



**MINUTES FOR APPROVAL**  
**Date Taken: June 9th, 2026**

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## **Commissioners Present**

Bobby Bass  
Hazel Alexander (Vice Chair)  
Ben Bell  
Patricia Woods

## **Absent**

Eddie Nunnery (Chair)

## **Also Present**

Sean Nelson, Consultant  
April Porter, Attorney  
Tyson Melton, Chief Administration  
Kim Grafton, Chief Operations

## **Call to Order**

The meeting was called to order at **7:06 PM** by Vice Chair Hazel Alexander.

## Approval of Agenda

Commissioner Ben Bell made a motion to approve the agenda as written. The motion was seconded and carried unanimously.

## Approval of Previous Minutes

Commissioner Bobby Bass made a motion to approve the minutes from the May 28, 2026 meeting. The motion was seconded and carried unanimously with Eddie Nunnery absent.

## Chief Report

Chief Tyson Melton provided a report, and a copy was distributed to the Board. Brief discussion followed.

Discussion included the issue of flooding in the basement at Station 156 (Columbia Street). Chief Melton recommended replacing the sump pump and adding a dehumidifier to reduce moisture.

## Motions and Actions

### Motion No. 1 – Basement Repairs at 156 Columbia Street

A motion was made by Bobby Bass and seconded to authorize Chief Melton to:

- Replace the sump pump in the basement at Station 156
- Purchase and install a portable dehumidifier

**Vote:** Unanimously approved

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### Motion No. 2 – Holiday Pay Policy

A motion was made by Bobby Bass and seconded to adopt the holiday pay policy as follows:

- Eleven (11) paid holidays recognized:  
New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day
- All shift employees receive **12 hours of holiday pay** during the pay period in which the holiday falls

- Employees working a shift beginning on a recognized holiday receive **1.5 times their regular rate of pay for the entire shift**, in addition to 12 hours of holiday pay

**Vote:** Unanimously approved (Eddie Nunnery absent)

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## **Motion No. 3 – Annual Leave Policy**

A motion was made by Bobby Bass and seconded to adopt the annual leave policy, including:

### **Administrative Personnel Accrual:**

- 0–4 years: 3.08 hours per pay period (80 hours annually)
- 5–9 years: 4.62 hours per pay period (120 hours annually)
- 10+ years: 6.16 hours per pay period (160 hours annually)

### **Shift Personnel Accrual:**

- 0–4 years: 4.62 hours per pay period (5 shifts annually)
- 5–9 years: 6.46 hours per pay period (7 shifts annually)
- 10+ years: 9.23 hours per pay period (10 shifts annually)

### **Usage Caps:**

- Shift employees: 240 hours (10 shifts) annually
- Administrative employees: 160 hours (20 days) annually

### **Payout Limits:**

- 0–4 years: up to 180 hours
- 5–9 years: up to 250 hours
- 10+ years: up to 360 hours

### **Additional Provisions:**

- Maximum accrual capped at 360 hours
- CPA Sean Nelson is authorized to make minor adjustments to align with the approved budget

**Vote:** Motion carried (Eddie Nunnery absent)

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## Motion No. 4 – Adoption of Bylaws

A motion was made by Bobby Bass and seconded to adopt the bylaws as presented by Attorney April Porter.

**Vote:** Unanimously approved (Eddie Nunnery absent)

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## Reports and Updates

- **Ben Bell:** Provided update that TD Bank account is active and operational
  - **Bobby Bass:**
    - Reported CAD system implementation cost of **\$1250** between FirstDue and Chester County E-911
    - Provided update on cloud services setup:
      - Established account with Connection.com through Sourcewell and state SLED contract
      - Moving forward with Microsoft tenant licensing and technology procurement
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## Executive Session

A motion was made by Bobby Bass and seconded to enter Executive Session for the purpose of discussing personnel and legal matters related to the transition.

- Entered Executive Session at **8:13 PM**
  - **Vote:** Unanimous (Eddie Nunnery absent)
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## Return to Open Session

A motion was made by Patricia Woods and seconded to return to General Session.

- Returned at **9:15 PM**
- **Vote:** Unanimous (Eddie Nunnery absent)

**No action was taken during Executive Session. Discussion was for informational purposes only.**

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## Special Called Meetings

The Board discussed and acknowledged the need for additional meetings due to the July 1 transition timeline:

- June 23, 2026 at 7:00 PM
- June 30, 2026 at 7:00 PM

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## Adjournment

There being no further business, the meeting was adjourned.

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|-----------------------------------|--------------------------|
| Signature: <u>Patricia Woods</u>  | Title: _____             |
| Signature: <u>Eddie Newberry</u>  | Title: <u>Chairman</u>   |
| Signature: <u>Steve Alexander</u> | Title: <u>Vice Chair</u> |
| Signature: <u>Don Bell</u>        | Title: <u>Treasurer</u>  |
| Signature: <u>Billy Bell</u>      | Title: <u>At Large</u>   |