



NOTICE & AGENDA

LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT BOARD MEETING

Thursday, May 18, 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 March 16, 2023, Board Meeting Minutes
2. Approval of Claims #23-132 thru #23-244

PUBLIC COMMENT: (time of 1 and ½ minutes per individual to address agenda items)

OLD BUSINESS:

3. Board and Committee Reports:
 - Chair
 - Executive Director
 - Legal/Legislative
 - Citizens Advisory Committee
 - Grants & Finance Committee
4. Resolution 2023-2, Modification of Human Resource Policies and Procedures Handbook

NEW BUSINESS:

5. Proposed 2024 Budget

ANNOUNCEMENTS:

6. The next Citizens Advisory Committee (CAC) meeting is scheduled for Thursday, July 13, 2023, at 6:00 p.m. at the District office.
7. The next Solid Waste Board meeting is scheduled for Thursday, July 20, 2023, at 6:00 pm. at the District office.

Richard Long, Chairman, Lake County Solid Waste Management District

Consent Agenda



BOARD MEETING MINUTES
March 16, 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 15 members.
Councilmember Michael Schilling joined the meeting after roll call.

CONSENT AGENDA:

1. Approval of January 13, 2023, Board Meeting Minutes

MOTION to approve January 13, 2023, Board Meeting Minutes by Councilmember Michniewicz, second by Councilmember Waldrop.

Motion passes by unanimous voice vote.

2. Approval of Claims #23-019 through #23-131

MOTION to approve Claims by Councilmember Schoon, second by Councilmember White

Motion passes by unanimous voice vote.

PUBLIC COMMENT:

Angela Goodson:

My name is Angela Goodson, and I am part of the Education Team here with the District. My comment is about Resolution 2023-2.

In recent years, important updates were made to our handbook. Job descriptions were updated, evaluations were implemented, and pre-covid and under a previous director, there was even value placed on the occasional work from home day. The District should continue to enact policies that are progressive, that value the current staff, and our years of service. Resolution 2023-2, even with its good points, will decrease the rate at which we can earn paid time off. The current policy is generous, it's meaningful, and it demonstrates that District values a work/life balance.

What do you have in us, the Green Team? Well, this is Racine, and again, I'm Angela. We not only teach green, but we live green to the best of our abilities. We look forward to taking programming to the next level of teaching sustainability and empowering families to rethink what is waste. So let us resolve to also be progressive with new HR policies. After 21 and 13 years with the District and our salaries at \$47,000 and \$40,000, respectively, and not at our max, we consider our health insurance, our paid time off, and our ability to earn paid time off to be major benefits to our positions.

Chairman Long indicated that time was up but entertained a motion to allow for more time.

Motion made by Councilmember Tulowitzki and seconded by Councilmember Black

Motion approved by unanimous voice vote.

Lastly, it's my belief that this matter began as an issue with me to which there was no resolve. This Resolution is not the answer to change policy for all employees when the issue may be with just one. I was recently advised by our Association that in the absence of an HR, it is appropriate for me to request a meeting with Chairman Long or another interested board member to further discuss. If such a meeting is possible, then we need more time to consider Resolution 2023-2. Thank you.

OLD BUSINESS:

Executive Director's Report -- Jeanette Romano

Thank you for coming tonight.

Update on Education Center: We are a week away from having signage back on the walls and 2 weeks away from TVs coming in. We are 4-5 weeks out from flooring.

We are currently going through a State Board of Accounts audit. Everything has been submitted electronically, and we are waiting to hear back. We have finished Gateway reporting on time. We are going to begin preparing our 2024 proposed budget. That budget will come back to the board in May for consideration.

Legal/Legislative- -Bill Touchette

Worked on Tradebe contract. Tradebe proposed an addendum to the contract and some small changes were made-mostly clarifications. Contract has been approved. Chairman will sign addendum tonight.

Also consulted on HR policy proposed changes.

Citizens Advisory Committee- Had a good roundtable discussion last week.

Finance/Recycling Grants Committee-no report

Chairperson's Report: Chairman Richard Long thanks the board members for coming. I have reviewed Resolution 2023-2. I compared it to Lake Station's handbook and personnel policy, and it is a nice policy even with the changes. I appreciate that no one likes change, esp if you are used to doing things a certain way. The Executive Director felt there is some need for some updates and addendums to the personnel policy. I would be open to forming a small Executive Committee if anyone is interested in reviewing the current personnel policy and the proposed changes.

Councilmember White asks if Chairman Long is looking to table the discussion regarding the Resolution. Chairman Long states that he is not looking for that motion. Councilmember White asks if he can make that motion. Chairman Long states that we are not on new business yet. Councilmember White states that we can revisit in new business.

NEW BUSINESS:

1. Resolution 2023-2: Modification of Human Resources Policies and Procedures Handbook

It can be voted on tonight or if there is not a motion to approve, Councilmember White asked about a motion to table.

Chairman White makes a motion to table and seconded by Councilmember Tulowitzki.

Councilmember Tulowitzki asks for some discussion on the issue and whether or not the board is forming an Executive Committee to review. Chairman Long states that he has reviewed it because the board has had the agenda for a week.

Councilmember McCain clarifies the difference between tabling the vote and postponing. If there is a motion to table, there is no debate because it is a motion to table indefinitely until that motion is removed. If the motion is to postpone, that allows for debate.

Councilmember White withdraws his motion to table, seconded by Councilmember Tulowitzki.

Councilmember Tulowitzki makes a motion to postpone, seconded by Councilmember White. Councilmember Tulowitzki states he would like to postpone the vote on the Resolution to the next meeting so that there can be discussion.

Councilmember Tulowitzki appreciates the idea of putting together an Executive Committee and/or giving board members more time to process not only what is on the agenda, but also the public comment that was presented tonight. He states that it is hard to make decisions without a redline version to be able to compare to the existing policy. What are the actual changes? I do not feel ready to make an informed decision tonight. What is the rationale behind the proposed changes?

Chairman Long- A public meeting is not the right place to discuss personnel issues. This is a policy issue. Do we want a committee, or do we want Jeanette to go upstairs and print off a copy of the old one and highlight changes?

Councilmember Tulowitzki- It is my understanding that there is a rationale for the change, but the materials presented to the board do not explain that rationale. I have no basis for understanding the rationale. In order for me to make a business decision that is best for the District, I need more information. For example, I see sick days and vacation days, and when I add up the time off, it comes to 32 ½ days which is quite generous. Most companies have gone to paid time off without restriction. Does modernization make sense in the year 2023? Is that the rationale? I do not have enough understanding from the materials presented.

Councilmember Schoon suggested a redline version of the original document showing changes. Councilmember Waldrop would also like a description of what precipitated the changes.

Councilmember Tulowitzki does not believe we would need an executive committee if provided with the redline version and the rationale behind the changes. Councilman McCain agrees.

Chairman Long states that we all sit on councils where we are presented with employee handbooks. There are always amendments, additions, subtractions, etc. It is not always giving more. Sometimes they stay, sometimes they don't. I hear it all the time and have been listening to it for 20 years as most of you have. I'm never 100% comfortable with anything that is going to upset somebody that is used to something being a particular way but I go by the input of the department head and chief of staff and the mayor because they are there running the day by day like the Executive Director Jeanette is. I am OK with what has been presented.

Councilmember Tulowitzki imagines that this will give much more attention and scrutiny to the issue when it comes to a vote next time.

Chairman Long apologizes for not asking for the current version when he was in the office to review the Resolution last week.

Jeanette will provide a redline version of all of the changes as well as a description of the rationale behind the change to the board members next week.

The issue will be revisited at the next board meeting after the board has received the redline version and a description of the rationale behind the changes.

Motion to postpone until next meeting approved by unanimous by voice vote.

2. Resolution 2023-3: First 1-year Option Agreement Extension, Republic Services (Leaf Drop Off Program)

MOTION to approve by Councilmember Swallow, second by Councilmember Michniewicz.

Motion passes unanimously by voice vote.

3. Resolution 2023-4, Transfer of Funds

MOTION to approve by Councilmember Tulowitzki, second by Councilmember McCain.

Motion passes unanimously by voice vote.

