

**MINUTES OF THE
REGULAR MEETING
OF THE
SOUTH COFFEYVILLE TOWN COUNCIL**

City Hall – 419 Willow
South Coffeyville, Oklahoma 74072
December 05, 2022
6:00 P.M.

1. The meeting was called to order by Vice Mayor David Rexwinkle
2. The Pledge of Allegiance was led by Vice Mayor David Rexwinkle, and the prayer was led by Wade Lamb.
3. Answering roll call was Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Vice Mayor David Rexwinkle. Mayor Jerome Gnatek was absent.
4. There were no citizen's comments.
5. Aaron LeLaCheur made the motion to approve the minutes from the December 05, 2022 Regular Meeting and purchase orders for the Utility Fund, General Fund, Street & Alley, Fireman's Fund, and Meter Deposits payable. Sarah Key seconded the motion. Dorothy Perkins – Yes. Sarah Key – Yes. Aaron LeLaCheur – Yes. David – Yes.
6. There were no items on the Consent Agenda.
7. Sarah Key made the motion to table the review of bookkeeping procedures and credit card since Mayor Jerome Gnatek initiated discussion about this line item and he was absent. Aaron LeLaCheur seconded the motion. Dorothy Perkins – Yes. Sarah Key – Yes. Aaron LeLaCheur – Yes. David Rexwinkle – Yes.
8. Dorothy Perkins made the motion to approve Christmas bonuses for Town employees. Full-time staff will receive a one-time bonus of \$100.00 and part-time employees will receive a one-time bonus of \$50.00. David Rexwinkle seconded the motion. Dorothy Perkins – Yes. Sarah Key – Yes. Aaron LeLaCheur – Yes. David Rexwinkle – Yes.
9. The Council reviewed the previously approved departmental budgets for the Fiscal Year 2022-2023. Budget review and departmental allocations presented by David Clanin at the Council Meeting on November 21, 2022 were reviewed along with adjustments made by the Police Department. Jenifer Hanigan, Deputy Treasurer/Clerk discussed with the Council the budget and current accounts payable payments made by each department under the General fund. The Council also discussed possible options for revenue in the future. David made the motion to table the line item to allow department heads to update budgets as suggested that meet the numbers as provided.



Second was made by Dorothy Perkins. Dorothy Perkins – Yes. Sarah Key – Yes. Aaron LeLaCheur – Yes. David Rexwinkle – Yes.

10. Dorothy Perkins made the motion to table line items 10-13 regarding Executive Session since Mayor Jerome Gnatek initiated placing this line item on the Agenda and he was absent for the meeting. Sarah Key seconded the motion. Dorothy Perkins – Yes. Sarah Key – Yes. Aaron LeLaCheur – Yes. David Rexwinkle – Yes.
11. Dorothy Perkins made the motion to approve the amendment to Ordinance 2022-03 adding subsection 314 to Section 8 of Chapter 3 titled “Condemnation – Procedures”. Wade Lamb Chief of Police, stated that the Ordinance had been reviewed, edited, and approved by the Town attorney. Chief Lamb stated that it was an Oklahoma State Law and requested that it be added to the Ordinance Book for South Coffeyville. Aaron LeLaCheur seconded the motion. Dorothy Perkins – Yes. Sarah Key – Yes. Aaron LeLaCheur – Yes. David Rexwinkle – Yes.
12. Dorothy Perkins made the motion to table Line Item #15 on hiring an engineer for the Neighbors Building Neighborhoods Community Facilities Project until there is clarification on the guidelines for the engineer hired and if the grant will cover the cost. Second was made by Aaron LeLaCheur. Dorothy Perkins – Yes. Sarah Key – Yes. Aaron LeLaCheur – Yes. David Rexwinkle – Yes.
13. **New Business:**
 - a. Sarah Key asked that the monthly disbursements to South Coffeyville Area Development Authority be reassessed on at the next Council Meeting.
 - b. Aaron LeLaCheur asked that a review of how building permits are charged be addressed at the next meeting.
14. **Reports from Departments:**
 - a. Report from Jerome Gnatek, Mayor – Absent. No Report
 - b. Report from Wade Lamb, Chief of Police – Updated Council on status of dilapidated home that was asked about in previous meeting. Stated the owner was in the process of tearing the home down.
 - c. Report from Jim Wilson, Fire Chief – Absent. No Report.
 - d. Report from Steven Soule, Maintenance Superintendent – Absent. No report.
 - e. Report from Jenifer Hanigan, Deputy Clerk – No Report.
 - f. Report from Mitchell Lakey, Emergency Manager – No Report.
15. Aaron LeLaCheur made the motion to adjourn the meeting at 19:05. Motion was seconded by Dorothy Perkins. Dorothy Perkins – Yes. Sarah Key – Yes. Aaron LeLaCheur – Yes. David Rexwinkle – Yes.

Minutes Prepared by: Jenifer Hanigan, Deputy Clerk/Treasurer.

