



**Town of Mason  
Mayor & Board of Alderman  
Board Meeting Minutes  
Monday, August 18, 2025, 6:32PM**

**CALL TO ORDER:** Mayor Eddie Noeman

**OPENING PRAYER:** Vice Mayor Reynaldo Givhan

**ROLL CALL:** Mayor Eddie Noeman, Vice Mayor Reynaldo Givhan, Alderman Carolyn Catron, Alderman Trowanna Broadnax, Alderman Virginia Rivers, Alderman Mary Mason, Alderman Alethea Harris, and Town Recorder Lureatha Harris

**OTHERS IN ATTENDANCE:** David Wideman, Acting Fire Chief; Lt. Reuben Meyer; MFD, Richard Jewell, Chief of MPD; Lt. Zachary Antle, MPD; Atty, Carson Klepzig, James Lewellen, MTAS and Ricky Oakley, Civil & Environmental Consultants, Inc.

**VISITORS:** Christopher Hearn, Claire Gardner, Elizabeth Hayes, Margaret Adams, Ruby Kelly, Adam Tschida, Sara Pope, Michael Harris, Laloma Harris, and Queisha Hennings

**MAYOR NOEMAN'S: Report**

Mayor Noeman introduced the guests that were in attendance from the Comptrollers' Office and the Audit firm. Members in attendance were Adam Tschida, Sara Pope, and Christopher Hearn. Adam Tschida introduced the different areas of Local Government.

Mr. Tschida said they would meet every other Board Meeting until the Audit comes out, and introduced Sarah Pope, from the division of Local Government Audit. Ms. Pope said there are 13 divisions and she deals with the Audit functions and communicates with Mr. Christopher Hearn in relations to the Audits and how things are going. Ms. Pope have reviewed/performed a few corrections that were discussed with Mr. Hearn, and a final review letter will be submitted afterwards, and will be sent to everyone.

Things to consider in Audit preparedness, working to make sure improvement is implemented in the Audit process. The first area is the CMFO, Ms. Lynn Evans is in place. The second thing is preparing reconciliation accounts and record in a timely manner, filed, and nothing being pushed back. The Audit contract is due to be signed by the prior year end June 30<sup>th</sup>, which the Comptrollers' currently don't have. This allows time to be put on the Auditors schedule to perform the Audits.

This was the only finding and State Law requires closing the books by August 31<sup>st</sup>. This allows accounting function and closing books faster on a reasonable basis. Audits are due by December 31<sup>st</sup> which gives a 4-month window for review and planning completion. Present information requested from the Auditors ASAP. Ms. Pope reiterated shooting for the December 31<sup>st</sup> guideline and stated that lots of progress has been made.



Ms. Pope, the Audit Review Specialist encouraged the Board to feel free to ask any questions or concerns. Mayor Noeman mentioned the rejected Audit that he received via email. Ms. Pope said she discussed two items that were rejected and needed to be corrected and resubmitted to Mr. Hearn. Mr. Hearn said the finding should have been put in the Audit, an employee was overpaid and it was put in cash shortage and theft, and it was not initially put as a finding. There was an error over \$100.00, and the finding was a lack of internal control and segregation of duties when cutting checks and approving checks. The error was caught while reviewing payroll records, and the employee quit and could not/did not pay the money back. Mr. Hearn will have the finding written and will resubmit them with the report once a response is received for the correction. Now there are two findings. Regarding the Audit contract Mr. Hearn will perform the State submission pending the language. Ms. Pope mentioned getting Mr. Hearn the Budget information in a timely manner so we can get it done, to make the December 31<sup>st</sup> deadline.

Mayor Noeman questioned Mr. Tschida when would the Budget be approved. Mr. Tschida expect to have it done in a couple of weeks for the review to be done, and suggests following TBOUR instructions. Mr. Hearn will submit the engagement letter contract for approval to the Board and the State. Amending the Budget must be submitted to Mr. Tschida.

#### **MAYOR NOEMAN'S: Report Cont'd**

Mayor Noeman reported that Climer Paving was the only bidder that turned in a bid for the street paving which closed on August 22, 2025, at 1PM.

#### **Adoption of the Mayor and Board of Alderman Board Meeting Minutes of July 21, 2025**

Vice Mayor Givhan made a motion to adopt the Mayor and Board of Alderman Board Meeting Minutes of July 21, 2025, and the motion was 2<sup>nd</sup> by Alderman Catron: vote passed 7-0 (Mayor Noeman was included in the vote)

#### **Questions**

Alderman Rivers had questions regarding United Systems. Mayor Noeman said Corey Mason was over United Systems for the TOM, meaning we must get the new system G5, and don't have to pay two people and get the same service. Mayor Noeman said Ms. Elaine contract was up in March and he's looking for the best interest of the Town. Mayor Noeman said Ms. Elaine was paid 24K yearly, and with United Systems they will upgrade the website, the system, and take care of it, opposed to paying 2K monthly. Mayor Noeman said the technician with United Systems came after the meeting in July.

