

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

City Hall – 419 Willow  
South Coffeyville, OK 74072

April 3, 2023

6:00 P.M.

1. The meeting was called to order by Mayor Jerome Gnatek.
2. The Pledge of Allegiance and prayer was led by Mayor Jerome Gnatek.
3. Answering roll call was Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek. Vice Mayor David Rexwinkle was absent.
4. There were no Citizen Comments.
5. Sarah Key made the motion to approve the minutes from the March 20, 2023 regular meeting, and purchase orders for the Utility Fund, General Fund, Street & Alley, Fireman's Fund, and Meter Deposits Payable. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek.
6. There were no consideration of items to be removed from the Consent Agenda.
7. Sarah Key made the motion to table the vote on changes to pay scale, hourly pay, definition in Town of South Coffeyville Employee Manual. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek. The council requested a copy of the current Employee Manual to review.
8. No Action—Discuss, Review, or Act on decision from John Holden, Town Attorney, in regard to the definition of Nepotism in Handbook, Temporary vs. Contract Labor in Handbook, and if a family member can be hired under a different department head.
9. Dorothy Perkins made the motion to approve to move Daniel Wilson to Level 2 Grade of pay at \$14.42. Mayor Jerome Gnatek seconded the motion. Yes votes were made by Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek.
10. No Action—Discuss, Review, or Act on paying Volunteer Firemen that were subpoenaed to Court on April 4th. The case was canceled for that date, but the council requested to find out what other departments do. It may be good for the handbook pending additional information.
11. Dorothy Perkins made the motion to approve the Fire Department to put a bid into Locust Grove for a cargo trailer with \$3,500.00 out of Utility Fund and \$2,350.00 out of Firemen's Special Fund. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be the initials of a person, possibly a council member or the clerk.

12. Sarah Key made the motion to approve the Engagement Letter from David Clanin, CPA PLLC, outlining and agreeing to audit services for FY2023. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek.

13. Sarah Key made the motion to approve the updates regarding the CFFAT Grant Agreement including the letter from the Town Attorney. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek.

14. Sarah Key made the motion to approve the updates regarding the CFFAT Grant and Leverage Match Letter. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek.

**15. New Business**-No new business.

**16. Reports from the Departments:**

**Report from Jerome Gnatek, Mayor** –Reported the city wide clean up on Saturday was successful. All 4 dumpsters were filled.

**Report from Jim Wilson, Fire Chief** –Reported the Fire Department would be spending \$19,675.60 out of the Firemen's Special Fund. The FD had previously received a \$10,000.00 Ag grant and would be using that to help purchase a Skid, Foam Packet, Nozzles, and service 2 fire trucks.

**Report from Steven Soule, Maintenance Superintendent** –Reported the clean up went well. Last month he attended a class to teach a CDL class. He would also like to order another load of poles.

**Report from Jenifer Hanigan, Deputy Clerk** –Reported she had received a letter about the Sewer payment. She also reported about the information in the councils packet regarding how to table a motion and go back into the motion.

**Report from Mitch Lakey, Emergency Manager** –Absent.

17. Sarah Key made the motion to adjourn. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Sarah Key, Aaron LeLaCheur, and Mayor Jerome Gnatek.

**The meeting concluded at 7:12 P.M.**

City Clerk/Treasurer:

