

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, NOVEMBER 9, 2023

1. Call to order.

The meeting was called to order by Vice Chairman Clifford Marshall Jr. at 7:15 p.m.

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

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

Others present were: Jackie Todd, Shirley Herring, Kendra Moore, Graham Moore, Joey Hatfield, Kimmi Mullen, David Payne, Douglas Merritt, Teddy Abbott, and Brittnee Roark

3. 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 Whitney Littlefield to approve the consent agenda (items a, b, and c). The motion was seconded by Norma Meyer.

Voted yes: Norma Meyer, Kristin Eaton, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield.

Voted no: None. Motion carried.

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

No items were removed from the consent agenda.

5. Appearances or petitions from the audience.

- a.) Blake Roark concerning his water bill.

Brittnee Roark, wife of Blake Roark, appeared regarding their water bill. Mrs. Roark stated that their water meter had been replaced the month before and a coupling on the water meter cracked a week after the meter was replaced. She stated that the hole that was dug to repair the meter was left unfilled for a week. She asked the board to consider approving an adjustment on her water bill.

- b.) Others from the audience

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

6. Discussion and possible action concerning:

- a.) Blake Roark's water bill.

Motion was made by Chairman Bradah Littlefield to adjust Blake Roark's water bill to the amount of \$85.00. The motion was seconded by Vice Chairman Clifford Marshall Jr.

Voted yes: Norma Meyer, Kristin Eaton, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield.

Voted no: None. Motion carried.

b.) Approval of a one-time service benefit for employees.

Motion was made by Vice Chairman Clifford Marshall Jr. to approve a one time service benefit for each Porter Public Works Authority employee in the amount of \$500.00, with the Porter Public Works Authority to pay the employee taxes on the benefit. The motion was seconded Norma Meyer.

Voted yes: Norma Meyer, Kristin Eaton, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield.

Voted no: None. Motion carried.

c.) Approval of pay request # 4 for loan proceeds for Wastewater Treatment Facility improvements from loan # ORF- 22-0018 – CW in the amount of \$5,100.00 for payment to Myers Engineering for invoice #223098-4 for engineering services.

Motion was made by Whitney Littlefield to approve pay request # 4 for loan proceeds for Wastewater Treatment Facility improvements from loan # ORF- 22-0018 – CW in the amount of \$5,100.00 for payment to Myers Engineering for invoice #223098-4 for engineering services. The motion was seconded by Chairman Bradah Littlefield.

Voted yes: Kristin Eaton, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield.

Voted no: Norma Meyer. Motion carried.

d.) Trash Contract.

Motion was made by Whitney Littlefield to publish the trash contract for bidding, with bids to be accepted for two weeks after date of publication. The motion was seconded by Kristin Eaton.

Voted yes: Whitney Littlefield, Kristin Eaton, Norma Meyer, Bradah Littlefield, and Clifford Marshall Jr.

Voted no: None. Motion carried.

e.) Purchasing new printer for office with one half being paid out of Porter Public Works Authority and one half being paid out of Town.

Motion was made by Whitney Littlefield to purchase a new printer for the administrative offices that is similar to the previous printer with one half of the cost to be paid out of the Porter Public Works Authority account and one half of the cost to be paid out of the Town account. The motion was seconded by Norma Meyer.

Voted yes: Bradah Littlefield, Norma Meyer, Clifford Marshall Jr., Whitney Littlefield, and Kristin Eaton.

Voted no: None. Motion carried.

7. Request for an Executive Session as authorized by O.S. Title 25 § 307 (B) (1) for interviewing and possibly hiring Douglas Merritt for a full time maintenance position.

Motion was made by Vice Chairman Clifford Marshall Jr. to go into Executive Session. The motion was seconded by Norma Meyer.

Voted yes: Bradah Littlefield, Norma Meyer, Clifford Marshall Jr., Whitney Littlefield, and Kristin Eaton.

Voted no: None. Motion carried. The Board members went into Executive Session at 7:40 p.m. The Board members returned from Executive Session at 8:00 p.m. Motion was made by Vice Chairman Clifford Marshall Jr. to return to regular session. The motion was seconded by Kristin Eaton.

Voted yes: Bradah Littlefield, Norma Meyer, Clifford Marshall Jr., Whitney Littlefield, and Kristin Eaton.

Voted no: None. Motion carried.

8. The members of the Board of Trustees will consider and take any action deemed appropriate by members of the Board of Trustees arising out of the discussion held in the foregoing executive session.

Motion was made by Vice Chairman Clifford Marshall Jr. to hire Douglas Merritt for a full time maintenance position with pay at \$16.00 an hour. The motion was seconded by Whitney Littlefield.

Voted yes: Bradah Littlefield, Norma Meyer, Clifford Marshall Jr., Whitney Littlefield, and Kristin Eaton.

Voted no: None. Motion carried.

9. Reports from:

a.) Department heads.

No report.

b.) Chairman

No report.

10. New business.

There was no new business to be discussed.

11. Adjournment.

Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Norma Meyer.

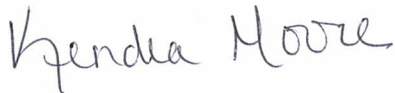
Voted yes: Norma Meyer, Kristin Eaton, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield.

Voted no: None. Motion carried.

Meeting adjourned at 8:05 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



KENDRA MOORE, DEPUTY CLERK