



**Town of Mason Mayor & Board of Alderman Finance Committee Meeting Minutes
Thursday January 19, 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 Celia Chastain, Alderman Alethea Harris, Alderman Mary Mason, and Town Recorder Lureatha Harris (Alderman Shate' Toliver was absent)

OTHERS IN ATTENDANCE: Norma Davis, Assistant to the Mayor/Office Manager and Ronda Hughey, Financial Consultant

VISITORS: Jennifer Donaldson

OLD BUSINESS:

- **Comptroller's Office Financial Oversight**

Ms. Hughey reported that the last report was good in the Meeting with the Comptrollers. Meetings are held bi-weekly, and the Town is moving forward paying off the debt. A draft will be done on the Audit in a week or so.

NEW BUSINESS:

- **Advanced Metering Infrastructure (AMI)**

This was presented to the Board back in July 2021. The Board voted to move forward at that time. There were three bids received, and since this has been over a length of time, contacts will need to be made to the vendors. This is an **emergency** state of water and wastewater. We cannot justify just reading meters for the month. Another member of the Public Works Department is resigning. Mrs. Ronda said the AMI meter readers are included in the years budget. This is a process that may take up to six months because it would be done in phases. Alderman Rivers reported that the meters would be installed in the inner city first and then the outside areas of the city. Alderman Rivers made a motion to move forward with the AMI meters for accuracy, and the motion was 2nd by Alderman Mason: vote passed 5-0

- **Tax Anticipation Loan**

This loan was made for cash flow for the General Funds Account in the amount of \$99,000. This was an advance on property tax and the loan will need to be paid in full by June 30th, 2023. Alderman Rivers made a motion to pay the balance of the loan in full when the property taxes are received from CCA (Core Civic), to avoid extra interest. The motion was 2nd by Alderman Harris, and the vote passed 5-0



- **ARP Funds Update**

This was the 2nd batch of ARP Funds received in the amount of \$227,000. An amount of \$216,000 was used to pay the balance that was owed from the General Funds Account to the Water Funds Account. The remaining funds of \$10,000 would be utilized to hire a Code Enforcement Officer part-time. The Board voted and approved the position of a part-time Code Enforcement Officer in a Meeting held in November 2022. The job description, and an advertisement would be posted on the Towns' Website. Alderman Rivers made a motion to move forward with the hiring of a Code Enforcement Officer, and the motion was 2nd by Alderwoman Chastain: vote passed 5-0
There were discussions held in the Planning Commission regarding a Building Inspector, and those costs would be passed to the Businesses by a contracted person. Alderman Mason made a motion to move forward with the Building Inspector, and the motion was 2nd by Alderman Rivers: vote passed 5-0

- **FY22 Budget Revision (voting item on Monday, January 23)**

Revenue changes adjusted; some items were mis-categorized from the year before. Mrs. Hughey will tool areas that were mis-categorized. The three columns on the printout refer to Budgeted, Revised, and Differences. Some examples included Property Tax Penalties, Local Sales Tax, Beer and Liquor Tax, Fines and Forfeitures, TV Franchise Tax, Wages, Cell Phones, Dues and Fees from the General Fund Account. The Water Fund Account was revisited with the Water and Sewer Revenue, Tap and Connections Fees, and Wages. This was a discussion for proposal and to reallocate funds.

- **November's Financial Statements (voting item on Monday, January 23)**

The November Financial Statements were reviewed and discussed in all Fund Accounts. The parenthesis represents exceeded in the accounts. The anticipated growth in the General Funds Account is \$63,000.

- **December's Financial Statements (voting item on Monday, January 23)**

The December Financial Statements were reviewed and discussed in all Fund Accounts. The insurance payments were made in four payments, they were due in November and December. The insurance payments were approved in December for payment. There are two bonds already in place with Stitt and McBride, and the Town would like to get a third bond. Sanitation was paid for November and December. Mr. Matalee Hall, the prior Public Works Director locked in the gas prices before winter arrived.

Comptrollers Corrective Action Plan

CPA – For monthly purchases over \$1,000 (Jones and Tuggle) Certified Public Account

CMFO – Reviews monthly reports (Certified Municipal Financial Officer)

Audit Team – Banks Finley and White



Onboarding Training: This training was conducted by Mrs. Hughey on Thursday January 5, 2023, with Mayor Noeman, and the Board of Alderman for understanding how the Financials are presented and read. There was nothing to be voted on, only reviewing the November 2023, Financial Documents. Questions and concerns were welcomed.

NEXT STEPS

**Upcoming Finance Meeting: January 19, 2023
(Due to MLK Day on January 16th)**

Upcoming Finance Meeting: February 16, 2023

Upcoming Finance Meeting: March 16, 2023

Upcoming Board Meeting: January 23, 2023

Upcoming Board Meeting: February 27, 2023

(Due to President's Day on February 20th)

Upcoming Board Meeting: March 20, 2023

DOCUMENTS

Resources: November and December 2022 Financial Statements

NOTES FROM THE FINANCE OFFICE

November and December's 2022 Financial Statements

CLOSING ANNOUNCEMENTS:

CLOSING PRAYER: Alderwoman Celia Chastain

MOTION TO ADJOURN: Vice Mayor Catron made a motion to adjourn, and the motion was 2nd by Alderman Chastain: vote passed 5-0 (Meeting adjourned at 7:55PM)

Eddie Noeman, Mayor

Date

Lureatha Harris, Town Recorder