway.com

gas- pick up  
truck

SPEEDWAY 0006685-Schererville  
2333 Us-41 46375-2809  
(219)322-3549 5/8/2023 9:52:07 AM  
Trans# 3631646 Reg: 100

Pay At Pump Sale  
Pump # 8 Regular Unleaded  
21.321 Gallons @ \$3.499/Gal 74.60  
Sales Tax \$0.00  
E-Cig Tax \$0.00  
  
Sub. Total: \$74.60  
Tax: \$0.00  
Total: \$74.60  
  
Visa: \$74.60  
Change \$0.00

Visa  
Card Num :  
XXXXXXXXXXXX9850  
TERM: 0050006685001  
TRANS TYPE: CAPTURE  
APPR#: 08899G  
ENTRY METHOD: Chip  
Card

USD\$ 74.60

CHASE VISA  
AID: A0000000031010

05/08/2023 09:46:27

Cardholder agrees to  
pay to issuer total  
charges per the  
agreement between  
cardholder & issuer.

Now Hiring!  
Apply at Speedway.com/careers  
or text SPEEDWAY to 25000  
www.speedway.com

gas-  
pick up  
truck

Welcome To Loves#417  
05/19/23 10:49

Pump Gallons Price  
06 18.491 \$ 3.499

Product Amount  
Unleaded \$ 64.70

TOTAL SALE \$ 64.70

#####9850  
Card: VISA  
Approval: 09591G  
Sale - Insert

Ticket: 14215

AID:  
A0000000031010  
APP:  
VISA CREDIT  
No CVM

Savings/Gal: \$ 0.10  
You saved: \$ 1.85

TOTAL SALE \$ 64.70  
Thank You !!!



5-19-23

Page 1

# Old Business

**Minutes for 6-23-2023 Meeting of the Lake County Solid  
Waste Management District's Task Force Committee**

On 6-23-2023 a meeting of the District's Task Force Committee was held at approximately 11:45 a.m., at the District's office located at 8695 Broadway, Merrillville, IN 46410. The following Committee Members were in attendance:

Rick Ryfa, Chairman

Ken Schoon

Trent McCain

Steve Tulowitzski (attended via Zoom)

Tim Clayton was unable to attend.

Also in attendance were:

Jeanette Romano, Executive Director

Kiera Hagerman, Assistant Director

William Touchette  
District's Local Attorney

Terry Dawson  
District's Consulting Attorney from Barnes  
& Thornburg (attended via telephone)

The Task Force Committee was formed at the 5-18-2023 meeting of the District's Board to consider and make recommendations regarding possible changes to the draft of "Resolution No. 2023-2", which is pending before the Board and is entitled:

**"Modification of Human Resources Policies and Procedures Handbook  
Attendance, Sick leave, and Vacation Leave."**

The Committee Members all reviewed the resolution in advance of the 6-23-2023 meeting. They generally support the following changes this draft resolution makes:

- A. Reduce the maximum amount of sick leave that the District's employees can accrue in a single year from 5 weeks to 3.25 weeks;
- B. Reduce the maximum amount of vacation time that the District's employees can accrue in a single year from 5 weeks to 3.25 weeks;
- C. Provide that failure to maintain regular attendance, as defined in the Attendance policy may trigger an inquiry into whether an employee is abusing sick leave.

[Section 320, "Attendance," of the District's Human Resource Policies and Procedures Handbook states:

“Employees shall be in attendance at the place of work in accordance with policies regarding hours of work, holidays and leave...Failure to comply with these policies shall be cause for disciplinary action.”]

D. Allow for employees to use 15 “unexcused” sick days per year. Sick days that are justified by a written doctor’s note are always “excused.”

E. Allow for employees with sufficient accumulated vacation time to use 15 days of vacation time upon giving 14 days advance notice to the Executive Director or the Director’s designee. If 14 days advance notice is not provided, vacation time may be denied unless the Executive Director determines granting the vacation time will not negatively affect business operations.

Vacation time using accumulated days in excess of 15 days will be reviewed on a case by case basis.

Executive Director Jeanette Romano explained that the District only has 6 employees and that the prior maximum levels of sick and vacation time accumulation were creating situations where the sick and vacation time usage was threatening the adequacy of the District’s staffing levels. The Executive Director explained that the motivating factor for the changes being implemented by Resolution No. 2023-2 is to assure the District has adequate staffing levels at all times to accomplish the District’s business purposes.

Attorney Terry Dawson stated that Resolution No. 2023-2’s provisions aimed at requiring the District’s employees to maintain regular attendance are specifically authorized by controlling precedent from the United States 7<sup>th</sup> Circuit Court of Appeals. Attorney Dawson also confirmed that the District has the power to make the changes to be implemented by Resolution No. 2023-2.

