

**MINUTES OF REGULARLY SCHEDULED MEETING  
SLAUGHTERVILLE TOWN BOARD OF TRUSTEES  
FEBRUARY 16, 2010**

**1. CALL TO ORDER WITH SALUTE TO THE FLAG OF THE UNITED STATES**

Mayor Bobby Cleveland called the meeting of the Town of Slaughtererville Board of Trustees to order and led in the salute to the flag of the United States at 7:00 pm on February 16, 2010. The meeting was held at the Slaughtererville Town Hall at 10701 US Highway 77 and was conducted pursuant to the State Open Meeting Law with due and proper notice provided. Notice of the meeting was given by posting the agenda on February 12, 2010.

**2. ROLL CALL, DECLARATION OF A QUORUM BEING PRESENT**

JERRY GARRETT	Present
JOHNNELL JONES	Present
JESSICA WOODROW	Present
BOBBY CLEVELAND	Present
JAMES RICO	Present

A quorum was established. Also present were Town Attorney Cindee Pichot, Town Administrator/Clerk Marsha Blair, Fire Chief Paul Long, Code Enforcement Administrator Terry Johnson, Dana Rico, Joyce Smith and John Bing.

**3. CONSIDERATION AND ACTION OF THE CONSENT AGENDA**

**ALL MATTERS UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE AND WILL BE ENACTED BY ONE MOTION IN THE FORM LISTED BELOW. ANY ITEM MAY BE TAKEN OFF THE CONSENT AGENDA AND HEARD IN REGULAR ORDER AT THE REQUEST OF ANY BOARD MEMBER.**

**A. APPROVAL OF CLAIMS**

**B. APPROVAL OF FINANCIAL REPORTS**

**C. APPROVAL OF THE MINUTES FOR 01-19-10 REGULAR MEETING**

A motion was made by Mrs. Woodrow and seconded by Mrs. Jones to approve the consent agenda.

AYES: Woodrow, Jones, Cleveland, Garrett, Rico

NAYS: None

**4. HEARING OF DELEGATIONS OR CITIZENS**

There were none.

**5. DISCUSSION AND/OR ACTION CONCERNING UPDATE OF EMPLOYEE POLICIES AND PROCEDURES**

A motion was made by Mr. Garrett and seconded by Mr. Rico to approve the update of Employee Policies and Procedures with typographical errors corrected.

AYES: Woodrow, Jones, Cleveland, Garrett, Rico

NAYS: None

**6. RESOLUTION 021610 COMMENDING IDEAL HOMES AND EXTREME MAKEOVER HOME EDITION**

The Resolution was read and is to be placed on next month's agenda for discussion and action.

**7. DISCUSSION AND/OR ACTION CONCERNING EVALUATION OF STREET WORKER CHRIS TOLSON AND HIS SALARY**

A motion was made by Mrs. Jones and seconded by Mr. Garrett to increase Street Worker Chris Tolson's salary by \$1.00 per hour.

AYES: Woodrow, Jones, Cleveland, Garrett, Rico

NAYS: None

**8. REPORT ON BUILDING PERMITS AND CODE COMPLIANCE**

Mrs. Blair introduced the new Code Enforcement Administrator Terry Johnson and gave the following report:

**Building Permits for January** – 2 permits issued with an estimated value of 256,000

**Extreme Makeover Home Edition Project** – 2,800 square feet in the home; completed in 106 hours; 3,000 volunteers; 2,500 tons of gravel; 3 feet of mud; successful project with overwhelming community support

**New Code Enforcement Administrator:**

Started work on Wednesday, February 10

Tentative work schedule Wednesday, Thursday, and Friday 8:00 – 4:00

Going through orientation and becoming familiar with ordinances

Going through files learning about code problems and building permit applications

Made a few inspections

**Complaints and follow up:**

Dog problems

Code Enforcement Administrator Terry Johnson shared a little background information about himself. He attended Lexington Schools and raised his children in Slaughterville. He lives in Slaughterville, has worked for the State, has a concrete business, and has served as a Homeowners Association President. Mr. Johnson said he is retiring from his other jobs and looking forward to working with the Town.

**9. REPORT ON FIRE DEPARTMENT RUNS AND GRANT PROGRESS UPDATE BY CHIEF PAUL LONG**

Chief Long gave the following report:

- There were 11 runs since the last Board of Trustees meeting including: 1 structure fire, 1 grass fire, 1 vehicle accident, and 7 service calls. 6 of the service calls were for downed power lines on January 28<sup>th</sup>. Mutual aid was given two times and received no times.
- Update on FEMA Grant—Closing has been submitted
- Update on Forestry Grant—Closed
- Fire Trucks have been serviced with filter and oil changes

**10. ADMINISTRATOR'S REPORT BY MARSHA BLAIR**

**A. UPDATE AND INFORMATION CONCERNING THE HIGHWAY 77 PROJECT**

Some of the business owners along Highway 77 have expressed concern about the impact of the widening project on their property. At the request of the Mayor, Mrs. Blair contacted ODOT about having an ODOT representative attend the Board Meeting to give an update on the highway project and address some of the concerns of the property owners along the highway.

