

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
the Carlton Landing Academy Cafeteria  
Saturday; **November 19, 2022**

Immediately following the Regular Meeting of the Carlton Landing Economic Development  
Trust

**MINUTES**

1. Call to Order

The meeting was called to order at 8:22 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

**Consent Items**

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on October 15, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Chapman to accept the Consent Agenda as presented.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

NAY: None

5. Consider, discuss, and possibly vote to amend, revise, approve or deny the Carlton Landing Board of Trustees meeting schedule for the year 2023 and set the meeting start time immediately following the Carlton Landing Economic Development Trust meeting, or take any other appropriate action.

Exhibit:

The meeting schedule maintains the Board of Trustee meetings on the third Saturday of each month to immediately follow the Economic Development Trust meeting. Location of the meeting will be:

10B Boulevard, Carlton Landing, OK 74432  
Carlton Landing Academy - Cafeteria

Meeting Dates:

January 21  
February 18  
March 18  
April 15  
May 20  
June 17

July 15  
August 19  
September 16  
October 21  
November 18  
December 16

6. Items Removed from Consent Agenda
7. Consider, discuss and acknowledge receipt of Fiscal Year 2021-2022 Audit as prepared by Elfrink and Associates or take any other appropriate action.

Exhibit:

Audit was completed by Elfrink and Associates. Staff worked with Crawford and Associates to complete year-end reporting and to provide requested documentation. Ann Elfrink presented a summary of the 2021-2022 Fiscal Year Audit.

MOTION: A motion was made by Brule' and seconded by Mai to Acknowledge receipt of Fiscal Year 2021-2022 Audit as prepared by Elfrink and Associates.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

NAY: None

8. Consider, discuss, and possibly vote to approve, amend, revise, or deny entering into a Contract for Administrative and Managerial Services with Rural Water, Sewer, and Solid Waste Management District No 20, Pittsburgh County, or take any other appropriate action.

Exhibit:

The Rural Water, Sewer, and Solid Waste Management District No. 20, Pittsburgh, County (RWD) has approached the Town about Contracting with the Town to provide Administrative and Managerial Services. The scope of services with the Contract covers general administrative and managerial oversight of the RWD to include – utility billing;

account set-up and changes; customer service; general accounting and record keeping; financial reporting and management; assist with Agendas and Board meeting; and assistance with other vendors, contractors, outside agencies on behalf of the RWD.

The initial term is for one (1) year at \$60,000.00. Either Party may cancel with proper Notice. To meet the terms and scope of services the Town will need to add a staff position. The Town Administrator will provide the general oversight, financial management, and representative of RWD to outside groups, vendors, agencies. The utility billing, account management, accounting and financial reporting, and customer service would account for the equivalent of a part time position.

MOTION: A motion was made by Mai and seconded by Chinnici to approve entering into a Contract for Administrative and Managerial Services with Rural Water, Sewer, and Solid Waste Management District No 20, Pittsburgh County.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

NAY: None

9. Consider, discuss, and possibly vote to approve, amend, revise, or deny creating the Deputy Town Clerk/Treasurer position, or take any other appropriate action.  
Exhibit:

The FY 22-23 Budget budgeted for a full-time clerk position. The purpose was to allow for an appointed staff position to cover the day to day administrative duties of the Town Clerk. The duties of the Town Clerk do not account for a full time position; however, they do account for a part-time position. Between the Clerk duties and the Rural Water District duties a full time position is justified.

The Rural Water, Sewer, and Solid Waste Management District No. 20, Pittsburgh, County (RWD) has approached the Town about Contracting with the Town to provide Administrative and Managerial Services. The scope of services with the Contract covers general administrative and managerial oversight of the RWD to include – utility billing; account set-up and changes; customer service; general accounting and record keeping; financial reporting and management; assist with Agendas and Board meeting; and assistance with other vendors, contractors, outside agencies on behalf of the RWD.

