

# Village of Folsom

## Mayor - Lance Willie

Alderswoman - Paulette Lee  
Core - Municipal Clerk

Andree

Alderswoman - Jill Mathies  
Killingsworth - Chief of Police

Ronnie

Alderman - George Garrett  
Village Attorney

Roy Burns -

**General Meeting**  
**May 14, 2018**  
**7:00 p.m.**

**Present:** Mayor Lance Willie  
Alderswoman Paulette Lee  
Alderman George Garrett  
Alderswoman Jill Mathies  
Attorney Roy Burns

Mayor Willie called the General Meeting to order. The Municipal Clerk established a quorum. Pastor Will Robbins from First Baptist Church led the invocation and Mayor Willie led the pledge of allegiance.

**Approval of Agenda.** Alderswoman Mathies made a motion to approve the agenda. It was seconded by Alderman Garrett and the motion carried. (3 Yeas, 0 Nays)

**Approval of Financial Statements.** Alderswoman Mathies made a motion to approve the April financial statements. It was seconded by Alderswoman Lee and the motion carried. (3 Yeas, 0 Nays)

**Approval of Minutes.** Alderswoman Mathies made a motion to approve the April minutes. It was seconded by Alderswoman Lee and the motion carried. (3 Yeas, 0 Nays)

**Engineer Report.** Mayor Willie asked Village Engineer Jay Pittman to inform us of the recent information regarding our sewer project. He stated that we have three sewer improvement projects going on now and there has been no mobilization with the A&C contracts. However, on contract B he informed that residents have probably noticed all the trucks in the area and what they are doing is cleaning sewer lines, manholes, and gravity mains, then compiling reports on where the most efficient areas are in the town. He stated that the engineers are going in and repairing the most efficient areas first during this time. Mr. Pittman informed that as for the waterline relocations in the village the contractors have been on site digging or (pot holeing) as it is called to see where lines are located. Mayor Willie asked about boil water advisories during this process and Mr. Pitman replied there may or may not be any boil water advisories and there will be an effort to try and minimize those if possible.

**Maintance Report.** Mayor Willie asked Mr. Wayne Cyprian, Maintenance Supervisor, if he had

anything to speak on tonight. Mr. Cyprian stated that the maintenance department has been searching for valves the last couple of days and they found a couple of them and shut one off at a corner.

Mr. Pittman interrupted stating that he is glad Mr. Cyprian mentioned that because they have some maps to give to the maintenance department. Mayor Willie asked Mr. Cyprian if there was anything else and Mr. Cyprian replied he needs three water taps. He needs two for a 1" meter and one for a ¾" meter. Mayor Willie stated he needs to fill out a purchase order (PO) and give to the Town Clerk and if three are needed he suggest to request four to have an extra when needed in an emergency. A discussion followed.

### **Old Business:**

**Item 1 – Discussion of Credit Card Policy: Ch. 42 – No. 2016-1.** Mayor Willie stated the village has a credit card policy that went into effect with the previous mayor. However we do not have a credit card anymore but we are going to follow this exact policy and procedures to use it. He stated that this was added to the agenda just to update everyone that we received a debit card from Home Bank for emergencies needed which will come out the General Fund account. A discussion followed. Mayor Willie asked for any further questions and there was none.

### **New Business:**

**Item 1 - MWPP (Municipal Water Pollution Prevention) Resolution.** Mayor Willie read the MWPP Resolution. Mayor Willie asked for approval from the board to adopt the resolution. A motion was made to adopt the MWPP Resolution by Alderwoman Mathies and seconded by Alderwoman Lee. The motion carried. (3 Yeas, 0 Nays)

**Item 2 – Boondock Water Tower Contract.** Mayor Willie stated that he spoke with Mr. Brandon at Boondock Water Tower Company and Mike Curtis with Curtis Environmental and they both confirmed that in the future we will probably be mandated by the state to have surveillance on water towers because of vandalism. Mayor Willie stated that Brandon would pay the Village of Folsom seventy-five dollars a month to use our water tower. Alderwoman Mathies asked if this was okay on a legal standpoint to have another entity doing business with our water tower. Village Attorney Roy Burns replied that it was absolutely okay legally.

Mr. Pittman stated that he is all for this. However, he feels it is a bit premature to introduce another entity to Village property and then having to have someone from our maintenance department to baby-sit the company when they are there. He also feels this would not be beneficial for the Village when something else could be getting done by that maintenance worker. Alderman Garrett stated he feels we should follow Mr. Pittman's advice on this all the way. A discussion followed. Alderwoman Mathies agreed and voted to table the item for future discussion.

**Item 3 – New Employee Position.** Mayor Willie announced the village has hired a new employee and it is for part-time worker. He said Mr. Lloyd Giddens has been hired to work 24 hours a week to cut grass only for the village. Alderwoman Mathies stated that she wants to clarify part of this, we are still budgeted for a four man maintenance department in the village budget. Also, she had asked for this to be added on the agenda for the new PR cleaning position for Town Hall and Police Department. Mayor Willie stated there is also a new position being asked for approval from the board. The position was initially for a PR position for a person to clean and organize the vault. However, we have cancelled our current contract with the cleaning company and would like to hire Danielle Schenck as the cleaning person at Town Hall and the Police Department for \$20.00 an hour. Alderwoman Mathies made a motion to approve the cleaning service and PRN position if needed and it was seconded by Alderwoman Lee. The motion carried. (3 Yeas, 0 Nays)

