

MINUTES OF THE REGULAR
MEETING OF THE PORTER PUBLIC
WORKS AUTHORITY HELD
THURSDAY, OCTOBER 8, 2020

1. Call to order.

The meeting was called to order by Chairman Sharon Payne at 8:11 p.m.

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

Members present were: Tonya Springsted, Jim Bias, Sam Hendrix, Wayne Collins, and Sharon Payne. A quorum was present.

Others present were: Jackie Todd, Joey Hatfield, Graham Moore, Kendra Moore, Ron Cates, and Shirley Herring

3. Necessary action concerning approval of the consent agenda.

- a. Approval of the minutes of the previous meetings.
- b. Approval of the purchase orders.
- c. Approval of the payroll purchase orders.

Tonya Springsted said there were some issues in the minutes concerning item 6 (a) discussion and possible action concerning reimbursement to employees for using their personal cell phones for work, in the amount of \$50.00 per month. She said she would like to remove item (a) from the consent agenda and place under item #4 for consideration. Motion was made by Sharon Payne to approve items (b) and (c) of the consent agenda. The motion was seconded by Tonya Springsted. Voted yes: Tonya Springsted, Jim Bias, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

4. Consideration of items removed from the consent agenda.

Motion was made by Sharon Payne on item 6 (a) of the September 10, 2020, minutes to strike out everything preceding the motion, which will then read: Motion was made by Sharon Payne to give the field employees, Jackie Todd, Heath Jenkins, and Joey Hatfield \$25.00 per pay check for a total of \$50.00 per month beginning next Friday, September 18th. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Jim Bias, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

5. Appearances or petitions from the audience:

There were no appearances or petitions from the audience.

6. Discussion and possible action concerning

- (a) Specifications for disbursement of employees' clothing allowance.

Motion was made by Tonya Springsted to allow the employee to purchase \$400.00 worth of clothing at a vendor of his choice, with the employee to be reimbursed after bringing in an itemized receipt listing the items purchased with the understanding that reimbursement can be denied if policy is not followed and that boots must be OSHA approved. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Jim Bias, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

(b) Obtaining an inspection of the Tullahassee water storage tank.

Jackie Todd gave the Board members copies of a proposal from Ron Perrin Water Technologies for remote underwater camera inspection of potable water storage facilities to look over. This proposal states that the 200,000 gallon water storage ground tank and the 50,000 gallon elevated water storage tower will both be inspected for \$1,072.00 including mileage. Motion was made by Sharon Payne to obtain inspections of the Tullahassee water storage tank and the 50,000 gallon elevated water storage tower for \$1,070.00. The motion was seconded by Wayne Collins. Voted yes: Tonya Springsted, Jim Bias, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

(c) Purchasing ditch bucket for track hoe.

Jackie Todd said the ditch bucket will cost \$1,750.00. Motion was made by Sharon Payne to purchase a ditch bucket to be used by the Authority as well as by the Town. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Jim Bias, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

(d) Modification of vacation policies.

Motion was made by Sharon Payne that the vacation policies for Town and Authority be the same. The motion was seconded Tonya Springsted. Voted yes: Tonya Springsted, Jim Bias, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried. In the Town meeting, the vacation policies were modified to state that employees must request vacation leave in writing at least two weeks prior to the date of taking the vacation and the request must be approved by the supervisor, with this modification to take effect immediately.

7. Reports from department heads.

There were no reports from department heads.

8. New business.

Jackie Todd said the Round Up Club is having a spook house for Halloween on October 24th and October 31st at 7:00 p.m. at the fairgrounds.

9. Adjournment.

Motion was made by Sharon Payne to adjourn. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Jim Bias, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

Meeting adjourned at 8:53 p.m.


SHARON PAYNE, CHAIRMAN


SHIRLEY HERRING, SECRETARY