

City of Woodland

Meeting Minutes

June 12, 2023

I. Call to Order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:15 PM on June 12, 2023, at the Woodland City Hall.

II. Roll Call

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

III. Approval of agenda

Councilwoman Owens made a motion to approve the agenda with the amendment to add Section V Approval of May 08, 2023 Regular Meeting Minutes, May 08, 2023 Executive Meeting Minutes, May 15, 2023 Work Session Minutes, and May 18, 2023 Special Called Meeting Minutes. Councilman Haralson seconded. All approved. Motion carried.

IV. Approval of Regular Minutes, Executive Session Minutes, Work Session Minutes, and Special Called Meeting Minutes

The May 08, 2023 Regular Meeting Minutes, May 08, 2023 Executive Meeting Minutes, May 15, 2023 Work Session Minutes, and May 18, 2023 Special Called Meeting Minutes were distributed.

Councilwoman Owens made a motion to approve the Regular Meeting Minutes, the Work Session Meeting Minutes, and the Special Called Meeting Minutes. Councilman Mitchell seconded. All approved. Motion carried. Councilwoman Owens made a motion to approve the Executive Meeting Minutes. Councilman Haralson seconded. All approved. Motion carried.

V. Guest Speaker: None

VI. Attorney Report

Attorney Byrd was absent from the June 12, 2023, Council Meeting due to being on vacation. Clerk Gresham distributed the report Attorney Byrd emailed for the Council to review.

- a) Attorney Byrd responded to a Department of Labor bill Clerk Gresham emailed him that the City does not owe.
- b) Attorney Byrd advised Clerk Powell regarding a new water customer request.
- c) Attorney Byrd reviewed and approved the 2023 Will Robinson, CPA Contract.
- d) Attorney Byrd emailed Clerk Gresham the monthly invoice for services.

City of Woodland

Meeting Minutes

June 12, 2023

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

VII. Grounds Maintenance Report

Tavoras Johnson of Johnson Lawn, Landscape and Tree Service was absent.

VIII. Water Report

- a) Jeff Harrison of HWR Water Solutions stated the City produced 1.2 million gallons of water and billed out 480,000 gallons of water.
- b) Jeff stated HWR is planning to fix a leak in the City this coming week. He stated he believes the City's water loss is because of meters that are not working properly. Clerk Powell will compile HWR a list of meter readings that stay the same month after month. HWR will check these meters and if they are not working properly, they will install new meters.
- c) Clerk Powell distributed Water System Totals Report for May 2023.
- d) Councilman Haralson discussed the 60-day past-due accounts on the Water System Totals Report. Clerk Powell stated this information was inaccurate and the water system database needed to be cleaned up. Councilwoman Owens and Councilman Haralson suggested Clerk Powell contact RVS Software to see what can be done about this issue.

There was no motion made to approve the Water System Totals Report due to conflicting information.

IX. Open Business: None

X. New Business

- a) Clerk Gresham and Clerk Powell discussed the timeline for opening the newly renovated City of Woodland Community Building for public rentals. Councilman Carter stated it was ready for public rentals to resume.
- b) Councilwoman Owens discussed purchasing a larger sign for the entrance of the Community Park. The Council suggested Clerk Gresham get some price quotes. Clerk Gresham stated she would need design and size specs to get price quotes.
- c) Clerk Gresham distributed the Kickball League information packet to the Mayor and Council for review. Councilwoman Owens made a motion to table the discussion of the City of Woodland Kickball League for a Work Session Meeting. Councilman Haralson seconded. All approved. Motion carried.

City of Woodland

Meeting Minutes

June 12, 2023

- d) Councilwoman Owens discussed the proposed Pleasant Valley Road Quarry. At this time Talbot County Commission and the landowner of the proposed quarry location Ken Chapman was given the floor to speak. Commissioner Chapman discussed the positive impact the quarry could have on Talbot County and the City of Woodland. At this time Penny Hale was given the floor to speak. Mrs. Hale discussed the adverse impact the quarry could have on Talbot County and the City of Woodland. No decision was made by the Mayor or Council because this is a County matter and the quarry will not be located within the city limits of the City of Woodland.

Councilman Mitchell walked out of the Council Meeting at 7:03 PM.

- e) Clerk Powell discussed purchasing a new office chair and file cabinet for the Water Department. Clerk Powell distributed the price quote to the Mayor and Council for review. Councilwoman Owens suggested Clerk Powell get at least two more price quotes for review before a decision is made. Clerk Powell agreed to get two more price quotes.

XI. Clerk Report

- a) Clerk Gresham presented the month's financial reports.
- b) Clerk Gresham updated the Council on the progress with River Valley Regional Commission regarding applying for the CDBG grant. She stated Ian Perry wanted to thank everyone for their cooperation and he will have everything he needs to move forward as soon as the City of Woodland 2023 Audit is complete. Clerk Gresham stated the deadline for the 2023 Audit is June 30, 2023.

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

XII. Executive Session

Councilman Haralson made a motion to begin executive session to discuss personnel matters. Councilman Carter seconded. All approved. Motion Carried.

Those present for the executive session were as follows:

Mayor James Carter, Councilman T.L. Carter, Councilman John Haralson, Councilwoman Allison Owens, City Clerk Allissa Gresham, and Municipal Clerk Cynthia Powell.

Executive session began at 7:11 PM.

Councilman Haralson made a motion to return to Regular Session. Councilwoman Owens seconded. All approved. Motion carried.

XIII. Regular Session

City of Woodland Meeting Minutes

June 12, 2023

Regular session resumed at 7:34 PM.

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

XIV. Adjournment

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

Mayor James Carter adjourned the meeting at 7:40 PM

Minutes Submitted By: _____

Allissa Gresham

City Clerk

Approval Date