

**MINUTES OF THE JUNE 4, 2025, REGULAR BOARD MEETING
TOWN OF COVINGTON**

Pursuant to the Oklahoma Open Meeting Act, Oklahoma Statutes 25, and Sections 301-314 and in accordance with the posted agenda, the Board of Trustees of the Town of Covington held the regular scheduled meeting June 4, 2025, in the Municipal Building, Covington, Oklahoma.

- 1 Mayor Snyder called the meeting to order at 7:05 p.m.
2. Prayer was given by Mayor Jack Snyder.
3. The pledge of allegiance was said in unison.
4. Roll call indicated the following Trustees present declaring a quorum: Mayor Jack Snyder, Presiding. Vice Mayor, Mistie Thayer. Trustee Zach Chartier. Others present: Mike Schram, Street & Alley; Krystle Winters, Town Clerk; Tiffany Metcalfe, Town Treasurer. Absent: Trustees Reanna Moore and Neil Kirk. Randy West, Police Chief.
5. Thayer made a motion, seconded by Chartier to approve the May 7, 2025 regular meeting minutes. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
6. Chartier made a motion seconded by Thayer to approve the Treasurers report, subject to audit. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
7. Thayer made a motion seconded by Chartier to approve the Town of Covington General Fund Budget Amendment #25-1. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
8. Chartier made a motion seconded by Thayer to approve the Town of Covington Restricted Sales Tax Fund Budget Amendment #25-2. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
9. Thayer made a motion seconded by Chartier to approve the Town of Covington Grants Fund Budget Amendment #25-3. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
10. Approval of purchase orders for payment
 1. General Fund – Thayer made a motion and seconded by Chartier to approve the purchase orders in the amount of \$9,459.10. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
 2. Fire Dept. Donation Fund – N/A
 3. Street & Alley – N/A
 4. Restricted Fund – N/A
 5. Grant Fund – N/A
11. Public Forum
12. Thayer made a motion, seconded by Chartier, to approve Resolution #06-04-2025, Town of Covington Proposed Budget for FY 2025-2026. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
13. Chartier made a motion seconded by Thayer to approve services provided per the engagement letter sent by Crawford and Associates. Services including accounting, consulting, and Agreed Upon Procedures for FY 2025-2026. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
14. Thayer made a motion and seconded by Chartier to approve a Telecommunications/Water Tower agreement between the Town of Covington and Professional Value Internet Services, Inc. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
15. Thayer made a motion, seconded by Chartier to approve a contract with Town Square Building Codes (formerly known as Higley Consulting, LLC) to provide building code and fire code services. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
16. Thayer made a motion seconded by Chartier to approve a (2) year contract for Municipal Judge with Judge James Long. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
17. Chartier made a motion, seconded by Thayer to approve a Public Safety Service Agreement for FY 25-26 with Garfield County Sheriff's office for dispatch services. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent. Kirk, absent.
18. Thayer made a motion seconded by Chartier to approve Ordinance #06-04-2025, authorizing Code Enforcement by assigning the authority to enforce the Town of Covington's codes, ordinances, and zoning regulations to the Police Chief and an assigned Code Enforcement Officer by the Board of Trustees of the Town of Covington. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
19. Thayer made a motion seconded by Chartier to approve a 3% Cost of Living raise for full time employee Randall West, Police Chief. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.
20. Report of Department Heads
 1. STREET & ALLEY
 2. FIRE DEPARTMENT -absent
 3. POLICE DEPARTMENT -absent
21. Other New Business.
22. Remarks and Inquiries by Governing Body Members.
23. At 7:27 p.m., Chartier made the motion to adjourn, seconded by Thayer. Thayer, yes; Snyder, yes; Chartier, yes; Moore, absent; Kirk, absent.