

**TOWN OF CARLTON LANDING**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
"the Town Office"  
Monday: November 28, 2022: 3:00 pm

**MINUTES**

1. Call to Order

The meeting was called to order at 3:09 p.m. with Mayor Chinnici presiding

2. Roll Call

PRESENT: Joanne Chinnici, Chuck Mai, Clay Chapman

ABSENT: Mary Myrick, Kris Brule'

3. Discussion, consideration, and possible action to approve or disapprove the **establishment of an Administrative Clerk position** for the Town of Carlton Landing, selecting the candidate for the position, and setting the salary.

Greg Buckley reported the position was posted on the town website and on the Facebook Community Bulletin Board and that two candidates applied, and there was one other inquiry. Of the two candidates only one had experience with municipality and water board, as well as the accounting system used by the town.

MOTION: A motion was made by Chinnici and seconded by Mai to approve the establishment of an Administrative Clerk position for the Town of Carlton Landing, selecting Amanda Harjo for the position, and setting the salary at \$57,000 plus retirement benefits.

AYE: Chinnici  
Mai  
Chapman

NAY: None

4. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 3:15 p.m., November 28 2022.

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Mayor

Attest:

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Town Clerk