

**LIBERTY REGIONAL WASTE DISTRICT
BOARD MEETING MINUTES
NOVEMBER 16, 2023**

The LRWD board meeting was called to order by President Steve Knoté @ 7:00 p.m.

Members in attendance were: Danielle Castle, Marla Cook, Steve Craycraft, Steve Graves and Steve Knoté.

Others present were: Office Manager Kathy May, Superintendent Tim Gibson, Bookkeeper Peg Selvey and Engineer Rick Miller.
Attorney Mark Abrell was absent.

Mr. Craycraft made a motion to accept the minutes from the October 19, 2023 meeting as written. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Claims totaling \$92,798.92 were viewed and signed.

Mrs. Castle made a motion to accept the claims as written. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Mr. Knoté recognized Bookkeeper Peg Selvey for the financial report.

Peg reported the receipts for October 2023 were \$96,495.36 with disbursements of \$78,796.89 leaving \$17,698.47 in the black.

Peg deposited \$1,769.85 in the Sewage Works Fund.

The year to date is \$1,354,844.15 with disbursements of \$1,513,704.27 leaving \$158,860.12 in the red and \$250,000.00 CD leaving \$91,139.88 in the black.

The front office has collected \$76,253.07 with disbursements of \$70,330.30 leaving \$5,922.77 in the black.

Mrs. Castle made a motion to accept the financial report. Mr. Craycraft seconded the motion, all ayes, no nays, motion carried.

Peg told the Board that a CD matures 11-27-23 in the amount of \$250,000.00. The other CD's mature on 12-29-23, 3-29-24 and 8-29-24, each of them for \$100,000.00

Mr. Graves made a motion to allow Peg to check rates and renew at the highest rate and they will ratify at the December meeting. The CD will be \$250,000.00 for 6- month term. Mr. Craycraft seconded the motion, all ayes, no nays, motion carried.

Peg told the Board that she received a letter from Boyce/Keystone for the annual renewal and they want to renew automatically.

Mr. Craycraft made a motion to pay Boyce/Keystone for the annual Keystone program.

Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Peg received a letter from IRS stating that PERF was reported incorrectly in 2021 for \$51.21. Peg reported it but maybe in the wrong month. It was for Jerry Zearbaugh's last check. Peg has a meeting with them on December 18th.

Mr. Knote opened the floor for new business. Mr. Knote asked the Board if they had a chance to view the calendar for 2024.

Mr. Craycraft made a motion to approve the calendar for 2024. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Mr. Knote told the Board that it was time to do the Salary Ordinance for 2024.

After much discussion, the Board decided on a percentage raise.

Mr. Graves made a motion to give salary employees a 5% raise and a \$1.00 an hour raise for hourly employees. Mrs. Cook seconded the motion, all members voted and no nays, motion carried.

Mr. Knote told the Board they needed to vote on approval for the Engagement letter from Crowe for the rate study for the financial portion for the AMP.

Mr. Craycraft made a motion to approve the Engagement Letter for Crowe to do a rate study for AMP. Mr. Graves seconded the motion, all ayes, no nays, motion carried.

Mr. Knote recognized Engineer Rick Miller. Rick told the Board that they will have to obtain a Federal License and an FCC license for 2024. Rick will check on this so we won't have to pay.

Mr. Knote opened the floor for old business. Mr. Knote seeing no old business continued on with meeting.

Mr. Knote recognized Attorney Mark Abrell. Mark was absent.

Mr. Knote recognized Superintendent Tim Gibson. Tim told the Board that he had 904 S Whitney Rd reconnected and Samantha Wright will pay the \$1000.00 on Friday or Monday.

Tim reported that Buckeye Power will do minor service on all generators.

Tim got quotes for May. 4 batteries for lift stations \$365.00 to \$380.00 each. 4 ATS (automatic transfer switches) @ \$4000.00 each.

Miller street lift station has a coolant leak and will cost \$2,400.00, for a total for all repairs @ approximately \$11,820.00

Mr. Craycraft made a motion to get all repairs done by the end of this year. Mr. Graves seconded the motion, all ayes, no nays, motion carried.

Tim asked the Board if we could possibly get a new parking lot with the building fund money.

Mr. Graves said no for a new parking lot. He would rather spend the money on other needs, such as replacing some of the older trucks.

The black service truck is a 1992 and is in bad shape.

Rick Miller said we should check for government pricing, either to buy or lease for a ¾ ton truck.

Tim will get quotes for both trucks.

Mr. Knote recognized Office Manager Kathy May. Kathy asked the Board about a property at 1200 N Hill Street. It has changed hands two times without our knowledge, and it just sold again. Kathy asked if we could write off \$970.05.

Mr. Craycraft made a motion to write off \$970.05 for 1200 N Hill St. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Kathy told the Board that Jim & Jill Kinder and Randy & Sherry Anderson are behind again. The Board said to shut them off.

Peg told the Board that since the employee bonus last year was given to the employees in December 2022, the employees would make less money this year than last. Mr. Craycraft stated that he didn't want that to happen.

After some discussion, Mr. Craycraft made a motion to give employees a \$1500.00 bonus to be given in December 2023. Mrs. Cook seconded the motion, all ayes by Mr. Craycraft, Mrs. Cook and Mr. Knote and the motion carried. The vote will be ratified at the December meeting to include all members.

Mr. Craycraft adjourned the meeting.

Liberty Regional Waste District

Kathy May / Office Manager

November 16, 2023

Meeting adjourned @ 8:25 p.m.