



**Town of Mason
Mayor & Board of Alderman
Board Meeting Minutes
Monday February 27, 2023, 6:33PM**

CALL TO ORDER: Mayor Eddie Noeman

OPENING PRAYER: Vice Mayor Carolyn Catron

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

OTHERS IN ATTENDANCE: Norma Davis, Office Manager; Ronda & Cortez Hughey, Financial Consultants; Elaine Allen, IT Consultant; Rick Jewell, Chief of Police; Lt. Marvin Norfolk, MPD; and Jordan McKenzie, Town Planner.

VISITORS: Jennifer Donaldson, April Patton, Sylvester Harvey, Michelle Broughton, Paul Broughton, Calvin Blade, Helen Kimble, Barbara Mitchell, Michael Harris, and Willie Lacey

Adoption of the Board Meeting Minutes of January 23, 2023

Vice Mayor Catron made a motion to accept the Board Meeting Minutes of January 23, 2023, and the motion was 2nd by Alderman Chastain: vote passed 6-0

Questions: Alderman Rivers – Where are we with the LED streetlights (**Mayor Noeman** said both he and Ms. Davis are working on it.

Alderman Rivers - What about the trial scheduled for February 2, 2023, regarding the regulator station (**Mayor Noeman** said Attorney Clayton said the trial was continued to March 16, 2023.

Alderman Rivers – Questioned if the GIS Grant for the water system was received that Mr. Robert Kelley with Communities Unlimited was going to work on for the Town. The contract was going to be for \$20, 000 and the Town would receive \$19, 000 and Mr. Kelley would receive \$1,000. Mr. Kelley would only get paid if the grant is received, and the Town of Mason would not have to pay for the services. **Alderman Rivers** said everything must come before the Board. Ms. Davis said no information has been received from Mr. Kelley.

Adoption of the Finance Committee Meeting Minutes of February 16, 2023

Alderman Harris made a motion to adopt the Finance Committee Meeting Minutes of February 16, 2023, and the motion was 2nd by Vice Mayor Catron: vote passed 6-0

Questions: Alderman Rivers – Questioned the contract with Morris Construction. **Mayor Noeman** said Morris Construction fixed 6 water leaks on Highway 59 and the 2nd one on Yarbro Lane, 7 leaks were repaired, and 5 more leaks were found. **Mayor Noeman** said Morris



Construction was too high. **Mayor Noeman** said Mr. Richard Marbury is working for Public Works, for free, and he no longer needs the service of Mr. Morris.

Alderman Toliver questioned what was communicated to Mr. Marbury for his role at Public Works. Alderman Toliver **asked Mayor Noeman** to outline the chain of command roles and duties clear and concise. Mayor Noeman said Mr. Marbury is not asking for monies from the Town and gives advice to Public Works, saving time and money. **Alderman Rivers** said there are liabilities operating the Towns' equipment for Mr. Marbury. **Mayor Noeman** said he will let Mr. Marbury know about the requirements, employment, and certification putting the Town in liability. **Mayor Noeman** said to diminish rules and regulations. Mayor Noeman said Mr. Marbury is trying to improve the Town. **Alderman Toliver** said there was nothing personal against Mr. Marbury, but just concerned about the Town being liable.

Alderman Rivers questioned VMS/Veterans Management Services, for assistance because the Board agreed to VMS for service, but no contract has been received by the Board. **Mayor Noeman** said he received a call from Mr. Smith with VMS, and they are short on their crew and do not have time to come to Mason. **Mayor Noeman** has contacted Joe Bloechl and Matallee Hall to decide between the two. **Mayor Noeman** called Ricky Oakley to see if he suggests anyone else.

Pay Raise -

Mayor Noeman questioned pay raises for the Public Works Employees. **Alderman Rivers** said she has no problem with the raises but to bring the other Public Works employees up to \$16.00 per hour, since an employee came in making \$16.00 per hour. **Alderman Rivers** said the Board Members and Finance agreed to a pay analysis report. **Alderman Harris** mentioned a 3 month or 6-month performance review. **Alderman Toliver** said the national standard cost of living increase is 8.7%. **Mayor Noeman** said he will get with the Finance Team.

