

# LEBANON UTILITY SERVICE BOARD

## Lebanon, Indiana

February 7, 2024,

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman  
Bill Stoner, Vice Chairman  
Tim Hudson, Secretary (Absent)  
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  
Ryan Ottinger, W & WW Ops Manager

Guests:

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1. Chairman Taylor called the February 7, 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 17, 2024, minutes. Member Patterson seconded the motion. Motion carried.
  5. Chief Financial Officer, Sandra Morgan asked the board to approve employee handbook changes that were missed at the previous meeting. Vice Chairman Stoner made a motion to approve the changes to the employee handbook policy 312 titled Floating Holidays, employee handbook policy 325 titled Sick Leave and Personal Leave, and the Compensatory Time Off Agreement with an effective date of February 7, 2024. Member Patterson seconded the motion. Motion carried.
  6. Water & Wastewater Operations Manager, Ryan Ottinger requested the Board to approve the Memorandum of Understanding between Lebanon Land Group, LLC & City of Lebanon Utilities. Member Patterson made a motion to approve Memorandum of Understanding between Lebanon Land Group, LLC and the City of Lebanon Utilities, authorizing the General Manager to sign on behalf of the Utility Service Board. Vice Chairman Stoner seconded the motion. Motion carried.
  7. Water & Wastewater Operations Manager, Ryan Ottinger asked the Board to approve the 4H Fairgrounds Lift Station Preliminary Study. Ryan stated this is one of the highest concerns on our hazard rankings. Vice Chairman Stoner made a motion to proceed with the 4H Fairgrounds Lift Station Replacement Preliminary Study with Butler Fairman & Seufert for \$16,700.00. Member Patterson seconded the motion. Motion carried.
  8. Water & Wastewater Operations Manager, Ryan Ottinger requested the Board to give permission to adversative the RFP for Lift Station Control Panels. Vice Chairman Stoner made a motion to approve proceeding with advertising a Request for Proposal for Lift Station Control Panel Upgrades. Member Patterson seconded the motion. Motion carried.
  9. Water & Wastewater Operations Manager, Ryan Ottinger asked the Board to purchase a new dump truck for the water distribution department. This new dump truck will replace the current 2004 dump truck. Vice Chairman Stoner made a motion to approve the purchase of a 2023 Chevrolet Silverado

chassis and dump bed from Hare Chevrolet for an amount not to exceed \$74,129.50. Member Smith seconded the motion. Motion carried.

Member Smith made a motion to declare the current 2004 dump truck as surplus and to allow Ryan Ottinger, contingent upon it being a part of the trade in with the recent approved purchase. Vice Chairman Stoner seconded the motion. Motion carried.

Member Smith made a motion to eliminate line item 18 from the water budget and moving that amount to fully transferring it to line item #13. Vice Chairman Stoner seconded the motion. Motion carried.

10. Vice Chairman Stoner made a motion to approve the claims/payroll/transfers dated February 7, 2024, in the amount of \$1,149,209.25 for claims and payroll and \$7,106,005.78 for transfers. Member Patterson seconded the motion. Motion carried.
11. Chairman Taylor asked for any other business that may be brought before the Board. No other business received.
12. 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 21, 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 Member Patterson. The motion was seconded by Vice Chairman Stoner. Motion carried.

The meeting was adjourned at 6:04 P.M.

APPROVED THIS 21 day OF February 2024

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CHAIRMAN OF THE BOARD

ATTEST:

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SECRETARY OF THE BOARD