

City of Woodland

Meeting Minutes

July 10, 2023

I. Call to order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:15 PM on July 10, 2023, at the Woodland City Hall.

II. Roll call

The following persons were in attendance: Mayor James Carter, Councilman John Haralson, Councilwoman Allison Owens, Councilman Jeffery Mitchell, Municipal Clerk Cynthia Powell, and City Attorney Gary Byrd. City Clerk Allissa Gresham, Mayor Pro Tem Ebonye Holt, and Councilman T. L. Carter were absent.

III. Approval of agenda

Councilwoman Owens made a motion to approve the agenda. Councilman Haralson seconded. All approved. Motion carried.

Approval of Regular Minutes and Executive Session Minutes

The Regular Meeting Minutes and Executive Session Minutes from June 12, 2023 were distributed.

Councilwoman Owens made a motion to approve the Regular Meeting Minutes. Councilman Haralson seconded. All approved. Motion carried.

Councilman Haralson made a motion to approve the Executive Session Minutes. Councilwoman Owens seconded. All approved. Motion carried.

IV. Guest Speakers:

- a) **Donna Robinson** from Will Robinson, CPA, LLC introduced herself as the City of Woodland 2022 auditor to the Mayor and Council. She thanked Clerk Gresham and Clerk Powell for working with her to make sure she had all the documentation she needed to complete the audit, stating the documentation was much better than in previous years. Ms. Robinson stated she was able to complete the audit to meet the deadline for the City of Woodland CDBG Grant application. Ms. Robinson stated the City of Woodland had three findings that will need improvement. She stated the first finding of segregation of duties was impossible to improve with such a small staff. Ms. Robinson contacted Clerk Gresham and City of Woodland accountant Richard Hartley to discuss making improvements to the second finding of reconciling the City of Woodland bank statements. Ms. Robinson stated the third finding of back payroll taxes and sales taxes equaling about \$59000.00 was on the City of Woodland books. She discussed she did not have a basis for that amount and suggested contacting Richard Hartley to determine a solution to make improvements.
- b) **Antonio Sanchez** was absent to give an update on the new ambulance business. Clerk Powell stated she contacted Mrs. Sanchez and she stated they were working to fix the roof of the building and trying to get things in working order.

V. Attorney Report

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- a) Attorney Byrd stated he contacted Representative Debbie Buckner to discuss contacting CSX Railroad about blocking both railroad crossings in the City of Woodland at the same time.
- b) Attorney Byrd stated he responded to a Department of Labor bill that the City does not owe.
- c) Attorney Byrd prepared and mailed the Attorney's Opinion Letter requested for the December 31, 2022 City of Woodland audit to Will Robinson, CPA, LLC.
- d) Attorney Byrd reviewed and made changes to a proposed Talbot County and City of Woodland negotiation agreement regarding Pleasant Valley Road. He stated Clerk Gresham contacted him stating Talbot County Assistant Manager, Ronnie Hendricks stated if these changes were made the agreement would be void. Attorney Byrd stated he contacted the Talbot County attorney to determine a resolution but had not heard back from him.
- e) Attorney Byrd stated he attended the Pleasant Valley Rock Quarry hearing in Talbotton on behalf of the City on Monday, June 26, 2023.
- f) Attorney Byrd met with Anthony and Tammy Horton on June 30, 2023 about a lot they own on Club Court. Attorney Byrd stated the street is only partially open and at minimum needs road scrapper work to fully open up the eastern half of the lot. Jeff Harrison of HWR Water Solutions discussed bringing in equipment to resolve this issue. Attorney Byrd suggested Jeff determine what would need to be done and report his findings back to the Mayor and Council at the August 14, 2023 City of Woodland Council Meeting.
- g) Attorney Byrd presented Clerk Powell with the monthly invoice for services.

Councilman Haralson made a motion to accept the attorney report. Councilman Mitchell seconded. All approved. Motion carried.

VI. Grounds Maintenance Report

- a) Tavoras Johnson of Johnson Lawn, Landscaping and Tree Service was absent. Clerk Powell stated Mr. Johnson cut grass at City Hall, cut grass at the Community Park, cut tree limbs overhanging the sidewalk and street on 8th Street, cleaned up storm debris on 6th Street and removed a fallen tree from West Pleasant Hill Street.

VII. Water Report

- a) Jeff Harrison of HWR Water Solutions stated the City of Woodland produced 1.3 million gallons of water and billed out 599,000 gallons of water. Jeff stated HWR replaced the old two-inch galvanized pipes with new four-inch pipes on Oak Street. He stated HWR would be working on Poplar Street and Maple Street to complete the old two-inch galvanized pipe replacement project. Jeff stated a meter box leak on 2nd Street would be fixed this week. Jeff stated the CCR Report was complete. Clerk Powell distributed Water Systems Totals Report for June 2023. Clerk Powell stated she contacted RVS to discuss cleaning up the system to get water report discrepancies corrected. Jeff stated there are nine meters that are not getting billed and twenty-one meters

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showing zero consumption and slow consumption. HWR will be checking these meters to determine if they need to be replaced.

VIII. Open Business- No Open Business.

IX. New Business

- a) Clerk Powell discussed payment of the Will Robinson, CPA, LLC bill of \$12000.00 for the City of Woodland 2022 audit. Councilman Haralson made a motion to pay \$6000.00 out of the City of Woodland General Fund and \$6000.00 out of the City of Woodland Water Fund. Councilwoman Owens seconded. All approved. Motion carried.
- b) Clerk Powell discussed purchasing new street signs for the City of Woodland. Councilwoman Owens suggested taking inventory of the street signs needed. Attorney Byrd suggested tabling this discussion for the August 14, 2023 City of Woodland Council Meeting. Councilwoman Owens made a motion to table discussing the purchase of new street signs until the August 14, 2023 City of Woodland Council Meeting. Councilman Mitchell seconded. All approved. Motion carried.

X. Clerk Report

- a) Clerk Powell presented the month's financial reports.

Councilman Haralson made a motion to approve the Clerk Report. Councilwoman Owens seconded. All approved. Motion carried.

XI. Executive Session- No Executive Session was needed.

Councilman Haralson made a motion to pay the bills. Councilwoman Owens seconded. All approved. Motion carried.

XII. Adjournment

Councilman Mitchell made a motion to adjourn. Councilwoman Owens seconded. All approved. Motion carried.

Mayor James Carter adjourned the meeting at 7:45 PM.

Minutes Submitted By: _____

Allissa Gresham

City Clerk

Approval Date