Resolution for Check Signers

Mayor Noeman said the check signers are, Mayor Noeman, Vice Mayor Carolyn Catron, Norma Davis, and Lureatha Harris. Mr. Neill recommends a written Resolution or Ordinance for the check signers at the next Board Meeting. (This was at the Board Meeting January 23, 2023)

A RESOLUTION DESIGNATING THE TOWN OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS ON BEHALF OF THE TOWN OF MASON/WAS PRESENTED TO THE MAYOR AND BOARD OF ALDERMAN. This Resolution will be submitted to The Bank of Mason, including the minutes dated January 23, 2023.



OLD BUSINESS:

- **FY23's BUDGET REVISION – 2nd READING**

The 2nd Reading of the FY23's Budget Revision was presented in the form of an Ordinance. Several line items were over budgeted and recategorized. Alderman Harris made a motion to accept to accept the FY23's Budget Revision, and the motion was 2nd by Vice Mayor Catron: vote passed 6-0

- **AMENDED BEER BOARD ORDINANCE**

Alderman Harris recommends amending the Ordinance changing the feet from 100ft to 125ft building to building, and made a motion on the recommendation stated above, and the motion was 2nd by Alderman Mason: vote passed 5-1 (Alderman Rivers voted no)

NEW BUSINESS:

- **A ZONING ORDINANCE AMENDING THE TEXT OF THE MASON MUNICIPAL ZONING ORDINANCE FOR RECREATIONAL VEHICLE AND CAMPER ACCESSORY USE ALLOWANCE IN THE TOWN WHEREAS, Section 13-7-201 through 13-7-211 as well as 13-4-310 as per Public Chapter**

Presented by – Jordan McKenzie

Outdoor storage of no more than one accessory boat and trailer and no more than one accessory camping trailer or recreational vehicle is permitted per single-family lot only; provided no part of such storage area shall be located in the front yard, shall be screened from the Public Right of Way via fencing or wall, and provided such boat and camping trailer or vehicle shall not be used for living, sleeping, or housekeeping purposes. SECTION 2: THAT, this ordinance take effect from and after the date it shall have been passed by the Council, signed by the Chairman of the Council, certified, and delivered to the Office of the Mayor in writing by the comptroller, and become effective as otherwise provided by law

Alderman Chastain made a motion to accept **A ZONING ORDINANCE AMENDING THE TEXT OF THE MASON MUNICIPAL ZONING ORDINANCE FOR RECREATIONAL VEHICLE AND CAMPER ACCESSORY USE ALLOWANCE IN THE TOWN WHEREAS, Section 13-7-201 through 13-7-211 as well as 13-4-310 as per Public Chapter** and the motion was 2nd by Alderman Harris: vote passed 6-0 (**This would be the first reading**)



A PROPOSED TEXT AMENDMENT REGARDING THE PHARMACY AND MEDICAL USES IN THE B-2 DISTRICT.

Presented by – Jordan McKenzie

WHEREAS, all requirements of Section 13-7-201 through 13-7-211 as well as 13-4-310 as per Public Chapter No. 634, 2010 of the Tennessee Code Annotated with regard to the amendment of a zoning ordinance and map by the Planning Commission and subsequent action of the Board of Mayor and Aldermen have been met. NOW THEREFORE, BE IT ORDAINED, BY THE MASON MAYOR AND BOARD OF ALDERMEN: SECTION 1: THAT, the text of the Mason Municipal Zoning Ordinance be amended, adding the following language to Articles VI, and VII Section B for B-2 (Central Business) District Regulations under Uses Permitted: Apothecaries, Drug Stores and Pharmacies; SECTION 2: THAT, the text of the Mason Municipal Zoning Ordinance be amended, adding the following language to Articles VI, and VII Section B for B-2 (Central Business) District Regulations under Services limited to: Medical, Hospital, Clinic, Blood/Plasma Donation Centers, Massage Therapy Services

Mr. McKenzie recommends changing the language from minimum parking to maximum parking. Alderman Rivers suggests doing away with limited parking.

