**Town of Mason**

**Mayor & Board of Aldermen**

**Board Meeting Minutes**

**Monday, December 17, 2018, 7:00PM**

CALL TO ORDER: Mayor Gwendolyn Kilpatrick

OPENING PRAYER: Alderwoman Virginia Rivers

Swearing In, Mayor and Elected Officials- Executive Huffman

Mayor Elect Emmit Gooden was sworn in first, afterwards were the elected officials Carolyn Catron, Sylvester Harvey, and Eddie Noeman

Remarks from Mayor: Mayor Gooden, “Thanked everyone for allowing him a chance to carry out duties of the City”.

Introduction of Administration and Committee Chairs: This was presented by Mayor Gooden, Economic and Community Development, Alderman Carl Somerville; Finance and Administration, Alderwoman Keneko Claybon; Fire Department, Alderwoman Carolyn Catron; Parks Department, Alderman Eddie Noeman; Public Works Department, Alderman Sylvester Harvey; and Police Department, Alderwoman Virginia Rivers

Adoption of Board Meeting Minutes of November 19, 2018

A motion was made by Alderwoman Rivers to accept the Board Meeting Minutes of November 19, 2018, and the motion was 2nd by Alderman Harvey; vote passed 5-1 (Alderman Noeman abstained)

**OLD BUSINESS:**

1. Resolution Adopting the Program Policies and Procedures for The Town of Mason 2018 Home Rehabilitation Program

A motion was made by Alderwoman Claybon to accept the Resolution Adopting the Program Policies and Procedures for The Town of Mason 2018 Home Rehabilitation Program, and the motion was 2nd by Alderwoman Rivers; vote passed 4-2 (Alderwoman Catron, and Alderman Noeman abstained).

**NEW BUSINESS:** There was none

**ANY OTHER NEW BUSINESS:** There was none

**City Attorney:** Chasity Grice, Esq. City Attorney- Was not available

**City Code Compliance Officer**

Charles Harris, City Code Compliance Officer

There was no report

**Economic & Community Development**

Kelvin Willis, Economic & Community Development Consultant

Per Mr. Willis, we are dealing with three active grants

* 2017 Imminent Threat Grant Project to refurbish water wells #1 & #3 is progressing with an anticipated completion date of January 4th, 2019 (weather permitting).
* The THDA H.O.M.E. Grant is also moving ahead. The vast majority of the administrative, technical and environmental paperwork has been completed. The Town is now awaiting guidance from our Administrative Partner, Community Development Partners, LLC to begin the educational and application process. On December 17th the Mayor and the Board of Aldermen will be asked to pass a Resolution adopting the Polices and Procedures as have been outlined by THDA.
* 2018 Block Grant -Extension of water lines from Highway 14 to Grant Lane, possibly to include 20 to 25 houses in preliminary stages. The cost analysis and environmental process is already completed.

A motion was made by Alderwoman Rivers to accept the Economic & Community Development Report, and the motion was 2nd by Alderman Somerville; vote passed 5-1 (Alderman Noeman abstained)

**Finance and Administration Department**

Ms. Reva Marshall, Financial Officer

Seven accounts were broken down by funds for November 2018

Gas Fund-previous balance $147,925.37, ending balance $141,562.22, total deposits $4,633.37, and total withdrawals $10,996.52

Street Fund-previous balance $1,471.25, ending balance $1,758.74, total deposits $3,300.25, and total withdrawals $3,012.76

Gas Meter Fund- do not generate funds

Grant Fund- ending balance $54,981.35 this is for certain jobs, more funds are expected to come in

Drug Fund- no revenue

General Fund- previous balance $66,343.98, ending balance $85,747.25, total deposits $56,695.89, and total withdrawals $37,292.62 (the largest funds are general and water)

Water Fund- previous balance $167,622.81, ending balance $117,523.09, total deposits $65,738.67, and total withdrawals $115,838.39

Emphasis will be placed on interest rates, Ms. Marshall will contact the auditors to find out their details

A motion was made by Alderwoman Rivers to accept the Finance Report, and the motion was 2nd by Alderwoman Catron; vote passed 4-2 (Alderman Noeman and Alderman Harvey abstained)

