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| **TOWN OF WAYNE BOARD OF TRUSTEES PO BOX 160 / 117 N. SHANNON WAYNE, OK 73095** | **NOTICE OF MEETING Type: Regular Date: Monday April 4, 2022 Time: 6:00 PM Place: Wayne Multi-Purpose Center, 107 N. Shannon, Wayne, OK** |
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**AGENDA for April 2022**

**ORDER OF BUSINESS**

1. **CALL TO ORDER –** *6:03*
2. **ROLL CALL AND ESTABLISH QUORUM**

**Mayor Hailey Herrin \_x\_\_ Jeff Smith \_x\_\_ Diana Taylor \_x\_\_ Derrick Neal \_x\_\_ David Reed \_x\_\_**

1. **PLEDGE OF ALLEGIANCE (Herrin to lead)**
2. **NEW BUSINESS:** *Clerk stated that we need to schedule our first budget meeting; this has been scheduled for Monday, April 25, 2022*
3. **PUBLIC COMMENT:** *none*
4. **DISCUSSION AND POSSIBLE ACTION on a bereavement policy for employees** *– the board suggested 5 paid days off for immediate family consisting of mother, father, spouse, child and siblings; 3 days for other family members such as grandparents, in-laws, aunts, uncles and cousins. Clerk will type up and add to employee handbook. Hailey made a motion to accept, 2nd by Derrick; all trustees aye.*
5. **DISCUSSION AND POSSIBLE ACTION on updating the employee handbook on the 3% matchings funds for the IRA in employee benefits** *– tabled until we get information back from the Edward Jones; also can we do a 5% match; clerk is checking with accountant and Edward Jones*
6. **DISCUSSION AND POSSIBLE ACTION on approving how to spend ARPA funds received from the local funding we have already received**  *- we have to submit preliminary info on the local $127,498.38 we received by April 30. We will include the $7,278.00 already spent on acid wash at water plant, a chlorine building for the plant for approximately $30-35,000.00 & tower restoration; motion to accept by Diana motioned to accept, 2nd by Jeff; all trustees aye*
7. **DISCUSSION AND POSSIBLE ACTION on how we can help the citizens in town get limbs and debris picked up** *to be able to charge for limb and debris pickup we will need to come up with a fee schedule per Mark, we are going to see what other town are doing; discussion tabled*
8. **DISCUSSION AND POSSIBLE ACTION on the emergency management mutual aid agreement** *– Jeff Smith motioned to accept the contract, 2nd by David; all trustees aye*
9. **DISCUSSION AND POSSIBLE ACTION on Clerks monthly report for March 2022** *– follow up with OG&E and look at updating the employee manual every 3 years; motion to accept by Derrick, 2nd by Hailey; all trustees aye*
10. **DISCUSSION AND POSSIBLE ACTION on the Wayne Emergency management monthly report for March 2022** *– Jeff motioned to accept, 2nd by Diana Taylor; all trustees aye*
11. **DISCUSSION AND POSSIBLE ACTION on Code Enforcement monthly report for March 2022** *– we need to look at updating the ordinance book, it was suggested that Jessica work with Mark and add to next agenda; Derrick motioned to accept, 2nd by Jeff; all trustees aye*
12. **DISCUSSION AND POSSIBLE ACTION on the Fire Department monthly report for March 2022** *– Derrick motioned to accept, 2nd by David; all trustees aye*
13. **DISCUSSION AND POSSIBLE ACTION on the McClain County Sheriff monthly report for March 2022** *– Deputy Cooper discussed there will be no tolerance on loose dogs. These owners will be getting one stern warning, then will be ticketed on the next incident. Derrick motioned to accept, 2nd by David; all trustees aye*
14. **DISCUSSION AND POSSIBLE ACTION on the consent agenda items A-D** *– Derrick motioned to accept, 2nd by Jeff; all trustees aye*
15. **Act on March 2022 Minutes.**
16. **Act on March 2022 Purchase Orders.**
17. **Act on March 2022 Financial Reports.**
18. **Act on March 2022 Payroll.**
19. **ADJOURNMENT OF MEETING** *– motion to adjourn made by Hailey, 2nd by Jeff; all trustees aye*

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| *Agenda Publicly posted this 31st day of March 2022 at Town Hall, Multipurpose Center, Smileys Quick Stop, Wayne Superette in Wayne, Oklahoma*. | **Cindy Reed, Town Clerk** |