Alderman Mason made a motion for **A PROPOSED TEXT AMENDMENT REGARDING THE PHARMACY AND MEDICAL USES IN THE B-2 DISTRICT**, and the motion was 2nd by Alderman Harris: vote passed 6-0 (**This would be the first reading**)

Alderman Toliver questioned Ms. Lureatha Harris about a food system plan of service through MTAS and requirements. This would be considered as an ongoing Peddlers’ Permit for service. Ms. Harris said she would check into it to gather additional information.

- **SELECTION OF DEPARTMENTAL CHAIRPERSONS FOR THE TOM**

Chairpersons per Department

Finance- Vice Mayor Catron and Alderman Toliver

Fire- Alderman Chastain, and Alderman Rivers

Parks- Alderman Mason

Police- Alderman Rivers and Alderman Harris

Public Works- Mayor Eddie Noeman

City Attorney: Terry Clayton, Esq. City Attorney

Mayor Noeman presented the report in the absence of Attorney Clayton

The lawsuit regarding the gas regulator station in Richland Hills was postponed to March 16, 2023

Mr. Dowell is working with the Attorney regarding his lawsuit



Economic & Community Development and Office Manager

Norma Davis, Office Manager

The Town of Mason is working diligently to improve our Drinking Water Distribution System. Recent line breaks have exposed the vulnerability of the Distribution System. The Town has made seven (7) repairs since the January Board Meeting. The second pump for the Highway 59 Station is scheduled to be reinstalled this week. We realize these repairs have alleviated the crisis, but we understand the need for a robust distribution system. To that end, the Town has taken multiple steps for major rehabilitation of our distribution system. We are still waiting on an announcement from TDEC for our ARPA funding. \$875,000 is for Water System Improvements and \$1,080,000 is for sewer projects. We have submitted the Town's request to be included on the TDEC Priority List for Funding through the State's Drinking Water State Revolving Fund Program. This work will include system wide rehabilitation and a larger transmission line to improve distribution through the system. The preliminary budget for this work is \$3,900,000. The State is considering allowing Mason to change the Scope of the 2021 CDBG Grant (\$410,000) to Water System Improvements. This funding fits the anticipated cost for relocating the Highway 59 Booster Pumping Station to a more optimum location (Hwy 59 and Mason Malone Rd) for improved pressures on the suction and discharge of the station.

Mayor Noeman received a call from Ms. Brazile with TDEC (Tennessee Department of Environment and Conservation), she will be coming in next week due to problems with a down water pump. Alderman Toliver made a motion to accept the Economic and Community Development Report and the Office Manager Report, and the motion was 2nd by Alderman Harris vote passed 6-0

Restore Return Relief

Alderman Rivers said the Town needs to send a Resolution to restore the State Shared Sales Tax and the State will inform of the amount of monies that will be received.

Ms. Davis said the Resolution would be forth coming.

Question- Alderman Rivers questioned the AMI Meter Readers, and Mrs. Hughey said they are waiting on the third original vendor and will submit what she has this week.

HR Department

Michele Scott, HR Manager

Mayor Noeman spoke about the Comptrollers request for salary cuts and this would save the Town around \$2,400.00 dollars monthly for the HR position. Alderman Toliver said HR is an essential function of any organized business, and stated that her salary is divided between three different funds. Ms. Hughey said we are okay in the General Funds. Vice Mayor Catron said we are on track, working on policies and procedures. The Corrective Action Plan, states that we must be compliant in Audits. Ms. Hughey said she will speak with the Comptrollers regarding salary cuts.



Alderman Rivers motioned to keep Ms. Scott until we can figure out what we can do, and Mayor Noeman advised Alderman Rivers that she cannot make a motion. Mayor Noeman said we need to schedule a Special Call Meeting to discuss further. Mrs. Hughey asked, are we saying she's already gone, or is she currently employed. Mayor Noeman said Ms. Scott is suspended. Mrs. Hughey said payroll need to know employment, end date, and paperwork. Mayor Noeman said Ms. Scott was terminated February 16, 2023, and to suspend service February 16, 2023. Mayor Noeman said she was asked for a contract prn/ if she was needed. Mrs. Hughey asked if Mayor Noeman would compromise this until information was presented from the Comptrollers.

