

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, APRIL 6, 2023

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:00 p.m.

2. Roll call, declaration of a quorum being present.

Members present were: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. A quorum was present.

Others present were: Adam Springsted, Kendra Moore, Natasha Baucom, Jackie Todd, Nick Jackson, Carol Blackburn, Megan Douglas, Teddy Abbott, and Shirley Herring.

3. Prayer.

Mayor Bradah Littlefield said a prayer.

4. Pledge of Allegiance.

The Board members and members of the audience recited the Pledge of Allegiance.

5. Necessary action concerning approval of the consent agenda:

- a. Approval of the minutes of the previous meeting.
- b. Approval of the purchase orders.
- c. Approval of the payroll purchase orders.

Motion was made by Clifford Marshall, Jr. to approve the consent agenda (items a, b, and c). The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

6. Consideration and possible action on items removed from the consent agenda.

No items were removed from the consent agenda.

7. Appearances or petitions from the audience:

(a) Carol Blackburn concerning dogs running loose in town limits and cleaning up the town.

Carol Blackburn appeared before the Board. Ms. Blackburn said she was riding her mobility scooter down Dixieland Avenue and a dog that was running loose ran up and tried to bite her. She said she has seen several other dogs running loose in the town. She said these dogs are dangerous and something needs to be done about them. Jackie Todd said he spoke to the owner of the dog that tried to bite Ms. Blackburn and the owner said he will keep the dog put up. Kristin Easton said she also spoke to the owner about this dog running loose.

Concerning cleaning up the town, Ms. Blackburn said while riding around town she has noticed several yards that have need to be cleaned up. She said some of the yards have old furniture thrown out in the yards. Mayor Bradah Littlefield said later in the meeting the Board is going to talk about having a clean up day for the town.

(b) Others from the audience.

There were no appearances or petitions by others from the audience.

8. Approval of designation of the Town's Chief Executive Officer, the Mayor, as the certifying officer under the National Environmental Policy Act of 1969 to assume overall responsibility for the environmental review process, including signing the required certifications and other findings and statements as necessary.

Megan Douglas, Senior Community Development Planner for the Indian Nations Council of Governments (INCOG) appeared before the Board. Ms. Douglas said the Town of Porter was awarded a grant for public facility improvements. She said the first step is to do an environmental review. Motion was made by Kristin Eaton to approve designating the Town's Chief Executive Officer, the Mayor, as the certifying officer under the National Environmental Policy Act of 1969 to assume overall responsibility for the environmental review process, including signing the required certifications and other findings and statements as necessary. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

9. Discussion and possible action on the following items for the Town of Porter Wastewater Treatment Plant Improvement Project (18624 CDBG 22):

(a) Approval of Finding of Exemption and Administration Services.

These finding states that administrative services are exempt from environmental review. Motion was made by Whitney Littlefield to approve the Finding of Exemption and Administrative Services. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(b) Approval of Finding of Categorical Exclusion to the Environment for Construction.

Megan Douglas said this finding states that construction will not affect the environment. Motion was made by Whitney Littlefield to approve Finding of Categorical Exclusion to the Environment for Construction. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(c) Adopting an Anti-displacement Plan.

Megan Douglas said this plan states that no residents will be displaced by this project. Motion was made by Whitney Littlefield to adopt an Anti-displacement Plan. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(d) Approval of Leverage/Matching Certification.

This certification states that the leverage amount committed at the time of application has not changed and is dedicated and available for use on this project. Motion was made by Whitney Littlefield to approve the Leverage/Matching Certification. The motion was seconded by Kristen Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(e) Approval of a Section 3 Resolution.

This resolution states that the Town of Porter adopts the Section 3 Plan, which states that employment opportunities will be given to low-income residents. Motion was made by Whitney Littlefield to approve the Section 3 Resolution. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(f) Adoption of a Section 3 Plan.

This Plan states the Town of Porter will assist contractors in how to get in touch with low-income residents for employment opportunities. Motion was made by Whitney Littlefield to adopt a Section 3 Plan. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(g) Authorizing the Mayor and Town Clerk to sign the Grantee Debarment Review and Certification form.

This form states that the contractor, INCOG, is not suspended or debarred from conducting business with, or receiving funds from, the United States government. Motion was made by Whitney Littlefield to authorize the Mayor and Town Clerk to sign the Grantee Debarment Review and Certification form. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

10. Discussion and necessary action concerning:

(a) Approval of Resolution #2023-1, declaring April as Fair Housing Month.

