

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

This meeting shall be by videoconference/teleconference participation:
Saturday; April 17, 2021; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:17 a.m. by Mayor Chinnici

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule
Chuck Mai
Clay Chapman

ABSENT: None

Consent Items 3, 4, 5

3. Approval of Minutes:

- a. Regular Meeting of the Board of Trustees on March 20, 2021
- b. Bi-annual Town Meeting of the Board of Trustees on April 6, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Chinnici and seconded by Chapman to accept the consent agenda as presented.

AYE: Myrick, Chinnici, Brule, Chapman, Mai
NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss and approve engagement letter with Crawford and Associates for financial services, or take any other appropriate action.

Exhibit: (available upon request)

MOTION: A motion was made by Mai and seconded by Brule to approve the engagement letter with Crawford and Associates for financial services

AYE: Myrick, Chinnici, Brule, Chapman, Mai
NAY: None

7. Consider, discuss and approve engagement letter with Elfrink & Associates for Auditing Services, or take any other appropriate action

Exhibit: (available upon request)

MOTION: A motion was made by Mai and seconded by Chapman to approve Elfrink & Associates for Auditing Services.

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

8. Consider, discuss and elect a Mayor for a two-year term ending April 2023, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Chapman to appoint Dr. Joanne Chinnici as Mayor for a two-year term ending April, 2023. Chinnici was appointed by a vote of acclamation.

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

9. Consider, discuss and elect a Vice-Mayor for a two-year term ending April 2023, or take any other appropriate action

MOTION: A motion was made by Chinnici and seconded by Mai to appoint Mary Myrick as Vice-Mayor for a two-year term ending April, 2023. Myrick was appointed by a vote of acclamation.

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

10. Consider, discuss and possible action on in-person Board meetings, or take any other appropriate action.

Through the pandemic, when authorized to do so as allowed by SB 661 and SB 1031, the Board has desired to meet virtually. While SB 661 was the initial bill which gave the authority for cities and towns to meet virtually it expired in November of 2020. SB 1031 was approved in early 2021 and authorizes cities and towns to meet virtually until February 2022 or until Governor Stitt ends the Declaration of Emergency.

There have been several inquires about returning to in person meetings, with vaccination becoming available to all individuals and a growing number of individuals being vaccinated, is there an interest in the Board to start in person meetings. There is the ability to allow both in person and virtual meeting; however, the Town does not have the technology, or ability, to meet the requirements for simultaneous meetings.

There is no requirement a city or town must select one option or the other, by moving to provide in person meetings does not preclude the ability to hold a meeting virtually.

DISCUSSION: Greg Buckley shared that the state statute provided for virtual meetings to be held through February, 2022. Since the pandemic continues and since the town does not have the technology to have in-person meetings AND have some members

attend virtually, a MOTION was made by Chinnici and seconded by Mai to continue virtual meetings until the CDC determines an 'all clear' for the pandemic.

AYE: Myrick, Chinnici, Brule, Mai
NAY: Chapman

11. Reports

- a. Sales Tax Revenue and other Financial Reports (see attachment)
- b. Town Administrator (see attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body (See CLEDT minutes)

12. Recognize Citizens wishing to comment on non-Agenda Items
None

13. Comments and questions by Governing Body members regarding items for future consideration. None

14. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:41a.m., April 17, 2021

Mayor

Attest:

Town Clerk

**General Fund
Bank Register
3/1/2021 to 3/31/2021**

Trans. Date	Trans. Number	Name / Description	Receipts & Credits	Checks & Payments	Balance
General Fund					
Town of CL Checking 9683					
		Beginning Balance			176,575.37
3/2/2021	1107	OPEH&W		1,424.12	175,151.25
3/2/2021	1108	Renee Norman		750.00	174,401.25
3/2/2021	1109	Kay Robbins Wall		600.00	173,801.25
3/2/2021	1110	Oklahoma Uniform Building		16.00	173,785.25
3/2/2021	1111	Dan Hurd		700.00	173,085.25
3/2/2021	EFT	Kiamichi Electric		219.00	172,866.25
3/2/2021	EFT	Cross Telephone Co		52.00	172,814.25
3/5/2021	A-10028	James G Buckley		2,513.34	170,300.91
3/5/2021	EFT	RWS Cloud Services		90.00	170,210.91
3/8/2021	EFT	BOK Credit Card		141.63	170,069.28
3/8/2021	R-00082	Oklahoma Tax Commission	867.27		170,936.55
3/8/2021	R-00083	Oklahoma Tax Commission	1,856.63		172,793.18
3/8/2021	R-00084	Oklahoma Tax Commission	14,390.75		187,183.93
3/10/2021	R-00085	Oklahoma Tax Commission	129.52		187,313.45
3/18/2021	R-00090	Scissortail Homes	786.00		188,099.45
3/19/2021	A-10029	James G Buckley		2,745.07	185,354.38
3/22/2021	R-00091	Kerney Homes	786.00		186,140.38
3/24/2021	EFT	Williams Scotsman		997.71	185,142.67
3/30/2021	R-00089	CLEDT	7,314.22		192,456.89
3/30/2021	R-00092	Renee Norman	213.71		192,670.60
3/31/2021				65.99	192,604.61
3/31/2021	EFT	Oklahoma Tax Commission		247.00	192,357.61
3/31/2021	EFT	Oklahoma Tax Commission		363.00	191,994.61
3/31/2021	EFT	EFTPS		1,634.51	190,360.10
3/31/2021	EFT	EFTPS		1,634.51	188,725.59
Town of CL Checking 9683 Totals			\$26,344.10	\$14,193.88	\$188,725.59
General Fund Totals			\$26,344.10	\$14,193.88	\$188,725.59
Report Totals			\$26,344.10	\$14,193.88	\$188,725.59
Records included in total = 26					

General Fund
General Ledger
7/1/2020 to 3/31/2021

Transaction Date	Transaction Number	Name / Description	Debits	Credits
4000 Sales Tax				
7/9/2020	R-00014	Oklahoma Tax Commission		7,780.42
7/13/2020	R-00013	Oklahoma Tax Commission		70.38
8/10/2020	R-00016	Oklahoma Tax Commission		10,987.42
8/12/2020	R-00031	Oklahoma Tax Commission		74.30
9/9/2020	R-00023	Oklahoma Tax Commission		16,659.44
9/11/2020	R-00025	Oklahoma Tax Commission		102.19
10/9/2020	R-00044	Oklahoma Tax Commission		15,249.30
10/13/2020	R-00046	Oklahoma Tax Commission		160.54
11/9/2020	R-00052	Oklahoma Tax Commission		8,792.06
11/11/2020	R-00054	Oklahoma Tax Commission		147.52
12/10/2020	R-00048	Oklahoma Tax Commission		14,225.44
12/11/2020	R-00051	Oklahoma Tax Commission		91.36
1/8/2021	R-00062	Oklahoma Tax Commission		12,374.07
1/12/2021	R-00063	Oklahoma Tax Commission		144.13
2/8/2021	R-00070	Oklahoma Tax Commission		18,444.22
2/10/2021	R-00073	Oklahoma Tax Commission		93.81
3/8/2021	R-00084	Oklahoma Tax Commission		14,390.75
3/10/2021	R-00085	Oklahoma Tax Commission		129.52
Net Activity for: Sales Tax				\$119,916.87
Ending Balance				\$119,916.87

Report Options
Fund: General Fund
Level 1 Account: Sales Tax
Department: Non-Departmental Revenues
Period: 7/1/2020 to 3/31/2021

