

**TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES**

January 10, 2024, at 1:00 p.m.
Hocha Town Hall
101 Rock Oak Lane - Hochatown, OK 74728

MEETING MINUTES

1. Call to Order.

Who ordered: Todd McDaniel

Time: 1:00 p.m.

2. Roll Call of Board of Trustees.

Trustee Name	Present	Absent
Janet Cress	Y	
Howard Haggard	Y	
Dian Jordan		Y
Todd McDaniel	Y	
Chad Sargent	Y	

A Quorum was present.

At this time, the Board turned to Agenda Item 23 in order to appoint Todd McDaniel as temporary Mayor in order to facilitate the meeting in Mayor Dian Jordan's absence.

New Business; any matter not known or which could not have been reasonably foreseen prior to the time of posting the agenda.

Motion: To approve the appointment of Todd McDaniel as temporary Mayor to facilitate the Board meeting.

By: Janet Cress

Second: Chad Sargent

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried, and the meeting continued with Agenda Item 3.

3. Recognition of Guests.

Guests were recognized and thanked for their attendance.

4. Public Comment: *Audience may address the Board in accordance with the Rules and Procedures set forth in Hochatown Resolution No.10.*

No guests requested time to address the Board.

5. Consent Docket: *The following items are considered routine by the Board of Trustees and will be enacted with one motion. Discussion desired on any item, that item will be removed from the Consent Docket and considered separately.*

- a. Approval of the November 1, 2023 Regular Meeting Minutes.
- b. Approval of the November 13, 2023 Special Meeting Minutes.
- c. Approval of the December 6, 2023 Regular Meeting Minutes.
- d. Approval of the December 27, 2023 Special Meeting Minutes.
- e. Approval of Payment of Claims.

Motion: To accept all items on the Consent Docket.

By: Janet Cress

Second: Howard Haggard

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

6. Discussion, consideration and possible action regarding items removed from the Consent Docket.

There were no items removed from the Consent Docket.

7. Treasurer’s Report.

Treasurer Charles Ward presented his monthly report to the Board.

Motion: To approve the Treasurer’s Report.

By: Howard Haggard

Second: Janet Cress

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

8. Discussion only regarding monthly update from Ryan Services consultant Maher Maso.

Mr. Maher Maso of the Ryan Services Group was in attendance and gave his monthly report to the Board.

9. Discussion, consideration and possible action regarding extending the Ryan Services Agreement through March 31, 2024.

Motion: To extend the Ryan Services Agreement through March 31, 2024.

By: Janet Cress

Second: Chad Sargent

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

10. Discussion, consideration and possible action regarding spending guidelines and limits for Trustees, elected officials and future Town employees.

Motion: To take no action.

By: Janet Cress

Second: Howard Haggard

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

11. Discussion, consideration and possible action regarding a Town Travel Policy.

Motion: To accept the Town Travel Policy with provision to change to the IRS mileage rate.

By: Janet Cress

Second: Chad Sargent

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

12. Discussion, consideration and possible action regarding the approval of volunteers for the Fees & Permits Committee.

The Trustees received the recommended volunteer candidate list from Mayor Jordan and after a brief discussion, voted individually on each candidate:

Roll Call Vote:		Janet	Howard	Dian	Todd	Chad
Name	Resident/Non-resident?	Y	Y	Absent	Y	Y
Robin Renee Adams	Full-time resident	Y	Y	Absent	Y	Y
Patricia Laurie Caffey	Full-time resident	Y	Y	Absent	Y	Y
Clark Chapman	Full-time resident	Y	Y	Absent	Y	Y
Claudette Holmes	Full-time resident	Y	Y	Absent	Y	Y
Don Jaeger	Full-time resident	Y	Y	Absent	Y	Y

Motion: To accept the Fees & Penalties volunteer committee members.

By: Todd McDaniel

Second: Janet Cress

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

13. Discussion, consideration and possible action to approve proposed lighting upgrades to Town Hall not to exceed \$5000.00.

Motion: To approve proposed lighting upgrades to Town Hall not to exceed \$5000.00.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

14. Discussion, consideration and possible action to approve proposed interior door upgrades to Town Hall not to exceed \$4000.00.

Motion: To approve proposed interior door upgrades to Town Hall not to exceed \$4000.00.

By: Janet Cress

Second: Chad Sargent

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

15. Discussion, consideration and possible action to approve proposed purchase of shelving units for storage room at Town Hall not to exceed \$400.00.

Motion: To approve proposed purchase of shelving units at Town Hall not to exceed \$400.00.

By: Janet Cress

Second: Chad Sargent

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

16. Discussion, consideration and possible action regarding the possibility of accepting donation of the “Welcome to Hochatown” sign.

Motion: To take no action.

By: Janet Cress

Second: Todd McDaniel

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

17. Discussion, consideration and possible action to change the Job Description for the Assistant Town Clerk from part-time to full-time.

Motion: To change the job description for the Assistant Town Clerk to full-time.

By: Janet Cress

Second: Chad Sargent

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried.

18. Discussion, consideration and possible action to convene into Executive Session pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the hiring of a town administrator.

Ordered by: Todd McDaniel

Time: 1:51 p.m.

19. Adjourn from Executive Session.

Time: 2:42 p.m.

20. Discussion, consideration and possible action on any discussion from Executive Session.

There was no action taken during the Executive Session.

21. Discussion only regarding update on Fire Department/EMS and Police Department.

There was a brief discussion.

22. Discussion only regarding Roads, Wastewater and Surveys.

There was a brief discussion.

23. New Business; any matter not known or which could not have been reasonably foreseen prior to the time of posting the agenda.

There was no new business brought forward.

24. Discussion, consideration and possible action to adjourn.

Motion: To adjourn the meeting.

By: Janet Cress

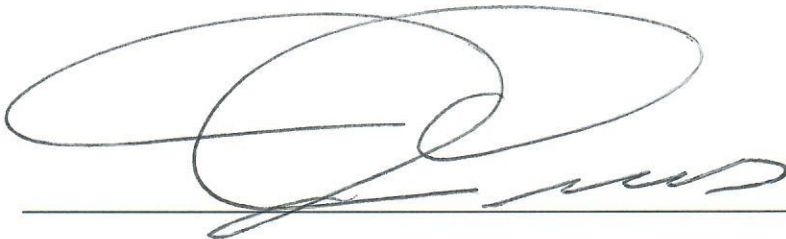
Second: Chad Sargent

Roll Call Vote:

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Y

The motion carried and the meeting adjourned.

Time: 2:48 p.m.



Janet Cress, Trustee



Howard Haggard, Trustee

— Absent —

Dian Jordan, Mayor

Todd McDaniel

Todd McDaniel, Trustee

Chad Sargent

Chad Sargent, Trustee



Attest:

Helen Harden

Helen Harden, Town Clerk