



# McCORMICK

## COMMISSION OF PUBLIC WORKS

### *Minutes*

### *Regular Meeting*

*5:00 pm, April 11, 2019*

Chairman Charles Hegler called the meeting to order with Commissioner Leonard Bowick, General Manager Adam Hedden and Office Manager Cheryl Daniels present.

**On a Motion** by Commissioner Leonard Bowick, seconded by Charles Hegler, the Commissioners approved the March 2019 Regular Meeting Minutes, March 2019 Accounts Payable and the February 2019 Financial Statement.

### **Safety Committee Update:**

Safety Training for the month of April will be Confined Space and Equipment Safety.

### **Cheryl Daniels ~ Office Manager:**

Cheryl stated that operations are running smoothly in the office.

### **James Robinson ~ Superintendent:**

Mr. Hegler presented JR's report.

Safety training for the month of April will be Confined Space and Equipment Safety. Overall, operations are running smoothly.

### **Glenn Hill ~ Chief Waste Water Operator:**

Mr. Hegler presented Glenn's report:

They have ordered the backwash pump and motor. They received a certificate of excellence for lab proficiency testing. The new gate opener has been ordered from Aiken-Augusta Fence. Overall, operations are running smoothly.

### **Edward Deason ~ Chief Water Treatment Operator:**

Mr. Hegler presented Edward's report:

The lake level as of Wednesday, April 23, 2019 was 328.05 feet. Overall, operations are running smoothly.

**Adam Hedden ~ General Manager:**

Water Plant Update - We need the letting date before moving further.

Wastewater Plant – The ordinance needs DHEC approval.

Wastewater Plant Grant – RIA contacted us for additional information. We expect to know if we are a recipient of the grant in late May or early June.

Hydrant flushing and testing will start the week of April 22.

The proposed budget was reviewed. Adam stated that there will be a water rate increase this year.

Adam presented the new Billing Date Policy. The policy states that the bills are to be mailed no later than the 25<sup>th</sup> of each month. If for any reason the bills are sent out later, the cut-off date will be adjusted to allow 25 days between the mailing date and cut-off date. Motion was made by Leonard Bowick to approve this policy, seconded by Charles Hegler.

Adam is working on a payment plan policy. It will be presented at next month's meeting.

The updated employee personnel handbook will be sent to our attorney for review

We still have not had any luck finding a line truck.

There being no additional business Chairman Hegler made motion to adjourn the meeting.

Respectfully Submitted,



Cheryl W. Daniels  
Office Manager