



Town of Mason
Mayor & Board of Alderman
Training Session Between MTAS and the Board
Meeting Minutes Thursday, May 21, 2026, 6:31PM

CALL TO ORDER: Interim Town Administrator, Terry Leggett Declared the Meeting in Session

ROLL CALL: Interim Town Administrator, Terry Leggett; Alderman Alethea Harris, Alderman Virginia Rivers, Alderman Mary Mason, James Lewellen, MTAS; and Town Recorder Lureatha Harris (Mayor Eddie Noeman, Vice Mayor Reynaldo Givhan, Alderman Carolyn Catron, and Alderman Trowanna Broadnax were absent).

- **DISCUSSION OF THE NEW CHARTER**

Mr. Lewellen spoke about small, disciplined actions, and doing things well.

The Charter is clear (4) votes of the Board gets things done, the Alderman are in charge and they're responsible for things done either right or wrong. The Town Administrator is hired by the Board to help the Board solve the problems.

(Ex.) Someone calls the mayor to request limbs being moved for a graduation, the Board can change what they want to change because they have the authority.

Definition-The Charter is how to structure Town Government and the Board. The Board establishes the organizational structure, the number of employees, full time, part-time, and their salaries. The department heads appointed are the Chief of Police, Fire Department Chief, Public Works Director, Finance Director, and decide on the HR Director who's appointed, and answers to Mr. Leggett.

Duties and Responsibilities

The Board is responsible for the culture of the town and accountability, by holding the employees to a level of standard, setting priorities, providing feedback, and fundamental employee supervision. Proper certifications are to be maintained. An example is customers and taking care of the people being treated properly. The Board need information about what's going on and what they need to know, and structure reports of what's needed. Adopt committees endorse the rules and fix them. All raises are established by the Board.

- **DISCUSSION OF THE UPCOMING BUDGET**

Fundamentals and things put in the right place with the proper code. Over budgeted items come back before the Board, it's important to know where the money comes from and where it goes. Understanding the true cost, (ex.) Professional fees and other fees need to be more explicit, by putting whatever the line item is, putting something in detail. Tell finance how you want to see it in numbers and details. Mr. Leggett suggests giving a budget every month, and Mr. Lewellen recommends looking at the FY26 budget. Mr. Lewellen recommends that the Board know the available fund balance versus the restricted monies and gather monthly reports regarding collections and build up a 25% fund balance.



Find out the number of obligations, bank accounts, and the money and how it can be spent. Mr. Leggett mentioned the water grants need to be put in certain funds and not misappropriate the funds by putting monies into accounts designated for that fund.

Budget

Knowing what it takes, the budget is your plan for the year, and understanding what things cost. The plan is more important than the numbers. Making incremental gains, priorities and where you want to put your money; plans, priorities, and allocation. Focus on reoccurring revenue and reoccurring expenses need to match funds left over. Don't spend past 25% of the general fund balance, assigned and restricted fund balances. Mr. Lewellen referred to the **Budget Law of 1982**. The governing body shall approve a balanced financial plan for each intragovernmental service fund. A financial plan is balanced when estimated expenditure does not exceed estimated funds available. Have meetings with employees regarding purchases and not following orders. Mr. Leggett said a **MEMO** would be coming out on May 23, 2026, that nothing would be purchased without a purchase order. The Board is required to set up rules for agendas and deadlines, including the proper way to conduct meetings. Keep decorum by respecting others voices and opinions.

CLOSING PRAYER: Alderman Virginia Rivers

Eddie Noeman, Mayor

Date

Lureatha Harris, Town Recorder

Terry Leggett, Interim Town Administrator