



Town of Mason
Finance Committee Meeting Minutes
Thursday,
March 14, 2024, 6:37PM

CALL TO ORDER: Mayor Eddie Noeman

OPENING PRAYER: Alderman Virginia Rivers

ROLL CALL: Mayor Eddie Noeman, Vice Mayor Carolyn Catron, Alderman Celia Chastain, Alderman Virginia Rivers, Alderman Alethea Harris, and Town Recorder Lureatha Harris
(Alderman Mary Mason and Alderman Shate' Toliver were absent)

OTHERS IN ATTENDANCE: Ronda Hughey, Financial Consultant; (Lynn Evans, CMFO; attended via zoom)
Norma Davis, Office Manager; April Adams, Accounts Receivables Clerk, and Lt. Marvin Norfolk

VISITORS: Wynde Ross, Laloma Harris, Michael Harris, Sylvester Harvey, Lonnetta Humphrey, and Herbert Humphrey

OLD BUSINESS: Rate Study

Mrs. Hughey reported that fees for Alliance were not included in the Rate Study, and they are working to include the rates. The increases will be in increments for the next 2 years. Mayor Noeman recommends further discussion at the next Board Meeting or before the next fiscal year.

NEW BUSINESS:

- **February's Financial Reports**

High level overviews were presented on all accounts. Reports were presented on income statements for general funds, water funds, gas funds, street funds, drug funds, and sanitation funds including the expense report and bank reconciliations report.

Alderman Chastain questioned repairs for the door/wall at the Fire Department regarding the insurance. Mayor Noeman will gather more information regarding it.

Alderman Rivers questioned the negative balance in the water fund account. Mayor Noeman mentioned repairs, meaning maintenance equipment repairs, fixing water leaks, inclement weather, and the contract with Alliance was not in the Budget.

Alderman Rivers voiced concerns of double paying Alliance for water and gas service while paying other employees to read the meters. Mayor Noeman said he stopped the city workers this month from reading the meters.

An emergency purchase was made for \$10,000 dollars, in the water account and Mayor Noeman said he called the State and spoke with the Comptrollers and Ms. Evans for approval. Moving forward the Board would like to be notified of emergency purchases over \$2,500 dollars for all departments. Mayor Noeman agreed to submit an email to the Board for notification purposes.

Mayor Noeman reported that he's looking for a 1.3-million-dollar grant for emergency funding. A Special Call Meeting will be held in a couple of months to increase the procurement amount.



Pay increase/Resignation

Mayor Noeman reported that he received a call this afternoon from Mrs. Shanika Reliford, that she would be resigning to take care of some family matters as of today March 14, 2024.

Mayor Noeman reported that Mrs. April Adams, turned in her resignation notice for March 21, 2024, due to finding employment for \$19.00 per hour. Mayor Noeman asked if Mrs. Adams would consider employment with the Town if he could provide her with a \$3.00 raise, that would equal \$18.00 dollars per hour and Mrs. Adams agreed. Mrs. April Adams trained with Mrs. Shanika Reliford for 2 weeks, and she's able to perform the billing process. Mayor Noeman is not looking at hiring anyone to replace Mrs. Reliford. Ms. Vernetia Boyd was hired as an assistant to fill in and assist HR per Mayor Noeman. Mayor Noeman said he will check with Ms. Boyd about working full-time. Ms. Lynn suggests that the recommendation be stated as a flexibility in job descriptions.

Alderman Harris made a motion to increase April Adams pay to \$18.00 per hour with the flexibility in the job description, and the motion was 2nd by Vice Mayor Catron: vote passed 4-0 This amount will be served for the rest of the year. There will be a proposed Budget Amendment in April.

Ms. April Adams will be the Billing Clerk. Mayor Noeman and Ms. Lureatha Harris applauded Mrs. April Adams on her honesty, professionalism, willingness to learn, and punctuality.

Ms. Evans mentioned a segregation of duties meeting to ensure all job responsibilities are covered, with the best use of everyone's time. The members requested for attendance are Mayor Noeman, Ms. Davis, Ms. Lureatha Harris, Ms. Evans, and Mrs. Hughey.

Alderman Harris made a motion to accept the February Financial Reports, and the motion was 2nd by Vice Mayor Catron: vote passed 3-2 (Alderman Rivers and Alderman Chastain voted no) (Mayor Noeman was included in the vote as yes)

CLOSING PRAYER: Alderman Chastain

MOTION TO ADJOURN: Alderman Harris made a motion to adjourn, and the motion was 2nd by Vice Mayor Catron: vote passed 5-0 Meeting adjourned at 7:50PM

ANNOUNCEMENTS:

Eddie Noeman, Mayor

Date

Lureatha Harris, Town Recorder

NEXT STEPS

Upcoming Board Meeting: March 18, 2024

Upcoming Board Meeting: April 15, 2024

Upcoming Board Meeting: May 20, 2024

Upcoming Finance Meeting: April 11, 2024

Upcoming Finance Meeting: May 09, 2024

Upcoming Finance Meeting: June 13, 2024

DOCUMENTS

Resources: February's Financial Reports