General Fund
Statement of Revenue and Expenditures

Acct	Current	Year-To-Date	Annual Budget	Annual Budget	Jul 2020	
	Period Mar 2021 Mar 2021 Actual	Jul 2020 Mar 2021 Actual	Jul 2020 Jun 2021	Jul 2020 Jun 2021 Variance	Jun 2021 Percent of Budget	
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000	Sales Tax	14,520.27	119,916.87	80,000.00	(39,916.87)	149.9%
4005	Use Tax	867.27	5,214.74	7,200.00	1,985.26	72.4%
4010	Utility Tax	0.00	16,252.39	8,000.00	(8,252.39)	203.2%
4011	Lodging Tax	1,856.63	14,097.14	5,000.00	(9,097.14)	281.9%
4015	Pittsburgh County Sinking Fund	7,079.70	56,481.32	58,790.00	2,308.68	96.1%
4100	Building Permits/Inspection Fe	1,572.00	24,194.00	15,000.00	(9,194.00)	161.3%
4105	Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9002	Transfer IN from TIF	7,314.22	71,030.44	111,458.30	40,427.86	63.7%
Non-Departmental Revenues Totals		\$33,210.09	\$307,202.90	\$363,565.77	\$56,362.87	
Unallocated						
9002	Transfer IN from TIF	0.00	0.00	6,093.75	6,093.75	0.0%
Unallocated Totals		\$0.00	\$0.00	\$6,093.75	\$6,093.75	
Revenue		\$33,210.09	\$307,202.90	\$369,659.52	\$62,456.62	
Gross Profit		\$33,210.09	\$307,202.90	\$369,659.52	\$0.00	
Expenses						
Administration						
5000	Salaries	6,630.76	63,492.22	87,924.00	24,431.78	72.2%
5001	Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010	Social Security	532.09	5,138.06	6,726.19	1,588.13	76.4%
5015	Unemployment Tax	69.55	514.09	1,758.48	1,244.39	29.2%
5020	Employer Paid Insurance	1,424.12	12,817.08	17,205.00	4,387.92	74.5%
5025	Employer Retirement Contributi	695.56	6,591.58	8,792.40	2,200.82	75.0%
5030	Vehicle/Cell Allowance	324.85	2,923.65	3,600.00	676.35	81.2%
5500	Office Supplies	0.00	130.49	600.00	469.51	21.7%
6000	Utilities	271.00	3,508.52	7,825.00	4,316.48	44.8%
6005	Rent	997.71	7,300.49	9,000.00	1,699.51	81.1%
6035	Dues & Memberships	0.00	1,199.00	1,180.00	(19.00)	101.6%
6040	School, Training, Travel	0.00	324.00	4,000.00	3,676.00	8.1%
Administration Totals		\$10,945.64	\$104,689.18	\$148,611.07	\$43,921.89	
General Government						
5500	Office Supplies	141.63	1,154.53	1,500.00	345.47	77.0%
5520	Software Programs/ Services	90.00	4,779.45	6,372.70	1,593.25	75.0%
5530	Miscellaneous	(147.72)	557.26	600.00	42.74	92.9%
6010	Publication & Notice Expense	0.00	1,533.90	2,500.00	966.10	61.4%
6015	Insurance	0.00	88.08	1,800.00	1,711.92	4.9%
6020	Professional Services	2,066.00	42,429.00	40,000.00	(2,429.00)	106.1%
6030	Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035	Dues & Memberships	0.00	620.00	1,079.00	459.00	57.5%
6040	School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045	Road Maintenance	0.00	6,529.42	9,800.00	3,270.58	66.6%
6050	Website Expense	0.00	1,200.00	2,500.00	1,300.00	48.0%
7010	Projects	0.00	1,873.48	77,917.47	76,043.99	2.4%
8000	GO Bond Payments	600.00	600.00	58,790.00	58,190.00	1.0%
8500	Interest Expense	8,755.83	14,055.83	0.00	(14,055.83)	0.0%
General Government Totals		\$11,505.74	\$75,420.95	\$210,859.17	\$135,438.22	
Expenses		\$22,451.38	\$180,110.13	\$359,470.24	\$179,360.11	

Town Administrator's Report – April 17, 2021

- Entrance Road – I have followed up with the County on addressing the Entrance road and getting additional patching done. In addition, we discussed options for full repair of the road. The County was going to come out and do a full assessment and then we will get back together.

I completed the FEMA assessment report related to the winter storm damage to the road.

- TIF Committee Meeting – The TIF Committee met and I reviewed the TIF Revenue Projection and Project Analysis we covered in March's CLEDT meeting. The Committee also reviewed the projects and we discussed possible projects for FY 21-22 for Budgeting purposes. The TIF Committee will meet again in the fall to provide a formal recommendation to the Trustees once we have the actual data from the County for a TIF Revenue Note in FY 21-22. The TIF Committee is developing a project submission process for adding projects and ideas to the Committee for inclusion on the Project List and funding consideration.

- Ridgeline Trail – The Committee has reviewed several options related to trail material and are in the process of getting quotes for clearing, excavating, materials and installation. The Surveyor has completed the staking and working to complete the legal description for the easement from the Developer. We may be asking for a special meeting if all these pieces can be pulled together before the regular May meeting.

Thank you.