Alderman Rivers questioned the contract with United Systems stating that they were only supposed to do billing, and bills on the website. Mayor Noeman said he has not signed the contract until it's reviewed with the City Attorney and the Board. Alderman Rivers said the contract must come before the Board and nothing should have taken place without the Board being made aware. Mayor Noeman mentioned that United Systems will be billing with the new system and the meters.



### **Questions Cont'd**

Mayor Noeman will put another system in the Police Department and United Systems is a one stop shop for all. Alderman Mason questioned if United Systems was still doing billing and other things for the same price. Mayor Noeman said he would submit the final paperwork to the Attorney and the Board. Mayor Noeman said United Systems is upgrading the system, and Vernetia Boyd said the system was upgraded to G5.

### **Adoption of the Mayor and Board of Alderman Special Call Board Meeting Minutes of August 12, 2025**

Alderman Catron made a motion to adopt the Mayor and Board of Alderman Special Call Board Meeting Minutes of August 12, 2025, and the motion was 2<sup>nd</sup> by Alderman Harris: vote passed 7-0 (Mayor Noeman was included in the vote)

### **OLD BUSINESS:**

- **Resolution approving the application for a new credit card with points and cash back on purchases**

Mayor Noeman said he would check with companies for Municipal Government with a credit card with points and cash back on purchases. Alderman Harris said there are very strict and stringent rules involved. Mayor Noeman gave examples of a backhoe needing parts and a fuel pump. Alderman Harris suggests having purchase orders and not mixing purchases with other funds. Mayor Noeman said the card would be used for daily operations and he would like to use the card under the city name. Alderman Mason spoke about processes with the credit card being signed in and out. Mayor Noeman said he has receipts, and mentioned the Town has two credit cards, one for the Police Department and one with Ms. Davis's name on it. Chief Jewell verified that he doesn't have a credit card for the Police Department. Mayor Noeman said there's nothing under the table, and Alderman Harris suggests if the credit card is approved to bring it back before the Board.

Alderman Rivers had concerns of the policy on file not being followed. Alderman Rivers said the card should be kept in the safe and a record signed by Lureatha Harris that the card is signed out. Vice Mayor Givhan made a motion to accept a Resolution approving the application for a new credit card with points and cash back on purchases, and the motion was 2<sup>nd</sup> by Alderman Catron: vote passed 4-3 (Mayor Noeman was included in the vote as yes) (Alderman Rivers, Alderman Mason, and Alderman Broadnax voted no)



## **NEW BUSINESS:**

- **Resolution approving the award of ARP Construction Contracts presented by Ricky Oakley Civil & Environmental Consultants, Inc.**

There were three bids opened, and the Grant covered 90% with the Town to match 10%. Mr. Oakley reported a 40% water loss, subject to TDEC ARP approval recommendation to award improvements to well #1 for one half of a million dollars budgeted for the well. Regarding the sewer rehab, we can possibly shift the 100K to the well, and do less sewer rehab, Davina was going to work on it. The award for the ARP Construction Contracts will need to be turned in by the end of the month (August). Alderman Rivers was concerned of making certain that the Town have the money to pay the contractor. The money must be paid by 2026, and the contractor will not finance it. Mr. Lewellen said the funds will need to be in place. Alderman Harris mentioned the Town cannot go into other debt. Mr. Oakley stated that the contracts need to be signed by the end of the month, and all ARP money must be spent.

Mr. Lewellen informed the Board that no contracts can be signed if the funds are not available. This would require two readings, and a Budget amendment process. Mr. Lewellen suggests moving the funds around for a 10% match and the funds would need to be in place in the bank. The contracts would need to be signed by the TOM and the contractors. With the preconstruction conference, gather materials, work must be completed, and funds need to be available. Mayor Noeman said the Town have the money in the CD. Mr. Lewellen recommends moving the money to the right place. Mr. Tschida said amendments to the Budget is not approved by finance, they just need to see it. Mayor Noeman said the Town should have 400K in CD's. Mayor Noeman mentioned liquid cash in the General Fund and Water Fund account, and stated that we have the money in the account and the 10% match.

Mr. Oakley mentioned following the rules, and Mr. Lewellen suggests getting the Public Notices started and get the money in the right place. Mayor Noeman recommends approving with conditions the ARP construction contracts to change the funds to the proper accounts to cover the funds in the account. Alderman Rivers suggests approving each bid separately when making the motions. A notice will be given to the public 48 hours before the meeting, and the minutes will be submitted to the bank. Alderman Rivers suggested taking the whole 200K from the CD and closing the account to avoid penalties. Mayor Noeman said the balance in the account is over 200K and he will submit the information to Lureatha Harris to send to the Board. Attorney Klepzig said the safest way would be to vote on transferring the money from one account to another, so there would need to be a Special Call Meeting.

