

the Town of Luther



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**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, JUNE 14 , 2022, IMMEDIATELY FOLLOWING
THE TOWN BOARD OF TRUSTEES MEETING AT 7:00 P.M.
LUTHER TOWN HALL
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

REGULAR MEETING AGENDA

Official action can only be taken on items which appear on the agenda. The Trustees may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Trustees may refer the matter to the Chairman or the Town Attorney, or back to a committee or recommending body. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Call to Order
2. Roll Call
3. Determination of a quorum
4. Approval of the Consent Agenda,
 - a. Approval of the Board Minutes from the meetings of May 10, May 26 and June 6, 2022
 - b. Approval of Claims, including Payroll
 - c. Review and Approval of Treasurer's Report
5. Consideration of Items Removed from the Consent Agenda
6. Trustee Comments
7. **PUBLIC HEARING** on the FY 2022-2023 Luther Public Works Authority Budget for the purpose of discussing, developing and finalizing the Luther Public Works Authority budget for the fiscal year beginning July 1, 2022. A copy of the proposed budget is available at Luther Town Hall, 108 S. Main, Luther, OK.

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

8. Consideration, discussion and possible action to adopt Resolution 2022-04R, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE LUTHER PUBLIC WORKS AUTHORITY, LUTHER, OKLAHOMA, APPROVING AN AMENDMENT TO THE BUDGET OF THE LUTHER PUBLIC WORKS AUTHORITY FOR FISCAL YEAR 2021-2022 IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL BUDGET ACT
9. Consideration, discussion and possible action to enter into an Emergency Rental Assistance

Agreement with Community Cares Partners to assist qualified households with the payment of utilities.

10. Consideration, discussion and possible action to repair the tractor.
11. Consideration, discussion and possible action to purchase and install tires for the 2020 Chevrolet pickup for an amount not to exceed \$630.00 .
12. Consideration, discussion and possible action to install a security camera behind old Town Hall at amount not to exceed \$950.00.

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

13. **New Business:** In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
14. **Citizen participation:** Citizens may address the Board during open meetings on any matter on the agenda prior to the Board taking action on the matter. On any item not on the current agenda, citizens may address the Board under the agenda item Citizen Participation. Citizens should fill out a Citizen's Participation Request form and give it to the Mayor. Citizen Participation is for information purposes only, and the Board cannot discuss, act or make any decisions on matters presented under Citizens Participation. Citizens are requested to limit their comments to two minutes.
15. Adjourn.



Scherrie Pidcock, Town Clerk

Agenda Posted Monday, June 13, 2022, at Luther Town Hall, via MailChimp, on Facebook at The Town of Luther, and on our website at www.townoflutherok.com prior to 7:00 pm.

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**BOARD OF TRUSTEES
FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, MAY 10, 2022, IMMEDIATELY FOLLOWING
THE TOWN BOARD OF TRUSTEES MEETING AT 7:00 P.M.
LUTHER TOWN HALL
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

REGULAR MEETING MINUTES

1. Call to Order by Terry Arps.
2. Roll Call by Terry Arps. Present were Terry Arps, Brian Hall, Carla Caruthers and Jeff Schwarzmeier. Absent was Joshua Rowton.
3. Determination of a quorum was made by Terry Arps.
4. Approval of the Consent Agenda,
 - a. Approval of the Board Minutes from the meeting of April 12, 2022
 - b. Approval of Claims, including Payroll
 - c. Review and Approval of Treasurer's Report. – Terry Arps made a motion to approve the consent agenda as presented, 2nd by Jeff Schwarzmeier. The Vote: All (4) Yes.
5. Consideration of Items Removed from the Consent Agenda – None.
6. Trustee Comments – None.

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

7. Consideration, discussion and possible action to enter into a Mutual Aid Agreement with the Town of Wellston and Wellston Public Works Authority. **Brian Hall made a motion to enter in the agreement as written, 2nd by Terry Arps. The Vote: All (4) Yes.**

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

8. **New Business:** In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda. – **None.**
9. **Citizen participation:** Citizens may address the Board during open meetings on any matter on the agenda prior to the Board taking action on the matter. On any item not on the current agenda, citizens may address the Board under the agenda item Citizen Participation. Citizens should fill out a Citizen's Participation Request form and give it to the Mayor. Citizen Participation is for information purposes only, and the Board cannot discuss, act or make any decisions on matters presented under Citizens Participation. Citizens are requested to limit their comments to two minutes. – **None.**
10. Adjourn. – **Terry Arps made a motion to adjourn, 2nd by Brian Hall. The Vote: All (4) Yes.**