Mayor Noeman said he mentioned to contract Mrs. Scott prn/as needed but never received the contract. Mrs. Hughey said payroll need to know whether Ms. Michele is employed or not. Mayor Noeman said he will bring the lawyer to the next meeting.

Vice Mayor Catron and Alderman Rivers suggest that the Comptrollers explain to the Board about the cuts. Ms. Hughey asked for clarification about HR, and Alderman Rivers said she would like to speak with the Comptrollers. Mrs. Hughey asked Mayor Noeman if Ms. Scott could remain employed until they speak with the Comptrollers and asked for no exit interview. Mayor Noeman said he would give Ms. Scott a letter.

Alderman Harris questioned the debt being over \$600,000 dollars, and Ms. Hughey said shared cost was not being paid over a period of time, and people were in position to give out the money. People in power were making decisions to inflate the revenue. Mrs. Hughey said financial statements are presented to the Board, and bi-weekly meetings are held with the Comptrollers.

Mayor Noeman asked Mrs. Hughey when would the Audits be done, and Mrs. Hughey reported that the Draft will be coming up.

Finance and Administration Department

Ronda & Cortez Hughey Financial Consultants

Vice Mayor Catron made a motion to accept the Finance and Administration Department Report, and the motion was 2nd Alderman Harris: vote passed 4-2
(Alderman Toliver and Alderman Rivers voted no)

Fire Department

Tanner Jenkins, Fire Chief

The department is requesting approval for the purchase of two E-One Cyclone II fire engines from the City of San Bruno for \$33,000.00 to immediately replace Engine 71 and Engine 72. Both vehicles are identical and come with complete service records. Transport costs for both vehicles combined are \$11,760.00 through Satellite Specialized Transportation, Inc. which funds



have been raised through the sale of current department inventory. The department will finance the purchase through Community Leasing Partners for \$33,000.00 for three years bringing total payments well under average budget totals for the department's capital outlay satisfying Comptroller requirements for fiscal responsibility. The Town of Mason is required to maintain a fleet two engines, a service/ladder company, and a tanker to minimal needed capacity per ISO and NFPA.

Alderman Toliver made a motion to request the purchase of two E-One Cyclone II fire engines for \$33,000.00 to immediately replace Engine 71 and Engine 72, to the Comptrollers for approval, and the motion was 2nd by Alderman Mason: vote passed 5-1 (Alderman Harris voted no)

Alderman Toliver made a motion to accept the Fire Department Report, and the motion was 2nd by Alderman Chastain: vote passed 6-0

Parks & Public Works Department

Mayor Eddie Noeman

No report

Police Department

Chief Richard Jewell

Chief Jewell reported that Reserve Officer Lomax was coming on board

John Faith is the new Police Officer

Alderman Toliver made a motion to accept the Police Department Report, and the motion was 2nd by Alderman Catron: vote passed 6-0

Mayor's Period:

Mayor Noeman and Alderman Chastain "Thanked" Mason Task Force for replacing the wood and sign coming into the Town. Mayor Noeman reported that three or four businesses will be coming by the end of the year.

Constituents Comments/Concerns: (2 minutes)

David Broughton- Spoke about a medical emergency on St. Paul Rd. which the Mason Fire Department, did not respond. Alderman Rivers informed Mr. Broughton that this was a call outside the city limits of Mason, and it was medical emergency and not a fire.

Michelle Broughton- Mentioned missed garbage pick-up. This will be passed on to the office at City Hall for proper follow-up.

Barbara Mitchell – Concerned about unfinished work at her home by Barnett Restoration. Ms. Davis will speak with Ms. Mattie Cushman, with Community Development Partners regarding the situation.



Michael Harris commended Mayor Noeman and the Board of Alderman by doing a Great Job, and asked that they not lose sight of what's coming with Blue Oval. Mr. Harris said the Task Force, is looking to begin construction very soon.

ANOUNCEMENTS:

CLOSING PRAYER: Alderman Alethea Harris

Motion To ADJOURN: Alderman Chastain made a motion to adjourn, and the motion was 2nd by Vice Mayor Catron: vote passed 6-0 (Meeting adjourned at 9:01pm)

Eddie Noeman, Mayor

Date

Lureatha Harris, Town Recorder