

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, DECEMBER 7, 2023

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:20 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, Adam Springsted, Kendra Moore, Kimmi Mullen, Teddy Abbott, Wesley Call and Bobby Call.

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.

There were no appearances or petitions from the audience.

6. Discussion and possible action concerning:

a.) Approval of dates for 2024 Board meetings.

Motion was made by Whitney Littlefield to approve the dates for the 2024 Board meetings. The motion was seconded by Chairman Bradah Littlefield.

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

Voted no: None. Motion carried.

b.) Approval of pay request #5 for loan proceeds for Wastewater Treatment Facility improvements from loan # ORF-22-0018-CW in the amount of \$11,900.00 for payment to Myers Engineering for invoice #223098-5 for engineering services.

Motion was made by Whitney Littlefield to approve pay request #5 for loan proceeds for Wastewater Treatment Facility improvements from loan # ORF-22-0018-CW in the amount of \$11,900.00 for payment to Myers Engineering for invoice #223098-5 for engineering services. The motion was seconded by Chairman Bradah Littlefield.

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

Voted no: None. Motion carried.

c.) Kimberly Mullen's completion of the ninety day probation period required for new employees.

Motion was made by Norma Meyer to table this item until a performance report was filled out and reviewed by Jackie Todd and Kendra Moore. No second. The motion died from lack of a second.

Motion was made by Whitney Littlefield to give Kimberly Mullen a \$2.00 per hour raise and talk with her after the meeting. 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.) Opening and reading out loud of sealed bids for waste management contract with the Porter Public Works Authority.

Chairman Bradah Littlefield opened the sealed bids at 6:27 p.m.

T&K Sanitation

\$ 30.00 per residence per month (1- 96 gallon poly cart)

\$ 85.00 for 2 yard dumpster

\$ 105.00 for 3 yard dumpster

Authority charge of \$1.00

C&C Sanitation

Each 96 gallon tote - \$14.25 + authority charge

Each extra tote - \$5.00

2 yard dumpsters for each commercial per month –

2 yard - \$ 55.00 - 1 times a week

\$ 80.00 - 2 times a week

3 yard - \$ 70.00 - 1 times a week

\$ 95.00 - 2 times a week

School dumpsters – need all information for bid to be included.

e.) Award of waste management bid for the Porter Public Works Authority.

Motion was made by Chairman Bradah Littlefield to table this item until Tuesday, December 12, 2023 at 6:00 p.m. 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.

7. Reports from:

a.) Department heads.

No reports.

b.) Chairman.

Chairman Bradah Littlefield said that Douglas Merritt had resigned from his position.

8. New business.

There was no new business to be discussed.

9. 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 6:36 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



KENDRA MOORE, DEPUTY CLERK