Megan Douglas said under the terms of the grant, the Town of Porter is required to do a fair housing activity. She said this resolutions states that activities will be undertaken in April to alert citizens to the Town's commitment toward furthering fair housing. Motion was made by Clifford Marshall, Jr. to approve Resolution #2023-1, declaring April as Fair Housing Month. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(b) Purchasing a "Porter Peach Capital of Oklahoma" Banner

Mayor Bradah Littlefield said she would like to purchase a banner to hang across Main Street from the east to the west side at the intersection of Cresthaven Avenue. She said the banner could be hung up starting in June and remain through August. Mayor Littlefield said the banner is 5' tall by 20" long. She said the cost of the banner is \$500.00. The Board members suggested the wording to state "Welcome to Porter, Peach Capital of Oklahoma. Jackie Todd said the banner must have a clearance of 14 feet. Motion was made by Whitney Littlefield to purchase a banner with the wording "Welcome to Porter, Peach Capital of Oklahoma" with peaches on each end. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(c) Purchasing a Christmas banner or Christmas Skyline.

Norma Meyer said a skyline costs \$3,600.00. No action was taken on this item.

(d) Rescheduling the July 2023 Board meeting from the 13th to the 12th due to Peach Festival beginning on the 13th.

Motion was made by Bradah Littlefield to reschedule the July 2023 Board meeting from Thursday, July 13th to Wednesday, July 12th. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(e) Purchasing flags for Memorial Day.

Jackie Todd said some small flags for the veterans' graves are needed. He said some of the small flags that were used last year are still okay. Whitney Littlefield said the flags for the veterans' graves should only be used one year and new ones ordered each year. Jackie said they also need two large flags. He said Lonnie Enoch's family said they will purchase the flags that are placed at the Veteran's Memorial. Motion was made by Clifford Marshall, Jr. to purchase flags for Memorial Day. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(f) Taking donations at Greenwood Cemetery during the Memorial Day holiday.

Mayor Bradah Littlefield asked if the Board members wanted to use the donation box, or have volunteers sit at the cemetery. She said more donations would be received if volunteers sit at the cemetery. Motion was made by Bradah Littlefield to make a schedule and have volunteers sign up to take donations on Saturday and Sunday of the Memorial Day holiday. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(g) Dogs running loose in the town limits.

Norma Meyer said this is a big problem. She said one evening she pulled into her driveway and two dogs tried to attack her when she got out of her car. She said she had to get back into the car and wait about twenty minutes until the dogs left. Jackie Todd said if they can follow the dogs that are running loose to the dogs' homes and find out the owners, the deputies will issue tickets to the dogs' owners. No action was taken on this item.

(h) Town clean-up.

The Board members discussed having a clean-up day before the Peach Festival. They discussed placing three dumpsters at the red barn on a Saturday and allowing Porter residents to dispose of debris and unwanted items. They discussed sending out letters to all Porter residents advising them of this free dump day. After looking at dates, the Board decided to have the free dump day on June 17, 2023. The Board said after June 17, 2023, residents that still have not cleaned up their property will be given a door hanger giving them ten days to clean up their property. If the property is not cleaned up within ten days, the resident will be issued a citation and will have to pay a fine or appear in court. Motion was made by Bradah Littlefield to have a clean-up day on June 17, 2023. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(i) Sending an employee to school for animal control.

Mayor Bradah Littlefield said the animal control class lasts for two weeks. She said the cost of the class is \$515.00. She said the class is held in Norman. She said if an employee is sent to the class, the Town will have to pay for his room and board, while he is attending the class. Whitney Littlefield said the Town could advertise for a part time person to pick up dogs. She said the town could hire someone that is already certified. No action was taken on this item.

11. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 26 calls in March, which included 16 medical calls, 3 motor vehicle accidents, 5 grass fires, 1 structure fire, and 1 vehicle fire. He said the fire department used 6,500 gallons of water in March. Adam said the Town received payment from the insurance company for the hose that was damaged when it fell off the truck on the turnpike and was run over by some cars. He said the town is getting sued by one of the people who ran over the hose.

(b) Department heads.

No reports.

(c) Mayor

No report.

12. New business.

Mayor Bradah Littlefield said Porter's insurance company has been notified regarding the lawsuit by the driver that ran over the hose. She said the insurance company will provide an attorney to handle this matter. In other reports, Mayor Littlefield said she has had a lot of complaints about parents parking in the "no parking" zone on the west side of the school and walking across the street with their children. She said she talked to the superintendent about not allowing employees to park on the east side of the street. She said if employees did not park on the east side of the street, the parents could park on this side and the children would not have to walk across the street.

13. Adjournment.

Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

Meeting adjourned at 7:32 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK