



**Town of Mason Mayor & Board of Alderman Special Call Board Meeting
Minutes
Monday, March 6, 2023, 6:30PM**

CALL TO ORDER: Mayor Eddie Noeman

OPENING PRAYER: Vice Mayor Carolyn Catron

ROLL CALL: Mayor Eddie Noeman, Vice Mayor Carolyn Catron, Alderman Virginia Rivers, Alderman Mary Mason, Alderman Alethea Harris, Alderman Shate' Toliver, and Town Recorder Lureatha Harris (Alderman Chastain was absent and informed of her absence prior to the Meeting)

OTHERS IN ATTENDANCE: Norma Davis, Office Manager; Ronda & Cortez Hughey, Financial Consultants; Rick Jewell, Chief of Police; John Faith, Police Officer; Rudolph Middlebrooks, Interim Public Works Director; James Lewis, Tyrone Gayden, Andre Maclin, and Richard Marbry

VISITORS: Ronnie Neill, MTAS; Peter Voss, MTAS; Barbara Mitchell, Shedric Dowell, Helen Kimble, and Tiwanda Murphy

ITEMS FOR DISCUSSION.....

- **Salary Increases for Front Office Employees**

Mayor Noeman is recommending salary increases of \$15.00 per hour for the front office personnel Mrs. Reliford, and Mrs. Adams. Mrs. Reliford pay is \$13.62 per hour, and Mrs. Adams pay is \$13.25 per hour. Mayor Noeman said he spoke with the CPA/Ms. Evans about pay increases. Alderman Rivers said a pay salary analysis has already been voted on by the Board, and it will be based on experience and qualification. Alderman Harris said she would like to set a time limit because it is unfair to keep them waiting for a long period of time. Mayor Noeman said he will get with Mrs. Hughey, Ms. Davis, and Mr. Voss to assist with the salary analysis.

- **Salary Increases for Public Works Employees**

Mayor Noeman said he will get with Mrs. Hughey, Ms. Davis, and Mr. Voss to assist with the salary analysis. Alderman Toliver said the standard cost of living increase is 8.7%



- **Follow-up on Human Resources Director's Position**

Mayor Noeman said he was giving the HR position to Ms. Davis because, due to the size of the city there is not enough personnel action going on. Mr. Voss recommends that a CMFO, City Manager, City Clerk, or Office Manager can continue the task of the HR duties. Mr. Voss said MTAS gives free advice. Mayor Noeman said policies and procedures are already in place. Background checks can be conducted by Chief Jewell. Mayor Noeman said he found a company that can perform a drug test for \$50.00. Alderman Rivers recommend Mason Clinic, to perform drug tests to keep the money in the city. Alderman Toliver questioned who will handle workmen's comp legal cases, and Mayor Noeman stated Ms. Davis and Mr. Voss. Mrs. Hughey said for clarity that Fidelity Search latest bill for drug screening was \$55.00. Ms. Davis will follow-up on this. Mr. Ronnie Neill with MTAS is assisting Dana Deem with MTAS. Mr. Neill said gas employees need to meet certain requirements for drug testing.

Alderman Harris made a motion to accept Ms. Davis as Office Manager/HR, and the motion was 2nd by Alderman Mason. Mrs. Hughey recommends a description of job duties and, and Alderman Rivers recommends a job description for HR. Mr. Neill said we have many employees for a city of this size. Mayor Noeman said he is trying to keep from wasting money to keep the city going. Alderman Rivers said Mayor Noeman is not being transparent and open with the Board. Mayor Noeman recommends cutting expenses and HR. Ms. Hughey plan to conduct a salary analysis, including a set of rules of how we hire and fire employees and to follow the plan that you set in place. Plan to have information in place to make a decision. There was much discussion but no vote.