The Committee Members and all present agreed:

- A. That the language, “Vacation time is a privilege, not a right,” should be removed from the Resolution;
- B. That language making the Resolution effective on 1-1-2024 should be added to the Resolution; and
- C. That an updated version of Resolution No. 2023-2 as modified per the preceding paragraphs “A” and “B” should be presented to the District’s full Board for consideration and passage at the Board’s next meeting.

Attorney William Touchette recommended that if anybody during the Public Comment section at the beginning of the District Board’s next meeting wants to comment about Resolution No. 2023-2, Chairman Rick Long should exercise the Chairman’s discretion, stop that Commentor,

and inform the Commentor that they will be heard when the Board reaches Resolution No. 2023-02 on the Agenda and discusses the Resolution.

In the event that issues concerning any of the District's specific employees are raised under the discussion of Resolution No. 2023-02, the Committee recommends that Chairman Long stop that discussion because Resolution No. 2023-02 does not concern issues regarding specific employees. If Chairman Long determines that matters concerning any of the District's specific employees need to be discussed, the Committee recommends that Chairman Long ask for a motion to set a closed executive session meeting to discuss personnel matters.

The Committee Members acknowledged that the District's Board may want to consider making other changes to the District's "Human Resource Policies and Handbook", but any such changes are beyond the scope of the Board's action on Resolution No. 2023-02.

# Chapter 3 Policies and Regulations

## Section 320 Attendance and Regular Attendance Defined

Employees shall be in attendance at the place of work in accordance with policies regarding hours of work, holidays and leave. If for some unavoidable reason one cannot report for work he/she shall notify the supervisor, Executive Director or District designee as soon as practicable. ~~Failure to comply with these policies shall be cause for disciplinary action.~~

Disciplinary action, up to and including termination, may be taken if an employee fails to maintain regular attendance. In most circumstances, an employee who is absent from work more than 2 days per month is not maintaining “regular attendance,” unless the employee is on an approved leave of absence (such as vacation, FMLA, and/or medical leave). Disciplinary action may also be taken if an employee fails to notify the District of an absence in accordance with this policy.

# Chapter 5 Benefits

## Section 500 Eligibility

Unless indicated otherwise, all benefits established under this Chapter 5 apply only to full-time, regular employees.

## Section 510 Holidays

Full-time regular employees will receive paid holiday leave each calendar year (January 1 – December 31) for those holidays recognized by the municipality in which the District office is located. Part-time, seasonal, and temporary employees are not eligible for holiday compensation.

## Section 520 Paid Leaves

An employee who is receiving pay while on approved leave shall be paid at that employee’s base salary rate for every hour of absence. Paid leave hours are not considered when computing overtime hours.

## Section 521 Sick Leave

Sick leave is provided as income protection for full-time regular and probationary employees who become ill or injured and are unable to report to work, or whose immediate family member, as defined in Chapter 13 of the District Rules and Policy Manual, becomes ill and the employee is needed to care for them. ~~Sick leave is a privilege, not a right.~~

1. Only full-time regular and full time probationary employees are entitled to paid sick leave. Sick leave accruals shall begin on the employees first day of employment. Full time regular and probationary employees accrue sick leave on the following basis:

## SICK TIME ACCRUAL SYSTEM

Completed Years of Service	Sick Hours Earned per Pay Period	Maximum Hours per Year	Maximum Weeks per Year
0 - 1	1.60	41.600	1.0
2 - 4	3.00	78.000	2.0
5 - 9	4.60	119.600	3.0
<b>10 or more</b>	<b>5.00</b>	<b>130.000</b>	<b>3.25</b>
10-14	6.100	158.600	4.0
<b>15 or more</b>	<b>7.700</b>	<b>200.200</b>	<b>5.0</b>

Full-time regular and full time probationary employees shall accrue sick time for all paid leave in accordance with the formulas shown above. No employee shall, at any time, accrue more than 520 hours of sick leave time.

2. Employees can use accrued sick leave time with approval of an employee's direct supervisor or designee for absence due to illness or injury of employee or employee's immediate family member, as defined by policy. Sick leave may also be used for medical and dental appointments when such appointments cannot be scheduled during off work hours.
3. Workers' Compensation Benefits shall be applied in cases of on-the-job injury. If an employee receives weekly Workers' Compensation Benefits, he/she may not use sick leave for the same injury or illness.
4. An employee on sick leave, either paid and/or unpaid, may be required after being absent for three (3) consecutive work days for full-time employees, to provide a certificate from a physician verifying the need to be off work. If an employee is on sick leave, the District Executive Director may require that a physician's statement be submitted certifying that an employee is able to return to work and capable of performing their essential functions with or without accommodations prior to allowing the employee to return to work. If an employee is on sick leave to care for a dependent, the District Executive Director may require a physician statement be submitted certifying that the employee is needed to care for their family member while the family member is sick. If the requested certificate is not provided, sick leave will not be allowed and the employee will be told to return to work by a specified date or be subject to disciplinary action. Time off will be unpaid unless the employee chooses to use accrued vacation or compensatory time.
5. Disciplinary action, up to and including termination, may be taken if an employee **fails to maintain regular attendance, abuses sick leave. Failing to maintain regular attendance, as defined in the Attendance policy, may trigger an inquiry into whether an employee is abusing sick leave.** Abuse or excessive use of sick leave may include, but is not limited to, sick leave used in conjunction with a holiday, regularly scheduled day(s) off, vacation time, and/or any other pattern or frequent sick leave use.
6. No one will be paid for accumulated but unused sick leave upon separation or retirement from employment.
7. Sick leave benefits do not apply to part-time, temporary or seasonal employees.

