

January 11th Meeting Minutes

401 Warner Ave.

At 6:00 pm

Call To Order:

Mayor Morin Call to Order and Roll call 6:05

Roll Call:

Mayor Morin Present Trustee Cahill Present Trustee Howells Present Trustee MasonAbsent Trustee Petrie Present Trustee Seeley Present

Trustee Shriver Present

Approval of Meeting Minutes:

 Meeting Minutes from December 21, 2021

 Meeting Minutes from January 4, 2022

Meeting minutes are done but was just sent to the board for review. TABLED.

Approval of Bills:

* January Bills

Main focus is on two bills that are past due?

Valley Trash - $9140.00 for November and December. Invoice is dated on the first of each month. (Trustee Cahill found contract for Valley Trash and it states have 30 days to pay from invoice date)

State of Colorado Department Health and Environment - $550.00 was due August 2021. Yearly payment from July to June.

 All January bills totaling $14,374.91. Banking information on General Account $10,000.

-----Trustee Petrie, announced that Steir delivered two fuel tanks, that are still needing stock tanks to sit them in. (Steir changed filter on Bens Gas House Fuel tank if charged send bill to Bens Gas House.)

(Colleen forwarded message) from Trustee Mason, three prices ranging $309 - $509 for stock tank. With Fowler Co-Op being the cheapest at $309 each.

Trustee Shriver motioned. To pay ½ Valley Trash Novembers $4570.00 for Valley Trash and Colorado Department Health and Environment $550.00

Howell 2nd the motion.

All in favor – Yes

MOTION PASSED

All other January bills tabled until next meeting.

Old Business:

* Budget – Update from Julie Sandoval

Julie finished the Budget. Have to have a Public Hearing. Post notice for public review at the Town Hall. Will be posted at Town Hall, Post Office and printed in the Ordway New Era paper. Board can vote on it next meeting, sign and mailed out. Once the state receives / reviews the budget some fundings will be released to the town. Town has had No budget since 2020. Town attorney stated If notice any chances during the year advise the clerk so can get a work session to work on the changes.

* Ordinance #12 – Tabled last meeting. Assign a Committee to work on this

Need to still work on (update and amend)

Trustee Seeley motioned that Trustee Shriver, Trustee Howell and Julie Sandoval to be the committee to update Ordinance #12 for review. Trustee Cahill seconded motion.

All in favor – YES

Motion PASSED

* Purchase Order (PO) System for the town charge accounts – Tabled last meeting. Assign a Committee to work on this.

Trustee Shriver motions Trustee Seeley and Julie Sandoval, Colleen Clerk to work on PO system.

 Trustee Cahill second the motion.

 All in favor – Yes

Motion PASSED

New Business:

* Resolution- Location for Posting Notice of Public Meetings for Town Meetings (Post Office, Town Hall, Zoom)

Trustee Seeley motions to adopt Resolution 2022-01 Destinations of meeting notations posting at the Post Office, Town Hall and on Town WEB site.

Trustee Howell

All in favor – YES

MOTION PASSED

* Federal Holidays – Town Hall will be Closed (Paid or Not Paid)

11 Federal Holidays. All 11 holidays will be closed. Board picked 7 days for the employees to be paid for. New Year’s Day, Memorial Day, Independence Day, Labor Day, Veteran Day Thanksgiving Day, Christmas Day. Need to make Resolution 2022-02. Town Attorney will draft up the Resolution 2022-02

 Trustee Seeley motioned to adopt 7 Federal Holidays that will be paid and 11 closed Resolution 2022-02.

 Trustee Howell second motion

 All in favor – YES

MOTION PASSED

* Withdrawal Letter from HANCOCK FROESE & COMPANY LLC – Yearly Audit not completed.

Trustee Seeley and Trustee Cahill have already found what they can on the documents that was requested from Hancock Froese and Company. Most documents cannot be found. Town Attorney suggested to contact Tera from DOLA to see if can help on what should do, and contact Hancock Froese and Company to see if maybe can continue audit. Town Attorney stated he will talk to Tera from DOLA and report back to the board with recommendation on audit.