Minutes transcribed by Scherrie Pidcock, Town Clerk



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**MINUTES OF SPECIAL MEETING OF
THE LUTHER PUBLIC WORKS AUTHORITY
THURSDAY, MAY 26, 2022
IMMEDIATELY FOLLOWING THE BOARD MEETING AT 6:30 P.M.
LUTHER TOWN HALL
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

1. Call to Order by Terry Arps.
2. Roll Call by Terry Arps. Present were Terry Arps, Brian Hall, Carla Caruthers and Joshua Rowton. Jeff Schwarzmeier was absent for the LPWA meeting.
3. Determination of a quorum was made by Terry Arps.
4. Trustee Comments – None.

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

5. Discussion and Planning of Luther Public Works Authority budget for fiscal year 2022-2023. – **Discussion was had over the budget. No Action.**

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

6. Citizen participation: Citizens may address the Board during open meetings on any matter on the agenda prior to the Board taking action on the matter. On any item not on the current agenda, citizens may address the Board under the agenda item Citizen Participation. Citizens should fill out a Citizen's Participation Request form and give it to the Mayor. Citizen Participation is for information purposes only, and the Board cannot discuss, act or make any decisions on matters presented under Citizens Participation. Citizens are requested to limit their comments to two minutes. – **None.**
7. Adjourn. – **Terry Arps made a motion to adjourn, 2nd by Brian Hall. The Vote: All (4) Yes.**

Minutes transcribed by Scherrie Pidcock, Town Clerk



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**MINUTES OF SPECIAL MEETING
THE LUTHER PUBLIC WORKS AUTHORITY
MONDAY, JUNE 6, 2022
IMMEDIATELY FOLLOWING THE BOARD MEETING AT 6:30 P.M.
LUTHER TOWN HALL
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

1. Call to Order by Terry Arps.
2. Roll Call by Terry Arps. Present were Terry Arps, Brian Hall, Carla Caruthers and Joshua Rowton. Absent of Jeff Schwarzmeier.
3. Determination of a quorum was made by Terry Arps.
4. Trustee Comments – None.

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

5. Presentation, discussion, and possible direction regarding the Luther Public Works Authority budget for fiscal year 2022-2023, including all funds, revenues, expenditures, and other related matters associate with the budget. – **The order of items was changed. Item 6 was heard first, then Item 7, then Item 5. – Lengthy discussion was held regarding the LPWA budget. – No Action.**
6. Consideration, discussion and possible action to replace one (1) of the pumps at the main lift station near 1st Street west of Apple, in an amount not to exceed \$17,000.00. – **Brian Hall made a motion to replace the failing pump at the main lift station at a cost no to exceed \$17,000, 2nd by Terry Arps. The Vote: Three (3) Yes. (Carla Caruthers was out of the room during this vote but returned during Item 7.)**
7. Consideration, discussion and possible action to adopt Resolution 2022-02R, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE LUTHER PUBLIC WORKS AUTHORITY, LUTHER, OKLAHOMA, APPROVING AN AMENDMENT TO THE BUDGET OF THE LUTHER PUBLIC WORKS AUTHORITY FOR FISCAL YEAR 2021-2022 IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL BUDGET ACT. – **Brian Hall made a motion to adopt the budget amendment resolution as written, 2nd by Terry Arps. The Vote: All (4) Yes.**

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

8. Citizen participation: Citizens may address the Board during open meetings on any matter on the agenda prior to the Board taking action on the matter. On any item not on the current agenda, citizens may address the Board under the agenda item Citizen Participation. Citizens should fill out a Citizen's Participation Request form and give it to the Chairman. Citizen Participation is for

information purposes only, and the Board cannot discuss, act or make any decisions on matters presented under Citizens Participation. Citizens are requested to limit their comments to two minutes. – **None.**

9. Adjourn. – **Terry Arps made a motion to adjourn, 2nd by Brian Hall. The Vote: All (4) Yes.**



Minutes transcribed by Scherrie Pidcock, Town Clerk

RESOLUTION NO. 2022-04R

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE LUTHER PUBLIC WORKS AUTHORITY, LUTHER, OKLAHOMA, ADOPTING THE FISCAL YEAR 2022-2023 ANNUAL BUDGET FOR THE LPWA

WHEREAS, the Board of Trustees of the LUTHER PUBLIC WORKS AUTHORITY, Luther, Oklahoma (LPWA), desires for the provisions of the Municipal Budget Act (11 O.S. §17-201, et seq.) ("Act") to serve as a guide to the budget process of the LPWA; and,

WHEREAS, the Public Hearing process set forth in the Act was completed by the Board of Trustees of the Town of Luther, and included the budget for the LPWA; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LUTHER PUBLIC WORKS AUTHORITY, OKLAHOMA, THAT the Fiscal Year 2022-2023 Annual Budget for the Luther Public Works Authority is hereby approved.