- **Richard Marbry - Consultant for Public Works Department**

Alderman Toliver said Rudolph Middlebrooks was qualified to fill the position at Public Works. Mayor Noeman would like to hire Mr. Richard Marbry for \$5.00 weekly, to assist with Public Works and stated that Mr. Marbry would give it back to the city. Mayor Noeman said Mr. Marbry performs two taps a day. Alderman Rivers said you don't need Mr. Marbry micro-managing your people at Public Works. Alderman Rivers mentioned the employee making \$16.00 an hour, with no license to operate equipment, and no certified license. Alderman Rivers said to be fair, raise the other employees (PW) pay to \$16.00 per hour. Alderman Rivers asked that Mr. Marbry leave the Water department alone, and stated that we need a director for the department.

Comments for Public Works Employees

T. Gayden said Mr. Middlebrooks gives them a game plan, and stated that Mr. Marbry curses and demands.



R. Marbry reported that it takes the workers five days to make a tap, leaving tools in the mud, and reported numerous trips made back and forth. Mr. Marbry said he want to give his time and experience to the Town of Mason. Mr. Marbry recommended using two men and a backhoe to take some of the load off Mr. Middlebrooks. Mr. Marbry spoke about problems at Highway 59, and problems with the sewer pump with one motor at Richland Hills.

Mayor Noeman said he's trying to prevent problems and issues with the water and said he's looking at a company for six months down the line.

R. Middlebrooks spoke about the workers feeling somewhat like Mr. Marbry is taking over the department with ongoing processes while doing his job. Mr. Middlebrooks would like to do his job as Interim Director.

Alderman Harris asked Mr. Middlebrooks if they can benefit from some of the things that Mr. Marbry has shown them from his forty-five years of service.

Alderman Rivers recommendation was to allow Mr. Middlebrooks to call on Mr. Marbry as needed. **Mayor Noeman** said at some point he will send the workers to school.

Alderman Rivers spoke to **Mayor Noeman** about being transparent and honest with all the Board Members so they could support him.

Alderman Toliver made a motion to hire Mr. Marbry for contracting purposes and use prn/as needed at the discretion of Mr. Middlebrooks, and the motion was 2nd by Alderman Mason: vote passed 4-1 (Alderman Harris voted no)

Mrs. Hughey said to be very clear and get a Memo of Understanding to reduce liabilities. Mayor Noeman said he would get with Ms. Davis

- **Continued Discussion of the Amended Beer Board Ordinance**

Alderman Harris made a motion to pass the Amended Beer Board Ordinance to 125ft. from the nearest building to the nearest building in a straight line and remove residence, and the motion was 2nd by Vice Mayor Catron: vote passed 3-2 (Alderman Rivers and Alderman Toliver voted no) **(This was the first reading)**



- **Duties of the Mayor per The Charter of the Town of Mason**

Page 11, C-6, Sections 12 and 14

Mr. Neill said for the Board to agree to **Section 12** with changes and read the section out loud. The Town government shall be organized into such departments and offices as shall be provided by ordinance. The Mayor may determine by executive action the functions and duties of all departments and offices. The Mayor may establish, abolish, merge, or consolidate offices, positions, of employment, and departments; may provide that the same person shall fill any number of offices and positions of employment; and may transfer or change the functions and duties of offices, positions of employment, and departments.

Information presented by Mr. Neill

The court reads what the Charter says. The Board can change by Ordinance. Mr. Neill recommends procedures on hiring and firing, who actually does the hiring and creates positions. The Board need to set up a system in place.

Mr. Neill said the Board establishes the positions and the Mayor to fill the positions varies from city to city.

Question

Alderman Rivers asked Mr. Neill if the Mayor can tell a Board Member that they cannot make a motion, and Mr. Neill said no.

*******NO OTHER BUSINESS WILL BE DISCUSSED*******

CLOSING PRAYER: Alderman Mary Mason

MOTION TO ADJOURN: Vice Mayor Catron made a motion to adjourn, and the motion was 2nd by Alderman Harris: vote passed 5-0 (No time was given nor documented for adjournment)

Eddie Noeman, Mayor

Date

Lureatha Harris, Town Recorder