MINUTES OF THE REGULAR MEETING

OF THE TOWN OF PORTER HELD

THURSDAY, DECEMBER 6, 2018

1. Call to order.

 The meeting was called to order by Mayor Steve Dickey at 7:05 P.M.

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

 Members present were: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. A quorum was present.

 Others present were: Town Attorney Ron Cates, Adam Springsted, Nick Jackson, Shane Cole, Randy Cole, and Jackie Todd.

3. Prayer.

 Adam Karnes said a prayer.

4. Pledge of Allegiance.

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

5. Mayor to address Board members and audience.

6. Board members to address Town Attorney.

 Sharon Payne addressed the Town Attorney.

1. Sharon had concerns on how to make the resolution for the water department clerk to handle all the payroll and billing payments of the water department.

 Town Attorney, Ron Cates check that we check with the bank about the legal way to have it done and then create a resolution.

1. Sharon questioned about the fax machine located in the cemetery office if it needs to be moved due to important information from the police, water, and other departments can be exposed to the public.

 Town Attorney, Ron Cates committed it needs to be in a secure controlled area.

1. Sharon had concerns about who needs to be in charge of the timesheet records.

 Town Attorney, Ron Cates suggested one person to handle the time Under the Fair Labor Act it is the employer’s responsibility to keep accurate time records. A failure to keep accurate time records could result in the Town / Authority being held responsible for a significant amount of past overtime compensation but also could be found to have willfully violated the FLSA. Treble damages could be awarded. Ron stated it will also be a better verification on the time records. Town Attorney, Ron Cates stated to designate one person to be in charge of all the time sheets.

 Town Mayor, Steve Dickey committed that Jackie Todd was keeping the logs time sheets.

 Adam Karnes had concerns with the recorder to be purchased for the town meetings. Adam questioned about putting the recordings on line.

Town Attorney, Ron Cates stated if you record the meetings the recording becomes a public record. Ron suggested of purchasing a good quality recorder for the meetings.

7. Necessary action concerning approval of the consent agenda.

Town Mayor, Steve Dickey addressed the agenda of the correction of the town signs went into the street lights fund.

 Motion was made by Steve Dickey to approve the consent agenda. The motion was seconded by Adam Karnes. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

8. Consideration of item removed from the consent agenda.

 No items were removed from the consent agenda.

9. Appearances or petitions from the audience.

10. The Trustees will consider, discuss and take appropriate action on a proposed agreement with the towns of Redbird and Tallahassee, as well as the respective public trust authorities of which each are beneficiaries, for provision of services, including labor and materials where necessary, for a fee, to assist each in the delivery of utility services to the public.

 Town Mayor, Steve Dickey addressed the Mutual Aid Agreement with Redbird and Tallahassee.

Town Attorney, Ron Cates stated he would have to draw the agreement up.

Motion was made by Sharon Payne for Steve Dickey to sign the papers for the Mutual Aid Agreement with Redbird and Tallahassee. The motion was seconded by Matt Moore. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

11. Discussion and possible action concerning:

* 1. Approval of Resolution No. 2018-6 for Municipal elections that for the purpose of electing officers of the Town.

The Board members looked over the resolution. Motion was made by Adam Karnes to approve Resolution #2018-6, authorizing Municipal elections that for the purpose of electing officers of the Town. The motion was seconded by Sharon Payne. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

* 1. Approval of the dates for 2019 Board meetings.

The Board members looked over the dates for 2019 Board meetings. Motion was made by Steve Dickey to approve dates for 2019 Board meetings. The motion was seconded by Sharon Payne. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

* 1. Approval of a one-time Christmas compensation adjustment for the part time employee’s.

Sharon Payne discussed the pay to be $200.00 for part-time employees Tabitha Ford and Alvin Linzy. Motion was made by Sharon Payne for the approval of a one-time compensation adjustment for the part time employee’s. The motion was seconded by Matt Moore. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

* 1. Changing the locks on the city building doors.

Town Mayor, Steve Dickey discussed the changing of the locks on the city hall building needs to be changed for the security of the building files.

Adam Karnes suggested on getting an electronic key entry program just like the fire station has will benefit the town more.

Fire Chief, Adam Springsted committed that the electronic key entry works well for the fire department by telling who is entering and leaving the building also giving an accurate time and date for auditing purposes. Motion was made by Steve Dickey agreed on getting a quote for the electronic key entries by Adam Karnes. The motion was seconded by Sharon Payne. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

12. Discussion concerning the changes on the animal control ordinances.

 Town Mayor, Steve Dickey discussed the changes of the ordinances will help in controlling the dogs without a leash and give the owners a ticket for violating the ordinances. Steve stated we need to get a better control on the dogs that are getting way out of control.

Town Attorney, Ron Cates stated that he would check the existing ordinances to determine if more ordinances are required.

13. Reports from:

 a. Fire Department.

Town Fire Chief, Adam Springsted gave reports of the incidents

School-18, MVA-5, medical-3, structure fires-1, vehicle fires-2, cat in a tree-1, public assistance -1, and brush fires-2.

Town Mayor, Steve Dickey reported the purchase order for the leveling kit would be 430.00

 b. Department heads.

Town Mayor, Steve Dickey stated the tree trimming in front of Town Hall had cost $200 more than planned due to one tree had to be taken out completely. The cost was $1200 to trim down the trees and there was 8 feet left to trim. Steve had to make an emergency decision for the Town. Steve also stated that Will Kilgore was going to sell out his tree trimming business and would like to see about buying it for the Town.

14. New business.

Shane Cole presented a building permit for a small restaurant located where the Peach Capital restaurant had been. Shane stated it will be home cooking menu and will be start in about 30 days for the structure to go up.

Town Mayor, Steve Dickey stated it had met all the requirements for the permit.

Motion was made by Steve Dickey to approve the building permit for a small restaurant that will be located by the Peach Capital. The motion was seconded by Matt Moore. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

Town Mayor, Steve Dickey stated the floor at the Town Hall and conference room needs to be replaced. Steve suggested having the floor cut out in order to fix the trip hazard in the Town office. Steve stated it would be $1000 to $1200 Dollars to fix.

Motion was made by Steve Dickey to fix the Town Hall and conference room floors. The motion was seconded by Sam Hendrix. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

15. Adjournment.

 Motion was made by Steve Dickey to adjourn at 7:51 P.M. The motion was seconded by Sam Hendrix. Voted yes: Matt Moore, Sharon Payne, Sam Hendrix, Adam Karnes, and Steve Dickey. Voted no: None. Motion carried.

Meeting adjourned at 8:14 p.m.

STEVE DICKEY, MAYOR

DEBORAH FORBES, TOWN CLERK