ADOPTED BY THE TRUSTEES OF THE LUTHER PUBLIC WORKS AUTHORITY ON THIS 14TH DAY OF JUNE, 2022.

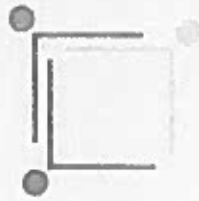
CHAIRMAN

ATTEST:

TOWN CLERK

Approved as to form and legality:

TOWN ATTORNEY



Community
Cares
Partners

Dear Utility Partners,

We are excited to announce that the State of Oklahoma has received another round of federal funding to assist our Oklahoma neighbors with their rent and utility bills in the amount of \$166 million. What this means to you, our valued utility providers and partners, is that we are able to continue to assist your customers in maintaining their housing stability by assisting with their utility bills.

This new funding, Emergency Rental Assistance 2 (ERA2), is again governed by the US Treasury. As indicated in the name of this funding, eligible applicants must be renters, *not* homeowners. They must also meet eligibility requirements such as being a resident of the State of Oklahoma and their income may not exceed certain amounts based on household size, etc.

Potential recipients seeking this assistance may apply online at www.OKCCP.org. Once an application is received, we will determine eligibility based on current Treasury guidelines and then seek your assistance with their balance information.

One distinct change to make you aware of, we are now required to enter into an Emergency Rental Assistance Agreement (ERAA) with each provider we are distributing funds to, whether that's a utility company or a landlord for rent payments. We must have a e-signed agreement on file.

The agreement will be sent you via DocuSign. Please sign electronically within 5 days of receipt. If not signed, we will see this as a refusal to participate and will pay your customers directly.

If you have any questions or concerns, please do not hesitate to email me.

Thank you for your participation and your continued partnership in helping Community Cares Partners serve our Oklahoma neighbors.

Sincerely,

Kimberly Reagan
Director of Utilities
Community Cares Partners
KimberlyR@okccp2021.org



**Community Cares Partners
Program Details and
Emergency Utilities Assistance Agreement**

Community Cares Partners (CCP) is a public-private partnership under Communities Foundation of Oklahoma (CFO).

Communities Foundation of Oklahoma has contracted with the State of Oklahoma, City of Oklahoma City, Oklahoma County and Cleveland County to administer funds received by these grantees, pursuant to the:

- Emergency Rental Assistance program (ERA1) established by Section 501 of Title V of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Dec. 27, 2020) for the program referred to as ERAP1, and
- Emergency Rental Assistance program (ERA2) established by Section 3201 of Subtitle B of Title III of the American Rescue Plan Act of 2021 ("ARPA"), Publ. L. No. 117-2 (March 11, 2021).

The purpose of ERA1 and ERA2 is to assist qualified households with the payment of rent and utilities to prevent homelessness and relieve the burden of missed payments on landlords and utility companies.

Guidance for ERA1 and ERA2 is promulgated by the U.S. Department of the Treasury ("Treasury") in regularly updated Frequently Asked Questions (FAQs). The following terms for rent and utility assistance incorporate this guidance and are binding on CCP and all Landlords and Utility Providers who accept rent or utility assistance under ERA1 or ERA2.

