

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, MAY 4, 2023

1. Administration of oaths to newly elected Board members.

The oath of office and the loyalty oath were taken by the newly elected Board members, Bradah Littlefield, Norma Meyer, and Kristin Eaton. The oaths were administered by Town Clerk Shirley Herring. Town Clerk Shirley Herring took her oaths prior to the meeting.

2. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:05 p.m.

3. 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: Natasha Baucom, Nick Jackson, Adam Springsted, Kendra Moore, Jackie Todd, Matt Coe, Jered Davidson, Lindsay Roland, Teddy Abbott, and Shirley Herring.

4. Prayer.

Mayor Bradah Littlefield said a prayer.

5. Pledge of Allegiance.

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

6. Election of Mayor.

Clifford Marshall, Jr. nominated Bradah Littlefield. The nomination was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Bradah Littlefield abstained. Motion carried.

7. Election of Vice-Mayor.

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

8. 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 Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

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

No items were removed from the consent agenda.

10. Appearances or petitions from the audience:

There were no appearances or petitions from the audience at this time.

11. Consider and take action with respect to approval of Resolution #2023-2, approving action taken by the Porter Public Works Authority authorizing issuance, sale and delivery of a promissory note of the Authority to the Oklahoma Water Resources Board; Ratifying and confirming a lease agreement pertaining to the Town's water, sanitary sewer, and sanitation systems leased to the Porter Public Works Authority; and containing other provisions related thereto.

Engineer Matt Coe appeared before the Board. Mr. Coe said this promissory note will be for funds to upgrade and make improvements to the wastewater treatment plant. He said there are some critical issues that need to be addressed to get the wastewater treatment plant in compliance with Federal requirements. Mr. Coe said the Porter Public Works Authority needs to borrow money in order to get the principal forgiveness grant. Jered Davidson with the Public Finance Law Group, Bond Counsel for the Porter Public Works Authority, said the Town has to approve the Porter Public Works Authority borrowing money to finance the construction of improvements to the wastewater treatment plant. Mayor Bradah Littlefield said a large portion of the loan can be paid back with grant funds. Motion was made by Bradah Littlefield to approve action taken by the Porter Public Works Authority authorizing issuance, sale and delivery of a promissory note of the Authority to the Oklahoma Water Resources Board; Ratifying and confirming a lease agreement pertaining to the Town's water, sanitary sewer, and sanitation systems leased to the Porter Public Works Authority; and containing other provisions related thereto. 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.

Lindsay Roland came into the meeting. Ms. Roland wanted to speak to the Board members; therefore, Bradah Littlefield went back to appearances and petitions from the audience.

Lindsay Roland said she is employed as a technical assistant for the Oklahoma Rural Water Association (OWRA). She said several years ago, Porter was interested in participating in ORWA's Long Range Sustainability Program. Ms. Roland said this program is a comprehensive set of assessments, tools and other assistance that all focus on supporting and promoting system sustainability. She said completion of the program will open up grant funding for the Porter Public Works Authority. She said the staff at ORWA will assist the town with conducting a water loss audit, leak detection, mapping of distribution system, operating procedures, board and operator training, sewer evaluation (smoke testing), and policy and procedures. Ms. Roland said the Board can get back to her, if they are still interested in participating in this program.

12. Mayor Bradah Littlefield went back to item 12 on agenda, consider and take action on short form agreement between Town of Porter/Porter Public Works Authority and Myers Engineering Consulting Engineers, Inc. to provide engineering services, including bidding and negotiation, engineering during construction, construction staking and resident project representative services.

The Board members looked over the agreement. Motion was made by Bradah Littlefield to approve the short form agreement between Town of Porter/Porter Public Works Authority and Myers Engineering Consulting Engineers, Inc. to provide engineering services, including bidding and negotiation, engineering during construction, construction staking and resident project representative services. 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.

13. Discussion and necessary action concerning:

(a) Scheduling a workday at Greenwood Cemetery

Jackie Todd said the employees already have the cemetery in good shape. No action was taken on this item.

(b) Approval of building permit for:

(1) Carolyn Brittain.

The Board members looked over the permit. Ms. Brittain is requesting to put a garage on her property. Mayor Bradah Littlefield said the property has not been cleaned up of debris from the burned mobile home. The Board members also stated there was not enough room at this location for a garage. Motion was made by Bradah Littlefield to not approve the building permit for Carolyn Brittan. 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.

(2) Danny Thayer.

The Board members looked over the permit. Mr. Thayer is requesting to place an RV carport and a cabana on his property. Motion was made by Bradah Littlefield to approve the permits for the RV carport and cabana for Danny Thayer. 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.

(c) Nominating a representative for the Eastern Oklahoma Development District (EODD) Board of Directors.

Mayor Bradah Littlefield said the EODD meetings are held the third Thursday of each month at 1:30 p.m. She said the representative must be an elected official. Mayor Bradah Littlefield nominated Town Clerk Shirley Herring as the representative for EODD Board of Directors. The nomination 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) Flooring for Civic Center.

The Board members looked at samples of flooring and discussed several options for the flooring. Motion was made by Norma Meyer to get the same kind of flooring that is in the conference room at city hall. The motion was made by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(e) Hiring a person to inspect and clean Civic Center after it has been rented.

The Board members discussed how much to pay this person. Motion was made by Clifford Marshall, Jr. to hire Danielle Dean and to pay her \$30.00 each time she inspects and cleans the Civic Center after it has been rented. 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.

(f) Purchasing surveillance cameras for Town properties.

Jackie Todd said four cameras are needed. Motion was made by Bradah Littlefield to purchase four surveillance cameras for Town properties. 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.

(g) Hiring a person to assist with the preparation of the 2023-2024 budget.

Shirley Herring said the Town's auditor Ralph Osborn has been helping prepare the budget for the last several years. Motion was made by Bradah Littlefield to hire Ralph Osborn to assist with the preparation of the 2023-2014 budget. 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.

(h) Purchasing benches for Town Hall.

Motion was made by Clifford Marshall, Jr. to table this item. 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.

14. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 22 calls in April, which included 14 medical calls, 1 motor vehicle accident, 6 grass fires, and 1 vehicle fire. He said the fire department used 4,200 gallons of water in April. Mayor Bradah Littlefield asked how many firefighters are available to go on calls during the daytime. Adam said Porter has two firefighters available during the day, and Tullahassee has two firefighters available during the day.

(b) Department heads.

No reports.

(c) Mayor

No report.

15. New business.

There was no new business to be discussed.

16. Adjournment.

Motion was made by Whitney Littlefield to adjourn. 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.

Meeting adjourned at 7:37 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK