**MINUTES OF A REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE**

**TOWN OF WEST SILOAM SPRINGS, OK**

**September 21, 2020**

**TIME: 6:00 PM**

**PLACE: TOWN HALL**

**MINUTES**

1. **CALL TO ORDER.**
2. **ROLL CALL AND DETERMINATION OF QUORUM.**

SAM, HERE; RHONDA, HERE; MARTY, HERE; LINDA, HERE; ELAINE, HERE

1. **DISCUSSION AND ACTION ON APPROVING THE MINUTES OF THE AUGUST 24, 2020 SPECIAL BOARD MEETING.**

ELAINE MOTIONS TO ACCEPT THE MINUTES OF THE AUGUST 24, 2020 SPECIAL BOARD MEETING.

RHONDA SECONDED

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

1. **DISCUSSION AND ACTION ON APPROVING THE MINUTES OF THE SEPTEMBER 10TH, 2020 SPECIAL BOARD MEETING.**

ELAINE MOTIONED TO ACCEPT THE MINUTES OF THE SEPTEMBER 10TH, 2020 SPECIAL BOARD MEETING.

RHONDA SECONDED

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

1. **REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:**
2. **POLICE CHIEF LARRY BARNETT**: 31 REPORTS, 1 ASSAULT, 3 DUI’S, 15 DRUG CHARGES, 5 ALCOHOL, 220 CITATION AND 3 ACCIDENTS.
3. **ZONING BOARD AND PLANNING COMMISSION:** APPROVAL OF SIGN PERMITS

CODE ENFORCEMENT ANIMAL CONTROL CLASSES

1. **MAYOR**: ELAINE CARR ELECTION OCT 26TH ABSENTEE BALLOTS, READ CAREFULLY, SILOAM SPRINGS TRICK OR TREATING CANCELLED, POST OFFICE PROVIDING DRIVE THROUGH AT PO. FLU COMING, BACK UP PLANS FOR CHILD CARE IN CASE OF ADDITIONAL SHUT DOWN
2. **VICE MAYOR:** NOTHING TO REPORT AT THIS TIME
3. **TOWN CLERK/TREASURER:** NOTHING TO REPORT AT THIS TIME
4. **TOWN ATTORNEY:** ODOT INVITED TO OCTOBER MEETING COPY OF LETTER TO BE SENT TO US.
5. **ADD IN FINANCIALS**: FOR KRIS $27,000 AHEAD FOR YEAR $5,000 CURRENTLY WE HAVE $100,000. IN GENERAL FUND.
6. **PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON).**
7. **DISCUSSION AND POSSIBLE ACTION ON APPROVING THE REVISION OF THE TOWN OF WEST SILOAM SPRINGS PERSONNEL HANDBOOK**

ELAINE MOTIONS TO TABLE TILL NEXT MONTH

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

1. **DISCUSSION AND POSSIBLE ACTION ON WHO IS AUTHORIZED TO ADD AGENDA ITEMS.**

BOARD AND SUPERVISORS WOULD BE ABLE TO ADD TO THE AGENDA, NEW RESOLUTION NUMBER 2020-9-2

SAM MOTIONS TO ADOPT REVISION NUMBER 2020-9-2

ELAINE SECONDED

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

1. **DISCUSSION AND REVIEW ON TOWN ATTORNEY TRAVEL PAY**, JOT SAID, THERE WAS A FLAT FEE FOR MEETINGS AND THAT HE WOULD AJUST THE RATE BACK, BOARD DISCUSSED GOING BACK TO JANUARY FOR INVOICED AMOUNTS. KRIS TO LOOK OVER INVOICES

SAM MOTIONS TO REVIEW JANUARY – SEPT BILLING

LINDA SECONDED

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

1. **DISCUSSION AND POSSIBLE ACTION ON ODOT’S PLACING 6 POLES ON OR NEAR 412**

SAM MOTIONS TO TABLE

RHONDA SECONDED

SAM, YES; RHONDA, YES; MARTY, OBSTAINED; LINDA, YES; ELAINE, YES

1. **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**

MARTY MOTIONED TO ASSEMBLE A COMMITTEE TO DISCUSS

ELAINE SECONDED

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

1. **DISCUSSION AND POSSIBLE ACTION ON APPLICATION FOR ENGINEERING WATER LINE EXTENTION.** KEITH PRESENTED LETTER FROM LeBlanc ENGINEERING PROPOSING ENDORCING THE $9,500. COST FOR PLANS, SPECS, HYDRAULIC REVIEW OF THE WLX SYSTEM, PERMIT, AND CONSTRUCTION BIDDING SERVICES.

