

Regular Meeting Minutes

401 Warner Ave.

December 12, 2023

Executive Session at 6:00pm

Regular Meeting following at 6:30pm

**6:00 PM, Executive Session**

**Trustee Cahill** Motion to enter an Executive Meeting under the C.R.S Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees;

Announcement No 1.

It’s December 12, 2023, and the time is 6:03pm. For the record, I am the presiding officer, Diana Cahill. As required by the Open Meeting Law, this executive session is being electronically recorded.

Also present at this executive session are the following persons:

Trustee Seeley, Trustee Shriver, Mayor Morin, Trustee Howells, Trustee DeVore, Trustee Aguirre, Jennifer Pfeiff, Giovanni DeVore, Dustin Belzone.

This is an executive session for the following Purpose: C.R.S. Session 24-6-402(4)(f)

Announcement No. 2

I hereby attest that this recording reflects the actual contents of the discussion at the executive session and has been made in lieu of any written minutes to satisfy the recording requirement of the Open Meeting Law. The Town clerk will retain the tape in my possession for 90-day period. The time is now 6:34pm , and we now conclude the executive session and return to the open meeting.

**Adjourned Executive meeting 6:34PM**

**Regular Meeting Call To Order**: 6:35 pm

**Roll Call Board:**

Mayor Morin: present Trustee Cahill: present

Trustee Howells: present Trustee Aguirre: present

Trustee DeVore: present Trustee Seeley: present

Trustee Shriver: present

**Meeting Minutes**:

Minutes November 14, 2023,

Motion to approve November 14, 2023, minutes: Trustee Seeley

Second: Trustee DeVore All were in Favor – Motion Passed

**Approval of Bills**:

Trustee Shriver suggested getting a quote for a backup system for the lagoons.

Motion to pay November Bills: Trustee Seeley

Second: Trustee Howells

All were in favor - Motion Passed

**OLD BUSINESS:**

* The lock box for the spare clerk office keys was purchased and has arrived, Gino will be installing.
* The Trail Cam for the tree dump was purchased and has arrived, Gino will be installing.
* Letters were sent out on delinquent water accounts and unpaid balances will be presented for tax lien and or scheduled to be turned off. Residents have been requesting payment arrangements.
* 2 letters were sent out for tax liens from the property clean ups. The rest will go on 2024.
* CIRSA corrections were submitted, and the clerk will be sending the responses for the audit when she has time to respond.
* Leap has not sent any payments for water accounts since August. It was suggested to find some resources for the residents to help with the utilities. Total Concept in Fowler has programs to help with Mortgage, utilities and property taxes.

**New Business:**

* Fence ordinance – tabled until we can find more information on fence regulations.
* Trustee Seeley discussed looking into the ordinance for removal of appliances with freon, look into what the charges should be for removal. Was suggested to charge $30 for the disposal fees for freon.
* Ordinance regarding Dogs and other animals in town – Need to find the current rates for dog registrations and get letters sent out in January for animal registrations. Also need to review the current ordinance for what animals are allowed in town.
* Had the final reading of revised Ordinance 111. – Ordinance 111 final reading and adoption. Motion to adopt - Trustee Seeley; Second - Trustee Schriver; All in favor, Motion passed.
* Final reading and adoption of ordinances: 2022-7, 2022-8, 2022-9, Motion to adopt -Trustee Seeley; Second - Trustee Howells; All were in favor – Motion passed.
* Adoption of 2024 budget Motion to be exempt from audit - Trustee Seeley; Second - Trustee DeVore; All were in favor, Motion passed.
* Discussion for the increase on Water, Sewer, Trash for 2024. Per the budget the utility bill needs to have an overall increase of $15.50. It was mentioned to increase by half in January, and the other half by February or March. It was determined to just do a notification and a full increase as this needs to be increased in order to cover the shortfalls in the budget.
* Food Grant – Diane Cahill will continue to assist with the food grant, Jennifer will reach out to Amy for continued compliance with the grant. The grant expires in July 2024 and either must have all the money expended and accounted for by then, or funds must be relinquished.

**Maintenance Report**

* Gino has been doing some final watering and cleaning up at the ball park.
* Generators went down, Trustee Howells will help Gino to keep them running, Trustee Shriver will help donate another generator if needed.
* Gino mowed the property being sold by Roots Realty – it has become a fire/safety hazard and some citizens have filed verbal complaints. The clerk will determine who to bill for that.
* Oil change was conducted on the backhoe.
* Water shut offs are scheduled for Wednesday December 20th so Gino and DJ will be conducting shut offs. The Town Hall will be closed for in-person business Wednesday through that Friday so that there are no issues. Residents can call the Town Hall and make arrangements for payments and conduct business over the phone.
* Gino went to a meeting for the Water Conduit Project conducted by Roy Elliot.
* Will be looking into grants to help defray the cost of increased water treatment to combat the PFAS in the water and to tie into the water conduit project.
* Water samples are completed for the year, minus 2 more samples.
* Some of the equipment needs tire replacement.
* Gino gave his Maintenance “wish list.”
* Trustee Craig requested that Gino do an inventory of tools and equipment and to label all tools and equipment.
* Gino is waiting for the Copper rule for the water lines.
* Gino is waiting on the sample bottles so he can test the springs water source to see if they can be incorporated into the water system.
* Gino has purchased supplies for the maintenance department from previous approvals, the weed eaters are fixed, we now have 2 working.
* Ordered the fuel gage for the diesel tank – need to put in the additives for the tanks for winter – ATF for lubricant.
* Gino requested to go to the water conference – Craig will donate to send Gino.
* Gino is looking into grants to possibly upgrade water meters to digital meters to reduce time in reading meters. May also help in more acuate readings.

**Clerk Report:**

* Working on end of the year audits and reports.
* Updated the website townofolneysprings.colorado.gov with updated information.
* Working on updating our CIRSA info, insurance changes and audit responses.
* Continuing to correct water accounts. Tracking down property owners, deactivating old accounts. Will be updated the service charges in January that will reflect on February’s statements.
* Attending webinars on elections, preparing for the upcoming April Election. Will be working with CML to get municipal clerk certified.
* Have been preparing the tax lien letters and list for Crowley County.
* I have been cleaning up the Town Hall, clerk office. I (Jennifer Pfeiff) donated a desk and file cabinets for better organization and file retention.
* Working with the accountants on the budget adjustments. We are currently budgeted for 1 full time clerk, 1 full time maintenance and 1 part time maintenance.
* Working on daily tasks and job assignments and dealing with daily interruptions. I understand it will be hectic without a dept. clerk until I can get things figured out.

**Public Comment:**

* Jolee Romano was concerned about the water shut offs. She wanted to know why we were not taking payment arrangements and wanted us to wait until after Christmas to do the shut offs. The Trustees decision was to move forward with the scheduled cut offs. Jolee also informed the town that there will be caroling on the 23rd and 5pm
* Esthoina Vandiver informed the trustees that the zoom was still not functioning for the meeting and said she would volunteer if we needed help running the zoom for the meetings. Trustees realized that citizens needed to be let into the zoom. The Clerk will handle that moving forward. Esthoina encouraged the trustees to look into also posting the meetings on facebook or other social media.

**Adjourn:**

* **Trustee Seeley motioned to adjourn, Trustee DeVore Second, all in favor, meeting adjourned at 7:30pm.**

**MINUTES ADOPTED AND APPROVED** this 9th day of January, 2024.

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BOARD OF TRUSTEES, TOWN OF OLNEY

SPRINGS, STATE OF COLORADO

By: Dan Morin, Mayor

**ATTEST:**

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Town of Olney Springs Clerk