Mayor Noeman made a motion to approve the award from the ARP Water and Sewer Budget to United Systems for the Water Meter Purchase of \$299K, and the motion was 2<sup>nd</sup> by Alderman Harris: vote passed 7-0

Alderman Mason made a motion to approve the Sewer System Rehabilitation to Vortex Services for \$255,391.00, and the motion was 2<sup>nd</sup> by Mayor Noeman: vote passed 7-0



Alderman Rivers made a motion to approve National Water Services for Water Well No. 1 Replacement, with the conditions of transferring \$164, 427.00 to the proper account, and the motion was 2<sup>nd</sup> by Alderman Broadnax: vote passed 7-0  
(Mayor Noeman was included in the vote)

- **Resolution approving to increase the CMFO salary between \$27 to \$28 per hour**

Mayor Noeman said the Town was paying \$7,300 monthly between Mrs. Hughey and Ms. Evans. Mayor Noeman recommends paying the CMFO between \$26 to \$35 per hour. Alderman Rivers said Ms. Lynn is still the CMFO according to Ms. Pope. Mayor Noeman said for the months of January through June that Ms. Evans worked with Vernetia. Ms. Evans will receive questions if necessary. Alderman Rivers mentioned salaries being set without an approved Budget. Mayor Noeman spoke about treating people with fairness. Attorney Klepzig recommends a yearly amount and amend the Resolution. Alderman Harris made a motion to amend the Resolution by approving to increase the CMFO salary to \$26.00 based on a salaried amount for 180-days to be evaluated and the motion was 2<sup>nd</sup> by Alderman Mason, afterwards Alderman Harris rescinded her motion and stated that she meant to state to be evaluated in 90-days, and Alderman Mason rescinded her motion. Alderman Harris made a motion for a Resolution approving to increase the CMFO salary to \$26.00 based on a salaried amount for 90-days to be evaluated, and the motion was 2<sup>nd</sup> by Mayor Noeman with a start date of September 1, 2025, vote passed 7-0

Alderman Rivers spoke about internal controls over the finances, and Alderman Harris mentioned the Board being the second set of eyes. Mayor Noeman spoke about having two Board members over finances in the next Board Meeting.

- **First reading of a food truck ordinance for the Town of Mason, TN**

Most of the Board members said they didn't receive the Food Truck Ordinance, and all agreed to table the Ordinance.

- **Resolution approving the purchase of backhoe equipment for public works**

Mayor Noeman spoke about a backhoe costing over 100K, and Alderman Rivers said the purchase must be bided out. Alderman Rivers made a motion to table the purchase of backhoe equipment for Public Works, and the motion was 2<sup>nd</sup> by Alderman Catron: vote passed 7-0 to table  
(Mayor Noeman was included in the vote)

#### **REPORTS:**

- **Finance Department Report**

Alderman Rivers made a motion to table the Finance Department Report until a meeting is setup, and the motion to table the Finance Department Report was 2<sup>nd</sup> by Alderman Harris: vote passed 7-0 to table (Mayor Noeman was included in the vote)



- **Fire Department Report**

Acting Fire Chief David Wideman would like to get rid of engine 72, and trade it for a brush truck, the brush truck is stick shift. Alderman Harris made a motion to state if it was an even trade, Alderman Rivers recommend seeing documentation, and Attorney Klepzig said it would need to be added as a voting item. Lt. Meyer said they have the paperwork. This was not a voting item on the agenda; therefore, it can be voted on in the next Board Meeting or added to a Special Call Meeting.

- **Parks & Public Works Department Report**

The Parks & Public Works Department Report was tabled by the Board because they stated that it was not received. Lureatha Harris said she received the report on August 18<sup>th</sup>, and submitted it on the same day.

- **Police Department Report**

Chief Jewell said he was hiring certified officers for the department. No report was approved because it was not shown as a voting item.

**CONSTITUENTS/CONCERNS: (2 minutes)**

Alderman Rivers reported seeing a blue Town of Mason truck in the Dunlap area, and she reported the date and time to Vice Mayor Givhan. Mayor Noeman said he would check into it.

Michael Harris with the Mason Task Force announced putting on another event, the Mason Jubilee. Keeping a positive image of Mason and trying to build confidence. People are not so happy, and Mr. Harris is taking the lead in pushing the spirit, making a better image, and building relationships. Mr. Harris said they/his organization has been in place since 1993.

The Mason Jubilee will be held in Downtown Mason on October 25<sup>th</sup>, 2025, from 11AM to 4PM

There will be a 10-Day Public Hearing Notice for an Amendment to the FY26 Budget

A Special Call Meeting will be advertised for Monday, August 25<sup>th</sup> and Thursday, August 28<sup>th</sup> at 7:00PM

**CLOSING PRAYER:** Alderman Virginia Rivers

**MOTION TO ADJOURN:** Alderman Catron made a motion to adjourn the meeting, and the motion was 2<sup>nd</sup> by Alderman Broadnax: vote passed 7-0

(Mayor Noeman was included in the vote) Meeting adjourned at 9:13PM

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Eddie Noeman, Mayor

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Date

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Lureatha Harris, Town Recorder