

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria

Saturday; July 20, 2019

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

MINUTES

1. Call to Order

The meeting was called to order at 8:19 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Myrick, Brule, Mai, Clerk-Treasurer, Summers, Town Financial Manager, Norman, town attorney, Kay Wall and Town Administrator were present.

ABSENT: Clay Chapman

3. Election of the Vice Mayor of Carlton Landing

Trustee Mary Myrick was nominated by Chinnici, and Chuck Mai was nominated by Brule. A show of hands reflected Myrick by majority. Mary Myrick was elected Vice-Mayor of the Carlton Landing Board of Trustees.

4. Sales Tax Revenue and other Financial Reports

Renee Norman, town Financial officer, reported the following: (attached)

Carlton Landing Balance sheet
Carlton Landing Budget vs Actual
Sales Tax for current and last FY year
Sales Tax payments
Transactions since last meeting

Town Invoices: (attached)

Batchelor 648.00
Elfrink Town of Carlton Landing 2018 invoice
Invoice 1 TOCL
Invoice Office Furniture & Computer

Mr. Buckley will send out notice to vendors regarding new Administrator contact and tax obligation. Renee or Marie will obtain a number to send to internet providers and other vendors to ensure taxes are coming to Carlton Landing vs going to other places.

5. Consent Agenda: Consideration and Action

a. Approval of Minutes:

6.15.19 Regular Meeting of the Board of Trustees

b. Approval of payment of Claims and Purchase Orders

MOTION: A motion was made by Mai and seconded by Brule to approve the consent agenda as presented.

AYE: Chinnici, Myrick, Brule, Mai
NAY: None

6. Discussion, Consideration, and Action to Approve renewal of the Contract for the Finance Officer for the year 2019-2020. The Contract is unchanged from 2018-2019 except for the date, work station, "supervision...of the Town Board of Trustees, the Treasurer of the Town, and the Town Administrator", and "payment of invoices" added to her responsibilities.

MOTION: A motion was made by Chinnici and seconded by Brule to Approve renewal of the Contract for the Finance Officer for the year 2019-2020.

AYE: Chinnici, Myrick, Brule, Mai
NAY: None

7. Administrative Reports. None

8. Discussion, Consideration, and Action to Approve or Disapprove the Board of Trustees of Carlton Landing, OK policy relative to Public Comments during Board Meetings

MOTION: A motion was made by Mai and seconded by Chinnici to approve the Public Comments policy. The policy directs the demeanor of the public according to Oklahoma State Law. Public comments are allowed if the participant has signed the Public Comment sheet prior to the meeting. Trustees will not engage in dialogue.

AYE: Chinnici, , Myrick, Brule, Mai
NAY: None

9. Discussion, Consideration, and Action to Approve or Disapprove the Board of Trustees of Carlton Landing, OK, policy relative to placement of items on meeting Agendas

MOTION: A motion was made by Mai and seconded by Chinnici to approve the policy regarding placement of items on the agenda. The trustees requested that item #1 be changed to say "the Administrator of the town with the approval of the mayor".

AYE: Chinnici, , Myrick, Brule, Mai
NAY: None

10. Discussion, Consideration, and Action to Approve or Disapprove an estimate and work order from the Engineers (Infrastructure Solutions Group, LLC) to repair the Entrance/Exit road of Carlton Landing.

Discussion: In light of our interlocal agreement with Pittsburg County who has agreed to assist in repair of the road, the trustees decided not to sign the work order. Mike Kerney and Mr. Buckley will meet with Pittsburg County and Infrastructure Solutions to decide the best way to proceed.

MOTION: A motion was made by Chinnici and seconded by Mai to not sign the work order.

AYE: Chinnici, , Myrick, Brule, Mai
NAY: None

11. Discussion, Consideration, and possible Action regarding establishing policies relative to Code Red alerts and the Emergency Alert System in Carlton Landing.

It was determined that Chuck Mai is the Code Red Coordinator, and notifications of how to sign up for the service could be put on the Carlton Landing Facebook Community Bulletin Board, and sent to homeowners via email.

MOTION: A motion was made by Chinnici and seconded by Myrick to use Code Red for any event that is a threat to life, limb or property. (Attachment)

AYE: Chinnici, , Myrick, Brule, Mai
NAY: None

12. Update, Discussion, and possible Action regarding the upcoming Special Meeting including approval of payment of \$600.00 for the meeting space and payment (unknown amount) of consultation fees for Leslie Batchelor and others.

The purpose of the meeting was identified as an on-boarding of information for trustees, the new Town Administrator, other boards and homeowners.

MOTION: A motion was made by Myrick and seconded by Chinnici to allocate \$1,000 for meeting expenses and to continue to explore dates that would accommodate all.

AYE: Chinnici, , Myrick, Brule, Mai
NAY: None

13. Legal Reports, Comments, and Recommendations to the Governing Body

Kay asked Mr. Buckley to send a notice to trustees setting forth the rules for round table discussions among themselves.

14. Opportunity for public comment. None
15. Comments and questions by Governing Body members regarding items for future consideration. None
16. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting. None
17. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:27 a.m., July 20, 2019.

Mayor

Attest:

Town Clerk

6:30 PM
07/16/19
Accrual Basis

The Town of Carlton Landing
Balance Sheet
As of July 16, 2019

	Jul 16, 19
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	174,276.64
General Obligation Bond 2018	69,801.67
Sinking Fund Acct # 312713087	40,667.97
Total Checking/Savings	284,746.28
Accounts Receivable	
Accounts Receivable	2,358.00
Total Accounts Receivable	2,358.00
Total Current Assets	287,104.28
Fixed Assets	
Nature Center Playground	50,902.58
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	299,654.26
TOTAL ASSETS	586,758.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,245.44
Total Accounts Payable	5,245.44
Other Current Liabilities	
Road Repair	83,717.84
Total Other Current Liabilities	83,717.84
Total Current Liabilities	88,963.28
Long Term Liabilities	
2018 GOB	69,801.67
2017 GOB	188,259.22
Total Long Term Liabilities	238,060.89
Total Liabilities	327,024.17
Equity	
32000 - Retained Earnings	257,316.78
Opening Balance Equity	100.00
Net Income	2,317.59
Total Equity	259,734.37
TOTAL LIABILITIES & EQUITY	586,758.54

The Town of Carlton Landing
Profit & Loss Budget vs. Actual
July 1 - 16, 2019

	Jul 1 - 16, 19	Budget	\$ Over Budget
Income			
Revenues			
FEMA	0.00	0.00	0.00
Permits and Licensing	350.00	2,023.23	-1,673.23
Developer Advances	0.00	0.00	0.00
Sales Tax Revenue	3,067.59	5,161.29	-2,093.70
Sinking Fund Receipts	0.00	1,470.97	-1,470.97
Revenues - Other	0.00	0.00	0.00
Total Revenues	3,417.59	8,655.49	-5,237.90
Total Income	3,417.59	8,655.49	-5,237.90
Expense			
Paying Agent Fee	0.00	0.00	0.00
Interest - Interest Expense	0.00	1,470.97	-1,470.97
Interest Due	0.00	0.00	0.00
Trail Maintenance	0.00	206.45	-206.45
Pending Projects Stephens Road	0.00	0.00	0.00
Annual Audit	0.00	0.00	0.00
Events	0.00	0.00	0.00
Insurance	0.00	77.42	-77.42
FEMA Match	0.00	0.00	0.00
Bank Fees	0.00	0.00	0.00
Fire Protection	0.00	258.06	-258.06
Finance Officer	600.00	309.68	290.32
General Administrative Expense	0.00	0.00	0.00
Home Inspections	0.00	1,032.26	-1,032.26
Legal Fees - Town Attorney	500.00	258.06	241.94
Legal Fees - Economic Develop	0.00	0.00	0.00
Management Contract	0.00	0.00	0.00
Meeting Expense	0.00	36.13	-36.13
Nature Center Trails	0.00	0.00	0.00
Operating Expense	0.00	51.61	-51.61
Profession Fees & Subscriptions	0.00	77.42	-77.42
Publication and Notice Exp	0.00	64.52	-64.52
Road Maintenance	0.00	0.00	0.00
Town Green Project	0.00	0.00	0.00
Training and Reimbursement	0.00	0.00	0.00
Website Expense	0.00	41.29	-41.29
Public Area Maintenance	0.00	0.00	0.00
66000 - Payroll Expenses	0.00	0.00	0.00
Total Expense	1,100.00	3,883.87	-2,783.87
Net Income	2,317.59	4,771.62	-2,454.03