- The District shall allow 15 unexcused days (120 hours) of sick time per year if the employee has sick time accumulated. If an employee chooses to bring a physician's note for anything less than 3 days, this sick time will be considered excused and not be counted as part of the 15 days (120 hours). All sick time taken (unexcused and excused) will be subtracted from total accumulated sick time.

## Section 522 Vacation

Paid vacation leave is provided to employees to ensure the mental and physical health and well-being of both the employee and the organization. Only full-time regular and full time probationary employees are eligible to receive paid vacation leave. ~~Vacation leave is a privilege, not a right.~~

- Accrual - Vacation leave accruals begin on the first day of employment. However, eligible employees may not use accrued vacation until they have been employed with the District for 6 consecutive calendar months. Full-time employees shall accrue vacation time for all paid leave in accordance with the formulas shown below:

### VACATION TIME ACCRUAL SYSTEM

Completed Years of Service	Vacation Hours Earned per Pay of Period	Maximum Hours per Year	Maximum Weeks per Year
0 - 1	1.60	41.600	1.0
2 - 4	3.00	78.000	2.0
5 - 9	4.60	119.600	3.0
<b>10 or more</b>	<b>5.00</b>	<b>130.000</b>	<b>3.25</b>
10 - 14	6.100	158.600	4.0
<b>15 or more</b>	<b>7.700</b>	<b>200.200</b>	<b>5.0</b>

~~Vacation time must be requested 6 months in advance and must be approved by the District Executive Director. Vacation time should be requested 14 days in advance and must be approved by the District Executive Director or designee. If 14 days advance notice is not provided, vacation time may be denied unless the District Executive Director determines that the vacation time will not negatively affect business operations. No more than two (2) consecutive weeks (10 business days) of vacation may be taken at any time. Any deviation of the consecutive week restriction must be approved by the District Board. No employee shall, at any time, accrue more than 520 hours of vacation leave time.~~

To the extent an employee has earned Compensatory Time, it must be used before vacation time is used.

- Vacation leave benefits do not apply to part-time, temporary or seasonal employees.
- Accrued but unused vacation leave benefits will be paid upon separation or retirement of employment.
- The District shall allow 15 days (120 hours) of vacation use per year if the employee has vacation time accumulated. Additional vacation time requested will be reviewed on a case-by-case basis.

**EFFECTIVE DATE:** ~~These policy changes will be effective January 1, 2024.~~



## RESOLUTION NO. 2023-2

### Modification of Human Resources Policies and Procedures Handbook Attendance, Sick Leave, and Vacation Leave

WHEREAS, the Lake County Solid Waste Management District, hereinafter “DISTRICT”, was created pursuant to and has the powers outlined in Indiana Code 13-21-1-1 et. seq.; and

WHEREAS, the District has adopted a Human Resource Policies and Procedures Handbook, hereinafter “HANDBOOK”; and

WHEREAS, under Chapter 13 General, Section 110 General Provisions, the District Board may amend that Handbook; and

WHEREAS, there is a need to amend the Handbook to more clearly define and ensure Regular Attendance found in Chapter 3 (Policies and Regulations) Section 320 (Attendance), and Sick Leave and Vacation Leave found in Chapter 5 (Benefits) in Section 521 (Sick Leave) and Section 522 (Vacation).

THEREFORE, BE IT RESOLVED, that the Handbook is amended as follows:

A. Under Section 320 Attendance, the paragraph shall read as follows:

Employees shall be in attendance at the place of work in accordance with policies regarding hours of work, holidays, and leave. If for some unavoidable reason one cannot report for work, he/she shall notify the supervisor, Executive Director, or District designee as soon as practicable.

Disciplinary action, up to and including termination, may be taken if an employee fails to maintain regular attendance. In most circumstances, an employee who is absent from work more than 2 days per month is not maintaining “regular attendance,” unless the employee is on an approved leave of absence (such as vacation, FMLA, and/or medical leave). Disciplinary action may also be taken if an employee fails to notify the District of an absence in accordance with this policy.

