

**HARTSHORNE CITY COUNCIL**

**HARTSHORNE CITY HALL**

**1101 PENNSYLVANIA AVE.**

**JANUARY 8<sup>TH</sup>, 2018**

**6:30 P.M.**

**PWA AGENDA**

**CALL TO ORDER**

Announce the presence of a Quorum

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA**

1. Council discussion and action to approve the amended minutes from the November 13<sup>th</sup>, 2017 meeting.
2. Council discussion and action to approve the minutes from the December 11<sup>th</sup>, 2017 meeting.
3. Council discussion and action to approve purchasing an additional cash drawer, computer software, chair and any other items needed for the Office of Finance position.
4. Council discussion and action on cleaning out WPA ditch near the 1200 block of Cherokee Street.

**New Business**

**Old Business**

**Board of Trustees Discussion**

**Mayor's Discussion**

**Council to approve paying PWA bills**

**HARTSHORNE CITY COUNCIL**

**HARTSHORNE CITY HALL**

**1101 PENNSYLVANIA AVE.**

**JANUARY 8<sup>TH</sup>, 2018**

**6:30 P.M.**

**AGENDA**

**CALL TO ORDER**

Announce the presence of a Quorum

**ROLL CALL**

**AGENDA**

1. Council discussion and action on approving the minutes from the regularly scheduled meeting held on December 11<sup>th</sup>, 2017.
2. Ralph Osborne, CPA to address council in regards to the forensic audit performed for the City of Hartshorne.
3. Council discussion and action on repairing the Hartshorne City Pool.
4. Council discussion and action on approving Gerry Barone as the fire chief of the Hartshorne Volunteer Fire Department.
5. Council discussion and action to add Desarae Alexander to the First National Bank night deposit contract.
6. Council discussion and action on approving resolution 2017-12-1 regarding banking rules and procedures.
7. Council discussion and action on extending the temporary employment of Joshua Brown.
8. Council discussion and action on extending the temporary employment of Mason Gaylor.
9. Council discussion and action to open an account for technology fees and to name it Technology Fund and to deposit \$820 into the account immediately to reflect money earmarked for this account for the past three months.
10. Council discussion and action to open an account for equipment fees and to name it Equipment and Training Fund and to transfer \$821 into the account immediately to reflect money earmarked for this account for the past three months.
11. Council discussion and action to rename the Police Bond checking account at First National Bank to Court Fund account and transfer remaining balance to the Equipment and Training Fund account.

# HARTSHORNE CITY COUNCIL

JANUARY 8, 2018

## REGULAR CITY COUNCIL MEETING MINUTES

Mayor Leon Mace met in a regularly scheduled Hartshorne City Council meeting on January 8, 2018 at 7:45 P. M. with council members Joy Cline, Gary Jackson, Eddie Kelly, John Grove, Gary Young, Joe Winslow, Ashley Faulkner, Sheryl Baker present.

1. Motion by Baker and Seconded by Cline to approve the minutes of the regularly scheduled meeting on December 11, 2017. Cline, Jackson, Kelly, Grove, Young, Winslow, voted aye. Faulkner and Grove voted nay. Vote 6 aye, 2 nay. Passed
2. Ralph Osborne, CPA addressed the council regarding an audit he and his firm completed as a result of questions from the State Auditor's office regarding city financial business during a certain time period. (a copy of his letter is attached to the minutes) Auditor Osborne examined to the council that the internal controls of the city were not good. He answered questions from the council members regarding the audit. A question was raised as to whether he performed a forensic audit or not. He stated that he did not perform a forensic audit, just a regular audit. That he was not instructed to perform a forensic audit. He informed the council that he had prepared a spread sheet that backed up his audit and that he did not bring it with him to the council meeting. That he would e-mail it to the mayor.
3. There was discussion regarding repairing the Hartshorne City Pool and no action taken on this topic.
4. Motion by Baker and seconded by Faulkner to approve Gerry Barone as the fire chief of the Hartshorne Fire Department. Cline, Jackson, Grove, Young, Winslow, Faulkner, Grove voted aye. Kelly abstained. Vote 7 aye, 1 abstain. Passed
5. Motion by Faulkner seconded by Kelly to add Desarae Alexander to the First National Bank night deposit contract. . Cline, Jackson, Baker, Young, Winslow, Faulkner, Grove, Kelly voted aye. Vote 8 aye, Passed
6. Motion by Baker seconded by Faulkner to table approving resolution 2017-12-1 regarding banking rules and procedures. Cline, Jackson, Baker, Young, Winslow, Faulkner, Grove, Kelly voted aye. Vote 8 aye, Passed
7. Motion by Jackson seconded by Kelly to extend the temporary employment of Joshua Brown. Jackson, Grove, Young, Winslow voted aye. Kelly, Baker, Cline, Faulkner voted nay. Vote 4 aye, 4 nay. Tie vote. Mayor votes nay. Motion fails.
8. Motion by Grove seconded by Cline to extend the temporary employment of Mason Gaylor. Jackson, Grove, Young, Winslow, Kelly, Cline voted aye, Faulkner, Baker voted nay. Vote 6 aye, 2 nay. Passed.

