

**MINUTES OF THE DECATUR COUNTY
SOLID WASTE MANAGEMENT BOARD**

Tuesday November 22, 2016 at 6:00 p.m.

The meeting of the Decatur County Solid Waste Management District Board was called to order by Vice-Chairman Jerome Buening on Tuesday, October 25, 2016 at 6:00P.M. at the Decatur County Solid Waste Office at 315 S Ireland St, Greensburg, IN 47240

MEMBERS PRESENT: Commissioner Rick Nobbe, County Council Kenny Hooten, Mayor Dan Manus, Commissioner Jerome Buening

MEMBERS ABSENT: City Councilman Darren Covington, Westport Town Council Joyce Brindley, County Commissioner John Richards

OTHERS PRESENT: Executive Director Brittani Saunders

APPROVAL OF MINUTES: Rick Nobbe made a motion to approve October 2016 Minutes. Kenny Hooten seconded and the motion carried.

APPROVAL OF CLAIMS: Rick Nobbe made a motion to approve November 2016 Claims. Kenny Hooten seconded and the motion carried.

DIRECTORS REPORT: Brittani Saunders

Brittani presented to the board a price quote for Keystone accounting software. The software is \$8,755.00. After our audit done this year the State Board of Accounts auditor explained that our current software is not tracking correctly and is not State Board of Accounts approved. Keystone software is State Board of Accounts approved and is used by many Solid Waste Districts. Carole Yeend from Rush County Solid Waste explained to Brittani that this was a very good investment and made accounting much more reliable. This then decreases costs from State Board of Accounts for yearly audits. The City of Greensburg also uses this software. Rick Nobbe made mention to check with both the city and county on their software to see if we could save money by using their licensing.

At our October board meeting, Kenny Hooten mentioned going to every other month meeting times. Brittani was able to check on this and sees that it is feasible to do so. We would be able to have meetings in January, March, May, July, September, November of next year. In January we will create a resolution to pay invoices on the months we are not in meeting. Brittani will also email changes or questions to the board if anything should arise between meeting dates. Kenny Hooten made a motion to go to every other month meetings with Mayor Manus seconding and the motion carried.

Brittani let the board know that she is working on finishing up the Internal Controls and Ethics Policy. Once she has this complete she will be emailing to Drew Young for review before presenting to the board.

NO OTHER PUBLIC COMMENT WAS PRESENTED TO THE BOARD.

ADJOURN: Next board meeting December 20, 2016 at 6:00 p.m. Mayor Manus made a motion to adjourn with Kenny Hooten seconding and the motion carried.

Jerome Buening, Vice-Chairman

Brittani Saunders, Attest