A motion was made by Alderwoman Rivers to add Alderwoman Catron as a check signer, and the motion was 2nd by Alderwoman Claybon; vote passed 6-0

**Administration Department**

Ms.Michele Scott, Human Resource Manager/Office Manager

HR hired 2 Public Works employees, 3 Aldermen were added to the roster

April Smith is the administration office supervisor

Service contracts for utility services has been revised as to what they entail

Need final approval of revisions made to the employee handbook of September 17, 2018, no final approval was received from Attorney Grice, therefore it will need to be sent to Attorney Fletcher. A motion was made by Alderwoman Rivers for permission to submit the employee handbook to Attorney Fletcher, and the motion was 2nd by Alderman Somerville; vote passed 6-0

A motion was made by Alderwoman Catron to accept the Administration Department Report, and the motion was 2nd by Alderman Harvey; vote passed 6-0

**Fire Department**

Tanner Jenkins, Deputy Fire Chief

Deputy Fire Chief Jenkins was absent attending Hazmat Training. Rose Macky presided, there was nothing new to report and they have installed 177 smoke detectors thus far.

A motion was made by Alderwoman Catron to accept the Fire Department Report, and the motion was 2nd by Alderman Harvey; vote passed 6-0

**Parks & Public Works Department**

Rudolph Middlebrooks, Interim Public Works Director

* Everything in the park is still operational. The pavilion lights are still functional, the swings are still attached, and there are no problems with the other playground components.
* Meter Cycles (water and gas) are completed 1,2,3, and 4
* Southwest Electric has removed extension cords from light poles and installed GIF receptacles
* Christmas lights has been hung throughout the city
* Removed leaves and debris out of the ditches of several locations
* Completed 3 severe water leaks

A motion was made by Alderwoman Rivers to accept the Parks and Public Works Report, and the motion was 2nd by Alderman Harvey; vote passed 6-0

**Police Department**

D. T. Yarbrough, Chief of Police

* During November 2018, Tipton County Dispatch Center recorded 380 incident types handled by police for the Town of Mason.
* There were 258 Traffic Stops conducted; Mason PD issued 125 Traffic Citations, in addition to 41 Warning Citations, 2 Physical Arrests, 2 Affidavits for Arrest, 2 Traffic Crash Reports, and 0 Code Enforcement Citations.
* For the upcoming Court date, December 18, 2018, 161 traffic cases are showing on a 41-page Municipal Court Docket.

**Pending Items**:

* Ms. Elaine Allen (IT Consultant) is continuing the software transition and training for Courtware

Software Solutions: Police electronic ticketing & reporting and Municipal Court records management.

* Operational Purchases: Field Laptops/Tablets; eAgent Software Licenses (7) getting 10, a critical operational need for Record Checks, Driver’s License, Local Warrants, T.I.E.S. and NCIC Checks.
* Equipment Purchases and Vehicle Repairs

Tsunami Cameras was approved upon but pending in the finance department, no purchases have been made. These cameras were to be placed throughout the Town for fights, stabbing, shootings, etc. to gather information.

A motion was made by Alderwoman Rivers to accept the Police Department Report, and the motion was 2nd by Alderwoman Claybon; vote passed 6-0

**Mayor’s Period:** Mayor Gooden recommendation was to nominate Alderwoman Rivers for Vice Mayor, a motion was made by Alderwoman Claybon to nominate Alderwoman Rivers as Vice Mayor and the motion was 2nd by Alderwoman Rivers to accept and the vote was 2-4 Alderman Noeman abstained, Alderman Somerville abstained, Alderman Harvey abstained, and Alderwoman Catron abstained

Two nominations were on the table; Alderman Somerville made a motion to nominate Eddie Noeman as Vice Mayor and the

vote passed 4-2 (2 voted no, Alderwoman Claybon and Alderwoman Rivers)

Alderwoman Catron read aloud-A Resolution to Amend the Charter of The Town of Mason by Deleting Subsection 3 of Section 14, Relative to The Duties of The Mayor.