The initial term is for one (1) year at \$60,000.00. Either Party may cancel with proper Notice. To meet the terms and scope of services the Town will need to add a staff position. The Town Administrator will provide the general oversight, financial management, and representative of RWD to outside groups, vendors, agencies. The newly created Deputy Town Clerk/ Treasurer position would cover utility billing, account management, accounting and financial reporting, and customer service. The general duties for the Town do not fully support a full time person and the duties for the RWD do not fully support a

full time position, by combining the two responsibilities would account for a full time position.

The salary and related expenses for the Deputy Town Clerk would be shared equally between the Town and the funds from RWD. It is anticipated the cost for a full time person would be up to \$64,3245.50. The amount covers \$57,000.00 for salary, \$2,850.00 for Retirement, and \$4,474.50 for Taxes. No Health Benefits are provided at this time. The Town would be responsible for \$32,162.25. Mr. Buckley had a discussion with Amanda Harjo about the position, if hired, the Town would save the \$800 per month (\$9,600.00 annual) for the Financial Services Agreement.

Additional action items if position is authorized, expanding Retirement Plan to general employees. Retirement model would be 5% match (5% employee/5% Town) Defined Contribution Plan with five (5) year vesting at 20% vesting per year. We would need to establish an employee Policy Manual establishing Paid Time Off Leave, Holiday Schedule, Travel and Training Policy, and State and Federal required policies.

Trustee Myrick recommended the position be posted and interviews occur with candidates.

After a discussion regarding the title of the Town Clerk position it was suggested the position be titled Administrative Clerk.

MOTION: A motion was made by Chinnici and seconded by Chapman to approve creating the Administrative Clerk position.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

NAY: None

10. Consider, discuss, and possibly vote to approve, amend, revise, or deny Amendment #1 to Employment Agreement between the Town of Carlton Landing and J. Gregory Buckley, or take any other appropriate action.

Exhibit:

The Rural Water, Sewer, and Solid Waste Management District No. 20, Pittsburgh, County (RWD) has approached the Town about Contracting with the Town to provide Administrative and Managerial Services. The scope of services with the Contract covers general administrative and managerial oversight of the RWD to include – utility billing; account set-up and changes; customer service; general accounting and record keeping; financial reporting and management; assist with Agendas and Board meeting; and assistance with other vendors, contractors, outside agencies on behalf of the RWD. The initial term is for one (1) year at \$60,000.00.

In addition, there was discussion of the need for an Administrative Clerk position (\$32,162.25) there is available balance of \$27,857.75. The proposed Amendment would provide \$23,500.00 to the Town Administrator for services, \$2,360.00 in Retirement, and approximately \$1,852.60 in taxes, leaving a cushion of about \$125.15 for calculation errors or to the Town General Fund. In addition, the Amendment is directly tied to the RWD Contract, if the Contract terminates so does the additional compensation.

All trustees agreed that taking on the rural Water Board and having Mr. Buckley administer was a good idea; however, there was discussion and discord regarding the necessity for a full time Administrative Clerk and for compensation to be given the Town Administrator for additional duties as Administrator for the Rural Water District.

MOTION: A motion was made by Chapman and seconded by Mai to approve Amendment #1 to Employment Agreement between the Town of Carlton Landing and J. Gregory Buckley.

AYE: Joanne Chinnici  
Chuck Mai  
Clay Chapman

NAY: Mary Myrick  
Kris Brule'

#### 11. Reports

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

Kay Wall reported that she would be researching how to make sure everyone is paying their lodging tax.

#### 12. Recognize Citizens wishing to comment on non-Agenda Items.

Heather Scott addressed general comments.

#### 13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:40 a.m., November 19, 2022.

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Mayor

Attest:

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**General Fund  
Bank Register  
10/1/2022 to 10/31/2022**

