

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, NOVEMBER 7, 2023
3:00 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, November 7, 2023, at 3:00 PM with Vice-Chairman Ivan Devitt presiding. Other members present were Berwin Kock, and Ed Trumbull. Member Andy Stewart was absent. Also present was General Manager, Debbie Bottoroff; Public Works Director, Deric Douthit; City Treasurer, Lisa Allred, and Municipal Clerk, Laura Davila.

ADDITIONAL STAFF PRESENT:

Plant Superintendent – Aston York
Public Works Superintendent – Jeremy Brown
Utility Office Manager – Jenn Harmon

PUBLIC COMMENTS:

Trumbull made the motion to approve the minutes from the October 3, 2023, Special Meeting. Seconded by Kock. AYE: Kock, Trumbull, Devitt. NAY: None. Motion Carried.

Kock made the motion to approve the purchase order register. AYE: Kock, Trumbull, Devitt. NAY: None. Motion Carried.

Devitt opened the floor with respect to approval of a resolution authorizing a budget amendment to the 2023-2024 GMSA General Fund Budget. Lisa Allred reported that funds had been received as reimbursement for the Rocky Oaks Project. Trumbull made the motion to approve the budget resolution. Seconded by Kock. AYE: Kock, Trumbull, Devitt. NAY: None. Motion Carried.

Devitt opened the floor with respect to declaring surplus property to be sold at Auction on a later date to be determined. Bottoroff reported that per the purchasing policy, prior to selling surplus, obsolete supplies, materials, or equipment with a value of more than one-thousand dollars (\$1000.00) said property must first be declared obsolete or surplus by GMSA Chairman and Trustees. Trumbull made the motion to declare surplus property to be sold at auction on a later date to be determined. Seconded by Kock. AYE: Kock, Trumbull, Devitt. NAY: None. Motion Carried.

Devitt opened the floor with respect to declaring the scrap metal located at the public works facility surplus, authorizing the sale of scrap metal and allocating the use of the funds received from the sale of the scrap metal to go towards the 2023 Employee Appreciation Christmas Luncheon. Bottoroff reported there is stockpile of scrap metal that is of no use to the city or GMSA and is simply taking up space and creating an eye sore at the public works facility. Each year an Employee appreciation Christmas luncheon is held. Employees pitch in on the cost of meat and bring side dishes. Staff is requesting that the funds from the sale of the scrap metal be allocated to catering the Employee Appreciation Christmas luncheon this year. Trumbull made the motion to approve declaring the scrap metal located at the Public Works Facility surplus, authorizing the sale of the scrap metal, and allocating the use of funds received from the scrap metal for the 2023 Employee

Appreciation Christmas Luncheon. Seconded by Kock. AYE: Kock, Trumbull, Devitt. NAY: None. Motion Carried.

Kock made the motion to approve the Notice of posting of the GMSA regular Scheduled meeting for the 2024 Calendar Year. Seconded by Trumbull. AYE: Kock, Trumbull, Devitt. NAY: None. Motion Carried.

STAFF REPORTS:

Bottoroff reported that she needed direction from the board regarding the OWRB Loan. When General Manager, Bill Keefer, retired it was understood that the Auger Press for the Wastewater Treatment Plant was included in the loan for the Sewer Rehab Project. There was a separate loan that had been approved from OWRB for the Auger Press, but it was not acted on and has since expired. The Wastewater Treatment plant needs the Auger Press, and it is the staff's recommendation to move forward with applying for the loan.

Bottoroff reported that GMSA received a Notice of Probable Violation 192.616 Public Awareness from the Oklahoma Corporation Commission. Douthit and Brown entertained questions and comments from the council.

Harmon reported the GMSA Utility Office is now fully staffed. Harmon added that they have been cross-training two (2) employees to learn billing and Stephanie Huggins has been working part-time to help train the new employees in the billing procedures.

TRUSTEES REPORTS:

Kock asked about a policy in which GMSA requires an inspection of properties when it changes ownership. Harmon informed Kock that GMSA requires an inspection from the building inspector for commercial properties when the utilities are changed into a new owner to verify the building has no code issues.

At 3:25 PM Trumbull made the motion to adjourn the meetings. Seconded by Kock. AYE: Kock, Trumbull, Devitt. NAY: None. Motion Carried.