Munster Town Council has appointed an alternate member in the event that Councilmember Tulowitzki or Councilmember Schoon cannot attend a Solid Waste Board Meeting. The suggestion was once again made to suggest to your town or city council to appoint an alternate to our board in case the appointed member cannot attend.

ANNOUNCEMENTS:

The next Citizens Advisory Committee (CAC) meeting is scheduled for Thursday, May 11, at 6:00 pm at the District Office.

The next Solid Waste Board meeting is scheduled for Thursday, May 18, 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)

Claims	Checks	Payable	Amount	Description
23-226	10672	Payroll	\$ 13,305.59	Payroll
23-227	7692	Indiana Collections	\$ 263.70	Angela Goodson's Child Support
23-228	DEBIT	U.S. Treasury	\$ 3,451.76	FICA, FED, MED taxes
23-229	DEBIT	PERF	\$ 1,889.39	Retirement
23-230	DEBIT	Indiana Dept. of Revenue	\$ 1,159.62	April Payroll Taxes
23-231	10673	Anthem BC/BS	\$ 6,689.48	Health Insurance
23-232	10674	Emma Dillman	\$ 96.00	Education Intern
23-233	10675	Staff Source	\$ 855.00	Compost Site Programs Laborer
23-234	10676	Waste Management	\$ 56.14	Compost Site Dumpster
23-235	10677	Republic Services	\$ 802.50	Spring Leaf Drop Off Program
23-236	10678	Green Wave Electronics	\$ 3,039.33	Electronic Recycling Program
23-237	10679	Post Tribune	\$ 3,840.00	Advertising - Leaf Program & Earth Day
23-238	10680	Comcast	\$ 493.29	Internet & Telephone Services
23-239	10681	Cedar Lake Storage	\$ 358.70	Storage - Leaf Vacs (5)/Monthly Fee
23-240	10682	Chester Trust Tech, LLC	\$ 440.00	IT Managed Server
23-241	10683	Interstate Billing Service	\$ 15.86	Remaining Amount from Box Truck Repairs
23-242	10684	Phil & Son	\$ 109.40	Alarm Services
23-243	10685	Rhodes Plumbing	\$ 1,155.00	West Wing-New Sink & Water Closets
23-244	10686	Eenigenburg Exteriors	\$ 3,345.59	50% - Vents & Siding on Gables



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



Credit Account #
 Statement Date
 Statement #

513133
 04/24/23
 1648212561

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
\$0.00	\$38.11	\$0.00	\$0.00	\$0.00	\$38.11

OPEN ITEMS

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
0		308009423012130	MENARDS 3080 GRIFFITH IN	04/04/23	05/19/23	\$45.99	\$45.99
		308009523225767	MENARDS 3080 GRIFFITH IN	04/05/23	05/19/23	-\$7.88	-\$7.88
Account Balance							\$38.11

PURCHASES

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
0		308009423012130	MENARDS 3080 GRIFFITH IN	04/04/23	05/19/23	\$45.99	\$45.99
		308009523225767	MENARDS 3080 GRIFFITH IN	04/05/23	05/19/23	-\$7.88	-\$7.88
Total Purchases						\$38.11	

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
04/03/23	Check # 10620	-\$379.72
Total Payments		-\$379.72



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



Credit Account #
 Statement Date
 Statement #

04/24/23
 1648212561

PO # 0	INVOICE # 308009423012130	REF	JOB CODE	
TERMS Standard	INVOICE DATE 04/04/23	DUE DATE 05/19/23		
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	\$45.99	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
6481082	4 PK PUFFS PLUS CUBE 7717 W/ LOTION	\$6.15	1.0	\$6.15
6485195	55GAL/40CT IRON HOLD MAX 1372533 BLACK	\$14.99	1.0	\$14.99
2256221	CLEAR WIRE VALU PACK 17067CLR-VP	\$7.88	1.0	\$7.88
6485341	IH 13G FLEX DS 140CT SCNTCLEAN AND FRESH	\$16.97	1.0	\$16.97
			SUBTOTAL	\$45.99
			TAX	\$0.00
			TOTAL	\$45.99

PO #	INVOICE # 308009523225767	REF	JOB CODE	
TERMS Standard	INVOICE DATE 04/05/23	DUE DATE 05/19/23		
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	-\$7.88	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
2256221	CLEAR WIRE VALU PACK 17067CLR-VP	\$7.88	-1.0	-\$7.88
			SUBTOTAL	-\$7.88
			TAX	\$0.00
			TOTAL	-\$7.88

return Command *notes*

Use Your  2%
BIG CARD REBATE

MENARDS®

MENARDS - GRIFFITH
6050 West Ridge Road
Gary, IN 46408

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



Merchandise Return

CLEAR WIRE VALU PACK
2256221 7.88- NT
ORIG STORE: 3080 1 2130 04/04/2023

TOTAL SALE 7.88-
Menard Commercial Card 8738 7.88-
983800
Keyed
PO #

TOTAL NUMBER OF ITEMS = 1

GUEST COPY

Menards has released this transaction
to your financial institution. Your
financial institution is responsible
for processing this refund to your
account. Please contact your financial
institution for fund availability.

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

Sign up for our email program at
Menards.com/Emails to receive our weekly
flyer and exclusive online offers!

THANK YOU, YOUR CASHIER, Shai

8964 22 5767 04/05/23 08:48AM 3080

compost site
+ office supplies

Use Your  2%
BIG CARD 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 07/03/23

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

CLEAR WIRE VALU PACK
2256221 7.88 NT
4 PK PUFFS PLUS CUBE
6481082 6.15 NT
IH 13G FLEX DS 14OCT SCN
6485341 16.97 NT
55GAL/4OCT IRON HOLD MAX
6485195 14.99 NT

TOTAL SALE 45.99
Menard Commercial Card 8738 45.99
PO # 0
Auth Code:PUUN7Y
Chip Inserted
a000000817002001
TC - f46686b8d7ca620d

TOTAL NUMBER OF ITEMS = 4

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
2296

GUEST COPY



Manage your account online at:
www.chase.com/cardhelp

Customer Service:
1-800-945-2028

Mobile: Download the
Chase Mobile® app today

May 2023						
S	M	T	W	T	F	S
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	6	7	8	9	10

New Balance
\$1,227.23
Minimum Payment Due
\$245.00
Payment Due Date
05/19/23

RECEIVED
APR 26 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

ACCOUNT SUMMARY

Previous Balance	\$1,666.53
Payment, Credits	-\$1,666.53
Purchases	+\$1,227.23
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$1,227.23
Opening/Closing Date	03/26/23 - 04/25/23
Credit Limit	\$5,000
Available Credit	\$3,772
Cash Access Line	\$250
Available for Cash	\$250
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

0000001 FIS33339 C 1

Y 9 25 23/04/25

Page 1 of 2

06630 MA DA 95621

11510000010009562101



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

Make your payment at
chase.com/paycard

Payment Due Date: **05/19/23**
New Balance: **\$1,227.23**
Minimum Payment Due: **\$245.00**

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

95621 BEX 9 11523 C
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

Customer Service:
1-800-945-2028

Mobile: Download the
Chase Mobile® app today

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
04/01	Payment ThankYou Image Check	-1,666.53
04/05	INDIANA TOLL ROAD 574-6754010 IN	10.00 -
04/16	UBER TRIP HELP.UBER.COM CA	31.90 ✓
04/16	UBER TRIP HELP.UBER.COM CA	4.78 ✓
04/16	MCDONALD'S F17277 CHICAGO IL	5.50 ✓
04/17	RED PHONE BOOTH - AMALFI ATLANTA GA	30.00 ✓
04/18	TEDS MONTANA GRILL 1 404-2661344 GA	20.69 ✓
04/20	TST* HUDSON GRILLE - DOWN ATLANTA GA	24.19 ✓
04/20	GOLDBERGS AIRPORT DELI ATLANTA GA	18.83 ✓
04/20	MARTA TVM 00000018 ATLANTA GA	3.50 ✓
04/21	WESTIN PEACHTREE PLAZA ATLANTA GA	782.20 ✓
04/21	INDIANA TOLL ROAD 574-6754010 IN	10.00 -
	JEANETTE ROMANO	
	TRANSACTIONS THIS CYCLE (CARD 2469) \$724.94-	
	INCLUDING PAYMENTS RECEIVED	
03/27	SPEEDWAY 07458 1085 JOLIE DYER IN	74.10 ✓
04/04	MARATHON PETRO21857 MERRILLVILLE IN	78.55 ✓
04/14	SPEEDWAY 07575 61ST AVE I HOBBART IN	89.19 ✓
04/20	LUKE FUEL STATION GRIFFITH IN	43.80 ✓
	TROY TAYLOR	
	TRANSACTIONS THIS CYCLE (CARD 9850) \$285.64	

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
PURCHASES			
Purchases	17.99%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	29.74%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	17.99%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(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.