6:28 PM

07/16/19

Accrual Basis

The Town of Carlton Landing
Account QuickReport
July 2018 through June 2019

Type	Date	Num	Name	Memo	Split	Amount
Revenues						
Sales Tax Revenue						
Deposit	07/12/2018		Oklahoma Tax Com...	June Sale Tax	BOK - Checkin...	8,070.42
Deposit	07/12/2018		Oklahoma Tax Com...	June Cigar Tax	BOK - Checkin...	109.46
Deposit	08/15/2018		Oklahoma Tax Com...	SAles Tax for ...	BOK - Checkin...	13,116.45
Deposit	08/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	43.59
Deposit	09/14/2018		Oklahoma Tax Com...	Deposit	BOK - Checkin...	7,242.33
Deposit	09/14/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	95.21
Deposit	10/15/2018		Oklahoma Tax Com...	Deposit	BOK - Checkin...	16,914.86
Deposit	10/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	50.92
Deposit	11/15/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	11,104.80
Deposit	11/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	150.15
Deposit	12/10/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	13,214.80
Deposit	12/10/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	111.91
Deposit	01/09/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	6,638.89
Deposit	01/09/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	136.79
Deposit	02/09/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	6,335.74
Deposit	02/09/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	38.79
Deposit	03/19/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	8,803.50
Deposit	03/19/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	46.82
Deposit	04/19/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	3,763.47
Deposit	04/19/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	90.22
Deposit	05/10/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	4,516.85
Deposit	05/10/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	37.21
Total Sales Tax Revenue						100,633.18
Total Revenues						100,633.18
TOTAL						100,633.18



Collection Details (STS)

Web-based System of Collections Tracking

Collection

Log Out

Home Revenue Reporting Collection Details (STS)

OKTAP FAQ & OTC FAQs Contact Us

Enter Search Parameters

Print

Year: 2019
Month: 06 June

Print Results

Collection Details (STS)