A. Eligible Households Must Be Obligated to Pay Rent on a Residential Dwelling and:

a. for ERA1:

- i. one or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak;
- ii. one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and
- iii. the household has a household income at or below 80 percent of area median income.

b. for ERA2:

- i. one or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic;
- ii. one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and
- iii. the household has a household income at or below 80 percent of area median income

B. Arrears Covered:

- a. Arrears that accrued after March 13, 2020 may be paid, subject to the month limitation below.
- C. Limit on Months of Financial Assistance:**
 - a. In ERA1, an eligible household may receive up to twelve (12) months of assistance (plus an additional three (3) months if necessary to ensure housing stability for the household, subject to the availability of funds).
 - b. Financial assistance for prospective payments is limited to three months based on any application by the household, except that the household may receive assistance for prospective payments for additional months (i) subject to the availability of remaining funds currently allocated to the grantee, and (ii) based on a subsequent application for additional assistance.
 - c. The aggregate amount of financial assistance an eligible household may receive under ERA2, when combined with financial assistance under ERA1, must not exceed 18 months.
- D. Use of Assistance**
 - a. Assistance paid by CCP under ERA1 or ERA2 may only be used for rent or utility assistance, including agreed upon fees, for the months agreed to between the Vendor (Landlord or Utility Provider) and CCP or between the Tenant (pursuant to a direct to Tenant pay situation, see below) and CCP.
 - b. Payment made directly to Landlord or Utility Provider is not and cannot become the property of Tenant.
 - c. If Tenant vacates the covered dwelling prior to the expiration of the months covered by the payment from CCP for rent or utility assistance, the overage must be repaid to CCP. It is not and does not become the property of Tenant, Landlord or Utility Provider.
- E. Payment to Vendor (Landlord or Utility Provider) or Directly to Tenant:**
 - a. If a landlord or utility provider does not participate in the program, the only way to achieve the statutory purpose is to provide assistance directly to the eligible household.
 - b. Reasonable efforts will be made to obtain the cooperation of landlords and utility providers to accept payments from the ERA program. The outreach is considered complete after (i) three attempts by phone, text, or e-mail over a five calendar-day period to request the landlord or utility provider's participation are made; or (ii) a landlord or utility provider confirms in writing that the landlord or utility provider does not wish to participate.
- F. Homeowners Barred from Receiving Assistance:**
 - a. ERA assistance may be provided only to households obligated to pay rent on a residential dwelling.
- G. When Repayment to CCP of Rent or Utilities Assistance is Required:**
 - a. The statute establishing ERA requires that payments not be duplicative of any other federally funded rental assistance provided to an eligible household.
 - b. Landlords and Utility Providers must repay any rental or utility assistance paid by CCP/CFO if another agency or resource pays the rent or utilities instead.
 - c. Landlords and Utility Providers must repay any rental or utility assistance paid by CCP/CFO if an overpayment is made, including an overpayment resulting from mistake or miscalculation on either CCP/CFO, the Landlord or Utility Provider's part, or earlier move out, vacancy, or disconnection initiated by Tenant, Landlord, or Utility Provider. Repayment is required if it is determined the individual/household for which utility assistance was provided was not qualified to receive assistance.
 - d. Because Treasury may recoup ERA funds from a grantee if the grantee does not comply with the applicable limitations on the use of those funds, CCP must attempt to recoup ERA

funds paid out on behalf of an applicant subsequently deemed ineligible, including for reason of suspected fraud.

- e. Failure to make repayment as required may be reported to Treasury or applicable government agencies.

H. Recipients Can Only Use ERA Funds for Permissible Purposes:

- a. CCP requires recipients of funds under ERA programs, including tenants, landlords and utility companies, to commit in writing to use ERA assistance only for the intended purpose before issuing payment.
- b. CCP follows reasonable fraud-prevention procedures and investigates and addresses potential instances of fraud or the misuse of funds of which they become aware.

I. Arrears May Be Paid Even After Tenant No Longer Resides at Address:

- a. In order to remove barriers a household may face in accessing new housing, CCP may, at Tenant's request, provide assistance for rental or utility arrears after an otherwise eligible tenant has vacated a unit.
- b. In addition to not engaging in further collection efforts regarding the arrears that are paid or related fees or expenses, as a condition to receiving payment, the landlord or utility provider agrees not to pursue any further collection efforts against the household and ensure that any reports to credit agencies will confirm the matter's resolution.

J. Authority to Communicate with and Pay Landlord or Utility Provider on Behalf of Tenant:

- a. As part of the application Tenant submits to determine eligibility for, and possible payment of, assistance, Tenant authorizes CCP/CFO to communicate with and pay Landlord rent assistance or Utility Provider utility assistance on Tenant's behalf.