A motion was made by Alderman Noeman to approve the amendment of a Resolution to Amend the Charter of the Town of Mason by Deleting Subsection 3 of Section 14, Relative to the Duties of the Mayor, and the motion was 2nd by Alderman Harvey;

Vote passed 4-2 (Alderwoman Rivers voted no, and Alderwoman Claybon voted no)

Mr. Willis came in on the end of the discussion, asking “if this was an Ordinance or Resolution that was voted on to change the Mayor from full time”.

“He asked for a point of order, stating that this would need to be an opinion from the City Attorney not an Ordinance, for as the Charter cannot be changed through an Ordinance, it has to be changed through State Legislative, stating it was changed last year.”

**Constituents Comments/Concerns: (2 minutes)**

Mr. Whitmore had a concern about the 20-mph speed zone across the railroad tracks on Main Street.

Per Chief Yarbrough and Mr. Middlebrooks, beginning at Main Street to the Fayette County Line a correction was made with the speed limit. The right lane going toward Fayette County showed a 40-mph speed zone, and the lane coming in to Mason showed a 20-mph speed zone. One lane cannot display faster than the other. Chief asked Mr. Middlebrooks to take the 40-mph speed zone down. Chief spoke from a safety stand point

Mr. Norvell had a concern about people speeding on Finde Naifeh Drive. He suggests dropping the speed limit. Per Chief, they are working diligently to work out the problem, the Mayor also agreed that we would be working on this. Chief mentioned adopting State Traffic Rules. The Mayor and Board can adopt the State Traffic Rules within the City Limits.

Michael Harris with the Mason Task Force encouraged the “Vision of Mason”

Mayor Gooden plan is to Move Mason Forward and suggest having a Town Hall Meeting when the weather permits.

Alderman Harvey asked if Public Works could clean the ditch along side his property from leaves and debris

Alderwoman Claybon suggest presenting copies of Roberts Rules of Order to the Board

**ANOUNCEMENTS:** Alderwoman Rivers presented a plaque to Mayor Kilpatrick in appreciation of her service from “2015” through “2018”

**CLOSING PRAYER:** Alderwoman Keneko Claybon

**Motion to Adjourn:** Alderman Harvey made a motion to adjourn and the motion was 2nd by Alderwoman Catron; vote passed 6-0 Meeting adjourned at 8:15PM

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Emmit Gooden, Mayor Date Lureatha Harris, Town Recorder

Constituents & Visitors Sign-In

William Norvell 5949 Finde Naifeh Dr. Mason, TN. 901 294-2069

Benetra Harvey 11591 Main Street Mason, TN. 901 481-8962

Willie Fletcher 123 Gin St. Mason, TN.

Stephanie Williams 11940 Douglas Street 901 289-0035

Pauline Cleaves 89 Springview Street Mason, TN. 901 294-2511

Margaret Adams 143 Cottontail Street Mason, TN. 901 294-3535

Elizabeth Grandberry Charleston Mason Rd. Mason, TN.

Celia Chastain 190 Hwy 70 Mason, TN. 901 270-7728

Zach Noeman 143 School Street Mason, TN. 901 389-4389

Calvin Blade 11748 Main Street Mason, TN. 901 294-2024

Linnie Waddell 98 Hwy 70 Mason, TN. 901 603-9228

Vicky Whitley 1907 Scrub Oak Rd. Mason, TN. 901 487-4178

Ella Bond

Leo & Cathy Johnson 86 Front Street Mason, TN.

Annie Bond St. Paul Rd. Mason, TN.

Sarita Alston P.O. Box 672 Atoka TN. 901 606-8646

Rose Greening Mason, TN.

Trineka Leavy 901 632 6562

Michael E. Floys, ESQ Cordova TN.

Helen Kimble Mason, TN.

Linnie Agnew 12034 Main Street Mason, TN. 901 605-2712

Michael Harris 3261 Gainesville Rd. Mason, TN. 901 828 7138

Barbara Mitchell 34 East Harmony Dr. Mason, TN. 901 871-6562

Elizabeth Hayes P.O. Box 446 Mason, TN. 901 294-2234

Mary Thompson P.O. Box 474 Mason, TN. 901 734-0197

Norma Davis P.O. Box 26 Mason, TN. 615 347-8941

Rose Macky 2720 Bud Eubanks Rd. Stanton, TN. 487-4776