

MEETING MINUTES
OF THE BOARD OF TRUSTEES OF THE
TOWN OF WEST SILOAM SPRINGS, OK
OCTOBER 19, 2020

TIME: 6:00 PM

PLACE: TOWN HALL

1. CALL TO ORDER. 6:00 PM
2. ROLL CALL AND DETERMINATION OF QUORUM.
SAM HERE, RHONDA HERE, MARTY HERE, LINDA HERE, ELAINE HERE
3. DISCUSSION AND ACTION ON APPROVING THE MINUTES OF THE SEPTEMBER 21, 2020 BOARD MEETING.
**ELAINE MOTIONED TO APPROVE THE MINUTES OF THE SEPTEMBER 21, 2020 BOARD MEETING
LINDA SECONDED
SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES**
4. REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
 - a. **FINANCIAL REPORTS KRIS KIRK SEPT. GREAT MONTH, GENERAL FUND AHEAD BY \$8,300. IN FINES AND SALES TAX, EXPENSES ONLINE- INTERNET, GAS AND MARIJUANA SALES**
 - b. **POLICE CHIEF 283 CITATIONS 32 REPORTS, 1 DUI, 18 DRUG, 8 ACCIDENTS, 1 PURSUIT, 3 LBS OF MARIJUANA, SEIZED A KIA AND 1,360. IN CASH.**
 - c. **ZONING BOARD AGENDA HAS THE ITEMS LISTED FROM ZONING BOARD**
 - d. **CODE ENFORCEMENT TRI STATE BROKE GROUND, WINDMILL FOR ELEC, COMPLAINT ABOUT DUMPSTERS PLACEMENT AND WAYLON HAS A CLASS THURS AND FRIDAY**
 - e. **MAYOR TOWN RECEIVED A BRONZE MEMBER FROM CHAMBER OF COMMERCE, VETERANS PARADE NEXT MONTH, CHRISTMAS PARADE MAY BE CANCELED, TRICK OR TREAT AT POST OFFICE FROM 5-7 PM ON SATURDAY OCT 31ST, FALL CLEAN UP OCT 24TH & 25TH SAT. AND SUN. 8-5. THIS WEEKEND WAYLON PUT UP SIGNS.**
 - f. **VICE MAYOR: THANK YOU LINDA FOR CLEANING UP THE OFFICE, AND KEITH AND RAYMOND FOR THE LIGHTS, THANK YOU FOR THE GREAT TEAMWORK**
 - g. **TOWN CLERK / TREASURER**
 - h. **TOWN ATTORNEY came in at 6:12PM**
 - i. **OTHER BOARD MEMBERS**
5. PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON).
6. DISCUSSION AND ACTION ON APPROVING THE REVISION OF THE TOWN OF WEST SILOAM SPRINGS' PERSONEL HANDBOOK AFTER THE ADDITION OF DRUG SECTON BY TOWN ATTORNEY.
**RECOMMEND BY TOWN ATTORNEY TO APPROVE THE EMPLOYEE HANDBOOK WITH THE ADDITION OF THE DRUG POLICY AS TRUSTEE SAM BYERS HAS SENT HIM, AND HE WILL INCORPORATE IT THAT WAY WE CAN GET IT INTO PLACE, AND JOT WILL UTILIZE THE POLICY THAT SAM SENT HIM.
SAM MOTIONS THAT WE APPROVE THE VERSION OF THE TOWN OF WEST SILOAM SPRINGS AFTER THE ADDITION OF THE DRUG SECTION PER TOWN ATTORNEYS RECOMMENDATION.
LINDA SECONDED.

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES**
7. DISCUSSION AND POSSIBLE ACTION ON ODOT PLACING 6 POLES ON 412 REPRESENTATIVES TO ADDRESS BOARD

ELAINE MOTIONS TO TABLE TO SEE IF JOT CAN GO UP ONE MORE LEVEL TO REACH SOMEONE AT THE STATE

NOT TO BE PUT ON THE AGENDA TILL THEY SAY THEY ARE COMING

LINDA SECONDED

SAM YES, RHONDA YES, MARTY ABSTAINS, LINDA YES, ELAINE YES

8. DISCUSSION AND POSSIBLE ACTION OF TABLED ITEM FROM SPECIAL MEETING SEPTEMBER 10, 2020, COST OF LIVING RAISES AND MERIT RAISES NOT TIED TO THE YEARLY EVALUATIONS
SEE PAGE ATTACHED FOR THE PAY
RAISE, APPROVED BY THE CHIEF OF POLICE, UNLESS THEY BUMP UP IN RANK. 4% COST OF LIVING AS SOON AS CERTIFIED FOR 20-21 FISCAL YEAR. THIS ALSO NEEDS TO BE ADDED TO THE HANDBOOK ONCE APPROVED PUT ON NEXT AGENDA HOW TO GRANT THE COST OF LIVING RAISES AND STIPULATIONS FOR HANDBOOK

SAM MOTIONS TO APPROVE THE COST OF LIVING RAISE FROM ASST CHIEF DOWN TO PATROLMAN EXCLUDING RESERVE CERTIFIED OFFICERS, FOR THE REMAINING OF THIS FISCAL YEAR. APPROVING THE 4% RAISE STARTING THIS NEXT PAYCHECK.

MARTY SECONDED THAT MOTION

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

9. DISCUSSION AND POSSIBLE ACTION TO INCREASE PAY SCALE ACROSS THE BOARD FROM PATROL TO ASSISTANT CHIEF.

MARTY MOTIONS TO TABLE TILL THE NEXT BOARD MEETING.

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

10. DISCUSSION AND ACTION ON REVISITING, REVIEWING AND POSSIBLE AMENDMENT OF PREVIOUS ACTION TAKEN AT SEPTEMBER 21, 2020 TOWN BOARD MEETING FOR APPROPRIATION OF FUNDS FROM CARES ACT (COVID RELIEF FUND).