Page 1 of 10

Copco	Account ID	Remake S	Period Sts	Filing Peri	Name	Address	Industry Cde	Revenue Per	Collection
8112	STS-1001777		01-May-20	31-May-20	MILL CREEK LUMBER & S	PO BOX 4770 TULSA OK 7444190		30-Jun-2019	389.89
8112	STS-1001777		01-Jun-20	30-Jun-20	MILL CREEK LUMBER & S	PO BOX 4770 TULSA OK 7444190		30-Jun-2019	660.83
8112	STS-10031712		01-May-20	31-May-20	ARTT WOOD MANUFACT	PO BOX 82217 OKLAHOM 444190		30-Jun-2019	-3.78
8112	STS-10036466		01-May-20	31-May-20	ROYAL SIGN & GRAPHIC	103 KAAD ST MUSKOGEE 541430		30-Jun-2019	7.37
8112	STS-10036466		01-Jun-20	30-Jun-20	ROYAL SIGN & GRAPHIC	103 KAAD ST MUSKOGEE 541430		30-Jun-2019	16.47
8112	STS-10062646		01-May-20	31-May-20	TWIN CITIES READY MIX	102 W ASHLAND AVE MC/ 327320		30-Jun-2019	212.66
8112	STS-10062646		01-Jun-20	30-Jun-20	TWIN CITIES READY MIX	102 W ASHLAND AVE MC/ 327320		30-Jun-2019	222.32
8112	STS-10062752		01-May-20	31-May-20	METRO APPLIANCE & MO	5313 S MINGO RD TULSA 442110		30-Jun-2019	4.20
8112	STS-10062752		01-Jun-20	30-Jun-20	METRO APPLIANCE & MO	5313 S MINGO RD TULSA 442110		30-Jun-2019	3.24
8112	STS-10065732		01-May-20	31-May-20	DICKMANN GLASS COMP	PO BOX 762 MUSKOGEE 539150		30-Jun-2019	138.83
8112	STS-10065732		01-Jun-20	30-Jun-20	DICKMANN GLASS COMP	PO BOX 762 MUSKOGEE 539150		30-Jun-2019	51.28
8112	STS-10072257		01-Apr-20	30-Apr-20	STIGLER STONE CO	10377 W HIGHWAY 9 STIC 212321		30-Jun-2019	0.42
8112	STS-10072257		01-May-20	31-May-20	STIGLER STONE CO	10377 W HIGHWAY 9 STIC 212321		30-Jun-2019	-2.01
8112	STS-10089716		01-May-20	31-May-20	BUMPERS CONST & TRU	10378 W HIGHWAY 9 STIC 444190		30-Jun-2019	32.45
8112	STS-10089716		01-Jun-20	30-Jun-20	BUMPERS CONST & TRU	10378 W HIGHWAY 9 STIC 444190		30-Jun-2019	0.01
8112	STS-10098686		01-May-20	31-May-20	WINDOWS INNOVATIONS	2801 S BRYANT AVE EDM 444190		30-Jun-2019	-45.91
8112	STS-10101394		01-May-20	31-May-20	T H ROGERS LUMBER CO	PO BOX 5776 EDMOND OK 444190		30-Jun-2019	762.33
8112	STS-10101684		01-May-20	31-May-20	ONE SOURCE BUILDING	12500 W ALBANY ST BROK 444190		30-Jun-2019	-45.20
8112	STS-10107207		01-May-20	31-May-20	BEMAC SUPPLY	836 E CARL ALBERT PKW 423720		30-Jun-2019	33.99
8112	STS-10107207		01-Jun-20	30-Jun-20	BEMAC SUPPLY	836 E CARL ALBERT PKW 423720		30-Jun-2019	80.91
8112	STS-10113061		01-May-20	31-May-20	LOWES HOME CENTERS	1905 CURTIS BRIDGE RD 444190		30-Jun-2019	-33.99
8112	STS-10115623		01-May-20	31-May-20	BUDGET FLOOR STORE	PO BOX 12087 OKLAHOM 442210		30-Jun-2019	-4.50
8112	STS-10118446		01-May-20	31-May-20	MILLER OFFICE EQUIPM	900 E WYANDOTTE AVE 423420		30-Jun-2019	2.92
8112	STS-10131420		01-May-20	31-May-20	VERIZON WIRELESS	2200 CABOT DR STE 400 1517311		30-Jun-2019	1.30
8112	STS-10131420		01-Jun-20	30-Jun-20	VERIZON WIRELESS	2200 CABOT DR STE 400 1517311		30-Jun-2019	1.15
8112	STS-10138896		01-May-20	31-May-20	STAPLES CONTRACT & C	530 STAPLES DR FRAMIN 424120		30-Jun-2019	60.19
8112	STS-10138896		01-Jun-20	30-Jun-20	STAPLES CONTRACT & C	530 STAPLES DR FRAMIN 424120		30-Jun-2019	32.65
8112	STS-10146571		01-May-20	31-May-20	CARRIER ENTERPRISES	1401 ERIE BLVD E STE 2 5443141		30-Jun-2019	-142.25
8112	STS-10148756		01-May-20	31-May-20	VIRGIN MOBILE USA LP	PO BOX 8000 C/O BUSINE 517911		30-Jun-2019	1.80
8112	STS-10148756		01-Jun-20	30-Jun-20	VIRGIN MOBILE USA LP	PO BOX 8000 C/O BUSINE 517911		30-Jun-2019	0.96
8112	STS-10157626		01-May-20	31-May-20	DIRECTV LLC	3836 W CARSON ST STE 1515210		30-Jun-2019	0.62