9. Motion by Jackson seconded by Cline to open an account for technology fees and to name it Technology Fund and to deposit \$820.00 into the account immediately to reflect money earmarked for this account for the past three month. Cline, Jackson, Young, Winslow, Faulkner, Baker, Kelly voted aye. Grove abstained. Vote 7 aye, 1 abstain. Passed

10. Motion by Jackson seconded by Cline to open an account for equipment fees and to name it Equipment and Training Fund and to deposit \$821.00 into the account immediately to reflect money earmarked for this account for the past three month. Cline, Jackson, Young, Winslow, Faulkner, Baker, Kelly voted aye. Grove abstained. Vote 7 aye, 1 abstain. Passed

11. Motion by Jackson seconded by Cline to rename the Police Bond checking account at First National Bank to Court Fund account and transfer the remaining balance to the Equipment and Training Fund. Cline, Jackson, Young, Winslow, Faulkner, Baker, Kelly voted aye. Grove abstained. Vote 7 aye, 1 abstain. Passed

12. Motion by Faulkner seconded by Cline to promote Officer Jerry Fort to level three with a pay of \$27,000.00 annually. Cline, Jackson, Baker, Young, Winslow, Faulkner, Grove, Kelly voted aye. Vote 8 aye, Passed

13. Motion by Kelly seconded by Cline to approve the yearly contract with Miller Office Equipment at a rate of \$33.70 per month. Cline, Jackson, Baker, Young, Winslow, Faulkner, Grove, Kelly voted aye. Vote 8 aye, Passed

14. Motion by Jackson seconded by Cline to approve Brian Rich, Jr., as a volunteer fireman with Hartshorne Fire Department. Cline, Jackson, Baker, Young, Winslow, Faulkner, Grove, Kelly voted aye. Vote 8 aye, Passed

15. Motion by Kelly seconded by Cline to approve Aaron Williams at a rate of \$8.00 per hour for housekeeping duties for the City of Hartshorne. Jackson, Cline, Kelly, Young voted aye. Grove, Baker, Winslow, Faulkner voted nay. Vote 4 aye, 4 nay. Tie vote, Mayor votes aye. Passed.

Police Report: Chief Pierce gave the police report as included in the Council packet as well as the animal control officer report.

Council member's discussion:

Winslow asked if the city clerk had been receiving money at city hall. Mayor reported that she had been taking money when no one else was in the city hall office.

Baker suggested that maybe city hall should be closed when all office persons were not present.

Baker inquired if the former water bottling building was going to be repaired. Building has several issues, electrical issues as well as water leaks. Sewer system needs to be repaired. Baker inquired of any response from Lindley bill being paid. Attorney responded that he had sent another letter to Lindley attorney. If no response, council could authorize attorney to file suit against Lindley. Baker also suggested that city hire a contractor to determine what repairs needed to be made.

Cline questioned if city employees were not working on January 1 and 2. Was reported that city employees were supposed to be working on January 2.

Mayor: Had nothing to report.

Motion by Cline seconded by Jackson to pay the city bills. Cline, Jackson, Kelly, Young vote aye. Faulkner, Grove, Winslow, Baker vote nay. Tie vote. Mayor votes aye. Passed

Motion by Baker seconded by Winslow to adjourn the meeting. Cline, Jackson, Baker, Young, Winslow, Faulkner, Grove, Kelly voted aye. Vote 8 aye, Passed

# HARTSHORNE CITY COUNCIL

## PWA MEETING MINUTES

JANUARY 8, 2018

Mayor Leon Mace met in a regularly scheduled PWA meeting on January 8, 2018 at 6:30 P. M. with council members Joy Cline, Gary Jackson, Eddie Kelly, John Grove, Gary Young, Ashley Faulkner and Joe Winslow present. Sheryl Baker, Absent.

Mayor Mace opened the meeting with an invocation and led the council and audience in the Pledge of Allegiance to the Flag of the United States of America.

1. Motion was made by Eddie Kelly and seconded by Joy Cline to approve the amended minutes from the November 13, 2017 meeting. Joe Winslow moved that the minutes be amended to reflect that he had posed a question to the city attorney as to how many days to put a new hire on agenda. The answer given was 30 days. Joy Cline seconded the motion to Winslow's amendment. No further amendments and the motion to pass the amended minutes passed with Cline, Jackson, Kelly, Grove, Young, Winslow and Faulkner voting aye. Baker Absent. Vote 7 aye, 1 absent. Passed.

2. Motion made by Winslow and Seconded by Kelly to approve the minutes of the December 11, 2017 PWA meeting. Cline, Jackson, Kelly, Grove, Young, Winslow voting aye. Faulkner abstained. Baker Absent. Vote 6 aye, 1 abstention, 1 absent, Passed.

Councilperson Sheryl Baker arrived for the meeting at 6:45 P. M.

3. Motion by Jackson and seconded by Cline to discuss the purchase of an additional cash drawer, computer software, chair and any other items needed for the Office of Finance position. Cline moved that the Council purchase a SSCi cashiering software, two cash drawers, receipt printer and training for \$2,650, this motion was seconded by Kelly. Jackson, Cline, Young, Kelly voting aye, Winslow, Grove, Faulkner voted nay, Baker abstained. Vote 4 aye, 3 nay, 1 abstain. Vote failed.

4. Motion by Winslow and seconded by Cline do discuss the cleaning out of the WPA ditch near the 1200 block by Cherokee Street. The Council directed that the WPA ditch be cleaned out within 45 days. Cline, Grove, Young, Winslow, Baker and Faulkner voting aye. Jackson and Kelly voting nay. Vote 6 aye, 2 nay. Passed.

5. New Business, none.

6. Old Business, none.

7. Board of Trustees Discussion:

Baker brought up that a water line had not been covered since opening in August in Francis Wilcox yard. That water pipes had to be thawed because of the unfinished job.

Baker brought up that a water line had not been covered since opening in August in Francis Wilcox yard. That water pipes had to be thawed because of the unfinished job.

Winslow questioned how people get hold of city employees for water line breaks when city hall is closed. Discussion was had and that 297-2544 should roll over to police department and they inform the mayor.

Grove mentioned that there was a waterline leak that had not been fixed.

Cline brought up her water bill ass being low and a lady that she is assisting that lives on Lehigh Street water bill being excessively high. Mayor explained why the discrepancy had to do with meter reading.

Faulkner brought up question of contract water meter readers. Will be looked into.

Cline questioned if city water meter locks were being cut. Some have been cut and meters were damaged.

Winslow questioned if any cutoffs were being done by the city. Some have been, but not as many recently.

Mayor reported that there are going to be some repairs needed to be made at the sewer plant. Will try to use the company that built the plant for the repairs.

Jackson moved to pay the PWA bills seconded by Cline. Faulkner stated that Shirley McCullar's name needed to be removed from the John Deere account. Jackson questioned payments made to the Mayor. Postage reimbursements. Cline, Jackson, Kelly, Grove, Young, Winslow, Baker and Faulkner voting aye.

Motion by Faulkner seconded by Baker to adjourn the PWA meeting at 7:42 P. M. Cline, Jackson, Kelly, Grove, Young, Winslow, Baker and Faulkner voting aye. Vote 8 aye, Passed