

Minutes of the June 7, 2021 Regular Meeting

Cedar Valley Township Board of Trustees

Cedar Valley Clubhouse 6 p.m.

In Attendance:

Stan Wieczorek	Mayor	Debi Shore	Treasurer
Bo Martin	Clerk	Jayne Hill	Trustee
Tom Trello	Trustee	Carla Johnson	Trustee
Jerry Cole	Trustee		

Prior to the meeting the Mayor and Board made a special presentation to Bo Martin for his many years of service as Town Clerk.

The regular meeting was called to order at 6:18 p.m.

There were 11 citizens present.

Stan Wieczorek, Tom Trello, Deborah Wolek and Corey Timmons took oath of office effective beginning July 1, 2021.

Hearing from citizens:

Dave Wolek presented a lawn maintenance letter to the board for review and approval. This letter will be mailed to property owners who are not maintaining lots/yards. This is in accordance with the existing Town Ordinance No. 08-10 Weeds and Trash. The board will review the letter, make any necessary changes and then action can be taken at the July meeting.

The May 5, 2021 minutes of the Board were read. Motion made by Cole and second by Trello that the minutes be approved, motion carried.

Treasurer Shore presented the Board with the current month Treasurer's report. Motion made by Trello, second by Cole that the May, 2021 Treasurer Report be approved as read. Motion carried.

Shore then reviewed with the Board the 2021-2022 Annual Town budget. This budget was posted and published per State Statute. Town Resolution #20-1 dated May 5, 2021 was submitted with the budget for filing. Discussion of the budget followed. Shore stated there were no major changes other than a line item created for attorney fees. Thereupon a

motion was made by Hill second by Trello to approve 2021-2022 Budget. Motion passed unanimously.

Treasurer Shore advised that she is in the process of obtaining clarification on the monies that will be available from the American Rescue Plan. Shore stated that the Federal government is giving money to all cities/towns in Oklahoma except for one. How much Cedar Valley will receive is still unknown, as the Treasury Department is still finalizing the process. Half of the money is due to be distributed July 1st, balance the next year. No board action taken at this time.

Mayor Wieczorek turned the floor over to Kathy Sikes who is the citizen taking the lead in providing updates to the Board regarding traffic control, lowered speed limits, etc. for Hwy 33 between Guthrie and Hwy 74. Press releases were sent and media coverage has increased via channel 9 and the Guthrie News Page. Hwy 33 is currently classified as a rural highway by ODOT. Sikes reiterated how important it is that Cedar Valley representatives “stay on message” and continue working in the manner set forth unless or until deemed a different strategy is needed. The Board thanked Kathy Sikes for the diligence and dedication she has undertaken on behalf of the community. No board action taken.

The mayor then asked for an update from Trustee Carla Johnson who has been tasked as the Communications Coordinator for the Town. Johnson discussed an email-based, town business only, communication to residents. Any resident who wishes to not receive the communication may opt out at any time. It will not be a two-way communication email. Trustee Hill asked if the email addresses would be visible to everyone receiving the email further stating that this might be a violation of privacy issue. Someone stated that since the Town produces a bi-annual phone book with everyone giving permission to be in the book, how can it be an issue. Final answer was that before the email would go out it would NOT have anyone’s email address other than that of the Town Clerk sending the email out.

Johnson discussed the creation of the website for the official business of the city. Said website was shown to the board. This is a work in progress and she is hoping to have it completed within 90 days. This website will contain Town ordinances, resolutions, minutes, agendas and other information residents can access in order to gain more information of the Town and its’ actions.

Johnson discussed creating a postcard mailing to be sent to Town residents when the website is no longer under construction. The message will advise them of the website and the email communication tool as well as mentioning the official Town Facebook page which is only open to Town residents. When Colin Elliott (admin of the page) returns from vacation, he will be asked to review everyone who is on the Town Facebook page and delete anyone who does not reside in CV.

Johnson discussed obtaining a post office box for the town’s mail thus providing an address separate from the privately owned golf course clubhouse and to allow for a more secure delivery system. This POB number would be used on the website. Board discussion

followed. At this time the Board determined that they did not want to make any changes. This item can be brought up at a later date as no formal action was taken.

Johnson requested reimbursement for personal expenses incurred for website start-up costs in the amount of \$54.95. This is the cost of reserving the Domain name and one year of website hosting through the firm of Host Gator. An annual budget for communication was then discussed. For this coming annual budget Treasurer Shore stated she thought \$500.00 should be put into a Communication expense line item. A motion was made by Johnson second by Trello that this item be added to the 2021-2022 budget. Motion carried unanimously.

Discussion ensued regarding the current paper newsletter produced by a resident and paid for by the city. Trello motioned that the city no longer pays for the printing. Hill second. Motion passed unanimously.

Wieczorek stated he told incoming Town attorney it will be July 1 not June 1 for his start date. Meeting with attorney July 5, 2021. No board action necessary.

Wieczorek also stated that job descriptions for the officers of the board need to be created and perhaps a description for all members of the board. He is going to review what is available through the Oklahoma Municipal League and will advise the board at next meeting.

Trustee Trello who was given the lead of determining the Town Road maintenance status per the May 5, 2021 meeting stated he has surveyed the road conditions in Cedar Valley East and West. He has created a detailed map and list of the current conditions and most pressing issues. Trello stated he would get bids on any repair work that is needed. Corey Timmons suggested obtaining a minimum and optimal bid for the repairs. No board action needed.

Trello also stated weeds along the roads could not be sprayed because the sprayers are broken. He will look into what action can be taken to accomplish this and once the it is resolved he will make sure the roads are sprayed. This annual maintenance is part of the Road Maintenance budget item. No board action needed.

Deborah Wolek recapped a conversation she had with Bo Martin regarding the requirement of bonds for builders to cover any damage caused to roads during the construction process. As a builder he stated he thought that was a very fair process for the Town as well as builder. Board discussed this and determined that it would be a good item for the Town to pass as an Ordinance. This will be researched and it is a question for the incoming Town attorney to address. This will be acted upon at a future meeting.

Mayor Wieczorek stated that a plan of action for the REAP grant must be completed by October 1, 2021. He asked the board what project they would want to apply for. He suggested the following: paving Par Avenue (which is not presently owned by the Town) or

possibly the construction of a town hall building. Board discussion followed. Trustee Hill suggested that no board action be taken at this time.

Resident Kim Hamilton, chair of the CV Foundation, stated that the May 22, 2021 golf tournament fundraiser was a big success. The event netted \$3200.00. The foundation has earmarked this money for the proposed Town Park project located on Cedar Valley Manor Road. Since the Town applied for and was awarded a TSET Grant in the amount of \$10,000.00 for the park, this project will finally be getting off the ground.

Kim stated that this piece of land was used to burn all the tree limbs that were destroyed during the winter ice storm, at present some foundation members are clearing the debris and will begin mowing so when surveying is contracted, the land can easily be walked. Board action will be taken to formalize an agreement with the foundation to work on this project as a joint Town/foundation effort.

New Business:

There was no new business.

Meeting adjourned at 8:00 p.m.

Minutes submitted by

Minutes Approved On