

City of Woodland

Meeting Minutes

April 14, 2025

I. Call to Order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:16 PM on April 14, 2025, at the Woodland City Hall.

II. Roll Call

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

III. Approval of Agenda

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

IV. Approval of Minutes

The March 10, 2025, Regular Meeting Minutes were distributed.

Councilwoman Owens made a motion to approve the March 10, 2025, Regular Meeting Minutes. Councilman Haralson seconded. All approved. Motion carried.

V. Guest Speakers: None

VI. Attorney Report

- a) Attorney Byrd stated he contacted the Talbot County Magistrate Court judge on October 11, 2024, to discuss the August 2024 City of Woodland theft of services report. He stated the Magistrate Court was closed for the Columbus Day holiday. He stated Clerk Powell was holding the report for corrections to be made by the HWR Water Solutions employee. Attorney Byrd stated on November 15, 2024, Clerk Powell emailed him the corrected report from the HWR employee. He stated the email from Clerk Powell went into his junk email folder and was not printed until December 09, 2024. Attorney Byrd stated he contacted the Magistrate Court judge in November 2024, and she stated he should contact the Talbot County deputy and have him present his report to the Magistrate Court judge to issue a warrant for theft of services. Attorney Byrd stated he tried contacting the Talbot County deputy, but the deputy never returned his phone call. Attorney Byrd stated he tried contacting Sheriff Gates, but he never received a return call. Attorney Byrd stated he had met with Sheriff Gates on Thursday, February 06, 2025, about this matter. Attorney Byrd emailed Sheriff Gates the incident report on Friday, February 07, 2025. Sheriff Gates stated he would be moving forward with the case. Attorney Byrd stated he had emailed Sheriff Gates on April 11, 2025, for an update on the case but had not

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received a response as of tonight's meeting. Attorney Byrd stated he would continue contacting Sheriff Gates for a response. Mayor Pro Tem Carter stated he would also try contacting Sheriff Gates about the matter.

- b) Attorney Byrd stated Talbot County Assistant Manager Ronnie Hendricks came to City Hall last month and told Clerk Gresham the County had just received the certified letter sent in January about cleaning up the old Adams Funeral Home property that the County owns. Attorney Byrd attempted to contact Mr. Hendricks and left a voicemail, but as of tonight's meeting, he had not received a return phone call. The Council suggested Attorney Byrd refer the matter to the Code Enforcer for appropriate action. Additionally, Clerk Gresham will arrange for a public notice to be published in the Talbotton New Era newspaper and posted on the City of Woodland website and Facebook page, informing citizens that the City has a Code Enforcer and urging all property owners to ensure their properties are properly maintained in accordance with City regulations. Clerk Powell will also include a notice on the upcoming water bills.
- c) Attorney Byrd discussed the issue of a citizen burning materials in barrels on the vacant lot known as the old Smith house, located across from the Fire Department. He stated the property is owned by Sandra Seymour and is zoned R-1. After reviewing the permitted uses under the zoning law, he found no specific zoning violation. However, Attorney Byrd stated that if the citizen was indeed burning in barrels, City Code 9-2-1(3) may apply, as it defines a nuisance to include the generation of smoke or fumes in sufficient quantities to cause odor or annoyance to City residents. He suggested monitoring the issue to see if further action would be required.
- d) Attorney Byrd presented Clerk Gresham with the monthly invoice for services.

Mayor Pro Tem Carter made a motion to accept the Attorney Report. Councilman Mitchell seconded. All approved. Motion carried.

VII. Water Report

- a) Jeff Harrison of HWR Water Solutions stated the City of Woodland produced 1.2 million gallons of water and billed out 483,170 gallons of water. He stated there was 386,300 gallons of water loss.
- b) Jeff stated HWR will be repairing a leak at a residence on Hwy. 41.
- c) Jeff discussed as part of the CDBG Project, new water meter boxes are being installed at each residence. He stated that each customer would have two meter boxes: one belonging to the City and the other designated as the customer's cut-off box. With

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this setup, customers will no longer need to access the City's meter box, as they can cut off their water supply from their own box when making repairs on their side.