ODOT was not able to get a representative to the meeting, but said they would be in contact with each property owner within the next 30 days. They said it would be more effective to talk to each owner one on one about their specific situation. ODOT said they would review the proposed plans and see if there are any possible adjustments that could be made to help the local businesses. The Town's property is also being impacted by an additional utility easement including the removal of part of the chain link and pipe fence as well as relocation of the Town sign. Mrs. Blair has requested an exception be granted to leave the water well and well house that is located at the corner of 72<sup>nd</sup> Street and Slaughterville Road, which is in the right of way but out of the construction area. The status of the project is:

1. Completion of appraisals; property owners should be contacted within 30 days with plans and officers, etc.
2. Right of way acquisitions will begin
3. Utility relocation process
4. Letting of the bid for construction in 2011 after which construction will begin

**B. OIL & GAS INSPECTION FOLLOW-UP:** Oil & Gas Inspector Jimmy Dickinson gave Arvine Environmental 15 days to complete needed repairs to the retaining wall, fence and road. The weather has been too wet to do the work so the time for completion was extended. They agreed to complete the work as soon as the weather permits. Mr. Dickinson will follow up and see that the work is done.

**C. STORM DEBRIS CLEAN UP:** Cleveland County District 3 will be picking up limbs that are in the county road easements. Citizens are asked to make sure that limbs do not extend into the traffic path or that they do not block the sight of traffic coming out of the driveways or at intersections. Citizens are encouraged to pile and burn their own limbs on their property if they are able. Mrs. Blair will be attending a workshop about FEMA assistance on Friday, February 19.

Board members asked that the control burning guidelines be posted on the Town's website and that a "Welcome to Slaughterville" sign be placed at the southern town limits on 120<sup>th</sup>.

**11. DISCUSSION AND/OR ACTION ON DETERMINING THAT DISCLOSURE OF CONFIDENTIAL COMMUNICATIONS BETWEEN THE ATTORNEY AND THE BOARD OF TRUSTEES WILL SERIOUSLY IMPAIR THE ABILITY OF THE TRUSTEES TO CONDUCT A PENDING INVESTIGATION, LITIGATION, OR PROCEEDING IN THE PUBLIC INTEREST (PURSUANT TO TITLE 25 O.S. SECTION 307-B-4)**

Town Attorney Cindee Pichot advised the Board to go into Executive session about possible litigation against Michael Douglas.

**12. EXECUTIVE SESSION FOR THE PURPOSE OF CONFIDENTIAL COMMUNICATIONS BETWEEN A PUBLIC BODY AND ITS ATTORNEY CONCERNING A PENDING INVESTIGATION, CLAIM, OR ACTION IF THE PUBLIC BODY WITH THE ADVICE OF ITS ATTORNEY, DETERMINES THAT DISCLOSURE WILL SERIOUSLY IMPAIR THE ABILITY OF THE PUBLIC BODY TO PROCESS THE CLAIM OR CONDUCT A PENDING INVESTIGATION, LITIGATION OR PROCEEDING IN THE PUBLIC INTEREST CONCERNING MICHAEL DOUGLAS PURSUANT TO TITLE 25 SECTION 307, B-4 OF THE OKLAHOMA STATE STATUTES**

A motion was made by Mr. Garrett and seconded by Mrs. Woodrow to go in to executive session for items 12 and 13 consecutively at 7:35 p.m.

AYES: Woodrow, Jones, Cleveland, Garrett, Rico  
NAYS: None

Board members went into executive session to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action because public body with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceed in the public interest concerning Michael Douglas.

**13. EXECUTIVE SESSION FOR THE PURPOSE OF REVIEW OF EMPLOYEE EVALUATIONS ON ADMINISTRATOR MARSHA BLAIR AND HER SALARY, PURSUANT TO TITLE 25 SECTION 307, B-1 OF THE OKLAHOMA STATE STATUTES**

Board members in executive session discussed the review of employee evaluations on Administrator Marsha Blair and her salary.

A motion was made by Mr. Rico and seconded by Mr. Garrett to go back into regular session at 8:30 p.m.

AYES: Woodrow, Jones, Cleveland, Garrett, Rico  
NAYS: None

**14. DISCUSSION AND/OR ACTION CONCERNING THE FY 2009-2010 AUDIT**

A motion was made by Mr. Rico and seconded by Mr. Garrett to get the audit done as soon as feasibly possible and send a letter to State Licensing Board and to table civil or criminal action until next month.

AYES: Woodrow, Jones, Cleveland, Garrett, Rico  
NAYS: None

**15. DISCUSSION AND/OR ACTION CONCERNING EVALUATION OF TOWN ADMINISTRATOR MARSHA BLAIR AND HER SALARY**

A motion was made by Mrs. Woodrow and seconded by Mr. Garrett to increase Town Administrator Marsha Blair's salary by 2%.

AYES: Woodrow, Jones, Garrett, Rico  
NAYS: Cleveland

**16. REMARKS AND INQUIRIES BY BOARD MEMBERS**

Mrs. Jones made a recommendation that the Town Attorney & Administrator put together procedures for sub-contractor's licensing, bonding, insurance, etc. There were comments about the need for continual oversight (checked quarterly), confirmation of reports turned in to the State, due diligence reports, and avoiding conflict of interests.

**17. ADJOURN**

A motion was made by Mrs. Woodrow and seconded by Mr. Rico to adjourn the meeting.

AYES: Woodrow, Jones, Cleveland, Garrett, Rico  
NAYS: None

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CLERK (ATTEST)

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MAYOR