* Water Regulations (CDPHE) that the Town is required to meet

Trustee Seeley, Luke James tank cleaning and county commissioners on new housing development water and sewer taps. Our concerns are the water pressure and the cost of installing each tap. Brandon states currently town has no sewer tap and only a couple water tap. Asked Town Attorney if could use the Sewer account conservative/ARP, stated can but not on equipment.

Trustee Seeley motioned Trustee Mason and Brandon Sky to get a complete water, sewer tap total cost per unit.

Trustee Shriver second motioned

All in favor - YES

MOTIN PASSED

* Cemetery Funds – Motion passed – Set up a new Cemetery Fund for money received for Cemetery Plots (not to be touched until we figure it out), Opening and Closing Graves, to be used to maintain the cemetery.

Trustee Seeley – open new account for cemetery funds. Bernice stated the Lady Lions gave town a $50 check for mowing for the year. Town takes care of the cemetery grounds. Trustee Howell motions for Trustee Seeley and Town Attorney work on Ordinance 156

Trustee Shriver seconded the motion

All in favor – 1 no

 5 yes

MOTION PASSED

Town Clerk’s Report:

* Election Training through CML

Have been doing the online training and webinars. Mail in ballots to be easier on clerk since this is the first voting doing. Must write a Resolution on mail in ballots.

* Check from the County Commissioners for Housing Project at Polly Court

Everyone understands the check was not to the town, the County Commissioners part in good faith the town’s part. The County Commissioners wants town to pay for all 12 water taps and sewer taps. Again, need price on taps. Profit off water.

* Payroll Taxes, State Employment Taxes, Unemployment Taxes

Behind 4 quarters (4th quarter 2020, 1st, 2nd, 3rd, and now 4th quarter’s 2021) with IRS and Unemployment and W2’s for 2021. Looking for all payroll records. Trustee Seeley did do the W2s for 2020. Contact a CPA. Laura Hillstad did help in 2020. QuickBooks does have a software but is costly. Looking for a cheaper payroll software. Next step was calling Laura Hillstad after hearing back from the auditors on what they had in ways of payroll, 941s from 2020 -2021. Will have to pay for Laura Hillstad to get caught up and she has some information on other payroll software. Will bring to board next meeting.

* Twin Lakes –Winter Storage at Pueblo Reservoir (need to call by February 1, 2022)
	+ Leasing Company water shares and/or Leasing Twin Lakes Water – All forms need to be on file by **April 15th.**

Trustee Mason is the best person to work on this. Have had a couple of people interested.

Maintenance Report:

Started to clean out ditches. Community Service help.

Trustee Petrie asked how the community service was working out. Need to adopt a policy for Community Service.

Brandon is doing backflushes on main sewer lines. Has a routine that he does, and this helps to keep anything from sitting in the pipe and with help from Bruce going to backflush parts that haven’t been done.

Any help from citizens need to fill out a waiver.

Town Attorney will send a volunteer waiver for citizens need to sign for liability reasons.

* Many stop signs and other signs need to be replaced due to missing or damaged. Also, most street signs are missed spelled.
* Needs a metal grinder, generator
* Studying to take water test
* Provide update on equipment maintenance (Provide Logs)

Brandon does fill out paperwork and turns in to town clerk to put in file for maintenance. Green truck did have a nail in tire and had it repaired.

Winterize the lawnmower? Trustee Petrie will show how to do.

* Provide update on Water Testing and Water Issues (Tank Inspection)
* Provide update on Streets/Sewer/Other Issues (Solar Panels Damage)

Gas company left a lot of lines sticking above where they moved old meters so have been making list for gas company to ripped out. North side is done and still needing south side. Has contact of whom to call.

**Updates:**

Seeley – update on the delinquent water bill letter

Have letter done just needing to get the list to get. Did to have a date on when need to come in to make the arrangements. Will be mailed out after the 13th. 10 days after letter.

Mason – update on fuel tanks

Trustee Mason not present but already talked about with the January bills

Shriver/Mason – ordinances, Mobile homes, Building Permit

Will be working on this over the weekend

Public Comment:

* Limit to 4 minutes

Pauline Shisler concern about property near hers of smell and look. Safety issue. County Health Department drop it on Town Hall. Brandon and Trustee Shriver will work on contacting the right people to help with this issue.

Trustee Seeley Second motion

All in favor – YES

 MOTION PASSED

MEETING ADJOURNED 730pm