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
<b>General Fund</b>						
<b>Town of CL Checking 9683</b>						
			Beginning Balance			619,192.31
10/6/2022	EFT		RWS Cloud Services		94.00	619,098.31
10/7/2022	1356		Cross Telephone Co		97.00	619,001.31
10/7/2022	1357		Kiamichi Electric		152.00	618,849.31
10/7/2022	1358		OPEH&W		1,563.82	617,285.49
10/7/2022	R-00288		Oklahoma Tax Commission	1,147.96		618,433.45
10/7/2022	R-00289		Oklahoma Tax Commission	8,483.01		626,916.46
10/7/2022	R-00290		Oklahoma Tax Commission	30,204.63		657,121.09
10/11/2022	R-00285		Pittsburg County Clerk	184.41		657,305.50
10/11/2022	R-00291		Oklahoma Tax Commission	324.40		657,629.90
10/11/2022	R-00292		Oklahoma Tax Commission	14.69		657,644.59
10/13/2022	EFTPS		EFTPS		2,728.62	654,915.97
10/13/2022	R-00293		Scissortail Homes	762.91		655,678.88
10/14/2022	1359		Dan Hurd		700.00	654,978.88
10/14/2022	1360		Oklahoma Uniform Building		16.00	654,962.88
10/14/2022	1361		OkMRF		1,727.58	653,235.30
10/14/2022	A-10070		James G Buckley		3,052.74	650,182.56
10/14/2022	R-00286		Kiamichi Electric	4,054.52		654,237.08
10/17/2022					82.01	654,155.07
10/17/2022	R-00287		CLEDT	11,551.82		665,706.89
10/19/2022	EFT		Oklahoma Tax Commission		399.00	665,307.89
10/21/2022	1362		Kay Robbins Wall		600.00	664,707.89
10/21/2022	1363		McAlester News Capital		83.10	664,624.79
10/21/2022	1364		OMAG		70.00	664,554.79
10/24/2022	1365		Carlton Landing Fire and		750.00	663,804.79
10/24/2022	R-00294		Kerney Homes	762.91		664,567.70
10/24/2022	R-00295		Anchor Homes	4,577.46		669,145.16
10/25/2022	R-00296		Clay Chapman	228.86		669,374.02
10/28/2022	1366		BOK Credit Card		1,610.50	667,763.52
10/28/2022	1367		Amanda Harjo		1,128.75	666,634.77
10/28/2022	1368		Carlton Landing Fire and		750.00	665,884.77
10/28/2022	A-10071		James G Buckley		2,821.01	663,063.76

**General Fund**  
**Income Statement**  
**10/1/2022 to 10/31/2022**

	Oct 2022 Oct 2022 Actual
<b>Revenue</b>	
<b>Other Revenue</b>	
Sales Tax	30,529.03
Use Tax	1,147.96
Utility Tax	4,054.52
Lodging Tax	8,483.01
Alcohol Beverage Tax	117.99
Vehicle Gas/Fuel Tax	81.11
Building Permits/Inspection Fe	6,561.00
Transfer IN from TIF	11,551.82
<b>Revenue</b>	<b>\$62,526.44</b>
<b>Gross Profit</b>	<b>\$62,526.44</b>
<b>Expenses</b>	
<b>Personal Services</b>	
Salaries	7,461.54
Social Security	595.67
Employer Paid Insurance	1,563.82
Employer Retirement Contributi	778.64
Vehicle/Cell Allowance	324.85
<b>Materials &amp; Supplies</b>	
Office Supplies	246.73
Software Programs/ Services	94.00
<b>Other Services</b>	
Utilities	249.00
Rent	477.78
Publication & Notice Expense	83.10
Insurance	70.00
Professional Services	2,444.75
Community Support Agreements	1,500.00
Dues & Memberships	14.99
School, Training, Travel	871.00
<b>Debt Service</b>	
Interest Expense	82.01
<b>Expenses</b>	<b>\$16,857.88</b>
<b>Income (Loss) From Operations</b>	<b>\$45,668.56</b>
<b>Net Income (Loss)</b>	<b>\$45,668.56</b>

*Report Options*  
 Period: 10/1/2022 to 10/31/2022  
 Display Level: Level 3 Accounts  
 Display Account Categories: Yes  
 Display Subtotals: None  
 Reporting Method: Accrual  
 Fund: General Fund  
 Include Accounts: Accounts With Activity