6:31 PM
07/16/19

The Town of Carlton Landing
Transaction List by Vendor
June 16 through July 16, 2019

Type	Date	Num	Memo	Account	Cir	Split	Debit	Credit
Anne Marie Elfrink, MS Bill Print-Check	07/01/2019	480	180504	BOC - Checking - "9...		Accounts Paya...		4,000.00
Dan Hurd Bill Print-Check	07/01/2019	481	May Inspecto...	BOC - Checking - "9...		Accounts Paya...		2,100.00
Key Robbins Wall Bill	07/01/2019	July		Accounts Payable		Legal Fees- To...		500.00
Bill Print-Check	07/01/2019	485	July	BOC - Checking - "9...		Accounts Paya...		500.00
McAulster News Capital Bill	06/29/2019	27349		Accounts Payable		Publication and...		191.70
Bill Print-Check	07/01/2019	482	27349	BOC - Checking - "9...		Accounts Paya...		191.70
Oklahoma Municipal League Bill	06/17/2019	033232	033232	Accounts Payable		Profession Fee...		547.27
Bill Print-Check	07/01/2019	483		BOC - Checking - "9...		Accounts Paya...		547.27
Renee Norman Bill	07/01/2019	July	July	Accounts Payable		Finance Officer		600.00
Bill Print-Check	07/01/2019	484	July	BOC - Checking - "9...		Accounts Paya...		600.00



CENTER FOR ECONOMIC
DEVELOPMENT LAW

301 N. Harvey, Suite 100
Oklahoma City, Oklahoma
73102-3421

405 232 4606 TELEPHONE
405 232 5010 FACSIMILE
www.econlaw.com

June 17, 2019
(Invoice Date)

Invoice No.: 13603

TIN: 80-0520159

Matter No.789-1

Town of Carlton Landing
20 Boulevard
Carlton Landing, Oklahoma

Attention: Grant Humphreys, Administrator (Via Email)

RE: Legal Consulting Services Under the Local Development Act

Billing Period:

For the Calendar Month Ending May 31, 2019

LEGAL SERVICES

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
May-08-19	Telephone conference with J. Chinnici re: FEA and TIF policy.	JRS	\$165.00	0.20	33.00
May-21-19	Research and correspond with G. Humphreys re: applicability of Open Records Act to TIF Implementation Committee.	JRS	\$165.00	0.50	82.50
May-22-19	Read and respond to email memo from J. Williams and J. Chinnici re: use of TIF bond funds.	LVB	\$250.00	0.50	125.00
May-23-19	Teleconference with J. Chinnici re: funding questions; confer with JRS re: Water Board issues; draft correspondence to N. Ellis and A. Brooks; teleconference with N. Ellis.	LVB	\$250.00	1.10	275.00
May-24-19	Correspondence with J. Chinnici re: financing issues and priorities.	LVB	\$250.00	0.20	50.00
	Correspondence re: nature of funding in apportionment fund and projects to which those funds are pledged.	JRS	\$165.00	0.50	82.50

ELFRINK & ASSOCIATES CPAs PLLC

3119 E 87th Street
Tulsa, OK 74137

Invoice

Phone # 9183612133 anne@elfrinkcpa.com
Fax # 918-512-4280

Invoice # 190504
Invoice Date: 4/30/2019
Due Date: 4/30/2019
Project:
P.O. Number:

Bill To:
Town of Carlton Landing
10 Boulevard Unit G
Carlton Landing, OK 74332

Description	Hours/Qty	U/M	Rate	Amount
Audit Manager, Staff Accountants	36		85.00	3,060.00
Audit Intern (confirmations)	0.5	hr	50.00	25.00
Anne Elfrink	24		110.00	2,640.00
Subject to contract cap			-1,725.00	-1,725.00
Audit of the financial statements for the year ended June 30, 2018, including preparation and printing of the financial statements, update of the fixed asset schedules.				

