MINUTES FOR REGULAR MEETING

OF THE BOARD OF TRUSTEES OF THE

TOWN OF WEST SILOAM SPRINGS, OK

DECEMBER 21, 2020

**All Town Trustees and Staff will attend** **site in person.**

**Members of the Public may** [**join the meeting**](https://us04web.zoom.us/j/716234516?pwd=WFhMd1pBMm9GRU5YSVI2emFvaTMvZz09) **via telephone conference call:**

Dial in phone number: **888-256-8791**

Conference #: **110#**

PIN#: **1234**

**Instructions on how to connect via conference call:**

[Dial](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting) the phone number: **888-256-8791**. When asked for conference number type in the conference number: **110#.** You will then be asked for the PIN # - type in **1234.**

*You will be told that you are currently muted. To unmute, press 1 on your phone keypad. To re-mute, press 1 again.*

1. CALL TO ORDER. **6:07**
2. ROLL CALL AND DETERMINATION OF QUORUM.

**SAM HERE, RHONDA HERE, LINDA HERE, MARTY ABSENT, ELAINE HERE**

1. DISCUSSION AND ACTION ON APPROVING THE MINUTES OF THE NOVEMBER 16, 2020 BOARD MEETING.

**ELAINE MOTIONS TO APPROVE THE MINUTES OF THE NOVEMBER 16, 2020 BOARD MEETING.**

**RHONDA SECONDED**

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

1. REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
2. TOWN MANAGER – OPERATIONS AND FINANCIAL REPORT
3. POLICE CHIEF LARRY BARNETT **SAM REPORTED FOR THE CHIEF. 17 Drug charges, 3 Public Intox, 22 reports, 317 citations and 4 Accidents**
4. ZONING BOARD AND PLANNING COMMISSION **Approved Sign Permit for Brake trucking.** **Reviewed the Storage Facility and office space.**
5. CODE ENFORCEMENT **Enrolled in Animal Control Class in April**
6. MAYOR ELAINE CARR

Luke Church passed away last week please keep family in your prayers.

1. VICE MAYOR
2. TOWN CLERK/TREASURER **Jot’s billing person has been out.**
3. TOWN ATTORNEY **Finished hand book and Travel Policy**
4. PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON).
5. DISCUSSION AND ACTION ON WALL PLAQUE FOR BOARD & PREVIOUS BOARD MEMBERS

**Kevin Smith not to exceed $100.**

**Elaine Motioned we order a wall plaque for Board & Previous Board Members**

**Linda Seconded**

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

1. DISCUSSION AND ACTION ON COMPENSATION PLAN RETURN OF LOSS FUND DEPOSITED WITH OMAG FOR 2017-2018 WORKERS COMPENSATION PLAN

**Linda Motioned we roll that money back into the escrow account.**

**Elaine Seconded**

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

1. DISCUSSION AND POSSIBLE ACTION ON WHICH ACCOUNT CODE ENFORCEMENT IS PAID.

**Elaine motioned to Table till we talk to Kris and See what we need to do**

**Rhonda Seconded**

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

1. DISCUSSION AND ACTION ON VENDOR’S LICENSE FOR TIMBER RIDGE ICE LLC, DBA THE SHRIMP EXPRESS ON 412 VENDOR FOOD TRUCK. **They want a Business License; he has everything done. Margarete Tillery Letter**

**Elaine Motioned we approve the Vendor LICENSE FOR TIMBER RIDGE ICE LLC, DBA THE SHRIMP EXPRESS pending Letter from the Property Owner.**

**Linda Seconded**

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

1. DISCUSSION AND POSSIBLE ACTION ON PAYING OFF OLD CAR LEASE W/ BALANCE EARLY PAYOFF

**65,549 of Cars account and 24,000 out of Police Car subsidy Acct before 15 days.**

**Sam Motioned we use the Cares money in the amount of $65,549. And add the 24,457.99 out of Police car fund to pay off the old Car fund before the 15 days.**

**Linda Seconded**

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

1. DISCUSSION AND POSSIBLE ACTION ON COVID RELATED TOWN EMPLOYEE TIME OFF POLICY

OSD of health WWW and 10 days you can come back Checking with OML Website to be sure if they can adopt later. **Jot suggested we adopt the policy from Oklahoma Department of health, tonight 12-21-20**

**Sam Motions, That we adopt the Oklahoma Department of health code and guidelines for testing and returning back to Normal Duties.**

**Rhonda wants this added to next months agenda to look over.**

**Linda Seconded**

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

1. DISCUSSION AND POSSIBLE ACTION ON APPROVING TRAVEL / CREDIT CARD POLICY

**Milage would be within 2 hundred miles. Department heads can continue to have a Credit card in their possession. If you go over your per diem it is your responsibility**

**$250.00 a month limit for Mayor Vice Mayor and Town Clerk,**

**Possession of Credit cards by town heads will be permitted.**

**Change the peridium to $55.00 a day, 18.33 a day if no overnight stay required.**

**200 Mile radius from West Siloam Springs**

**If you use your own vehicle other than the vehicle provided on H. in policy, you pay for fuel**

**E.**

**Sam Motioned to adopt the Travel and Credit Card Policy with changes specified.**

**Linda Seconded.**

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

1. DISCUSSION AND POSSIBLE ACTION TO CONFIRM REVISED PERSONNEL HANDBOOK

**Sam Motioned to adopt the revised Personnel Handbook.**

**Linda Seconded**

1. NEW BUSINESS.
2. ADJOURNMENT.

SAM YES, RHONDA YES, LINDA YES, ELAINE YES

NOTICE WAS POSTED AT THE TOWN HALL ON DECEMBER 17, 2020 AT 4:00 PM BY COLLEEN MCGUIRE

By Colleen McGuire