ELAINE MOTIONED TO TABLE TILL WE HEAR BACK FROM THE STATE ON THIS

MARTY SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

11. DISCUSSION AND POSSIBLE ACTION ON PAYING TOWN CPA A FEE BASED ON A PERCENTAGE OF FUNDS RECEIVED BY TOWN FROM CARES ACT FUNDS ALLOCATION.

ELAINE MAKES A MOTION TO TABLE TILL WE HEAR MORE

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

12. DISCUSSION AND ACTION ON WHO IS AUTHORIZED TO USE CREDIT CARD WITHOUT PRIOR BOARD APPROVAL AND MAXIMUM AMOUNT AVAILABLE WITHOUT PRIOR BOARD APPROVAL.

MARTY MOTIONS: WE NEED TO HAVE A RESOLUTION DECIDED WHEN DRAWN UP, HOW THE BOARD WANTS TO APPROVE USE OF CREDIT CARDS, TO ESTABLISH BEST POLICY FOR USING TOWN CREDIT CARDS, AND ALL PURCHASING LIMITS.

CREATE THIS COMMITTEE WITH JOT, RHONDA, AND OR SAM AND ELAINE

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

13. DISCUSSION AND ACTION ON PERSONAL MAIL AND OR PACKAGE/MERCHANDISE DELIVERIES TO TOWN HALL

LINDA MOTIONED WE APPLY THAT NON-PERSONNEL OUTSIDE MAIL MAY NOT BE DELIVERED TO THE TOWN, TOWN, EXEMPT THE EMPLOYEES NO PERSONNEL OUTSIDE MAIL.

MARTY SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

14. DISCUSSION AND ACTION ON RENEWING ZIPPS CARWASH MEMEBERSHIPS.

RHONDA MOTIONED TO NOT RENEW ZIPPS CARWASHES

LINDA SECONDED

SAM YES, RHONDA YES, MARTY NO, LINDA YES, ELAINE NO

15. DISCUSSION AND ACTION ON PURCHASE OR RETURN OF PODIUM AND INFLATABLES.

**SAM MAKES A MOTION TO RETURN PODIUM AND INFLATABLES TILL WE HAVE A POLICY IN PLACE
RHONDA SECONDED**

SAM YES, RHONDA YES, MARTY NO, LINDA YES, ELAINE NO

16. DISCUSSION AND POSSIBLE ACTION ON PURCHASING 3 POLICE VEHICLES.

WE HAVE IN THE POLICE SURPLUS ACCOUNT \$41,823.75 AND WE OWE \$99,716.13 WE HAVE BUDGETED FOR \$5,200 A MONTH. SURPLUS OF THE 3 VEHICLES DELAWARE .GOV DEALS SAID THAT THE TAHOE WAS WORTH 9,000 COLCORD WANTS ONE FOR 9,000 AND THE TAHOE 15,000 AND THE OTHER IS WORTH 11,000 2 FOR 20,000 PLUS HOPEFULLY 15,000. NEW RATE 2.9 % FOR 3 YEARS
**SAM MOTIONED TO APPROVE THE PURCHASE OF 3 POLICE VEHICLES FORD EXPLORERS, \$140,450.
GET A COPY OF THE LEASE AGREEMENT TO PUT WITH THE MINUTES.**

ELAINE SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE NO

SAM MOTIONED TO SURPLUS THE THREE VEHICLES THE TAHOE TO DELAWARE COUNTY D.A.'S OFFICE FOR \$11,000, AND THE CHARGER TO COLCORD POLICE DEPARTMENT FOR \$9,000 AND THE 4 WHEEL DRIVE TAHOE TO GOV DEALS WITH A \$15,000 RESERVE

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE NO

17. DISCUSSION AND ACTION ON APPROVING MOBILE HOME APPLICATION FOR PEGGY FILMORE. MOBILE HOME TO BE PLACED ON 5635 CEDAR DR. (BOBBY GRANDERSON MOBILE HOME PARK)

ELAINE MOTION TO APPROVE THE HOME MOBILE HOME APPLICATION FOR PEGGY FILMORE.

MOBILE HOME TO BE PLACED ON 5635 CEDAR DR. (BOBBY GRANDERSON MOBILE HOME PARK)

SAM SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

18. DISCUSSION AND ACTION ON APPROVAL OF FINAL PLAT PHASE 3 OF SNYDER SPRINGS SUBDIVISION, (FORMERLY MEADOW SUBDIVISION)

SAM MOTIONS THAT WE ACCEPT THE FINAL PLAT PHASE 3 OF SNYDER SPRINGS SUBDIVISION, (FORMERLY MEADOWLARK SUBDIVISION) PENDING KEITH'S APPROVAL OF REQUIREMENTS

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

5. DISCUSSION AND ACTION ON APPROVING THE PURCHASE ORDERS FOR AUGUST

GENERAL PO#'s 33837 through 33920 for a total of \$67,151.12

EMS	PO# 115	\$19,783.63
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DRUG FORFEITURE	PO# 21	\$239.00
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ELAINE MOTIONS TO ACCEPT PURCHASE ORDERS IN THE AMOUNT OF \$16,151.12 AND \$19,783.63, AND \$239.

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

20 a. DISCUSSION AND VOTE FOR ACTION ON EMERGENCY CLAUSE APPROVAL

ELAINE MOTIONS TO ACCEPT THE EMERGENCY CLAUSE PURCHASE ORDERS

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

6. NEW BUSINESS.

7. ADJOURNMENT.

ELAINE MOTIONS TO ADJOURN

SAM SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

MAYOR – ELAINE CARR

VICE MAYOR – RHONDA WISE