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| **TOWN OF WAYNE BOARD OF TRUSTEES PO BOX 160 / 117 N. SHANNON WAYNE, OK 73095** | **NOTICE OF MEETING Type: Regularly Scheduled Date: Monday November 1, 2021 Time: 6:00 PM Place: Wayne Multi-Purpose Center, 111 N. Shannon, Wayne, OK** |
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**AGENDA for November 2021**

**ORDER OF BUSINESS**

1. **CALL TO ORDER**

*Herrin Called the meeting to order @ 6:pm*

**ROLL CALL AND ESTABLISH QUORUM**

**Mayor Hailey Herrin \_X\_\_\_ Derrick Neal \_X\_\_\_ Diana Taylor \_\_X\_\_ Jeff Smith \_\_X\_\_**

1. **PLEDGE OF ALLEGIANCE (Herrin to lead)**
2. **NEW BUSINESS:** *None*
3. **PUBLIC COMMENT:** *Ms Arnold asked if she was still allowed to put decorations up at the Town Park and if the Town would store them afterward. Gary said there was room in the shed in the Town yard*
4. **DISCUSSION AND POSSIBLE ACTION accepting Vince Hibbard’s resignation from the Board of Trustees.**

*Motion to accept – Taylor, 2nd – Nail, Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

1. **DISCUSSION AND POSSIBLE ACTION on appointing trustee to unexpired term ending April 2025.**

*None*

1. **DISCUSSION AND POSSIBLE ACTION on appointing Mayor and Vice Mayor.**

*Smith motioned for Herrin to be Mayor, Taylor 2nd, Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

*Neal motioned for Smith to be Vice Mayor, Taylor 2nd, Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

1. **DISCUSSION AND POSSIBLE ACTION on employee complaint – Sheff**

*Herrin asked Sheff if she had anything she would like to add to her statement. Item tabled for Sheff to add additional written statement.*

1. **DISCUSSION AND POSSIBLE ACTION on employee complaint – McCauley.**

*Trustees and attorney discussed if the board could act against another board member. Neal motioned there would be no profanity allowed towards any Town employee by any board member ever again. Smith 2nd. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

1. **DISCUSSION AND POSSIBLE ACTION on Town of Wayne Facebook Page approved December 2018.**

*Herrin read the minutes from Dec 2018 creating the FB page. The page was established to represent the Town. Sheff changed the name and deleted the content when she quit. Neal motioned a cease and desist letter be sent to Sheff concerning the page. Smith 2nd. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

1. **DISCUSSION AND POSSIBLE ACTION on Town Hall Surveillance System Policies and control.**

*Herrin and Smith (mayor and vice-mayor) will reset the system. Taylor motioned to make discussed corrections to the security policy. Neal 2nd. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

1. **DISCUSSION AND POSSIBLE ACTION on setting Christmas bonus amounts for Town and Public Works employees.**

*Neal motioned for each employee to receive a $150 gift card. Taylor 2nd. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

1. **DISCUSSION AND POSSIBLE ACTION on hiring a Town supervisor including duties and pay range.**

*Neal motion to create job description for supervisor then revisit pay range. Smith 2nd. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye.*

1. **DISCUSSION AND POSSIBLE ACTION on the open Town Clerk position beginning pay range.**

*Taylor motioned for the beginning pay range to be $12-$16 per hour depending on experience and qualifications.*

1. **DISCUSSION AND POSSIBLE ACTION on open Animal Control position pay rate and duties.**

*tabled*

1. **DISCUSSION AND POSSIBLE ACTION on open Code Enforcement Officer position pay rate and duties.**

*tabled*

1. **DISCUSSION AND POSSIBLE ACTION ON the Wayne Emergency management monthly report for September 2021.**

*Motion to accept Smith’s written report Smith. 2nd Neal. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

1. **DISCUSSION AND POSSIBLE ACTION ON the Fire Department monthly report for September 2021.**

*Kennedy provided verbal and written report. Motion to accept report Smith. 2nd Taylor. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye.*

1. **DISCUSSION AND POSSIBLE ACTION ON the McClain County Sheriff monthly report for September 2021.**

*Motion to approve written report Smith. 2nd Taylor. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye*

1. **DISCUSSION AND POSSIBLE ACTION ON the consent items A-D**
2. **Act on September 2021 Minutes.**
3. **Act on September 2021 Purchase Orders.**
4. **Act on September 2021 Financial Reports.**
5. **Act on September 2021 Payroll.**

*Smith motioned to approve. 2nd Taylor. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye.*

1. **ADJOURNMENT OF MEETING**

*7:10pm- Motion Smith 2nd Neal. Herrin Aye, Smith Aye, Taylor Aye, Neal Aye.*

*Agenda   
Publicly posted this 28th day of October 2021 at Town Hall, Multipurpose Center,  
Smileys Quick Stop in Wayne, Oklahoma*.

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|  | **Kristie Smith**  **Deputy Town Clerk** |