

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, DECEMBER 8, 2022

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:00 p.m.

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

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

Others present were: Adam Springsted, Graham Moore, Kendra Moore, Natashia Baucom, Amy Brown, Sara Watts, Roxanne Kadow, Heath Jenkins, Matt Coe, Joey Hatfield, Teddy Abbott, and Shirley Herring.

3. Prayer.

Mayor Bradah Littlefield said a prayer.

4. Pledge of Allegiance.

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

5. 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.

Motion was made by Whitney Littlefield to approve the consent agenda (items a, b, and c). The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

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

No items were removed from the consent agenda.

7. Appearances or petitions from the audience:

- (a) Sara Watts concerning life insurance plans for employees.

Sara Watts and Roxanne Kadow, agents with Globe Life Insurance were present at the meeting. Roxanne Kadow spoke about Globe Life Insurance Worksite Advantage Plan for employees. She said this plan offers term life insurance for employees at an affordable price.

- (b) Others from the audience.

Matt Coe, Engineer for the Town, appeared before the Board. Matt Coe said he is concerned because at the meeting held on November 29, 2022, the pay request for Superior Services and Supply and for Myers Engineering for work on the water towers was not approved. He said he does not send in a pay request until the work has been approved. He said this project has been a major undertaking. Matt said there have been some problems, but the problems have been taken care of, and the contractor needs to be paid. He said if Porter does not pay the contractor, Porter runs the risk of being in breach of the contract. He said if the Board members have any questions concerning the pay requests, the questions should be addressed and taken care of before the meeting.

8 Discussion and possible action concerning adoption of Ordinance 2022-1 granting Public Service Company of Oklahoma, an Oklahoma Corporation, its successors and assigns, a non-exclusive franchise for twenty-five (25) years to use the streets, alleys, avenues, ways, and other public places and grounds in the Town of Porter, Wagoner County, State of Oklahoma, for building, equipping, maintaining, extending, owning, and operating a system for the manufacture, transmission, distribution, sale, and control of electricity and communication circuits in and to the town and the public generally.

Amy Brown with Public Service Company of Oklahoma (PSO) said the franchise that PSO has with the Town expires in June, 2023. She said this ordinance grants PSO another twenty-five year franchise. Ms. Brown said once the ordinance is adopted by the Board, it will have to be approved by a vote of the registered qualified voters of the Town. Motion was made by Bradah Littlefield to adopt Ordinance 2022-1 granting Public Service Company of Oklahoma, an Oklahoma Corporation, its successors and assigns, a non-exclusive franchise for twenty-five (25) years to use the streets, alleys, avenues, ways, and other public places and grounds in the Town of Porter, Wagoner County, State of Oklahoma, for building, equipping, maintaining, extending, owning, and operating a system for the manufacture, transmission, distribution, sale, and control of electricity and communication circuits in and to the town and the public generally. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

9. Discussion and possible action concerning approval of Resolution 2022-12 authorizing the calling and holding of a special election in the Town of Porter, Oklahoma, Wagoner County, State of Oklahoma, for the purpose of submitting to the registered qualified electors of said Town the question of approval or rejection of Ordinance No. 2022-1 of the Town, more particularly described as an ordinance granting Public Service Company of Oklahoma, an Oklahoma Corporation, its successors and assigns, a non-exclusive franchise for twenty-five (25) years to use the streets, alleys, avenues, ways, and other public places and grounds in the Town of Porter, Wagoner County, State of Oklahoma, for building, equipping, maintaining, extending, owning, and operating a system for the manufacture, transmission, distribution, sale, and control of electricity and communication circuits in and to the town and the public generally and authorizing the Mayor and Town Clerk to execute the Resolution and Special Election Proclamation and Notice.

Motion was made by Whitney Littlefield to approve Resolution # 2022-12, authorizing the calling and holding of a special election in the Town of Porter for the purpose of submitting to the registered qualified electors of said Town the question of approval or rejection of Ordinance No. 2022-1. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

10. Discussion and necessary action concerning:

(a) Approval of Resolution #2022-13, Notice of Municipal Election.

This resolution states that a general election will be held on April 4, 2023, for the election of three trustees and a town clerk/treasure for four-year terms. The resolution further states that candidates for the offices shall file with the Secretary of the Wagoner County Election Board no earlier than 8:00 a.m. on Monday, February 6, 2023, and no later than 5:00 p.m. on Wednesday, February 8, 2023. Motion was made by Bradah Littlefield to approve Resolution #2022-13, Notice of Municipal Election. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(b) Approval of dates for 2023 Board meeting.