**Item 4 – Tree Removal.** Mayor Willie stated there are a couple of trees that need to be removed and that we have received quotes for the board to review. Mayor Willie stated that one quote is from Edmondson Land Improvements, in which the board agreed upon. He informed one tree is a water oak and the other is a cherry tree. A discussion followed. Mayor Willie asked for a motion to have the two trees removed before there was any injuries or issues with them falling in the town. A motion was made by Alderman Garrett and seconded by Alderwoman Mathies. The motion carried. (3 Yeas, 0 Nays)

**Item 5 – Ch. 6 Personnel Policy.** Mayor Willie asked Alderwoman Mathies to update us on this item. Alderwoman Mathies stated she is very close to finishing up the reviewing of Municode. Alderwoman Mathies stated that after a meeting about a year ago, we had several things that we left the door open on, and we have not come to a conclusion yet. She said one thing on the personnel policy is updating our grievance policy and maybe establishing a grievance board. She also said there are issues with some ordinances that have not been updated. We also need to address clocking-in/out time issues with the maintenance department, the return policy for uniforms after leaving employment, salary rates, cell phone policy, and establishing a social media policy. Alderwoman Mathies said on PTO time (Personal Time Off) she has mentioned in the past how employees are given this after only 30 days of employment and she will be asking the board if we could change this to bereavement days for immediate family. A discussion followed. Mayor Willie stated that all time has to be approved by the Mayor and that we will look into this information and get back to it soon.

**Item 6 – Introduction: Ordinance Ch. 38 sect. 6- No. 2018 (Grease Trap Cleaning Fees).**

**Ordinance**  
**Chapter 38 sect 6 -No. 2018-1**

**An ordinance replacing Chapter 38 entitled “Penalties for non-compliance” section 6 Entitled “Penalties for grease trap late fees” To implement late fees for failure to clean out grease traps.**

Mayor Willie read the replacement of the grease trap ordinance. A discussion took place about changing the current ordinance information. Mayor Willie introduced the updated ordinance and re-read the updated ordinance. A discussion took place regarding the amount of the penalty for not cleaning the grease traps. Village Attorney, Roy Burns, suggested what he thought needed to be added to the ordinance. There was no further discussion or questions. Mayor Willie stated that a public hearing will be held at the June meeting in order to adopt and update the current grease trap ordinance.

**Item 7 – Introduction of FY 18-19 Budget Ordinance.**

**Ordinance**  
**No. 2018-1 - Chapter 33**  
**An Ordinance Adopting an Operating Budget**  
**Of Revenue and Expenditures for The Year**  
**Beginning July 1, 2018 and Ending June 30, 2019**

Mayor Willie read the Ordinance No. 2018-1 Chapter 33. Mayor Willie stated that one of the things he is budgeting for is a ten percent raise for police officers. He said that he checked with other departments within the area and Folsom was the lowest paid. Mayor Willie read all the budget announcements for each fund and asked for any questions. Mayor Willie asked the Village CPA, Joe Daher, if he could address a few questions. Joe asked for any questions which there were none and he informed the board to please contact him anytime if they had any questions. Joe informed the sewer revenue bonds and the affects it will have on the budget. A discussion followed. Mayor Willie asked the board to look over the budget and let him know if they have any changes. He stated that this was the introduction to the ordinance and a public hearing will be held on June 11<sup>th</sup> at 7:00pm at Folsom town hall. A hard copy of

the proposed budget may be obtained at Town Hall located at 82378 June St. or a digital copy is also available upon request.

**Item 8 – Utility Adjustments.**

Sharon Galloway – customer needs to be credited \$761.01 due to the wrong meter being read since May 2017. Alderwoman Mathies made a motion to approve the credit and it was seconded by Alderman Garrett. The motion carried. (3 Yeas, 0 Nays)

Herbert Betts – customer needs to be credited \$15.25 due to garbage not being picked up since the new company took over. Alderwoman Mathies made a motion to approve and it was seconded by Alderwoman Lee. The motion carried. (3 Yeas, 0 Nays)

Joe Baham – customer needs to be credited \$4.00 due to the utility clerk entering in the wrong reading. Alderwoman Mathies made a motion to approve and it was seconded by Alderman Garrett. The motion carried. (3 Yeas, 0 Nays)

First Baptist Church – the church needs to be credited \$483.94 due to a major leak underneath the slab that did not go into the sewer. Alderwoman Mathies made a motion to approve and it was seconded by Alderman Garrett. The motion carried. (3 Yeas, 0 Nays)

J.W. “Wesley” Burris – customer needs to be credited \$85.00 due to a faulty meter. A discussion followed. Alderman Garrett made a motion to approve and it was seconded by Alderwoman Lee. The motion carried. (3 Yeas, 0 Nays)

**Announcements/Adjournment:**

Mayor Willie announced Patricia Richardson will be starting a summer program for the youth. She will be using the property behind Town Hall and it will be free of charge. He will have more information soon.

Mayor Willie announced there will be a splash pad coming to Magnolia Park. It will be free to the public and they will be working with Town Hall regarding the water meter. He said this is exciting news and we are looking forwarding to having this in our community.

Alderwoman Mathies made a motion to adjourn the meeting and it was seconded by Alderwoman Lee. The motion carried. (3 Yeas, 0 Nays) The meeting was adjourned at 8:55 pm.

*Respectfully submitted,  
Lance Willie, Mayor /s/*

*I attest that the above is a true and correct copy of the minutes taken at the General Meeting held at Town Hall on May 14<sup>th</sup>, 2018.*

*Attest: Andree Core, Municipal Clerk /s/*