**General Fund**  
**Payments Journal (Summary)**  
**10/1/2022 to 10/31/2022**

Check Date	Check / Reference #	Payee	Amount
<b>1000 Town of CL Checking 9683</b>			
10/6/2022	EFT	RWS Cloud Services	94.00
10/7/2022	1358	OPEH&W	1,563.82
10/7/2022	1357	Kiamichi Electric	152.00
10/7/2022	1356	Cross Telephone Co	97.00
10/13/2022	EFTPS	EFTPS	2,728.62
10/14/2022	1361	OkMRF	1,727.58
10/14/2022	1360	Oklahoma Uniform Building	16.00
10/14/2022	1359	Dan Hurd	700.00
10/14/2022	A-10070	James G Buckley	3,052.74
10/17/2022			82.01
10/19/2022	EFT	Oklahoma Tax Commission	399.00
10/21/2022	1364	OMAG	70.00
10/21/2022	1363	McAlester News Capital	83.10
10/21/2022	1362	Kay Robbins Wall	600.00
10/24/2022	1365	Carlton Landing Fire and	750.00
10/28/2022	1368	Carlton Landing Fire and	750.00
10/28/2022	1367	Amanda Harjo	1,128.75
10/28/2022	1366	BOK Credit Card	1,610.50
10/28/2022	A-10071	James G Buckley	2,821.01
<b>1000 Town of CL Checking 9683 Totals</b>			<b>\$18,426.13</b>

*Report Options*  
Check Date: 10/1/2022 to 10/31/2022  
Display Notation: No  
Fund: General Fund



Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2022
		Oct 2022	Jul 2022	Jul 2022	Jun 2022	Jun 2023
		Actual	Actual	Jun 2023	Jun 2022	Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>Non-Departmental Revenues</b>						
<b>Budget Carryover</b>						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
<b>Total Budget Carryover</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	
<b>Other Revenue</b>						
4012	Alcohol Beverage Tax	117.99	478.83	800.00	321.17	59.85%
4100	Building Permits/Inspection Fe	6,561.00	9,101.68	23,580.00	14,478.32	38.60%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	8,483.01	48,968.21	48,000.00	(968.21)	102.02%
4500	Miscellaneous Revenue	0.00	57.00	0.00	(57.00)	0.00%
4015	Pittsburgh County Sinking Fund	0.00	1,304.42	55,600.00	54,295.58	2.35%
4000	Sales Tax	30,529.03	143,822.44	180,000.00	36,177.56	79.90%
9002	Transfer IN from TIF	11,551.82	35,733.90	120,148.00	84,414.10	29.74%
4005	Use Tax	1,147.96	4,455.22	8,000.00	3,544.78	55.69%
4010	Utility Tax	4,054.52	6,540.97	12,000.00	5,459.03	54.51%
4013	Vehicle Gas/Fuel Tax	81.11	263.32	0.00	(263.32)	0.00%
<b>Total Other Revenue</b>		<b>\$62,526.44</b>	<b>\$250,917.75</b>	<b>\$448,328.00</b>	<b>\$197,410.25</b>	
<b>Non-Departmental Revenues Totals</b>		<b>\$62,526.44</b>	<b>\$250,917.75</b>	<b>\$498,328.00</b>	<b>\$247,410.25</b>	
<b>Revenue</b>		<b>\$62,526.44</b>	<b>\$250,917.75</b>	<b>\$498,328.00</b>	<b>\$247,410.25</b>	
<b>Gross Profit</b>		<b>\$62,526.44</b>	<b>\$250,917.75</b>	<b>\$498,328.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>Administration</b>						
<b>Personal Services</b>						
5020	Employer Paid Insurance	1,563.82	6,255.28	27,420.00	21,164.72	22.81%
5025	Employer Retirement Contributi	778.64	3,487.64	15,800.00	12,312.36	22.07%
5000	Salaries	7,461.54	33,576.93	158,000.00	124,423.07	21.25%
5010	Social Security	595.67	2,668.09	12,385.00	9,716.91	21.54%
5015	Unemployment Tax	0.00	0.00	3,238.00	3,238.00	0.00%
5030	Vehicle/Cell Allowance	324.85	1,299.40	3,900.00	2,600.60	33.32%
<b>Total Personal Services</b>		<b>\$10,724.52</b>	<b>\$47,287.34</b>	<b>\$220,743.00</b>	<b>\$173,455.66</b>	
<b>Materials &amp; Supplies</b>						
5510	Building Maintenance & Repairs	0.00	80.00	320.00	240.00	25.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	246.73	246.73	800.00	553.27	30.84%
5520	Software Programs/ Services	0.00	119.88	200.00	80.12	59.94%
<b>Total Materials &amp; Supplies</b>		<b>\$246.73</b>	<b>\$446.61</b>	<b>\$1,420.00</b>	<b>\$973.39</b>	
<b>Other Services</b>						
6035	Dues & Memberships	0.00	0.00	1,380.00	1,380.00	0.00%
6015	Insurance	70.00	70.00	570.00	500.00	12.28%
6005	Rent	477.78	1,911.12	5,820.00	3,908.88	32.84%
6040	School, Training, Travel	871.00	1,371.16	6,000.00	4,628.84	22.85%
6000	Utilities	196.00	915.79	4,363.00	3,447.21	20.99%
<b>Total Other Services</b>		<b>\$1,614.78</b>	<b>\$4,268.07</b>	<b>\$18,133.00</b>	<b>\$13,864.93</b>	
<b>Administration Totals</b>		<b>\$12,586.03</b>	<b>\$52,002.02</b>	<b>\$240,296.00</b>	<b>\$188,293.98</b>	
<b>General Government</b>						
<b>Materials &amp; Supplies</b>						
5510	Building Maintenance & Repairs	0.00	0.00	2,500.00	2,500.00	0.00%
5530	Miscellaneous	0.00	0.00	1,460.00	1,460.00	0.00%

