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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 December 6, 2021**  **Time: 6:00 PM**  **Place: Wayne Multi-Purpose Center, 111 N. Shannon, Wayne, OK** |

AGENDA for December 2021

**ORDER OF BUSINESS**

1. **CALL TO ORDER –** *6:05 pm*
2. **ROLL CALL AND ESTABLISH QUORUM**

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

1. **PLEDGE OF ALLEGIANCE (Herrin to lead)**
2. **NEW BUSINESS:** *None*
3. **PUBLIC COMMENT:**  *None*
4. **DISCUSSION AND POSSIBLE ACTION on appointing trustee to unexpired term ending April 2025.** *No Action*
5. **DISCUSSION AND POSSIBLE ACTION on employee complaint – Sheff - tabled from November to allow Mrs. Sheff time to add information to her complaint.** *Revised Complaint filed by Mrs Sheff @2:40pm 5 Dec 21 was reviewed by the board. J Smith noted the request for an apology and mentioned the public apology Neal made to the Townspeople, Members of the board, and employees at the 14 Oct 21 meeting. Herrin motioned for no further action, Smith 2nd. Herrin Aye, Smith Aye, Neal Aye.*
6. **DISCUSSION AND POSSIBLE ACTION Annual Audit report with Casey Russell and Associates.** *Casey Russell presented both a written and verbal report of the 2020-2021 Town audit. Herrin Motioned to approve, Neal 2nd. Herrin Aye, Smith Aye, Neal Aye.*
7. **DISCUSSION AND POSSIBLE ACTION- approving Ordinance 2021- Title 9. Ordinance updating sections 1 and 4 of Title 9 "Utilities" in The Town of Wayne Code.**  *Ordinance updating disconnections due to nonpayment from the 21st of each month to the last business day of each month. Also, updates sewer taps procedures. Motion to approve Smith, 2nd Herrin. Herrin Aye, Smith Aye, Neal Aye.*
8. **DISCUSSION AND POSSIBLE ACTION approving employee Training reimbursement agreement.** *Motion to approve and have employees sign Smith, 2nd Neal. Herrin Aye, Smith Aye, Neal Aye.*
9. **DISCUSSION AND POSSIBLE ACTION on Town of Wayne Holiday, Municipal Court and Board of Trustee meeting schedules for 2022.**  *Motion to approve Herrin, 2nd Smith. Herrin Aye, Smith Aye, Neal Aye.*
10. **DISCUSSION AND POSSIBLE ACTION on hiring a Town supervisor including duties and pay range.**  *Trustees discussed splitting supervisor roles between office personnel and field operators. Someone to be accountable to the board and that can hold other employees accountable as well as provide communication between departments. Attorney Melton recommended updating job descriptions to reflect duties and responsibilities. Neal motioned to make the Town Clerk supervisor over office personnel in all departments. Herrin 2nd. Herrin Aye, Smith Aye, Neal Aye.*
11. **DISCUSSION AND POSSIBLE ACTION adjusting Town employees pay rates.**  *Herrin motioned to increase Robbie Moore to $15 per hour effective for the current pay period.*
12. **DISCUSSION AND POSSIBLE ACTION on open Animal Control position pay rate and duties.** *Trustees discussed options for pay structure, no action taken.*
13. **DISCUSSION AND POSSIBLE ACTION on open Code Enforcement Officer position pay rate and duties.**  *Trustees discussed pay structure options as well as options for offering Code Enforcement position as an additional duty to current employees. Smith motioned to discuss position further with current employees and offer position as an additional duty. Neal 2nd. Herrin Aye, Smith Aye, Neal Aye.*
14. **DISCUSSION AND POSSIBLE ACTION ON the Wayne Emergency management monthly report for**

November 2021. *K Smith gave written and verbal report. Motion to approve Neal, Herrin 2nd. Herrin Aye, Smith Aye, Neal Aye.*

1. **DISCUSSION AND POSSIBLE ACTION ON the Fire Department monthly report for November 2021.** *Kennedy gave written and verbal report. Motion to approve Smith, 2nd Neal. Herrin Aye, Smith Aye, Neal Aye.*
2. **DISCUSSION AND POSSIBLE ACTION ON the McClain County Sheriff monthly report for November**

2021 - *Graham presented written and verbal report. Motion to approve Neal, 2nd Herrin. Herrin Aye, Smith Aye, Neal Aye.*

1. **DISCUSSION AND POSSIBLE ACTION ON the consent items A-D**  *Motion to approve Herrin, 2nd Neal. Herrin Aye, Smith Aye, Neal Aye*
   1. **Act on November 2021 Minutes.**
   2. **Act on November 2021 Purchase Orders.**
   3. **Act on November 2021 Financial Reports.**
   4. **Act on November 2021 Payroll.**
2. **ADJOURNMENT OF MEETING** *7:10pm Motion to adjourn Smith, 2nd Neal. Herrin Aye, Smith Aye, Neal Aye.*

*Agenda Publicly posted this 2nd day of December 2021 at Town Hall,*

*Multipurpose Center, Smileys Quick Stop in Wayne, Oklahoma*.

**Kristie Smith Deputy Town Clerk**