K. Payment Terms

- a. Landlords and Utility Providers accept rent or utility payments from CCP/CFO without creating any liability of CCP/CFO to Landlord.
- b. Rent and utility assistance paid by CCP will be accepted as full satisfaction of all of Tenant's outstanding debts owed to Landlord or Utility Provider, including rent, utilities, and fees, for months agreed to.
- c. Reasonable late fees and (re)connection fees can be paid.
- d. All payments are processed in accordance with the policies and procedures of CCP, following the requirements of the ERA programs.
- e. All applications are reviewed for program qualifications, potential fraud, and duplication to the best of the ability of CCP.
- f. Due to the high volume of applications, it takes several weeks for applications to be fully reviewed and payments processed.

L. Tenant Obligations

- a. Tenants are responsible for rent and utilities incurred for months not covered by CCP's payments. CCP tracks every month covered by assistance and reports same to the Federal Government as required by the terms of the ERA programs.
- b. If Tenant applies and qualifies, future rent and utility assistance may be available; but, there is no guarantee.

M. Utility Provider and Landlord Obligations

- a. Landlords cannot threaten eviction, serve Tenant with a Notice to Quit, or file an FED or eviction suit for rent covered in their Emergency Rental Assistance Agreements unless notified by CCP the Agreement cannot be fulfilled.

- b. Utility Providers cannot threaten disconnection or disconnect utility service for the time covered by the pledge by CCP or payment made by CCP unless notified by CCP that the pledge cannot be fulfilled.
- c. Landlords and Utility Providers will release any claims they have or may have against Tenant for rent, utility payments, fees, and other charges or debts existing at the time the ERA assistance is accepted for the agreed upon time period.

N. Breach of This Agreement

- a. A Landlord or Utility Provider who breaches this contract must repay to CCP/CFO all ERA1 and ERA2 funds (rent or utility assistance) paid to them on behalf of that Tenant.
- b. CCP/CFO may take legally available measures to enforce this agreement.

Reviewed and Agreed to:

UTILITY PROVIDER FULL NAME: _____

Utility Representative (Print)

Utility Representative (Signature)

Date Signed:

Utility Phone #

Utility Email

Address for Payment (including city, state and zip code)

Check made payable to: _____

Preferred Payment: (select): ☐ check (mailed) ☐ ACH payment (copy of void check required)

Ian Galindo

Community Cares Partners Representative (Print)

Digitally signed by
Ian Galindo
DN: cn=Community Cares Partners Representative, o=Community Cares Partners, ou=Community Cares Partners, email=ian.galindo@communitycarespartners.org, c=US

Community Cares Partners Representative (Signature)

Date Signed: 5/31/2022 | 11:50:31 AM CDT



First Priority Alarm Systems, Inc.
It Pays To Compare

ESTIMATE LUTHER ADD- ON CAMERA QUOTE

First Priority Alarm Systems, Inc.
Ok Lic #1707
PO Box 892156
Oklahoma City, OK 73189
United States

Phone: 4056045622
Fax: 4052279502
www.firstpriorityalarms.com

BILL TO
Town Of Luther Police Department
Chris Fetters
110 S. Main
Luther, Oklahoma 73045
United States

405-277-3500
chris.fetters@lutherpolice.org

Estimate Number: 3960
Estimate Date: June 10, 2022
Expires On: July 11, 2022
Grand Total (USD): \$941.85

Product	Quantity	Price	Amount
Nano Station Set Long Range Wi-Fi Extender for IP Cameras (750')	1	\$464.00	\$464.00
Poe Switch Dahua 4 Port Poe Switch	1	\$85.00	\$85.00
Dahua 4MP IR 2.8 mm Eyeball Camera Dahua 4MP IR 2.8 mm Eyeball Camera	1	\$277.85	\$277.85
<p>The Dahua 4 MP Lite Series cameras offer high-resolution video and cutting-edge technology in a compact and accessible package. The cameras feature Smart H.265+ video compression, reducing bandwidth and storage requirements without sacrificing video quality. The camera is equipped with the Dahua Intelligent Video System, a built-in video analytic algorithm that delivers intelligent functions to monitor a scene for Tripwire violations, intrusion detection, and abandoned or missing objects.</p>			
Misc Materials Wire, fittings, and junction box	1	\$115.00	\$115.00

Product	Quantity	Price	Amount
Note	1	\$0.00	\$0.00

This price includes labor. There are quite a few parts needed to achieve this, but with this set up, we can add 3 more cams on this building, or more if we go with a bigger poe switch. If the city every wanted to add more cams on that side of the street, It would just be labor, and the cams. Possibly a bigger poe switch. If you have any other questions let me know.

Total:

Grand Total (USD) :

\$941.85

\$941.85