

MINUTES OF THE DECEMBER 3, 2025, REGULAR BOARD MEETING TOWN OF COVINGTON

Pursuant to the Oklahoma Open Meeting Act, Oklahoma Statute 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 December 3, 2025, in the Municipal Building, Covington, Oklahoma.

1. Mayor Snyder called the meeting to order at 7:00 p.m.
2. Prayer was given by Mayor 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. Mistie Thayer, Vice Mayor. Trustees: Zandy Halcomb and Zach Chartier. Others Present: Mike Schram, Street & Alley; Krystle Winters, Town Clerk; Randy West, Police Chief; Tiffany Metcalfe, Town Treasurer. Absent: Trustee Neil Kirk.
5. Chartier made a motion and seconded by Thayer to approve the November 5, 2025 regular meeting minutes. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
6. Thayer made a motion to approve the Treasurer's report subject to audit, seconded by Halcomb. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
7. 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 \$10,650.66. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
 2. Fire Dept. Donation Fund- N/A
 3. Street & Alley- N/A
 4. Restricted Fund- N/A
 5. Grant Fund- N/A
8. Public Forum.
9. Thayer made a motion seconded by Chartier to proceed in the condemnation of the dilapidated structure located at 303 E Madison, Covington, OK. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
10. Chartier made a motion, seconded by Halcomb to approve invoice #3800304-01 from the Oklahoma Department of Transportation (ODOT) in the amount of \$63,121.00 for project # TAP-224C, sidewalks on Main Street from Fourth Street to Oklahoma Street. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
11. Chartier made a motion, seconded by Halcomb to approve the 2026 monthly meeting schedule. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
12. Halcomb made a motion, seconded by Chartier to approve the 2026 holiday leave schedule. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
13. Chartier made a motion seconded by Thayer to approve the 2026 court schedule. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
14. Thayer made a motion seconded by Halcomb to approve a \$100 Christmas bonus for employee Randy West. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
15. Report of Department Heads:
 1. Street & Alley
 2. Fire Department
 3. Police Department
16. Other new business.
17. Remarks and inquiries by governing body members.
18. At 7:38 p.m., Thayer made a motion to adjourn seconded by Halcomb. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.