SUANA -
Kiera

Kiera Hagerman

From: Uber Receipts <noreply@uber.com>
Sent: Sunday, April 16, 2023 3:27 PM
To: Kiera Hagerman
Subject: [Lake County Solid Waste Management District] Your Sunday afternoon trip with Uber

Uber

Total \$36.68
April 16, 2023

Total \$36.68

Trip fare \$24.18

Subtotal \$24.18

Booking Fee ⓘ \$3.29

Georgia for-hire ground transport excise tax \$0.58

ATL Airport Surcharge \$3.85

Tips \$4.78

Payments



Lake County Solid Waste Management District

\$31.90

4/16/23 4:27 PM

SWANA -
Kiera Hageman

Ted's Montana Grill
133 Luckie Street NW
Atlanta, GA 30303
404-521-9796

Server: Grayson DOB: 04/18/2023
07:29 PM 04/18/2023
Helen/I 1/10148

SALE

04/18/2023 19:28:56
MID: 8741951 TID: RRN: 289215

PURCHASE - APPROVED
VISA CREDIT Entry Method: Chip
CARD #: XXXXXXXXXXXX2469
AUTH CODE: 07143G

Mode: Issuer
AID: A0000000031010
TVR: 0000008000
IAD: 06021203A0B002
TSI: E800 ARC: 00
SubTotal USD \$ 20.69

Tip USD \$
Total USD \$ 20.69

Signature: JEANETTE ROMANO

I agree to pay above total amount
according to card issuer agreement.
(Merchant agreement if Credit Voucher)
Retain this copy for your records

|||||
HOW DID WE DO TODAY?
|||||

SWANA -
Kiera Hageman
Amalfi Pizza

Check #: 5405 4/16/23
Server: Amari R. 6:39pm
Tab: 53

1 Chicken Parmigiano \$23.00

Sub-total \$23.00
Sales Tax \$2.05
Total Tax \$2.05

TOTAL \$25.05

Balance Due \$25.05

Suggested Tips:

20% = \$4.60
23% = \$5.29
25% = \$5.75

Thank You!

+ 4.95
30.00

SWANA -
Kiera Hageman

228

BUY ONE GET ONE FREE QUARTER POUNDER
W/CHEESE OR EGG McMUFFIN
Go to www.mcdvoice.com within 7 days
and tell us about your visit.

Validation Code: _____
Expires 30 days after receipt date.
Valid at participating US McDonald's.

Survey Code:
17277-02280-41623-09144-00055-0

McDonald's Restaurant #17277
Term 1, Conc B
Chicago, IL 60686
TEL# 773-686-1130

KS# 2 04/16/2023 09:14 AM
Side1 Order 28

1 Egg McMuffin 4.92

Subtotal 4.92
Tax 0.58
Take-Out Total 5.50

Cashless 5.50
Change 0.00

MER# 208085
CARD ISSUER ACCOUNT#
Visa SALE *****2469
TRANSACTION AMOUNT 5.50
CONTACTLESS
AUTHORIZATION CODE - 03478G
CCN# 009769

SWANA - Kiera Hagerman

* RECEIPT
* NOT VALID FOR TRAVEL *

MARTA
Peachtree Center
TVM30114
Thu 20 Apr 23 08:05AM

Transaction Type - Sale

Purchase: One Way
Amount: \$ 3.50

Breeze Ticket #:
**** * 8003

Payment Type: VISA
Merchant #: 45592900000
Payment Method: Chip
Pin Verified

Mode: Issuer
APP: VISA CREDIT
AID: a0000000031010
TVR: 0800008000
TSI: e800
ARC: 0

Auth #: 062970

Credit Card #:
**** * 2469

Ref #: 000572588183
Transaction #: 0000092219

See refund policy at
breezecard.com

SWANA - Kiera Hagerman
GOLDBERGS AIRPORT DELI
6000 NORTH TERMINAL PKWY
ATLANTA, GA 30337
4047611999

ORDER: kera

Cashier: Paula C.
20-Apr-2023 9:04:41A

Transaction 369011

Subtotal \$17.48
Sales Tax 7.75% \$1.35

Total \$18.83

CREDIT CARD SALE \$18.83
VISA 2469

Retain this copy for statement validation

20-Apr-2023 9:04:57A
\$18.83 | Method: EMV
VISA CREDIT XXXXXXXXXX2469
JEANETTE ROMANO
Reference ID: 311000693898 | Auth ID:
03706G
MID: *****7882
AID: A0000000031010
AthNtwkNm: VISA

How are we doing?
Text "vb66xp" to 73752
to send us your feedback

Online: <https://clover.com/p/DH0YYQ8W3YJ0T>

Clover ID: 83FP5RG5JFHXP
Payment DH0YYQ8W3YJ0T

Clover Privacy Policy
<https://clover.com/privacy>

SWANA - Kiera Hagerman



Hudson Grille - Downtown
120 Marietta Street
Atlanta, GA 30303

Server: Brittany S
Check #161 Table 32
Guest Count: 2
Ordered: 4/19/23 6:34 PM

1 Water \$0.00
Dine In
1 10 Wings \$14.95
Dine In
Split Sauce \$0.50
Garlic Parmesean
Hot
Add Sweet Fries \$2.95
Bleu Cheese
Bone-in (10 pc)
Credit Card Processing (3.00%) \$0.55

Subtotal \$18.95
120 Sales Tax \$1.56
Tip \$3.68
Total \$24.19

Input Type C (EMV Chip Read)
VISA CREDIT xxxxxxxx2469
Time 7:49 PM

Transaction Type Sale
Authorization Approved
Approval Code 00250G
Payment ID cyHhC9NnWNFO

The Westin Peachtree Plaza
210 Peachtree Street NW
Atlanta, GA 30303-1745
United States
Tel: 404-659-1400 Fax: 404-589-7424

*SWANA training -
Kiera Hagerman*

WESTIN
HOTELS & RESORTS

KIERA HAGERMAN
SO5472 - SOAR 2023 GOVERNMENT BLK

Page Number : 1 Invoice Nbr : 1000481704
Guest Number : 6564954
Folio ID : A
Arrive Date : 16-APR-23 16:33
Depart Date : 20-APR-23 11:01
No. Of Guest : 1
Room Number : 5608
Marriott Bonvoy Number : 9175

Information Invoice

Westin Peachtr ATLPL APR-20-2023 06:50 9999

Date	Reference	Description	Charges (USD)	Credits (USD)
16-APR-23	RT5608	Room Chrg - Grp - Association	163.00	
16-APR-23	RT5608	State Tax	14.51	
16-APR-23	RT5608	Occupancy/Tourism	13.04	
16-APR-23	RT5608	GA Hotel Fee	5.00	
17-APR-23	RT5608	Room Chrg - Grp - Association	163.00	
17-APR-23	RT5608	State Tax	14.51	
17-APR-23	RT5608	Occupancy/Tourism	13.04	
17-APR-23	RT5608	GA Hotel Fee	5.00	
18-APR-23	RT5608	Room Chrg - Grp - Association	163.00	
18-APR-23	RT5608	State Tax	14.51	
18-APR-23	RT5608	Occupancy/Tourism	13.04	
18-APR-23	RT5608	GA Hotel Fee	5.00	
19-APR-23	RT5608	Room Chrg - Grp - Association	163.00	
19-APR-23	RT5608	State Tax	14.51	
19-APR-23	RT5608	Occupancy/Tourism	13.04	
19-APR-23	RT5608	GA Hotel Fee	5.00	
APR-20-2023	VI	Visa		-782.20

Approve EMV Receipt for VI - 2469: Signature Captured
TC:66EC94C06325DCA7 IAD:06021203A0B002 TVR:0080008000
AID:A0000000031010 Application Label:CHASE VISA

** Total 782.20 -782.20
*** Balance -0.00

Continued on the next page

gas -
pick up
truck

SPEEDWAY 0007575
Hobart IN 46342
TRAN#: 10613871
4/14/2023 12:10 PM

Pump 01
Regular Unleaded
22.303 @ \$3.999/GAL
GAS TOTAL \$89.19

TAX \$0.00
TOTAL \$89.19

Visa
Card Num :
XXXXXXXXXXXX9850
TERM: 0050007575001
TRANS TYPE: CAPTURE
APPR#: 01678G
ENTRY METHOD: Chip
Card

USD\$ 89.19

CHASE VISA
AID: A0000000031010

04/14/2023 12:07:19

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

00000021857
ADMIRAL 5741
7113 Taft Street
Merrillville IN 46410

Description	Qty	Amount
REGULAR CR #06	22.132G	78.55
SELF @ 3.549/ G		
	Subtotal	78.55
	Tax	0.00
TOTAL		78.55
	CREDIT \$	78.55

ZIP CODE APPROVED

VISA

INVOICE: 130401

ACCT NUMBER: 9850

AUTH: 00

Ref #: 99000290314

APPNAME: CHASE VISA

AID: A0000000031010

APP CRYPTOGRAM : ARQC D0D7173DD6A0D4E6

APPROVAL#: 02061G

ENTRY: Insert

EMV STAN#: 00673013155

DEALER#: 00000021857 Term ID: 05

JOIN

MARATHON REWARDS

TODAY

JOIN FAS REWARDS!

WWW.FASREWARDS.COM

OR CALL 844-200-3100

ST# 5741 TILL XXXX DR# 1 TRAN# 9064391
CSH: 0 4/4/23 1:06:38 PM

gas - pick up
truck

SPEEDWAY 0007458
Dyer IN 46311
TRAN#: 3086940
3/27/2023 10:25 AM

Pump 12
Regular Unleaded
20.590 @ \$3.599/GAL
GAS TOTAL \$74.10

TAX \$0.00
TOTAL \$74.10

Visa
Card Num :
XXXXXXXXXXXX9850
TERM: 0050007458001
TRANS TYPE: CAPTURE
APPR#: 06092G
ENTRY METHOD: Chip
Card

USD\$ 74.10

CHASE VISA
AID: A0000000031010

03/27/2023 10:22:00

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 black car

RSC-Luke251
1224 East Ridge Rd
219-923-5360
Griffith, Indiana 46319

4/20/2023 9:59:04 AM

Register: 100 Tran Seq No: 5119167

Store No: 251

Merchant Number:

Fuel Sale

Pump # 18 Unleaded

11.808 Gallons @ \$3.709/Gal \$43.80

1 Luke Up Rewards \$0.00

1 0.050 /Gal Discount \$0.00

1 Luke UP Rewards \$0.00

Sub Total: \$43.80

Tax: \$0.00

Total: \$43.80

Discount Total: \$0.00

Visa: \$43.80

Change\$0.00

Term: 002

Appr : 05634G

SALE

Visa

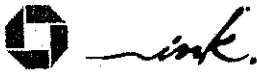
Card Num : (C)

XXXXXXXXXXXX9850

Chip Read

USD\$ 43.80

Claims	Checks	Payable	Amount	Description
23-150	10609	Payroll	\$ 13,305.59	employee payroll
23-151	10610	John Petalas	\$ 1,973.50	Controller compensation
23-152	7669	Indiana Collections	\$ 263.70	Angela Goodson Child Support
23-153	Debit	US Treasury	\$ 3,451.76	Fica, Med, Fed
23-154	Debit	PERF	\$ 1,889.39	employee retirement
23-155	7670	Aflac	\$ 483.42	supplemental insurance
23-156	10611	Staff Source	\$ 405.00	laborer-compost site programs
23-157	10612	Don's Snow Removal	\$ 790.00	snow removal-district office
23-158	10613	Green Wave Electronics	\$ 1,318.75	electronic recycling
23-159	10614	The Times Media Co	\$ 16.64	annual financial report publication
23-160	10615	PrintPro	\$ 258.59	envelopes
23-161	10616	Pitney Bowes	\$ 301.50	postage for postage meter
23-162	10617	Rush Truck Center	\$ 1,457.43	repair-box truck (sensors)
23-163	10618	Homewood Disposal Service	\$ 103.00	garbage service-district office
23-164	10619	Cardmember Services	\$ 1,666.53	Chase credit card
23-165	10620	Capital One Trade Credit	\$ 379.72	Menard's credit card



Manage your account online at:
www.chase.com/cardhelp

Customer Service:
1-800-945-2028

Mobile: Download the
Chase Mobile® app today

April 2023						
S	M	T	W	T	F	S
26	27	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

New Balance
\$1,666.53
Minimum Payment Due
\$333.00
Payment Due Date
04/19/23

RECEIVED
MAR 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

ACCOUNT SUMMARY

Previous Balance	\$767.37
Payment, Credits	-\$778.36
Purchases	+\$1,677.52
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$1,666.53
Opening/Closing Date	02/26/23 - 03/25/23
Credit Limit	\$5,000
Available Credit	\$3,333
Cash Access Line	\$250
Available for Cash	\$250
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

0000001 FIS33339 C 1

Y 9 25 23/03/25

Page 1 of 2

06630 MA DA 07441

08410000010000744101



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

Make your payment at
chase.com/paycard

424631523679246900033300001666530000000001

Payment Due Date: 04/19/23
New Balance: \$1,666.53
Minimum Payment Due: \$333.00

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

07441 BEX 9 08423 C
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

Customer Service:
1-800-945-2028

Mobile: Download the
Chase Mobile® app today

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
03/03	Payment ThankYou Image Check	-767.37
03/18	Amazon.com Amzn.com/bill WA Credit - returned command hooks	-10.99 ✓
03/02	EIG*CONSTANTCONTACT.COM 855-2295506 MA Annual Cost Newsletter	446.25 ✓
03/08	Amazon.com*H53MU28Y2 Amzn.com/bill WA Bathroom Paper Products	55.64 ✓
03/08	Amazon.com*H51OX9791 Amzn.com/bill WA Office Supplies	35.02 ✓
03/10	AMZN Mktp US*HG6J14QE0 Amzn.com/bill WA Safety Equipment/Clothing	112.51 ✓
03/22	LUKE FUEL STATION MERRILLVILLE IN GAS - E mobile	54.66 ✓
03/22	AMZN Mktp US*H75H89B90 Amzn.com/bill WA Furnace Filters	118.68 ✓
03/23	SPEEDWAY 06688 MERRVILLE MERRILLVILLE IN GAS - Volt	20.69 ✓
	JEANETTE ROMANO	
	TRANSACTIONS THIS CYCLE (CARD 2469) \$65.09	
	INCLUDING PAYMENTS RECEIVED	
	Troy Taylor	
02/28	CAPTUS PRESS INC 416-736-5537 ON SWANA Certification Exam	250.00 ✓
03/01	THE UPS STORE 2408 317-5784650 IN Shipping compost material testing	12.76 ✓
03/01	EAGLE GAS GARY GARY IN GAS Pickup Truck	70.54 ✓
03/09	LUKE FUEL STATION GRIFFITH IN GAS Pickup Truck	58.53 ✓
03/15	SPEEDWAY 07523 1 W 81ST M MERRILLVILLE IN GAS - E mobile	47.47 ✓
03/15	BTS LAKE STATION LAKE STATION IN Box Truck Service Call - Diagnosis	321.00 ✓
03/21	SPEEDWAY 08672 HOBART IN HOBART IN GAS Pickup Truck	73.77 ✓
	TROY TAYLOR	
	TRANSACTIONS THIS CYCLE (CARD 9850) \$834.07	

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
PURCHASES			
Purchases	17.74%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	29.49%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	17.74%(v)(d)	- 0 -	- 0 -

28 Days in Billing Period

(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.

