

**NOTICE OF MEETING
OF THE
TOWN OF ACHILLE**

IN COMPLIANCE WITH TITLE 25 O.S. § 301-314, THE OKLAHOMA MEETING ACT, INCLUDING THE POSTING OF NOTICE AND AGENDA, BE ADVISED THAT THE ACHILLE TOWN BOARD OF TRUSTEES WILL HOLD A REGULAR MEETING ON **JUNE 13TH, 2023, AT 7:00 PM AT ACHILLE TOWN HALL, LOCATED AT 211 W MAIN ST IN ACHILLE, OKLAHOMA, FOR A REGULAR SCHEDULED MEETING.**

AGENDA

- 1. Meeting Called to Order:**
 - a. Roll Call and Declaration of Quorum.

- 2. Citizen's Comments:** (any citizen wishing to speak on any matter **on this agenda** may do so after signing up on the sheet at the back of the Council Room.)

- 3. Consideration of the Consent Agenda:**
 - a. Approval of the Order of the Agenda
 - b. Approval of Minutes of Meeting held on May 9th, 2023.
 - c. Approval of April Payroll Purchase Order No. **1149** totaling **\$9086.10**
 - d. Approval of Purchase Orders to be paid for the month of May 2023.

- 4. Consideration of Items Removed from Consent Agenda:**

- 5. Reports of Committees, Boards, and/or Departments:**
 - a. Clerk/Treasurer –
 - b. Police department
 - c. Fire department
 - d. Emergency Management-

- 6. Consideration of unfinished business:**

- 7. Business Agenda: Discuss, vote, and take action on the following items:**
 - a. Vote on new Mayor
 - b. Vote to adopt resolution for citizen comments and speaking times at meetings.
 - c. Office hours

- d. Take off old town board members from bank accounts and add new town board members to bank accounts. Old board members Rhonda Howery, Shana Howard. New town board members Teresa Scoggins, Dottie Stout.
- e. Vote on approving two signatures on each check at bank
- f. Vote on CPA coming in to help get audits and budget back on track this includes training for office on quick books.
- g. Take action on invoice processing for vendors, which includes all invoices to be in by Friday at 9 am any invoices that come in after 9 am on Friday will not be processed until the following Friday. All invoices that are here by Friday at 9 am will be processed and checks will be ready to be picked up at or after 2 pm on Fridays.

8. **Consideration of New Business:**

9. **Consideration of an executive session in accordance with Title 25 O.S. § 307(b) discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee:**

- a. Justus Garrett to be hired for part time at \$12/hr.

10. **Reconvene from Executive Session: Discuss, Vote, and Take Action on the following items:**

11. **Remarks and Inquires by the Board of Trustees:**

12. **Adjournment.**

Posted this 9th day of June, 2023 at 5 PM on the front door of the Achille Town Hall Building located at 211 W Main St. Achille, OK.

Amanda Newkirk
Office Manager