**TOWN OF CARLTON LANDING  
REGULAR MEETING SCHEDULE OF THE BOARD OF TRUSTEES  
2023**

By action of the Board of the Board of Trustees on November 19, 2022 all Regular Meetings of the Carlton Landing Board of Trustees for calendar year 2023 will be held on the 3rd Saturday of each month at 10B Boulevard, Carlton Landing, OK also known as the Carlton Landing Academy "Cafeteria" immediately following the meeting of the Economic Development Trust, unless otherwise stated in the posted Agenda/Notice.

<u>MONTH</u>	<u>DATE</u>
January	January 21, 2023
February	February 18 2023
March	March 18, 2023
April	April 15, 2023
May	May 20, 2023
June	June 17 2023
July	July 15, 2023
August	August 19, 2023
September	September 16, 2023
October	October 21, 2023
November	November 18, 2023
December	December 16, 2023

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Mayor

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Attest: Town Clerk-Treasurer

Town Administrator's Report November 19, 2022

- Block 10 Parking Lot –Mike K and I had meeting with Freese and Nichols to review preliminary plans, discuss layout and drainage. Plans still on schedule to be delivered first part of December.
- Community Center – Had preliminary discussion with Freese and Nichols about site visit. Site visit meeting is scheduled for Friday, November 18.
- Entrance Road – Pittsburgh County District #1 had been working on preparing soft spots in the road to help stabilize the base. They laid down asphalt in problem spots and improved the overall condition of the road.
- Stephens Road – Mike K and I met with Freese and Nichols on updated 60% plans after out meeting with the Corp. The road has shifted to the east slightly. The shift allows the whole road to be on the Corp Lease and limit impact of property to the west of section line easement. Corp has approved Geocoring to occur. Contractor is scheduled for November 28. Mike and Freese and Nichols is coordinating permitting requirements.
- Rural Water District – Worked with Kay W and Caleb Conner in finalizing the Administrative Services Agreement between the RWD and Town.
- Marina Center Expansion - Attended a meeting with Corps of Engineers, Jim Boohaker and Bob Buckner about future expansion plans for the Marina.
- TIF Revenue Note 2022 –Discussed the projected TIF Revenue Note with Chris Gander and the timing for Authorization and approval. Preliminarily looking like approximately \$1.4 Million and placed on the December Agenda.
- TIF Committee - Coordinated and participated in TIF Committee meeting. I updated the funding projections and project list. TIF Committee reviewed projects and discussed need to develop multi year project funding plan. I have worked on model for putting projects and establishing project priorities for presentation to the Committee. TIF Committee is continuing to review process for prioritizing projects