ELAINE MOTIONS TO ACCEPT

SAM SECONDED

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

1. **DISCUSSION AND POSSIBLE ACTION ON APPROPRIATING FUNDS FROM CARES ACT, COVID RELIEF FUND**

KRIS REPORTED A LITTLE OVER $66,000. APPROVED 1ST REQUEST THAT THE TOWN APPROVE A 1% FEE FOR KRIS’S TIME AND EFFORTS TO GET US THIS MONEY, AND SECOND, THAT THEY TOWN ALSO APPROVE COLLEEN GETTING A 1% BONUS FOR HER TIME AND EFFORTS IN APPLYING FOR THIS GRANT. DISCUSSED WERE THE 3 CARS WE HAVE CURRENTLY ON LOAN AND IF WE SHOULD PAY OFF OR CONTINUE THIS LINE AND BUY NEW VEHICLES OUTRIGHT.

SAM MOTIONS TO PAY BACK TOWN FOR EXPENSES FOR COVID RELIEF PURCHASES, THEN TO PAY OFF THE CAR LOAN ACCOUNT LEAVING 700 ON ACCOUNT, THEN TO GRANT THE 2 MERIT REQUESTS FOR THE GRANT APPLICATION FOR KRIS AND COLLEEN

RHONDA SECONDED

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

1. **DISCUSSION AND ACTION ON APPROVING OCCUPATIONAL LICENSE FOR EASTOK COTTAGES LOCATED AT 434 S STATELINE RD**

ELAINE MOTIONED TO APPROVE OCCUPATIONAL LICENSE FOR EASTOK COTTAGES LOCATED AT 434 S STATELINE RD

LINDA AND RHONDA SECONDED

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

1. **DISCUSSION AND ACTION ON RELINQUISHING AUTHORITY HAVING JURISICTION BACK TO THE STATE FIRE MARSHALL’S OFFICE**

SAM MOTIONED TO RELINQUISH BACK TO THE STATE TO BE REVISITED AT A LATER TIME MAYBE 2 YEARS

LINDA SECONDED

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

1. **DISCUSSION AND ACTION ON AMENDING CHAPTER 4 OF THE CODE OF ORDINANCES**

WAYLON RECOMMENDS TAKING NO ACTION AND MAKING CHANGES, FIRST.

ELAINE MOTIONED TAKE NO ACTION

MARTY SECONDED

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

1. **DISCUSSION AND ACTION ON FALL CLEAN UP,** $1,300 FIRST YEAR $1,800 FOR THE SECOND ONE DIDN’T HAVE LAST YEAR, ROLLOFFS SAME PRICE AS BEFORE. KEITH ADDED THERE WERE ADDITIONAL SALARY EXPENSES ALSO. OCT 24TH AND 25TH LIMITED TO WEST SILOAM RESIDENCE, MARC TO DO A STORY, WON’T COST US ANYTHING FOR HIS MENTION OF IT. VOLUNTEERS FROM POLICE DEPARTMENT AND MARTY.

ELAINE MOTIONED DO FALL CLEAN UP OCT. 24TH AND 25TH, 8-5

MARTY SECONDED GIVING KEITH ATHORITY TO CHANGE BY THE END OF THE MONTH

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

1. **DISCUSSION AND ACTION ON REVISION OF THE ACCEPTANCE OF LESLIE COLANTUONO’S RESIGNATION LETTER.** JOT ADVICED A REVISION OF ORIGINAL BOARD MEETING MINUTES TO REFLECT SAM’S VOTE TO NOT ACCEPT ON BOTH MEETINGS.

SAM MOTIONED TO AMEND HIS VOTE ON BOTH BOARD AND MUNICIPAL MEETING MINUTES TO BE THE SAME, “NO, VOTE NON-ACCEPTANCE OF LESLIE COLANTUONO’S RESIGNATION LETTER AND CHANGING MY VOTE ON BOTH.”

RHONDA SECONDED

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

1. **DISCUSSION AND ACTION OF CHUCK VAUGHAN’S EVALUATION**

MARTY MOTIONED TO RETAIN CHUCK VAUGNAN WITH NO RAISE UPON CHIEF BARNETT’S RECOMMENDATION

RHONDA SECONDED

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

1. **DISCUSSION AND ACTION ON APPROVING THE PURCHASE ORDERS FOR AUGUST**

**GENERAL TOTAL = PO# 33783-33849 $107,377.06**

**EMS TOTAL = PO# 114 $19,783.63**

SAM MOTIONED TO APPROVE PURCHASE ORDERS FOR GENERAL AND EMS

RHONDA SECONDED

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

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

 ELAINE MOTIONED TO ACCEPT THE EMERGENCY CLAUSE FOR THE PURCHASE ORDERS.

LINDA SECONDED

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

1. **NEW BUSINESS.**
2. **ADJOURNMENT.** ELAINE COMMENTED THAT WE HAVE BACK THE BADGE BRACELET’S AVAILABLE.

SAM MOTIONED TO ADJOUR

ELAINE SECONDED

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

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**MAYOR – ELAINE CARR VICE MAYOR – RHONDA WISE**