IMPORTANT NEWS

Your account is a business account,
to be used only for business transactions.
It is not intended for personal, family
or household purposes.

Kiera Hagerman

From: Constant Contact Billing <notification@constantcontact.com>
Sent: Thursday, March 2, 2023 4:38 AM
To: Kiera Hagerman
Subject: Constant Contact Payment Receipt for Jeanette Romano



Payment Receipt for March 2, 2023

Thank you for your recent payment. Your payment receipt is found below.

Attention: Jeanette Romano
Lake County Solid Waste Management District
8685 Broadway
Merrillville, IN 46410
US
219-853-2420

User Name: khagerman@lcswwmd.com

Today's Date: March 2, 2023

Payment Date: March 2, 2023

Payment Method: VI (last 4 digits: 2469)

Amount: \$446.25

Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

Important Notice: To help maintain Constant Contact's strong sending reputation, we have implemented a monthly email send allowance and overage fee if the allowance is exceeded. This charge will be reflected on your next invoice, if you exceed the allowance. While most of our customers won't be impacted, [click here](#) to learn more.

We appreciate your business.
Best Regards,
Constant Contact Billing
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!
US / Canada Toll Free: (855) 229-5506

Details for Order #111-1246860-7090641

Print this page for your records.

paper
products -
District
Office

Subscribe and Save Order Placed: March 7, 2023
Amazon.com order number: 111-1246860-7090641
Order Total: \$55.64
This order contains Subscribe & Save items.

Preparing for Shipment

Items Ordered

Price

1 of: *Amazon Basics 2-Ply Toilet Paper, 6 Rolls (Pack of 5), 30 Rolls total (Previously Solimo)*
Sold by: Amazon.com Services LLC

\$24.73

Condition: New

Shipping Address:

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

Shipping Speed:

FREE Prime Delivery

Shipping now

Items Ordered

Price

2 of: *Amazon Basics 2-Ply Toilet Paper, 6 Rolls (Pack of 5), 30 Rolls total (Previously Solimo)*
Sold by: Amazon.com Services LLC

\$24.73

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

Billing address

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

Item(s) Subtotal: \$74.19
Shipping & Handling: \$0.00
Subscribe & Save: -\$3.71
Stock Up & Save: -\$14.84

Total before tax: \$55.64
Estimated tax to be collected: \$0.00

Grand Total: \$55.64

To view the status of your order, return to Order Summary.

Details for Order #111-9243399-3738638

Print this page for your records.

Office
Supplies

Order Placed: March 7, 2023

Amazon.com order number: 111-9243399-3738638

Order Total: \$35.02

Preparing for Shipment

Items Ordered

Price

1 of: *Swingline Staples, S.F. 4, Premium, 1/4" Length, 210/Strip, 5000/Box, 5 Pack (35481)* \$15.00
Sold by: Amazon.com Services LLC

Condition: New

1 of: *Command Small Wire Toggle Hooks, Damage Free Hanging Wall Hooks with Adhesive Strips, No Tools Wall Hooks for Hanging Decorations in Living Spaces, 10 Clear Hooks and 12 Command Strips* \$10.99
Sold by: Amazon.com Services LLC

Condition: New

1 of: *Amazon Basics 20 Pack AA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack* \$9.03
Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

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

Shipping Speed:

Delivery in fewer trips to your address

Payment information

Payment Method:

Visa | Last digits: 2469

Billing address

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

Item(s) Subtotal: \$35.02

Shipping & Handling: \$0.00

Total before tax: \$35.02

Estimated tax to be collected: \$0.00

Grand Total: \$35.02

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

Details for Order #111-2460605-5984209

Print this page for your records.

safety
equipment/
clothing -
Kenny Morris

Order Placed: March 8, 2023

Amazon.com order number: 111-2460605-5984209

Order Total: \$112.51

Not Yet Shipped

Items Ordered

Price

1 of: *Ergodyne GloWear 8351 Windbreaker Jacket, Hi Visibility Reflective Jackets, Type R, Class 3* \$46.55
Sold by: Amazon.com Services LLC

Condition: New

1 of: *SuNi Apparel High Visibility Shirts for Men - Long Sleeve Construction Hi Vis Reflective Safety Shirts for Men Yellow Orange (as1, Alpha, xx_l, Regular, Regular, Black)* \$39.97
Sold by: Glenoaks Supply ([seller profile](#))

Condition: New

1 of: *MOERDENG Men's Quick-Dry Stretch Hiking Pants Lightweight Cargo Work Pants* \$25.99
Sold by: Linsery ([seller profile](#))

Condition: New

Shipping Address:

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

Shipping Speed:

Delivery in fewer trips to your address

Payment information

Payment Method:

Visa | Last digits: 2469

Item(s) Subtotal: \$112.51
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: \$112.51
Estimated tax to be collected: \$0.00

Grand Total: \$112.51

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

Final Details for Order #111-9553407-3789829

Print this page for your records.

Order Placed: March 20, 2023

Amazon.com order number: 111-9553407-3789829

Seller's order number: 6122464

Order Total: \$118.68

Shipped on March 22, 2023

Items Ordered

	Price
2 of: Aerostar 16x25x1 MERV 8 Pleated Air Filter, AC Furnace Air Filter, 12 Pack (Actual Size: 15 3/4" x 24 3/4" x 3/4")	\$59.34
Sold by: Air Filters Delivered LLC (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:	\$118.68
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:	\$118.68
Estimated tax to be collected:	\$0.00

Grand Total:\$118.68

Credit Card transactions

Visa ending in 2469: March 22, 2023:\$118.68

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

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Please enter your Confirmation Code to Display Your Receipt

Instructions for saving receipt as PDF

(It may require up to two business days after your payment was received before your receipt will be available.)

Taylor23022809222054

Submit

If you no longer have your Confirmation Code, click [here](#) for a page where you can have it sent to the email address you used for your registration.

Technical Support: Support@captus.com

Print or save your receipt for your records

INTERNET RESOURCE PAYMENT

Captus Press Inc. 1600 Steeles Avenue West, Units 14&15
Vaughan, Ontario L4K 4M2 Canada
Tel: (416) 736-5537 Fax: (416) 736-5793
Email: sales@captus.com Internet: <http://www.captus.com>

Invoice Number: 123003683

Date: 2023-02-28

Billing Name Troy Taylor
Billing Address 8695 Broadway
Lake County Solid Waste Management District
Merrillville Indiana
United States
Email ttaylor@lcswmd.com

400 - Composting Programs:SWANA	250.00
	0.00
	0.00
GST/HST	0.00
PST	0.00
Total Amount Paid	250.00

Captus Press Inc. HST # 100802974
Tel: (416) 736-5537 **Fax:** (416) 736-5793
Email: sales@captus.com **Internet:** <http://www.captus.com>

Click on the page number below, if any, to show any additional invoices for the same Confirmation Code.

Troy's SWANA
Compost Certification
EXAM

BOSS SHOP LAKE STATION
1401 RIPLEY ST



WITH YOU
TO HAUL
& BACK.

diagnostics -
box truck

LAKE STATION, IN 46405

PAGE: 1
WORK ORDER #: 330101674

219/962-3314

CUSTOMER: LAKE COUNTY SOLID WASTE
8695 BROADWAY

1

MERRILLVILLE, IN
46410

VEHICLE: 2016 INT
Fleet ID 1

WRK ORD DATE: 03/15/23

DUE: 03/15/23

PRODUCT	MECHANIC	QUANTITY	PRICE	LABOR	EXTENSION
MOP: CARD					
LOCATION: 3499 WEST 35 STREET GARY INDIANA					
DRIVER NAME: TROY CB# 219-369-7695					
TRUCK# 1					

REPAIR REQUEST: D-RATE MODE, ALL LIGHTS ON DASH					

SERVICE CALL DAY 7 AM - 5 PM		1.00		145.00	145.00
S-2000					
SERVICE CALL MILEAGE PORT 2 PORT		18.00		2.00	36.00
S-2002					
CALL OUT - STANDARD FLAT FEE		1.00			0.00
S-1992					

COMPUTER DIAGNOSTIC REPAIR/CLEAR		1		140.00	140.00
S-9003					

WENT OUT TO TRUCK, FOUND 4 CODES FOR AFTER TREATMENT AND SCR NEEDS DEALER					
ATTENTION POSS SOFTWARE ISSUES					
THANK YOU JIMMIE					

				LABOR:	321.00
				WORK ORDER TOTAL:	321.00
*****THIS IS NOT AN INVOICE*****					
*****DO NOT PAY FROM THIS FORM*****					
We Appreciate your Business!					
Boss Truck Shops - With You to Haul and Back!					
Customer Signature : _____					

Shipment Receipt: Page #1 of 1

THIS IS NOT A SHIPPING LABEL. PLEASE SAVE FOR YOUR RECORDS.

