

Commission of Public Works meeting, September 27, 2021
Regular monthly business.

Commissioners present: Trey Stephens, Donnie Cooper, Jackie Keenan, Mike Kellems
and Roy Shaw

Employees present: Harold Craig, Christy Lowe and Dennis Williams

Visitors present: Thomas Palm
James Pate
Shaquille Louis

Place: Commission of Public Works
100 South Main Street
New Ellenton, SC 29809

Time: 7:00 PM

Chairman Mr. Trey Stephens presiding.

Mr. Trey Stephens opens with the Pledge of Allegiance and Harold Craig said the prayer.

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

Mr. Trey Stephens opened the floor to guest comments and questions.

- Mr. James Pate with Cedar Creek inquired about updates about Bulberry Woods Ct. Director, Harold Craig stated that Steed Paving went out there and said the patch that CPW put down looks fine but that it looked like the whole cul-de-sac needed to be seal coated. Mr. Pate stated there is sealcoating slated to be one in Cedar Creek but he is not sure when Bulberry Woods Ct. will be done. Mr. Pate stated that before they seal coated the road, they would like the sub-surface of the road repaired. Harold said he would meet Steed Paving & Hugh Ray at Bulberry Woods Ct. to look at the patch & saw cuts to see if any repairs are needed by CPW.
- Mr. Shaquille Louis, a resident of The Pines, is inquiring about the water randomly turning off frequently. Mr. Louis stated that it has happened about 8 or 9 times since he moved there in April. Mr. Craig stated that if there is a leak in Cedar Creek, The Pines subdivision will usually experience low water pressure until leak is repaired. Harold also stated that once the leak is isolated and repairs are being done the pressure returns to normal. Chairman Trey Stephens suggested he register on our website to receive a text or email alert when there is an outage in the area and if one is not listed then he can call to find out what is going on, it may be a leak that we have not been notified of.

Mr. Trey Stephens states that approving the Financial Report for August 2021 is on the agenda and asks for a motion and a second. Secretary-Treasurer Jackie Keenan made a motion to accept the Financial Report; it was seconded by Commissioner Roy Shaw and carried.

Chairman Trey Stephens states that approving the minutes for August 2021 is on the agenda and asks for a motion and a second. Vice Chairman Donnie Cooper made a motion to accept the Minutes as written; it was seconded by Commissioner Mike Kellems and carried.

Mr. Trey Stephens asks for any questions or comments. (none)

OLD BUSINESS

Harold Craig stated the engineer for the new well at Darlington has submitted a revision due to a bigger pump needed.

Mr. Craig stated that he signed and sent off a MOA for a Water Main Relocation for the SCDOT project at Whiskey Rd./Eagle Dr.

Harold Craig gave the August Water Report: He stated that the water pumped this month was 31,332,000 gallons. There were 24 service leaks, 1 main line break, 7 new tap installed, 204 work orders, 154 locate tickets, 5 fire hydrants flushed, 139 meters installed and 33 accounts were disconnected for non-payment in August.

Christy Lowe, Office Manager, reported on the many issues with the new billing software and what is being done to resolve them.

Harold Craig stated he would like to purchase a utility trailer with a wood bottom to haul certain things around like the hydraulic pump.

Mr. Craig reported that a Ford F150 is still on order and waiting for it to come in. The two Chevrolet trucks have been picked up and decaled. One of them just needs lights installed on the top.

Harold Craig stated the office painting has been completed and looks great.

Mr. Trey Stephens asks is there any more old business. (none)

NEW BUSINESS

Harold stated he would like to get the storage building painted beside the office so it matches the office after it was painted. Mr. Craig said it would need some roof repairs before anything is done. Commissioners told Harold to get quotes on repairing the building and will then look at getting in painted.

Christy Lowe informed the Commissioner that we are now signed up for Set Off Debt through the SC Department of Revenue to help recover debts owed to the Commission of Public Works by former customers. Mrs. Lowe also informed them that a Hearing Officer needs to be appointed per SC DOR regulations. Commissioners suggested contacting either Beth Yonce or Geraldine Bradham to ask if they would be interested in being the Hearing Officer. Christy Lowe will contact them.

Mike Kellems stated we need to look into getting someone else to do our audit because we have not heard anything from the person doing the audit and it has not been completed. Christy Lowe stated that she finally heard from him last week and he gave her the name and phone number of another auditor to finish up the audit. Trey Stephens asked that Christy call the audit he suggested to see if they can complete the audit.

Mr. Trey Stephens asks for a motion to go into Executive Session to discuss a personnel matter. Commissioner Mike Kellems made a motion to go into Executive Session; it was seconded by Secretary-Treasurer Jackie Keenan and carried. Commissioners went into Executive Session at 7:41pm and came out at 8:06pm.

Jackie Keenan made a motion to approve hiring Rebecca Wingard for the Part Time office position; it was seconded by Roy Shaw and carried.

Mike Kellems made a motion to approve hiring Marquies Johnson and Malcolm Green for the Full Time Field Technician positions; it was seconded by Donnie Cooper and carried.

Donnie Cooper made a motion to approve hiring Randy Garvin for the Part Time Maintenance position; it was seconded by Roy Shaw and carried.

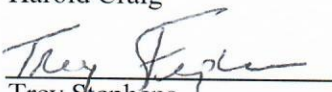
Commissioners also stated Harold needs to order uniforms for the new employees.

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

Attested by,



Director
Harold Craig



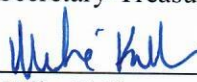
Trey Stephens
Chairman



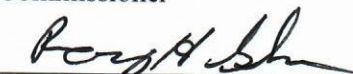
Donnie Cooper
Vice Chairman



Jackie Keenan
Secretary-Treasurer



Mike Kellems
Commissioner



Roy Shaw
Commissioner