

MINUTES OF THE SPECIAL MEETING
OF THE TOWN OF PORTER HELD
TUESDAY, NOVEMBER 29, 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.

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

Others present were: Jackie Todd, Graham Moore, Kendra Moore, Teddy Abbott, Joey Hatfield, and Shirley Herring.

3. Discussion and possible action concerning:

(a) Interviewing and hiring Teddy Abbott as Town Attorney.

Teddy Abbott appeared before the Board. Mayor Bradah Littlefield said Mr. Abbott was recommended by Parker Wilkerson, the previous Town Attorney. Mr. Abbott said he in private practice. He said he has an office in Muskogee. Motion was made by Whitney Littlefield to hire Teddy Abbott as Town Attorney. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(b) Approval of date and time for Christmas parade.

Motion was made by Norma Meyer to approve Friday, December 9, 2022, at 7:00 p.m. as the date and time for the Christmas parade. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

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

Mayor Bradah Littlefield said this is a benefit that is given to the employees at Christmas time. She said last year the benefit was for \$400.00. The Board members discussed how much to give to each employee, depending on the status of their employment. Motion was made by Bradah Littlefield to give Kendra Moore and Shirley Herring a one-time service benefit of \$400.00, with the Town to pay the employee taxes on the \$400.00 benefit, and to give John Liles a one-time service benefit of \$300.00 with the Town to pay the employee taxes on the \$300.00 benefit, with the benefits to be paid with the next pay check on December 9, 2022. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(d) Position of Town Clerk/Treasurer.

The Board members discussed the statutory duties of Town Clerk/Treasurer. The Board members discussed changing the personnel policy to have the position of Town Clerk/Treasurer list only the duties required by State Status and have the other duties listed under the position of Deputy Clerk. Motion was made by Bradah Littlefield to table this item until the regular meeting to be held on December 8, 2022. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(e) Position of Deputy Clerk.

The Board members discussed the duties to be performed by the Deputy Clerk. Motion was made by Bradah Littlefield to table this item until the regular meeting to be held on December 8, 2022. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

4. Request for an Executive Session as authorized by O.S. Title 25 307 (B) (1) for the purpose of discussing a pay raise for Kendra Moore.

Motion was made by Whitney Littlefield to go into Executive Session. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried. The Board members went into Executive Session at 7:01 p.m. Motion was made by Whitney Littlefield to return to regular session at 7:56 p.m. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

5. The members of the Board of Trustees will consider and take any action deemed appropriate by the members of the Board of Trustees arising out of the discussion held in the foregoing Executive Session.

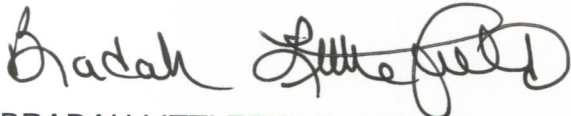
Mayor Bradah Littlefield said during the Executive Session the Board members discussed a pay raise for Kendra Moore. Motion was made by Clifford Marshall, Jr. to raise Kendra Moore's pay to \$18.30 per hour. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: Whitney Littlefield. Motion carried.

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6. Adjournment.

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

Meeting adjourned at 7:59 p.m.

A handwritten signature in black ink, appearing to read "Bradah Littlefield". The signature is fluid and cursive, with a large loop at the end of the last name.

BRADAH LITTLEFIELD, MAYOR

A handwritten signature in black ink, appearing to read "Shirley Herring". The signature is cursive and somewhat stylized.

SHIRLEY HERRING, TOWN CLERK