SHIP DATE:
WED 1 MAR 2023

EXPECTED DELIVERY DATE:
THUR 2 MAR 2023 EOD
SHIP FROM:
LAKE COUNTY SOLID WASTE
8695 BROADWAY
MERRILLVILLE IN 46410
(219) 853-2420

SHIP TO:
A&L GREAT LAKES
3505 CONESTOGA DR
FORT WAYNE IN 46808-4414
BUSINESS

SHIPPED THROUGH:
THE UPS STORE #2408
HIGHLAND, IN 46322-3742
(219) 922-1545

SHIPMENT INFORMATION:
UPS GROUND COMMERCIAL
3.05 lb actual wt
4.000 lb billable wt
DIMS: 10.00X7.00X4.00 IN

*Shipment of
compost for testing*

TRACKING NUMBER: 1Z3YR2B10361813578
SHIPMENT ID: MMHSGH7FNB21
SHIP REF 1: JT
SHIP REF 2: -

DESCRIPTION OF GOODS:
COMPOSTE

SHIPMENT CHARGES:
GROUND COMMERCIAL 12.54
SERVICE OPTIONS 0.00
CHS PROCESSING FEE 0.22

TOTAL \$12.76

COMPLETE ONLINE TRACKING: ENTER THIS ADDRESS IN YOUR WEB BROWSER TO TRACK:
HTTP://THEUPSSTORE.COM (SELECT TRACKING: ENTER SHIPMENT ID #) SHIPMENT
QUESTIONS? CONTACT SHIPPED THROUGH ABOVE
NEED PACKAGE HELP? (LOST/DAMAGED). PROVIDE DETAILS SO WE CAN HELP:
HTTIPS://ONLINE.UPSCAPITAL.COM/TECP

CUSTOMER ACKNOWLEDGEMENT: I ACKNOWLEDGE AND ACCEPT TERMS & CONDITIONS IN FORCE
FOR TENDERING SHIPMENTS THROUGH THIS LOCATION AND CERTIFY THAT ADDRESS, CONTENTS
AND VALUES PROVIDED FOR THIS SHIPMENT ARE ACCURATE IN ALL RESPECTS.

Signature:

SHIPMENTID: MMHSGH7FNB21



Powered by (Ship(r)
03/01/2023 09:25 AM Pacific Time F

The UPS Store

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Win a \$250 gift card

Tell us how we're doing for your chance to win
a \$250 gift card. Scan the QR code or visit
the URL below to take the survey.

gas. Volt

SPEEDWAY 0006688
Merrillvill IN 46410
TRAN#: 2075923
3/23/2023 11:28 AM

Pump 07
Regular Unleaded
6.015 @ \$3.439/GAL
GAS TOTAL \$20.69

TAX \$0.00
TOTAL \$20.69

Visa
Card Num :
XXXXXXXXXXXX2469
TERM: 0050006688001
TRANS TYPE: CAPTURE
APPR#: 09367G
ENTRY METHOD: Chip
Card

USD\$ 20.69

CHASE VISA
AID: A0000000031010

03/23/2023 11:26:42

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-Envirobite 3/22/23
\$54.66

Luke 230
721 W. Lincoln Hwy
219-769-2117
Merrillville, Indiana 46410

3/22/2023 10:39:26 AM

Register: 100 Tran Seq No: 2034226

Store No: 230

Merchant Number:

Fuel Sale

Pump # 8 Unleaded

15.848 Gallons @ \$3.449/Gal \$54.66

Sub Total: \$54.66

Tax: \$0.00

Total: \$54.66

Discount Total: \$0.00

Visa: \$54.66

Change \$0.00

Term: 002

Appr: 07486G

SALE

Visa

Card Num : (C)

XXXXXXXXXXXX2469

Chip Read

USD\$ 54.66

CHASE VISA

AID: A0000000031010

TVR: 0000008000

IAD: XXXXXXXXXXXXXX

ARC: 00

ARQC:

F70FB501ED58057A

03/22/2023 10:39:03

gas - pick up truck

SPEEDWAY 0006672-Hobart, IN
4732 West 61st Avenue 46342-6478
(219)942-0422 3/21/2023 11:27:31 A
Trans# 8466441 Reg: 100

ay At Pump Sale
ump # 2 Regular Unleaded
1.203 Gallons @ \$3.479/Gal 73.77
ales Tax \$0.00
-Cig Tax \$0.00

Sub. Total: \$73.77
Tax: \$0.00
Total: \$73.77

Visa: \$73.77
Change \$0.00

isa
ird Num :
XXXXXXX9850
RM: 0050006672001
ANS TYPE: CAPTURE
PR#: 00076G
TRY METHOD: Chip
rd

D\$ 73.77

ASE VISA
D: A0000000031010

/21/2023 11:23:33

rdholder agrees to
y to issuer total
arges per the
greement between
rdholder & issuer.

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

gas-black car

SPEEDWAY 0007523
Merrillville IN 46410
TRAN#: 9371526
3/15/2023 11:56 AM

Pump 02
Regular Unleaded
13.189 @ \$3.599/GAL
GAS TOTAL \$47.47

TAX \$0.00
TOTAL \$47.47

Visa
Card Num :
XXXXXXXXXXXX9850
TERM: 0050007523001
TRANS TYPE: CAPTURE
APPR#: 03020G
ENTRY METHOD: Chip
Card

USD\$ 47.47

CHASE VISA
AID: A0000000031010

03/15/2023 11:54:31

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

RSC-Luke251
1224 East Ridge Rd.
Griffith Indiana
46319
219-923-5360
3/9/2023 10:58:44 A

Term: 002
Appr: 06127G

Unleaded
PUMP No. 19
GALLONS 18.469
PRICE/GAL \$3.169
TOTAL FUEL \$58.53

SALE

TOTAL SALE \$58.53

THANK U!
HAVE A NICE DAY
Luke Up Rewards
XXXXXXXX7695
Term: 400:251
Appr: 3072876170
Reference: 203083181

You saved \$0.05/GAL

Card #: **426995
Troy Taylo
Rewards Registered

Coffee club progre 4
Hershey Regular Re 1

Thanks
For Your Business

gas - pick up truck

Welcome to:
EAGLE GAS
GARY, IN 46408
00000226472
EAGLE GAS GARY
5400 West Ridge Road
Gary IN 46408

Description	Qty	Amount
REGULAR CR #07	23.134G	70.54
SELF @ 3.049/ G		
Subtotal		70.54
Tax		0.00
TOTAL		70.54
CREDIT \$		70.54

VISA
INVOICE: 130911
ACCT NUMBER: 9850
AUTH: 00
Ref #: 99000240111
APPNAME: CHASE VISA
AID: A0000000031010
APP CRYPTOGRAM : ARQC EBEFB80490CD05D0
APPROVAL#: 08389G
ENTRY: Insert
EMV STAN#: 06172395978

DEALER#: 00000226472 Term ID: 05

THANKS, COME AGAIN
ST# 6090 TILL XXXX DR# 1 TRAN# 9079284
CSH: 0 3/1/23 1:12:07 PM



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



Credit Account #
 Statement Date
 Statement #

03/24/23
 1647641420

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
\$0.00	\$379.72	\$0.00	\$0.00	\$0.00	\$379.72

OPEN ITEMS

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
		308006523051355	MENARDS 3080 GRIFFITH IN	03/06/23	04/18/23	\$8.27	\$8.27
		308008023104675	MENARDS 3080 GRIFFITH IN	03/21/23	04/18/23	\$53.86	\$53.86
		350408223031951	MENARDS 3504 MERRILLVILLE IN	03/23/23	04/18/23	\$317.59	\$317.59
						Account Balance	\$379.72

PURCHASES

PO #	Job Code	Invoice #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
		308006523051355	MENARDS 3080 GRIFFITH IN	03/06/23	04/18/23	\$8.27	\$8.27
		308008023104675	MENARDS 3080 GRIFFITH IN	03/21/23	04/18/23	\$53.86	\$53.86
		350408223031951	MENARDS 3504 MERRILLVILLE IN	03/23/23	04/18/23	\$317.59	\$317.59
						Total Purchases	\$379.72

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
03/07/23	Check # 10579	-\$36.22
		Total Payments
		-\$36.22



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



Credit Account #
Statement Date
Statement #

03/24/23
1647641420

PO #	INVOICE # 308006523051355 REF	JOB CODE		
TERMS Standard	INVOICE DATE 03/06/23	DUE DATE 04/18/23		
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	\$8.27	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
2320271 <i>Compost</i>	1/4-20 NYL LOCK NUT 6PC 16548 SS	\$1.75	1.0	\$1.75
2331365 <i>Site</i>	1/4-20 X 1 PH FL MS SS 16650 5 PCS	\$1.74	1.0	\$1.74
2751117 <i>Supplies</i>	TOOLBOX 1PK BLUE TOWELS 5440030	\$2.39	2.0	\$4.78
			SUBTOTAL	\$8.27
			TAX	\$0.00
			TOTAL	\$8.27

PO #	INVOICE # 308008023104675	REF	JOB CODE	
TERMS Standard	INVOICE DATE 03/21/23	DUE DATE 04/18/23		
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	\$53.86	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
2445101 <i>HAWSupply</i>	- 500' REINF CAUTION TAPE 16030 BLK&YELLOW	\$19.97	2.0	\$39.94
2733921 <i>Compost site Water</i>	- GLACIERMIST SPRING WATER 24 PACK .5 LIT	\$3.48	4.0	\$13.92
			SUBTOTAL	\$53.86
			TAX	\$0.00
			TOTAL	\$53.86



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



Credit Account #
 Statement Date
 Statement #

03/24/23
 1647641420

PO #	INVOICE # 350408223031951	REF	JOB CODE	
TERMS Standard	INVOICE DATE 03/23/23	DUE DATE 04/18/23		
SOLD TO	SHIP TO	PURCHASED AT	INVOICE TOTAL	
LAKE COUNTY SOLID WASTE I LAKE COUNTY SOLID WASTE INC 8695 Broadway Merrillville, IN 46410		MENARDS 3504 MERRILLVILLE IN	\$317.59	
SKU	DESCRIPTION	\$/UNIT	UNITS	TOTAL
6736280	ABBEVILLE 1H 4" LAV BN 3146BN	\$109.00	2.0	\$218.00
5616220	GOOGONE PRO POWER REMOVER2037 8 OZ.	\$4.48	1.0	\$4.48
6071628	MARET WHT OVL DROP IN 13-6500-4W	\$39.99	2.0	\$79.98
5627146	PURDY 3" STIFF SCRAPER 14A900130	\$10.49	1.0	\$10.49
6471996	WEIMAN ST STEEL CLEAN 12076	\$4.64	1.0	\$4.64
			SUBTOTAL	\$317.59
			TAX	\$0.00
			TOTAL	\$317.59

Faucets + Sinks West Wing Bathrooms

Faucets + Sinks West Wing Bathrooms

sinks + faucets
west wing

Use Your  2%
BIG CARD REBATE
MENARDS®

MENARDS - MERRILLVLE
6300 MISSISSIPPI ST.
MERRILLVILLE, IN
46410

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 06/21/23

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



Sale Transaction

Tax Exempt Certificate ID: 2773793
Exempt Type: Local Government


MARET WHT OVL DROP IN		
6071628	2 @39.99	79.98 NT
ABBEVILLE 1H 4" LAV BN		
6736280	2 @109.00	218.00 NT
PURDY 3" STIFF SCRAPER		
5627146		10.49 NT
WEIMAN ST STEEL CLEAN 12		
6471996		4.64 NT
GOOGONE PRO POWER REMOVE		
5616220		4.48 NT

TOTAL SALE 317.59
Menard Commercial Card 8654 317.59
PO #
Auth Code:914803
Chip Inserted
a000000817002001
TC - d259872fdca7b0ab

TOTAL NUMBER OF ITEMS = 7

THANK YOU, YOUR CASHIER, Hannah

33650 03 1951 03/23/23 01:29PM 3504

HHW supplies
+ Compost Site water
Use Your  2%
BIG CARD 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 06/19/23

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

GLACIERMIST SPRING WATER		
2733921	4 @3.48	13.92 NT
500' REINF CAUTION TAPE		
2445101	2 @19.97	39.94 NT

TOTAL SALE 53.86
Menard Commercial Card 8738 53.86
PO #

Auth Code:021802
Chip Inserted
a000000817002001
TC - 5424b0e138aa3049

TOTAL NUMBER OF ITEMS = 6
flyer and exclusive online offers!

THANK YOU, YOUR CASHIER, PeggySue

8977 10 4675 03/21/23 09:19AM 3080

Compost Site Supplies
Use Your  2%
BIG CARD 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 06/04/23

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

TOOLBOX 1PK BLUE TOWELS		
2751117	2 @2.39	4.78 NT
1/4-20 NYL LOCK NUT 6PC		
2320271		1.75 NT
1/4-20 X 1 PH FL MS SS		
2331365		1.74 NT

TOTAL SALE 8.27
Menard Commercial Card 8738 8.27
PO #
Auth Code:911458
Chip Inserted
a000000817002001
TC - ef2d4252198a56b9

TOTAL NUMBER OF ITEMS = 4

flyer and exclusive online offers!

THANK YOU, YOUR CASHIER, alondra

8976 05 1355 03/06/23 08:52AM 3080

[illegible]

Old Business

2022 - Recycling Grant Reporting Details

[illegible]

Lake County, IN Population and Households by County, Municipality,
and Unincorporated Areas--2020 Census

	Population	Households	Total Grant Dollars/year: \$2,501,040
Lake County: Total	498,700		Household rate: 2,501,040/175,312=\$14.2662225
			Rev. HH rate: 2,496,040/175,256=14.2422513351
			\$14.2422513351
			\$5,000 minimum annual distribution
Municipality	Population	Households	Annual Grant Distribution
Cedar Lake	14,106	4,833	\$68,833
Crown Point	33,899	10,938	\$155,782
Dyer	16,517	6,217	\$88,544
East Chicago	26,370	10,645	\$151,609
Gary	69,093	31,207	\$444,458
Griffith	16,528	6,791	\$96,719
Hammond	77,879	28,836	\$410,690
Highland	23,984	9,524	\$135,643
Hobart	29,752	11,182	\$159,257
Lake Station	13,235	4,290	\$61,099
Lowell	10,680	3,616	\$51,500
Merrillville	36,444	14,533	\$206,983
Munster	23,894	8,535	\$121,558
New Chicago	1,999	718	\$10,226
St. John	20,303	6,787	\$96,662
Schererville	29,646	11,519	\$164,056
Schneider	269	56	\$5,000
Whiting	4,559	1,675	\$23,856
Winfield	7,181	1,877	\$26,733
Lakes of the Four Seasons (Lake County part only)	4,507	1,533	\$21,833
TOTAL ANNUAL DISTRIBUTION			\$2,501,040.00

Source: U.S. Census Bureau, 2020 Census.



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 522 Vacation, the following sentence shall be inserted:

Vacation 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 immediately upon District Board approval.

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

Controller, John Petalas
Lake County Solid Waste Management District

Jeanette Romano

From: Jeanette Romano
Sent: Thursday, March 23, 2023 1:10 PM
To: Nick Recupito; Dawn Stokes; Patrick McShane; William Allen; Darren L. Washington; Trent A. McCain; rick.ryfa@griffith.in.gov; Jim Marker; Dan Spitale; William Emerson Sr.; Tom Black; dan.waldrop; Jerry Tippy; Pete Lindemulder; cidcx@lakecountyin.org; Rick Long; John Yelkich; Leonard White; Ken Schoon; Steve Tulowitzki; Brenda Swallow; Michael Schilling; Robin Arvanitis; Jack Jeralds; cubbieblue1952@yahoo.com; Tim Clayton
Cc: Mayor Land; Darren Washington; Mayor McDermott; Mayor Snedecor; Amber Gunningham; Christine Cid; Bill Carroll; John Yelkich; Leonard White; Schoon, Kenneth; Mayor Steve Spebar; Kiera Hagerman; William Touchette
Subject: Proposed Modifications to the HR Policy and Procedures Handbook, and Rationale for the Modifications
Attachments: Redline.HR Policies and Procedures.3232023.pdf; Resolution2023.2Modification of Handbook Sick Leave and Vacation Leave.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon, Board Members,

Please find attached Resolution 2023-2 that was presented at the Board Meeting on March 16th. As per Board Member request, please also find attached the redline version of the HR policy regarding Attendance and Benefits.

As a District, we believe what we are trying to do with this Resolution is reasonable. If the Board feels more discussion is needed, we are proposing that a closed Executive Session be held in order to discuss the behavior of one employee in the appropriate setting.

As for the rationale behind the proposed modifications, the policies at issue, and as currently drafted, have the potential for abuse, resulting in a detrimental impact to operations. This can be demonstrated by examining the use of sick and vacation time by one of the District's employees.

As shown by the table below, one employee uses considerably more time than all the other employees (with the exception of Employee C in 2021 who was out for 3 months due to back surgery). We do believe Employee D is taking advantage of the system. Over the past several years, we have had numerous conversations with this employee regarding use of time off and that there is an expectation of maintaining regular attendance. Excessive use of time off often equates to working part time while receiving full time benefits. It also increases the workload of other employees.

Employee	2020		2021		2022		2023	
	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick
Employee A	50	59.5	121.5	84	143	72.75	9.5	3.5
Employee B	15	34.5	71	92	1	58.5	0	8
Employee C	15	78.5	244	161	32	93	0	13
Employee D	188	73.5	224.25	192	166.5	274.5	62	41
Employee E	96	86.5	64	179	143.5	94	10.5	16
Employee F	-	-	-	-	45	50	8	3
Employee G	99.5	35.5	-	-	-	-	-	-
Employee H	40.5	65.75	129	110	-	-	-	-

***as of 3/31/23

As our policy currently stands, the District is severely limited in its ability to deny requested time off once the employee has earned it. This has led to the belief, by this one employee in particular, that if time is earned, then every hour should be able to be used regardless of whether the employee is actually sick, the impact to the District, or other employees.

This proposed new policy defines and ensures regular attendance, places a cap on vacation and sick time use annually while still allowing for accumulation of time to be used if necessary on a case by case basis, and lowers the maximum hours earned per pay period to 5.0 based on years of service (please see the tables in the Resolution). This equates to a change of earning just over 8 days (70 hours) fewer per year for employees with 10 years or more of service. The policy as revised remains considerably generous by affording employees sufficient time off for relaxation and sickness while ensuring that the District is able to operate effectively without unfairly increasing workloads to employees who choose to take less time off.

Employee compensation is a combination of wages and benefits. We do value our employees by providing a variety of generous benefits, some of which include: employee portion of health insurance premiums are \$25/month for a single employee or \$50/month for family; access to Franciscan Health Care HEALTHEAccess program which provides medical access (including doctor visits, blood work, x-rays, etc.) free of charge; short term disability/long term disability/and life insurance; employees are allowed to take as little as 1/2 hour off at a time (versus a minimum of 4); and 15 paid holidays off per year. The ability to accumulate and carry over sick time from year to year is generous and provides for income protection should an employee need extended time off for medical issues.

As a District, we have several different departments that must operate together in order to be successful: the administration team, the field team, and the education team. The education team provides the basis for our 20 year plan. Our educators are responsible for educating the public on recycling and reducing waste. Our current educators, Angela and Racine, provide hands-on environmental education to residents of all ages (preschool through adult). They travel to schools, libraries, and parks departments just to name a few in order to provide this education. In order to keep the District running effectively and efficiently, we need our employees at work on a regular basis. While we want to provide benefits for employee protection, we cannot continue to allow employees to take every hour they have earned, without regard for the effective functioning of the District.

We appreciate your time and attention to this important matter. If you have any questions, please contact me at your earliest convenience. If you would feel more comfortable discussing this matter in a closed Executive Session, we are proposing April 20, 2023, at 6:00 pm at the District Office. Please let me know as soon as possible if you would feel the need for this session.

Respectfully,
Jeanette

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
10 or more	5.00	130.000	3.25
10-14	6.100	158.600	4.0
15 or more	7.700	200.200	5.0

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.

8. 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.**

1. 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
10 or more	5.00	130.000	3.25
10 - 14	6.100	158.600	4.0
15 or more	7.700	200.200	5.0

~~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.

2. Vacation leave benefits do not apply to part-time, temporary or seasonal employees.
3. Accrued but unused vacation leave benefits will be paid upon separation or retirement of employment.
4. **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.**

New Business

2024 PROPOSED BUDGET

CATEGORY	APP#	TITLE	2023 APPROPRIATION	2024 PROPOSED	
PERSONNEL EXPENSES	112	Executive Director	\$90,177	\$94,686	
	113	Assistant Director	\$69,330	\$72,797	
	115	Office Manager	\$35,000	\$35,000	
	116	Field Operations Manager	\$63,504	\$69,679	
	118	Laborer - Field Operations	\$0	\$31,200	New Position
	119	Environmental Education & Outreach Coordinator	\$47,025	\$49,376	
	120	Driver/Operator	\$35,000	\$36,750	
	124	Environmental Education & Outreach Coordinator	\$0	\$35,000	New Position
	126	Environmental Education & Outreach Coordinator	\$40,910	\$44,956	
	127	Education Admin. Assistant (PT)	\$0	\$0	
	151	PERF	\$62,512	\$60,512	
	153	Health/Life/Dental/ST & LT Disability & Vision Insurance	\$100,000	\$120,000	
	154	Unemployment	\$4,200	\$4,200	
	155	Overtime	\$2,000	\$2,000	
	159	Social Security	\$35,000	\$47,204	
Subtotal			\$584,658	\$703,360	
GENERAL ADMINISTRATION EXPENSES	210	Office Supplies	\$3,134	\$3,134	
	240	Other Supplies	\$8,240	\$8,240	
	321	Instruction/Travel/Collection Fuel	\$31,271	\$31,271	
	322	Printing Advertising	\$30,000	\$30,000	
	331	Property Casualty Insurance	\$60,000	\$60,000	
	341	Utilities	\$35,300	\$35,300	
	361	Vehicles	\$0	\$82,702	
	392	Dues & Subscriptions	\$7,210	\$7,210	
Subtotal			\$175,155	\$257,857	
PROGRAMS EXPENSES	241	Education	\$133,532	\$133,532	
	301	Professional Services	\$193,500	\$193,500	
	303	Miscellaneous Recycling	\$235,000	\$235,000	
	304	HHW	\$290,000	\$290,000	
	305	Special Waste (E-Waste, Tires)	\$261,000	\$261,000	
	306	Compost & Leaf Collections	\$250,000	\$250,000	
	384	Recycling Grants	\$2,501,040	\$2,501,040	
Subtotal			\$3,864,072	\$3,864,072	
OTHER EXPENSES	383	Other Services	\$200,000	\$200,000	
	397	Debt Service (HHLF)	\$608,000	\$608,000	
Subtotal			\$808,000	\$808,000	
CAPITAL EXPENSES	442	Contingency	\$500,000	\$400,000	
	443	Machinery and Equipment	\$100,000	\$100,000	
	444	Building Maintenance	\$24,287	\$74,287	
Subtotal			\$624,287	\$574,287	
GRAND TOTAL			\$6,056,172	\$6,207,576	