Commission of Public Works meeting, March 22, 2021
Regular monthly business.

Commissioners present:	Donnie Cooper, Jackie Keenan Mike Kellems and Roy Shaw
Employees present:	Harold Craig and Dennis Williams
Visitors present:	Joshua Duval
Place:	Commission of Public Works (Mtg held at N.E. Community Center due to COVID-19) 212 Pine Hill Rd. New Ellenton, SC 29809
Time:	7:00 PM

Vice Chairman Mr. Donnie Cooper presiding.

Mr. Donnie Cooper opens with the Pledge of Allegiance and Harold Craig said the prayer.

Mr. Donnie Cooper welcomes everyone and asks that he or she state their name for the record.

Mr. Donnie Cooper states that approving the Financial Report for February 2021 is on the agenda and asks for a motion and a second. Commissioner Mike Kellems made a motion to accept the Financial Report; it was seconded by Commissioner Roy Shaw and carried.

Vice Chairman Donnie Cooper states that approving the minutes for February 2021 is on the agenda and asks for a motion and a second. Secretary-Treasurer Jackie Keenan made a motion to accept the Minutes as written; it was seconded by Commissioner Mike Kellems and carried.

Mr. Donnie Cooper asks for any questions or comments. (none)

OLD BUSINESS

Harold Craig informed the Commissioners that Johnson, Laschober & Associates has updated the submittal package with the 24 hr. pump test to SCDHEC. Mr. Craig stated that everything went well so we should not have any problems. The next step is bidding out to construction companies and obtaining a construction permit.

Harold Craig reported that Blake Farrell with SCRWA sent him an email with 3 options along with pricing for each one on creating a GIS map of the system. The Commissioners discussed the various options but decided to table doing anything with it right now until meter installations in the system have been completed as GIS mapping would be very time consuming to take on right now.

Mr. Craig informed the Commissioners the fire hydrant at 715 Woodland Dr. was installed on February 24th.

Mr. Craig stated that we currently have 3 employees with training permits. Mr. Craig stated he is going to schedule two employees to take the exam in April.

Harold Craig gave the February Water Report: He stated that the water pumped this month was 21,114,000 gallons. There were 19 service leaks, 6 new taps installed, 104 work orders, 146 locate tickets, 5 fire hydrants flushed, 36 meters installed and 37 accounts were disconnected for non-payment in January. The contractor who is installing new meters has installed 412 meters as of today.

Harold Craig informed the Commissioners that scaled back our services with Cintas to just include mats, paper towels, toilet paper and air fresheners. The new uniforms ordered from US Tactical came in on March 17th and have been taken to Carolina Screenprint to have the CPW logo embroidered on the shirts.

Harold Craig reported an air compressor is needed when performing bores. Harold got a few quotes versus what it would cost to rent one when needed.

Dennis Williams, Operations & Maintenance Supervisor, reported that he spoke with Intellisystems about our conference room training capabilities. They suggested a laptop as the best thing to purchase to link to the Smart TV as the employees would be able to use the laptop for individual training. Dennis stated that there would be an additional fee added to the monthly bill for Intellisystems for 24 hour monitoring/IT support on the laptop. Mike Kellems made a motion to approve $3,500 for items needed for training purposes; it was seconded by Jackie Keenan and carried.

Mr. Craig informed the Commissioners that a letter was sent to Representative Bill Taylor concerning the funding from SRS.

Mr. Donnie Cooper asks is there any more old business. (none)

NEW BUSINESS

Vice Chairman Donnie Cooper performed the second reading of the MOU with the City of New Ellenton concerning CPW taking over the billing for the City of NE. Commissioner Mike Kellems made a motion to approve the MOU as written; it was seconded by Secretary-Treasurer Jackie Keenan and carried.

Vice Chairman Donnie Cooper performed the second reading of the new pay structure for employees along with the revision to the pay for the Operations & Maintenance Supervisor. Commissioner Mike Kellems made a motion to accept the new pay structure as read; it was seconded by Commissioner Roy Shaw and carried.

Director, Harold Craig, presented a new Uniform Policy for CPW employees. Commissioner Roy Shaw made a motion to accept the policy as written; it was seconded by Commissioner Mike Kellems and carried.

Commissioner Mike Kellems stated a Budget Work Session needed to be planned for the beginning of April. The work session is scheduled for April 7, 2021 at the CPW office at 6:30pm.

Vice Chairman Donnie Cooper asked if there were any comments/questions from guests. (none)

Jackie Keenan made a motion to adjourn, Mike Kellems seconds, all vote, so moved.

Attested by,

Director
Harold Craig

Trey Stephens
Chairman

Donnie Cooper
Vice Chairman

Jackie Keenan
Secretary-Treasurer

Mike Kellems
Commissioner

Roy Shaw
Commissioner