

MINUTES OF THE REGULAR MEETING OF  
THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, JUNE 9, 2022

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:35 p.m.

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

Members present were: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Kristin Eaton had been appointed to the Board of Trustees during the Town meeting, and had taken the oaths of office in the Town meeting. A quorum was present.

Others present were: Jackie Todd, Shana Kilgore, Kendra Moore, Graham Moore, Natasha Baucom, Parker Wilkerson, 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.

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: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney 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 necessary action concerning:

- (a) Approval of 2021-2022 budget amendment #2.

The Board members looked over the amendment. Motion was made by Whitney Littlefield to approve 2021-2022 budget amendment #2. The motion was seconded by Clifford Marshall, Jr. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

- (b) Relocating fire hydrant located at 245 W. Belaire Avenue.

Whitney Littlefield said this fire hydrant is the one located on the property where the ice machine was build. She said she is afraid someone is going to run into this fire hydrant trying to get to the ice machine. Norma Meyer said the owner of the property said in his applicant for a building permit to install the ice machine that the driveway would come off Highway 51B. She said he has the driveway coming off 3<sup>rd</sup> Street, where the fire hydrant is located. Jackie Todd said the Department of Transportation would not let the driveway come off Highway 51B. Jackie said it will cost approximately \$4,500.00 to move the fire hydrant. The Board members said it is the owner's responsibility to move the fire hydrant. Jackie Todd said the Board could have

the owner put a cage around the fire hydrant. He said the cage needs to look nice. Bradah Littlefield said she will contact the owner concerning this situation. Motion was made by Bradah Littlefield to take no action on this item. The motion was seconded by Whitney Littlefield. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(c) Approval of agreement with Community Care Partners for utility assistance to qualified applicants.

The Board members looked over the agreement. Water Clerk Natashia Baucom said a representative from Community Care Partners called her concerning this agreement. Natashia said she told this representative that the Board would have to approve the agreement. Natashia said Community Care Partners pay for the water bills for six to twelve months in advance. She said if the applicant moves before the expiration of the months covered by the payment, the Authority has to pay back the balance due. Town Attorney Parker Wilkerson said there is no term limit listed in the agreement. Chairman Bradah Littlefield said the contract states that if the utility provider does not participate in the program, the assistance will be provided directly to the tenant. She said if the Board does not approve the agreement, the money for the water bill will go directly to the customer, and then the customer will pay the Authority. Motion was made by Whitney Littlefield to take no action on this item. The motion was seconded by Clifford Marshall, Jr. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

7. Reports from:

(a) Department heads

Jackie Todd said the water department lost over 1,800,000 gallons of water in May. Jackie said at a previous meeting the Board members voted to purchase an aerator for the Wastewater Treatment Plant for a cost of approximately \$30,000.00. He said the one at the plant quit working. Jackie said since the purchase of an aerator had already been approved by the Board, a new one was ordered. He said it will be probably be here next week.

Clifford Marshall read aloud a letter the Town received from the Town of Red Bird stating how much the Mayor and residents of Red Bird appreciate the professional water crew for Porter. The letters states that the Porter water employees are always dependable, and are quick to respond if Red Bird has a water emergency. It further states that the Porter water employees are always kind, courteous, and very hard working.

(b) Chairman.

No report.

8. New business.


There was no new business to be discussed.

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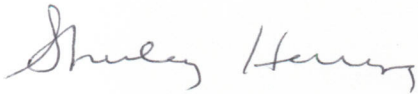
9. Adjournment.

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

Meeting adjourned at 8:02 p.m.

A handwritten signature in cursive script that reads "Bradah Littlefield".

BRADAH LITTLEFIELD, CHAIRMAN

A handwritten signature in cursive script that reads "Shirley Herring".

SHIRLEY HERRING, SECRETARY