Total \$4,000.00

Payments/Credits \$0.00

Balance Due \$4,000.00

Dr. Jan Summers
58 Boardwalk
Carlton Landing, 74432
(580) 421-1855
jansummers@me.com

INVOICE 1

JULY 2, 2019

BILL TO

Town of Carlton Landing
29 Water Street
Carlton Landing, OK
74432

INSTRUCTIONS

Furniture and equipment for office of Town Administrator

QUANTITY	DESCRIPTION	PRICE	TOTAL
1	Professional desk chair	\$299.99	
1	2 Drawer filing cabinet	\$159.99	
1	4 Drawer filing cabinet	\$179.99	
2	Office Guest chairs	\$295.58	
1	72" Double Pedestal Desk	\$818.19	
1	HP Office Jet Printer	\$229.99	
1	Dell computer with dock	\$1902.01	
	SUBTOTAL		3,885.74
	SHIPPING & HANDLING		5.98
	TAX		349.71
	TOTAL DUE		4,241.43

Thank you for your business!

Dr. Jan Summers
58 Boardwalk
Carlton Landing, 74432
(580) 421-1855
jansummers@me.com

INVOICE 1

JULY 2, 2019

BILL TO

Town of Carlton Landing
29 Water Street
Carlton Landing, OK
74432

INSTRUCTIONS

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SUBTOTAL	3,885.74
SHIPPING & HANDLING	5.98
TAX	349.71
TOTAL DUE	4,241.43

Thank you for your business!

CodeRED – What it Is and How it's Used in Carlton Landing

A couple of years ago, Carlton Landing purchased and implemented the CodeRED Community Emergency Notification System. This potentially life-saving service allows authorized personnel to notify opted-in residents, renters and home owners of imminent emergencies via telephone, cell phone, text messaging and/or email. Alerts can be as brief or as detailed as required and may also include recommended actions.

A few Carlton Landing residents have been trained on the use and administration of CodeRED. Marcy Carrick led this group originally (and did a wonderful job) and now Trustee Chuck Mai oversees CodeRED. Only authorized officials can originate and issue CodeRED alerts but the receiving of these messages is free and open to the public. Participation is strongly encouraged. Right now, more than 130 Carlton Landingites are signed-up to receive alerts.

Events that have the potential to generate a CodeRED alert include:

- Arterial Roadway Disruption / Road Construction
- Planned Water or Electrical Outage
- Weather Emergencies (Severe Thunderstorms, Tornadoes, Flash Floods, Wild Fires)
- Intruder Alerts (including Active Shooters)
- Terrorism Threats
- Amber / Silver Alerts
- Lost Children / Missing Persons
- Chemical and Hazmat Events
- Evacuation Notices
- Shelter-in-Place Orders
- Gas Leak Advisories
- Drinking Water Contamination / Boil Water Recommendations
- Radiological and Nuclear Events
- Health Advisories / Viral Outbreaks
- Fraud or Scam Alerts

Use of CodeRED needs to be prudent and judicious. We want to avoid being accused of “crying wolf” relative to every real or perceived threat that comes down the pike, which dilutes the effectiveness of the system. And to this end, a redundancy protocol to validate authorizations should be utilized regarding events where there is a question as to the advisability of issuing a CodeRED alert. Two or more members of the Carlton Landing CodeRED team need to agree an alert is warranted. However, some events, such as road flooding, are no-brainers and the coordinator or any team member should issue a CodeRED alert immediately without waiting to consult with other team members.

Right now, the team consists of David Kimmel, Marcy Carrick and Chuck Mai (coordinator). These are the people who have been trained on how to use CodeRED. They can also launch alerts. Currently, we are actively seeking to recruit and train new members of the Carlton Landing CodeRED Emergency Notification System team.

Chuck Mai – July 20, 2019