The Board members looked over the dates for the 2023 Board meetings (see attached schedule). Motion was made by Whitney Littlefield to approve the dates for the 2023 Board meeting. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(c) Approval of contract for Teddy Abbott

The Board members looked over the contract. This contract states that the Town and the PPWA desire to retain Teddy Abbott as the attorney to represent them and Teddy Abbott has agreed to represent them pursuant to the terms, conditions, and provisions of the contract. Motion was made by Bradah Littlefield to approve the contract for Teddy Abbott. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin. Voted no: None. Motion carried.

(d) Removing Jacob Noe as Requisition Officer for the Porter Fire Department.

(e) Appointing Jerry Kahn as a Requisition Officer for the Porter Fire Department.

(f) Removing Michael Seals as a Receiver for the Porter Fire Department.

(g) Appointing Justin Dickey as a Receiver for the Porter Fire Department.

Motion was made by Whitney Littlefield to approve items d, e, f and g as stated above to remove Jacob Noe as Requisition Officer, appoint Jerry Kahn as Requisition officer, remove Michael Seals as a Receiver and appoint Justin Dickey as a Receiver for the Porter Fire Department. The motion was seconded by Kristin Easton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(h) Approval of duties of Court Clerk/Treasurer.

The Board members looked over the list of duties of the Court Clerk/Treasurer. Motion was made by Bradah Littlefield to approve the duties of the Court Clerk/Treasurer. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(i) Approval of duties of Clerk/Treasurer.

The Board members looked over the list of duties of the Clerk/Treasurer. Motion was made by Bradah Littlefield to approve the duties of the Clerk/Treasurer. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(j) Approval of duties of Deputy Town Clerk

The Board members looked over the list of duties of the Deputy Town Clerk. Motion was made by Whitney Littlefield to approve the duties of the Deputy Town Clerk. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(k) Updating computer in Town Clerk's office.

Joey Hatfield said the computer in the Town Clerk's Office was purchased in 2011. He said it would be better to purchase a new computer instead of updating the old computer. He said a good computer can be purchased for under \$1,500.00. Motion was made by Whitney Littlefield to purchase a new computer for the Town Clerk's office, with the price not to exceed \$2,000.00. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

11. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 46 calls in November, which included 28 medical calls, 5 motor vehicle accidents, 2 grass fires, 2 structure fires, 5 public assist, and 4 vehicle fires. He said the fire department used 2,300 gallons of water in November.

(b) Department heads.

Kendra Moore said the Town applies for two grants through INCOG, one to purchase new water meters and one for street improvements. She said the Town received a notice from INCOG that the Town qualified for both grants; however, the Town can only receive one grant. Kendra said it was decided to take the grant for the new water meters. She said the grant for the street improvements would require the Town to spend about \$100,000.00 of its own funds.

(c) Mayor

Mayor Bradah Littlefield said the Town received a grant for \$35,000.00 for renovations of the Civic Center. She said the Town has already received a \$20,000.00 grant for renovations. She said a lot of improvements can be made to the Civic Center with \$55,000.00.

12. New business.

There was no new business to be discussed.

13. Adjournment.

Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

Meeting adjourned at 6:41 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK

THE TOWN OF PORTER BOARD OF TRUSTEES AND  
TRUSTEES OF THE PORTER PUBLIC WORKS AUTHORITY  
2023 CALENDAR YEAR  
SCHEDULE OF REGULAR MEETINGS\*

01/12/2023	6:00 P.M.	Porter Municipal Offices
02/09/2023	6:00 P.M.	Porter Municipal Offices
03/09/2023	6:00 P.M.	Porter Municipal Offices
04/06/2023	6:00 P.M.	Porter Municipal Offices
05/04/2023	6:00 P.M.	Porter Municipal Offices
06/08/2023	6:00 P.M.	Porter Municipal Offices
07/13/2023	6:00 P.M.	Porter Municipal Offices
08/10/2023	6:00 P.M.	Porter Municipal Offices
09/07/2023	6:00 P.M.	Porter Municipal Offices
10/05/2023	6:00 P.M.	Porter Municipal Offices
11/09/2023	6:00 P.M.	Porter Municipal Offices
12/07/2023	6:00 P.M.	Porter Municipal Offices

(To be completed by person filing notice)

NAME: Shirley Herring

TITLE: Town Clerk

ADDRESS: P.O. Box 149  
Porter, OK. 74454

PHONE NUMBER: (918) 483-0176

Filed in the office of the municipal clerk at 9:30 a.m./p.m. on December 9, 2022

Signed *Hendia Moore*  
Clerk/Deputy Clerk

\*Must be filed prior to December 15 of each year.