- d) Jeff stated there had been another incident of theft of services in the City. While reading meters, HWR employee Nick noticed that a lock had been cut off at a residence, and the water had been turned back on by the customer after the City had locked it out for non-payment. Nick contacted Clerk Powell, who then contacted the Talbot County Sheriff's Department. A deputy responded to the scene and took a report from Nick.
- e) Jeff discussed once the bacteria tests come back clear from the newly installed water main in the CDBG project area, the contractor will begin running service lines, connecting new meters, and disconnecting the old service lines. He stated the contractor attempted to locate a casing around the railroad tracks, but was unsuccessful. As a result, the water line remains disconnected on both sides of the tracks. Jeff stated that getting a permit to cross the tracks would be \$95,000. He discussed the City is expected to have leftover CDBG funds, estimated between \$95,000 and \$125,000. Councilwoman Owens discussed using the surplus to dig a second well for the City, but Jeff advised against that idea. Jeff suggested using the remaining funds to extend the current work area by continuing down South 7th Street to where it intersects with Martin Luther King, Jr. Drive, and then running a main line to the fire hydrant at the end of Carter Drive. Jeff stated by doing this, it would fully upgrade the water system on that side of the City. He suggested the Council start thinking about how they want to use the leftover funds. Attorney Byrd asked when the City would know exactly how much surplus money it would have. Jeff stated possibly before the next Council Meeting in May.
- f) Councilwoman Owens discussed when HWR would be installing the new fire hydrant on Hwy. 41. Jeff stated in the coming month, he could possibly get it done in the morning hours on a weekday and have the water all turned back on by around 2:00 PM.
- g) Clerk Powell distributed the Water System Totals Report and the Delinquent Account Report for March 2025. The water report shows the total billed was \$7,301.30, and the total received was \$7932.46.

Mayor Pro Tem Carter made a motion to accept the water report. Councilman Mitchell seconded. All approved. Motion carried.

VIII. Clerk Report

- a) Clerk Gresham stated as of tonight's meeting, no vendors have registered to participate in the City of Woodland Spring Fling scheduled for April 26, 2025. She

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discussed whether the Council wanted to cancel the bouncy house rental previously arranged with Taylor Foster. The Council suggested proceeding with the rental as planned.

- b) Clerk Gresham stated she had received an email from Ian Perry of River Valley Regional Commission indicating that he, along with Rodrick Gilbert from the Department of Community Affairs, will be visiting City Hall and the CDBG target area on April 17, 2025, at 11:00 AM. She stated the purpose of the visit is to conduct monitoring of financials, labor, and Section 3 for the City of Woodland CDBG Project. Jeff Harrison of HWR Water Solution stated he will be present for the visit.
- c) Clerk Gresham stated she had received the City of Woodland's proposed insurance premium renewal quote from Travelers in the amount of \$16,387.00. She stated this was an increase of \$1,495.00 from last year's quote of \$14,892.00.
- d) Clerk Gresham stated she had received the new USA flags and pole kits. She stated the Maintenance Department would hang them for the Memorial Day holiday.
- e) Clerk Gresham stated she had received the No Littering signs for the Community Park area, and the Maintenance Department would be installing them.
- f) Clerk Gresham stated she had distributed the lot list and maps she received from Attorney Byrd for properties owned by the City to the Mayor and Council for review.
- g) Clerk Gresham reminded the Mayor and Council of the Joint Comprehensive Planning Meeting to be held at the Talbot County Chamber of Commerce by River Valley Regional Commission on April 28, 2025, at 6:00 PM.
- h) Clerk Gresham presented the month's financial reports.

Mayor Pro Tem Carter made a motion to accept the Clerk Report. Councilwoman Owens seconded. All approved. Motion carried.

IX. Open Business

- a) Clerk Powell discussed the quotes she received from Carter Enterprises of GA, LLC, for the additional concrete work and tree removal at the Community Park. The Council suggested postponing the additional concrete work until sufficient funding becomes available. Councilwoman Owens requested that Clerk Powell contact Mr. Carter to repair the broken corner of an existing concrete slab, which his company damaged. Councilwoman Owens suggested obtaining two additional quotes for tree removal services and provided Clerk Gresham with contact information for two tree service providers.

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X. New Business

- a) Clerk Gresham discussed the 2025 City of Woodland Event and Holiday Calendar for April, May, June, and July 2025. The Council will proceed as planned with the scheduled April 26, 2025, Spring Fling. The Council suggested adding a Mother's Day mug giveaway for May 08 and May 09, 2025, and a Father's Day mug giveaway on June 12 and June 13, 2025, at the City Hall. No Movie Night at the Park, Juneteenth Celebration, July 4th Celebration, or Community Yard Sale will be scheduled for these months.
- b) Clerk Gresham discussed the Council approving her to attend a virtual class for Government 101 on May 15, 2025, at the cost of \$150.00. Councilman Haralson made a motion to approve Clerk Gresham to attend the virtual class for Government 101 on May 15, 2025, at a cost of \$150.00. Councilwoman Owens seconded. All approved. Motion carried.

XI. Executive Session: No Executive Session was needed.

Mayor Pro Tem Carter made a motion to pay the bills. Councilman Mitchell seconded. All approved. Motion carried.

XII. Adjournment

Mayor Pro Tem Carter made a motion to adjourn. Councilman Mitchell seconded. All approved. Motion carried.

Mayor James Carter adjourned the meeting at 7:41 PM.

Minutes Submitted By: _____

Allissa Gresham

City Clerk

Approval Date