

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, NOVEMBER 4, 2021

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 8:27 p.m.

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

Members present were: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. A quorum was present.

Others present were: Jackie Todd, Tammy Ewing, 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: Norma Meyer, Ryan Moore, 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 from the audience.

6. Discussion and possible action concerning:

(a) Authorizing the Town Attorney to obtain updated abstracts for Town properties located at 522 W. Cresthaven Avenue, Porter, and 51050 Hwy 51B, Tallahassee, upon which are located water towers and Tallahassee storage tank.

Town attorney Tammy Ewing said if the Authority has to borrow money for water improvements, the lender will want to use the water towers and storage tank as collateral. She said the title company needs proof that Porter owns the land. Ms. Ewing said the abstracts are not up to date. She said there are two abstracts that need to be updated. She said it will cost approximately \$1,000.00 per abstract. Motion was made by Bradah Littlefield to proceed with obtaining updated abstracts. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(b) Approval of a one-time service benefit for employees.

Chairman Littlefield said this is the same as for the Town employees, a benefit that is given to the employees at Christmas time. She said some years the benefit has been for \$400.00 and other years it has been less. Motion was made by Whitney Littlefield to give the employees a one-time service benefit of \$400.00 before taxes to be

paid this pay period. The motion was seconded Norma Meyer. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(c) Hiring a full-time water utility clerk.

Chairman Bradah Littlefield said Amy Kinyon quit. Motion was made by Whitney Littlefield to advertise for a full-time water utility clerk from November 5th through November 12th. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

7. Reports from:

(a) Department heads.

Jackie Todd said there is a builder that wants to build homes on Tallahassee Loop road. Jackie said the builder said he will probably need eleven new water taps. Jackie said the Authority had requests for five new taps this month. He said there is a person talking about putting in an RV park on Highway 69. He said this RV park will have 70 hook-ups. Jackie said the Authority had a water loss of 800,000 gallons of water in October, mainly due to leaks and flushing the water lines.

(b) Chairman.

No report.

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 Clifford Marshall, Jr. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

Meeting adjourned at 8:49 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY