

LEBANON UTILITY SERVICE BOARD
Lebanon, Indiana

January 17, 2024,

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman
Bill Stoner, Vice Chairman
Tim Hudson, Secretary
Aaron Smith, Member
Anne Patterson, Member

Staff:

Ed Basquill, General Manager
Jeff Jacob, Legal Counsel
Danielle Bannourah, Executive. Assistant
Jeff Greeno, Electric Operations Manager
Sandra Morgan, Chief Financial Officer

Guests:

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1. Chairman Taylor called the January 17, 2024, meeting of the Lebanon Utility Service Board to order at 5:00 P.M.
 2. Pledge of Allegiance to the American Flag was observed.
 3. Chairman Taylor opened the floor for public comment. No comments received.
 4. Vice Chairman Stoner made a motion to approve the January 3, 2024, minutes. Member Patterson seconded the motion. Motion carried.
 5. General Manager Ed Basquill showed an Affordability Presentation about the Lebanon Utilities.
 6. Chairman Taylor asked Secretary Hudson to present the Employee Compensation Agenda Item to the Board. Secretary Tim Hudson moved the General Manager to receive a 5% pay increase effective January 1, 2024. Vice Chairman Stoner seconded the motion. Motion carried. 4-1.
 7. Sandra Morgan, Chief Financial Officer explained the new PTO & Sick Leave Policy. Vice Chairman Stoner made a motion to approve the new employee handbook policy 309 titled Paid Time Off (PTO) and the revised employee handbook policy 325 titled Sick Leave and Personal Leave with an effective date of January 1, 2024. Secretary Hudson seconded the motion. Motion carried.

Vice Chairman Stoner made a motion to approve the removal of policy 308 titled Vacation from the employee handbook with an effective date of January 1, 2024. Member Patterson seconded the motion. Motion carried.
 8. Sandra Morgan, Chief Financial Officer requested the Board approve the Employee Handbook Changes effected by the new PTO & Sick Leave Policy. Secretary Hudson made a motion to approve the updated employee handbook with an effective date of January 1, 2024. Vice Chairman Stoner seconded the motion. Motion carried.
 9. Member Patterson made a motion to approve the claims/payroll/transfers dated January 17, 2024, in the amount of \$2,322,204.08 for claims and payroll and \$1,068,670.23 for transfers. Vice Chairman Stoner seconded the motion. Motion carried.

10. Chairman Taylor asked for any other business that may be brought before the Board.
General Manager Ed Basquill asked the board to approve the Govenda Subscription, which is the software the used to share documents with the Board. Vice Chairman Stoner moved to approve the subscription of the Govenda Software for 2024 in the amount of \$17,500.00. Member Patterson seconded the motion. Motion carried.
General Manager, Ed Basquill asked the Board for a correction in a motion from the 1/3/2024 LUSB Meeting. Member Aaron Smith made a motion to approve Task Order No. 2 for Wessler to provide Program Assistance to Lebanon Utilities in the amount not to exceed \$45,000.00 for 2024 and authorize the General Manager to sign on behalf of the Utility. Secretary Hudson seconded the motion. Motion carried.
11. Chairman Taylor opened the floor for public comment. No public comment received.
11. The next Utility Board meeting will meet as scheduled on Wednesday February 7, 2024, at 5:00pm.
12. Hearing of no further business to be brought before the Board a motion was made to adjourn the meeting by Vice Chairman Stoner. The motion was seconded by Member Patterson. Motion carried.

The meeting was adjourned at 5:32 P.M.

APPROVED THIS 7 day OF February 2024

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD