Commission of Public Works meeting, November 28, 2022

Regular monthly business.

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

Employees present: Danny Lowe, Ken Phillips and Christy Lowe

Visitors present: Larry Halicki, Carl Culpepper, Michele Springsteen, Tom Springsteen and Carter Rhine

Place: New Ellenton 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 Ken Phillips 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.

Tom Springsteen asked about any updates on The Pines. Danny Lowe stated that he has a meeting tomorrow with the Engineer to discuss pricing for the PRV valve out there. Mr. Springsteen also asked if Danny has talked to the developer with the Old Whiskey Rd/Summit Dr. project. Mr. Lowe stated that he has not spoken to the developer in over 2 months when he first informed Danny of the plans to develop that area.

Danny Lowe addressed Mr. Halicki representing Cedar Creek concerning a few patches that need to be done out there. Mr. Lowe stated that CPW is waiting for the asphalt plant to open back up and will then get in touch with the contractor to complete the asphalt patches. Danny and the contractor have been in touch with Hugh Ray about this as well.

Mr. Trey Stephens states that approving the Financial Report for October 2022 is on the agenda and asks for a motion and a second. After discussion, Vice Chairman Donnie Cooper made a motion to accept the Financial Report; it was seconded by Secretary-Treasurer Jackie Keenan and carried.

Chairman Trey Stephens states that approving the minutes for October 24, 2022 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. Trey Stephens asks for any questions or comments. (none)

OLD BUSINESS

Danny Lowe stated the Employee Policy Manual is being worked on and will be discussed later in the meeting.

Mr. Lowe presented 2 quotes for outside companies to do the fire hydrant testing as discussed in the previous meeting. Danny stated he would rather CPW flush/GPS the fire hydrants and spend that money on getting an outside company to complete repairs that are needed in the system.

Danny Lowe stated he has a meeting with the engineer on Wednesday for The Pines to discuss and present a cost estimate for the PRV pit.

Danny Lowe reported that the Boatner pumphouse repair/upgraded are complete. New flow meters have been installed.

Danny Lowe stated that the conference room updates have been completed, other than some banquet style chairs that are on order.

Danny Lowe reported that we filed an insurance claim for damages due to lightning at the Boatner pumphouse during a storm in August and have received reimbursement for most of the repairs and should be receiving the rest soon.

Danny Lowe reported that water loss was at 7% for the month of October.

Mr. Lowe reported that SC DHEC will be performing the Sanitary Survey tomorrow, November 29th.

Ken Phillips, the Operations and Maintenance Supervisor, gave an update of field activities for October.

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

NEW BUSINESS

Danny Lowe reported that Kinard Control Systems has some work to do at the Boatner pumphouse to tie in the SCADA system to the new flow meters that were installed.

Commissioner Mike Kellems asked about the emergency tie in we have with the City of Aiken. Danny Lowe stated that it is a tie in on our side only to buy water in emergencies. Mr. Lowe stated that he is going to re-visit the rates we have with them in the near future.

Chairman Trey Stephens asked Christy Lowe about the quote from Springbrook, the company that merged with the billing software, Publiq. Mrs. Lowe stated she did receive the quote and it was astronomical considering we just switched over to Publiq about a year ago to spend that much money to switch again. There was no consideration on Springbrooks part that we were already a customer of Publiq when giving us a quote.

**First Reading of the Employee Policy Manual and PTO Policy**

Chairman Trey Stephens stated the Commissioners received a copy of the new Employee Policy Manual as well as the PTO Policy. The new policies were written per the discussions at the Work Session held in September. Mr. Stephens asked for a motion to accept the first reading of the Employee PTO Policy along with the updates included in the Employee Manual. Vice Chairman Donnie Cooper made a motion to accept the policies as written; it was seconded by Secretary-Treasurer Jackie Keenan and carried.

Donnie Cooper made a motion to go into Executive Session to discuss employee matters; Mike Kellems seconded it and carried. Time in Executive Session: 7:25pm. Time out of Executive Session: 7:54pm

Donnie Cooper made a motion to give employees a Safety Award; it was seconded by Jackie Keenan and carried.

Jackie Keenan made a motion to hire a full time field technician; it was seconded by Mike Kellems and carried.

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

Attested by,

Director Jackie Keenan

Danny Lowe Secretary-Treasurer

Trey Stephens Mike Kellems

Chairman Commissioner

Donnie Cooper Roy Shaw

Vice Chairman Commissioner