

**LIBERTY REGIONAL WASTE DISTRICT  
BOARD MEETING MINUTES  
MARCH 18, 2021**

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

Members in attendance were: Marla Cook, Brent Devine, Mark Dennis and Steve Knote. Member Jeremi Dobbs was absent.

Others participating was: Office Manager Kathy May, Superintendent Jerry Zearbaugh, Bookkeeper Peg Selvey, Attorney Mark Abrell and Engineer Rick Miller.

Mr. Devine made a motion to accept the minutes from last month's meeting as written. Mr. Dennis seconded the motion, all ayes, no nays, motion carried.

Claims totaling \$128,837.97 were viewed and signed.

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

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

Peg reported receipts for January 2021 were \$105,984.46 with disbursements of \$84,313.21 leaving \$21,671.25 in the black.

Peg transferred \$2,167.13 to the Sewage Works Fund.

Peg reported receipts for February 2021 were \$94,332.48 with disbursements \$79,949.38 leaving \$14,383.10 in the black.

Peg transferred \$1,438.31 to the Sewage Works Fund.

Year to date receipts were \$200,316.94 with disbursements of \$164,262.59 leaving \$36,054.35 in the black.

As of today, 3-18-21 the billing office has collected \$88,258.03 with disbursements of \$103,445.46 leaving \$15,187.43 in the red. This includes the MSD bill in the amount of \$26,224.29.

Peg told the Board that she rolled the CD over at Thrive Credit Union at the interest rate of .4%.

Mr. Devine made a motion accept the roll-over of the CD in the amount of \$100,000.00. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

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

Mr. Knot opened the floor for old business. Mr. Knot told the members they need to discuss the job descriptions. They started with the superintendent's job description. They changed it to read that the superintendent work 40 hours a week and be on call 24/7 after hours.

Mr. Devine stated that Superintendent Jerry Zearbaugh works 20 hours a week and is over paid.

Mr. Zearbaugh said "I can fix that" and said he quit and left the meeting.

Mr. Devine noticed there were jobs on the claims sheet being outsourced that he felt shouldn't be and Mrs. Cook said maybe Jerry had too much part-time help if he could leave early.

There are two (2) kinds of pumps that Jerry and his men deal with. The grinder pumps they can pull out by themselves but the lift station pumps are a lot bigger and require outside sources to pull. That explains some of the jobs that were outsourced because LRWD doesn't have the equipment to pull the pumps.

After more discussion and review of the other employee job descriptions the Board decided to vote on them.

Mr. Devine made a motion to accept the job descriptions as written. Mrs. Cook seconded the motion, all ayes, no nays, motion carried.

Mr. Knot recognized Attorney Mark Abrell. Mark asked the Board if they had reviewed the vacation policy.

Mrs. Cook stated that 1 to 4 weeks' vacation based on years of service was plenty and should stay the same as before. Mark said he will revise the vacation policy and get the members a copy.

Mrs. Cook made a motion to keep the vacation policy at 1 to 4 weeks according to the number of years of service. Mr. Devine seconded the motion, all ayes, no nays, motion carried.

Mark told the Board he had prepared a benefit policy, based on individual coverage for the current employees.

Mrs. Cook made a motion to accept the benefit policy that Mark had prepared. Mr. Devine seconded the motion, all ayes, no nays, motion carried.

Mark asked the Board if they wanted to adopt the minutes for the Special Meeting they had on 3-2-21. The meeting consisted of discussions regarding employee job

descriptions, legal status breaks for employees and Mark went through the draft of Employee Benefit Resolution based upon discussion with Board and staff. The Board and staff also discussed the \$2.00 charge for credit card payments by phone. Mr. Devine made a motion to eliminate the \$2.00 charge completely. Mr. Dennis seconded the motion, all ayes, no nays, motion carried.

Mrs. Cook made a motion to adopt the minutes from the Special Meeting. Mr. Devine seconded the motion, all ayes, no nays, motion carried.

Mr. Knote recognized Engineer Rick Miller. Rick told the Board that Jerry had talked to AEP & Vectren about the project at Keystone Circle lift station. Rick said 2 pumps have already been delivered here.

Mr. Knote recognized Office Manager Kathy May. Kathy told the Board that she had filed 24 liens and released 2 liens. Jerry took them to the recorder and auditor.

Mr. Knote seeing no further business adjourned the meeting.

Liberty Regional Waste District  
Kathy May / Office Manager  
March 18, 2021  
Meeting adjourned @ 9:27 p.m.