B. 1. Under Section 521 Sick Leave, numerical paragraph 1, the Sick Time Accrual System table shall read as follows:

Completed Years of Service	Sick Hours Earned Per Pay Period	Maximum Hours Per Year	Maximum Weeks Per Year
0-1	1.6	41.600	1.0
2-4	3.0	78.000	2.0
5-9	4.6	119.600	3.0
10 or more	5.0	130	3.25

2. Under Section 521 Sick Leave, numerical paragraph 5 shall read as follows:

Disciplinary action, up to and including termination, may be taken if an employee abuses sick leave. Failing to maintain regular attendance, as defined in the Attendance policy, may trigger an inquiry into whether an employee is abusing sick leave. Abuse of or excessive use of sick leave may include, but is not limited to, sick leave used in conjunction with a holiday, regularly scheduled day(s) off, vacation time, and/or any other pattern or frequent sick leave use.

3. Under Section 521 Sick Leave, numerical paragraph 8 shall be inserted and read as follows:

The District shall allow 15 unexcused days (120 hours) of sick time per year if the employee has sick time accumulated. If an employee chooses to bring a physician's note for anything less than 3 days, this sick time will be considered excused and not be counted as part of the 15 days (120 hours). All sick time taken (unexcused and excused) will be subtracted from total accumulated sick time.

C. 1. Under Section 521 Sick Leave, the following sentence shall be deleted:

Sick leave is a privilege, not a right.

2. Under Section 522 Vacation, numerical paragraph 1, the Vacation Time Accrual System shall read as follows:

Completed Years of Service	Vacation Hours Earned Per Pay Period	Maximum Hours Per Year	Maximum Weeks Per Year
0-1	1.6	41.600	1.0
2-4	3.0	78.000	2.0
5-9	4.6	119.600	3.0
10 or more	5.0	130	3.25

3. Under Section 522 Vacation, numerical paragraph 1, the following sentence shall be deleted: Vacation time must be requested 6 months in advance and must be approved by the District Executive Director.

4. Under Section 522 Vacation, numerical paragraph 1, the following sentence shall be inserted: Vacation time should be requested 14 days in advance and must be approved by the District Executive Director or designee. If 14 days advance notice is not provided, vacation time may be denied unless the District Executive Director determines that the vacation time will not negatively affect business operations.

5. Under Section 522 Vacation, numerical paragraph 4 should be inserted and read as follows: The District shall allow 15 days (120 hours) of vacation use per year if the employee has vacation time accumulated. Additional vacation time requested will be reviewed on a case-by-case basis.

These policy changes will be effective January 1, 2024.

All of which is resolved this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by a vote of \_\_\_ in favor and \_\_\_ against.

Lake County Solid Waste Management District

Attest:

---

Chairman, Richard Long  
Lake County Solid Waste Management District

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Controller, John Petalas  
Lake County Solid Waste Management District

# Additional Information



# STATE OF INDIANA

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May 17, 2023

TO: THE OFFICIALS OF THE LAKE COUNTY SOLID WASTE  
MANAGEMENT DISTRICT, LAKE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Lake County Solid Waste Management District (District), Lake County, for the period of January 1, 2018 to December 31, 2021, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

Management is responsible for preparing and maintaining its accounting records and related documents, as well as compliance with applicable state laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The District's Annual Financial Reports filed by management can be found on the Gateway Website: [www.gateway.ifionline.org](http://www.gateway.ifionline.org).

The Comments contained herein describe the identified reportable instances of noncompliance found as a result of the procedures we performed. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

### **Comments**

- *No reportable instances of noncompliance.*

This report is intended solely for the information and use of management, governance, and others within the organization. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

The Schedule of Cash and Investment Balances - Regulatory Basis is presented as other information. It has not been subjected to any auditing procedures, and, accordingly, we do not express an opinion or provide any assurance on it.

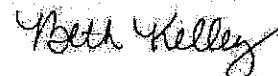
SCHEDULE OF CASH AND INVESTMENT  
BALANCES - REGULATORY BASIS  
As of December 31, 2021

Fund	Cash and Investments 12-31-21
Solid Waste Management Fund	\$ 5,796,488
Payroll Fund	<u>10,083</u>
Total	<u>\$ 5,806,571</u>

Any Official Response to the Comments, incorporated within this report, was not verified for accuracy.

The contents of this report were communicated to John Petalas, Controller; Richard Long, Chair of the District Board; Jeanette Romano, Director; Kiera Hagerman, Assistant Director; William Touchette, District Attorney; William Allen, District Board member; and Dan Waldrop, District Board member, on May 15, 2023.

Respectfully,



Beth Kelley, CPA, CFE  
Deputy State Examiner