

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, OCTOBER 5, 2023

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:25 p.m.

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

Members present were: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Kristin Eaton was absent. A quorum was present.

Others present were: Adam Springsted, Kendra Moore, Kimmi Mullen, Jackie Todd, Joey Hatfield, Teddy Abbott, and Shirley Herring.

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 Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. 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) Changing the date for the late payment penalty on water bills from the 10th of the month to the 15th of the month, with the 10% penalty to be assessed on the 16th of the month instead of the 11th of the month

Jackie Todd said some people have not been receiving their bills until around the 6th of the month and these people are complaining that they do not have enough time to pay before the late payment penalty is assessed. Motion was made by Bradah Littlefield to change the date for the late payment penalty on water bills from the 10th of the month to the 15th of the month, with the 10% penalty to be assessed on the 16th of the month instead of the 11th of the month. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

b) Approval of pay request #3 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 #223098-3

Motion was made by Bradah Littlefield to approve pay request #3 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 #223098-3. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

c) Complaints on trash service, including trash not being picked up at some residences and having trouble with management responding to calls and messages.

Water Clerk Kimmie Mullen said last week the trash was not picked up in the housing addition behind the school and some other streets were also missed. She said she called the trash company, and the trash company came back and picked up the trash from the locations that were missed, except for the housing addition behind the school. She said she called the trash company on Monday, but they did not answer her calls or return her messages. Kimberly said the trash at this addition was not picked up until Thursday. Town Attorney Teddy Abbott said the contract can be terminated with a 30-day written notice. He said the Board may want to give the trash company a warning notice. Mr. Abbott said he will check and see if the contract has to be put out for bids if the Board decides to hire another company. He said if the contract has to be put out for bids, the Board may want to send the trash company a warning letter before putting it out for bids. Motion was made by Bradah Littlefield that if the contract has to be put out for bids to send a warning letter to the trash company, but if the contract does not have to be put out for bids to look at other companies. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

7. Review of applications for full-time maintenance position.

The Board members looked over the applications. The Board members picked out five applicants to interview. The Board members said the interviews will be held on Wednesday, October 11, 2023, beginning at 6:00 p.m.

8. Reports from:

(a) Department heads.

Joey Hatfield said construction has not been started on the wastewater treatment facility improvements. Jackie Todd said the water loss this month was around 2,000,000 gallons.

(b) Chairman.

No report

9. New business.

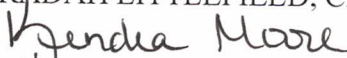
Motion was made by Bradah Littlefield to give Jackie Todd and Joey Hatfield a \$500.00 bonus for all the hard work they have done, with the Authority to pay the taxes on these bonuses. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

10. 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., and Norma Meyer. Voted no: None. Motion carried. Meeting adjourned at 7:27 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



Hendra Moore, Deputy Clerk

~~SHIRLEY HERRING, SECRETARY~~