

**LIBERTY REGIONAL WASTE DISTRICT  
BOARD MEETING MINUTES  
JANUARY 18, 2024**

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

Members in attendance were: Danielle Castle, Marla Cook, Steve Craycraft, Steve Knote  
And new member Jeremy Dye replacing member Steve Graves.

Mr. Knote welcomed new Board member Jeremy Dye.

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

Mr. Craycraft made a motion to accept the minutes from the December 21, 2023 meeting  
with a correction to the last paragraph pertaining to the adjournment of the meeting.  
Remove the sentence, and add seeing no further business Mr. Craycraft made a motion to  
adjourn the meeting.

Mrs. Castle made a motion to accept the amended minutes from December 21, 2023. Mr.  
Craycraft seconded the motion, all ayes, no nays, motion carried.

Claims totaling \$434,633.93 for December 22, 2023 through December 31, 2023 were  
viewed and signed.

Claims totaling \$67,664.12 for January 1, 2024 through January 18, 2024 were viewed  
and signed.

Mr. Craycraft made a motion to accept the claims as written for December. Mrs. Castle  
seconded the motion, all ayes, no nays, motion carried.

Mr. Craycraft made a motion to accept the claims as written for January. Mrs. Cook  
seconded the motion, all ayes, no nays, motion carried.

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

Peg reported the tentative receipts for December 2023 were \$203,249.08 with  
disbursements of \$191,973.08 leaving \$11,276.00 in the black.

The year to date is \$1,912,468.93 with disbursements of \$2,035,463.75 leaving  
\$122,994.82 in the red and \$250,000.00 CD leaving \$127,005.18 in the black.

The front office has collected \$81,118.87 with disbursements of \$63,161.59 leaving  
\$17,957.28 in the black. This included the MSD payment of \$16,000.35. The next MSD  
bill will be \$19,244.82.

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

Peg reported to the Board that she had submitted the Debit report to the state on 1-18-24 that was due by 2-28-24. She also submitted the 100-R report the same day.

Peg asked the Board to ratify the standard ordinance for her to pay bills all year such as insurance and utilities.

Mr. Craycraft made a motion to ratify the ordinance for Peg to pay monthly bills all year. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Peg also needed the Board to ratify the purchase of the CD.  
Mrs. Castle made a motion to ratify the purchase of the \$100,000.00 CD @ 5.25% interest rate. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Peg asked the Board since they increased the cleaning pay, how did they want it paid. Mr. Craycraft made a motion to pay the cleaning once a month. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Peg told the Board that the Federal government had sent her a letter wanting the hours that each employee worked all year. It's for occupational injuries and illnesses. She had everyone's but Tim.

Peg told the Board that the meeting she reported to them last month with the IRS, wants her to fill out a form to correct the mistake that the IRS made. Peg doesn't understand how to fill out the report and would like help.

Mr. Craycraft made a motion to allow Peg to hire someone to help her fill out the form. Mrs. Castle seconded the motion, all ayes, no nays, motion carried.

Mr. Knote opened the floor for new business. Mr. Knote told the members it was time for election of officers for the new year.

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**ELECTION OF OFFICERS**

Mrs. Cook nominated Steve Craycraft for the position of President. Seeing no other nominations, Mr. Craycraft accepted. Mrs. Cook made a motion to elect Mr. Craycraft by acclamation. Mr. Dye seconded the motion, all ayes, no nays, motion carried.

Mr. Knote nominated Danielle Castle for the position of Vice-President. Seeing no other nominations, Mrs. Castle accepted. Mr. Craycraft made a motion to elect Mrs. Castle by acclamation. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Mrs. Castle nominated Marla Cook for the position of Secretary. Mrs. Cook accepted. Mr. Craycraft made a motion to elect Mrs. Cook by acclamation. Mrs. Castle seconded the motion, all ayes, nays, motion carried.

Mr. Craycraft nominated Jeremy Dye for the position of Treasurer. Mr. Dye accepted. Mrs. Cook made a motion to elect Mr. Dye by acclamation. Mr. Craycraft seconded the motion, all ayes, no nays, motion carried.

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Mr. Knot recognized Engineer Rick Miller. Rick told the Board that he was working on the draft for the sewer standards and he would have it finalized for next month's meeting.

Rick told the Board that Jennifer Wilson has gotten all the things she needs from LRWD for the AMP.

Mr. Knot recognized Attorney Mark Abrell. Mark presented the Board with his annual contract if they want him to continue as their Attorney.

Mr. Craycraft made a motion to renew Mark's contract for 2024. Mrs. Castle seconded the motion, all ayes, no nays, motion carried.

Mr. Knot recognized Superintendent Tim Gibson. Tim told the Board that he went to Stoops checking on new trucks. He filled out the paper work and sent it back. Tim went to GM and they asked if we could run it through the Town or Delaware County. They said no for the Town. They told Tim he needed a FAN number. It takes a week or two to get a FAN#.

Tim told the Board that Samantha Wright at 904 S Whitney, that we shut off and reconnected still owes the \$1000.00 that we paid to Droopy's to reconnect.

Mrs. Cook made a motion to shut 904 S Whitney off again. Mr. Craycraft seconded the motion, all ayes, no nays, motion carried.

Tim told the Board that the handicap mat at the front walk needs to be replaced, but the weather will have to improve to pour some concrete. We will revisit this again in March.

Mr. Knot recognized Office Manager Kathy May. Kathy reported to the Board that the postage rates are going up and the post office is changing the way we mail our bills. Everything will be done through the computer, but we will still mail the bills at the post office.

Mr. Knot recognized Brent Devine. Brent told the Board that the board members that the Town of Selma appoints, their terms expire 12-31-24. The members that this affects is Steve Craycraft and Danielle Castle.

The other members terms will expire as follows: Steve Knote appointed by the Trustee will expire 12-31-2025 and Marla Cook and Jeremy Dye appointed by the County Commissioners will expire 12-31-2026.

Brent also told the Board that there is a business going to go in at the Selma Industrial Park. Brent wasn't at liberty to disclose what is planning on going in at the Industrial Park. He was just giving heads up so the Engineer could check to see if the sewer flow could be handled or if the lift station will need to be updated.

Mr. Knote seeing no further business, entertained a motion to adjourn.

Mr. Craycraft made motion to adjourn the meeting. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Liberty Regional Waste District  
Kathy May / Office Manager  
January 18, 2024  
Meeting adjourned @ 7:52 p.m.