

**TOWN OF SILT
REGULAR BOARD OF TRUSTEES MEETING
MARCH 11, 2024 – 7:00 P.M.**

The Silt Board of Trustees held their regular meeting on Monday, March 11, 2024. Mayor Richel called the meeting to order at 7:00 p.m.

Roll call	Present	Mayor Keith Richel Mayor Pro-tem Hanrahan Trustee Justin Brintnall Trustee Chris Classen Trustee Samuel Flores Trustee Andreia Poston Trustee Jerry Seifert
------------------	---------	---

Present were Town Administrator Jeff Layman, Interim Town Administrator Jim Mann, Town Clerk Sheila McIntyre, Town Treasurer Amie Tucker, Public Works Director Trey Fonner, Chief of Police Mike Kite and members of the public.

Pledge of Allegiance and Moment of Silence

Public Comments – There were no public comments.

Consent Agenda –

1. Minutes of the February 26, 2024 Board of Trustees meeting

Trustee Seifert made a motion to approve the consent agenda as presented. Trustee Classen seconded the motion, and the motion carried unanimously.

Conflicts of Interest – There were no conflicts of interest.

Agenda Changes – Administrator Layman went over a letter that was given to the Board tonight that was written in support for a congressionally directed spending request for the pedestrian bridge. Treasurer Tucker stated that she would like to add a discussion about overtime during the HR Sub-Committee topic.

Mayor Richel presented Administrator Layman with **Resolution No. 15, Series 2024, A RESOLUTION EXPRESSING THE APPRECIATION OF THE BOARD OF TRUSTEES AND STAFF FOR THE SERVICES OF JEFF LAYMAN AS THE TOWN ADMINISTRATOR OF THE TOWN OF SILT**

Trustee Poston made a motion to approve Resolution No. 15, Series 2024, A RESOLUTION EXPRESSING THE APPRECIATION OF THE BOARD OF TRUSTEES AND STAFF FOR THE SERVICES OF JEFF LAYMAN AS THE TOWN ADMINISTRATOR OF THE TOWN OF SILT.

Trustee Classen seconded the motion, and the motion carried unanimously. Administrator Layman thanked everyone.

Recognition of Sara Flores and Casey Carbone-Marron as Water and Wastewater ORC's

Director Fonner went over the history of plant operators since 2020 and introduced Sara Flores, the Operator in Responsible Charge of the water plant and Casey Carbone-Marron as the Operator in Responsible Charge of the wastewater plant. He added that Tony Zancanella would continue his position with the Town as it relates to the building of the new water plant.

Resolution No. 14, Series 2024, A RESOLUTION OF THE TOWN OF SILT REPEALING AND REPLACING RESOLUTION NO. 16, SERIES 2019, ADOPTING AN OFFICIAL STREET TREE LIST AND SUGGESTED SHRUB LIST FOR THE TOWN OF SILT

Administrator Layman stated that the Town has contracted with Adrian Brown to help the Town with the TRIP (Turf Replacement Incentive Program) as well as revise the current tree and shrub list. Mr. Brown was present tonight to explain that the minimal changes to the current list were based on plants with a lower water usage. He added that the Town is moving in the right direction and that the Town has already been planting trees on the list.

There was brief discussion about what trees would be allowed in front yards since the resolution doesn't specifically address them. The Board also talked about refraining from planting trees within sight triangle on corners and in easements and rights-of-ways.

The Board asked that this resolution go before the Planning & Zoning Commissioners for their input prior to Board approval and to better define what a street tree is.

Town Manager Recruitment and Selection Process – Bill Efting

Administrator Layman went over the recruitment brochure for the Administrator's position and asked the Board for their approval so that staff could start sending it out. The Board stated that they were good with the brochure and to start getting the information out. Mr. Layman then went over the schedule that would be followed as the Board moves through the process.

Water / Wastewater Rate and Other Topics

Interim Town Administrator Mann went over his report stating that there had been some discussions on whether wastewater rates could be decreased to help offset the increase in water rates. He stated that staff continues to investigate what our options are in terms of what we are going to need in order to comply with the new regulations associate with wastewater. Staff at this time recommends that the Board not take any action on wastewater rates until staff investigates this further.

Mr. Mann then went over an incentive program that would encourage residents to move to paperless billing. Those who choose to opt into the program would receive a \$2.00 per month credit. **There was a consensus to move forward with a \$2.00 credit to those who opt into paperless billing.**

HR Sub-Committee Recommendation on a Revised Work Week

Treasurer Tucker went over a recent conversation that took place with the HR Sub-Committee regarding staff moving to a 4/10 work week with Town Hall being closed on Fridays. The committee had also talked about trying out a Monday through Thursday schedule of 9 hours a day with a half day on Friday to start, and to see what responses might be received about the change. There was discussion about the other surrounding communities who already work Monday through Friday, the pros and cons of being closed on Friday's, any transition concerns and using it as a tool to retain and recruit employees.

It was stated that the announcement to citizens would reflect that Fridays in April would be half days and that starting in May, Town Hall would be closed on Fridays.

Trustee Flores made a motion to approve the revised work week to Monday through Thursday with a half day on Friday beginning April 1st and then going to Monday through Thursday and being closed on Fridays beginning May 1st, and that the transition also be reported on in May. Mayor Pro-tem Hanrahan seconded the motion, and the motion carried unanimously.

Treasurer Tucker then went over the overtime numbers that she was asked to put together to determine an estimated cost should the town decide to pursue paying out overtime from this point forward. Employees would be given the option of being paid for their overtime or banking the hours worked under comp time.

There was a consensus to move forward with paying out overtime to employees upon request.

Letter of Support Requesting Funds from the 2025 Congressional Budget to Assist with the Pedestrian Bridge Connectivity Project

Administrator Layman went over the letter provided to the Board tonight drafted by Debra Figeroa. Director Fonner stated that the letter requests funds from the 2025 Congressional Budget to help build the pedestrian bridge. He explained that the Town had already received \$2.053M from their 2024 budget and we may not get awarded money two years in a row, but staff would try.

Trustee Seifert made a motion to approve and send the Letter of Support for the Pedestrian Bridge Connectivity Project. Trustee Classen seconded the motion, and the motion carried unanimously.

Administrator and Staff Reports

Administrator Layman pointed out the staff report submitted from the Police Department. He stated that tonight would be his last opportunity to address the Board stating that Silt is a great little town with incredible potential. He commended the Board adding that they are great representatives of the town and that they don't just rubber stamp things without educating themselves before making decisions. He added that they have been mindful of good growth and encouraged them to keep up the good work!

Administrator Layman commented about the fact that sales tax has been down for five of the last thirteen months and wanted everyone to keep an eye on this potential indication of change. He suggested options that would continue to encourage citizens to shop local. He brought up a past consideration to incorporate a cigarette tax that could help support kids' recreation programs and encouraged the Board to consider moving forward with this option. Mr. Layman commented about the benefit of the newsletter and to continue to use it to its full potential.

Administrator Layman finished by thanking everyone again for the great experience, adding that he would help where he could and assist the interim and new manager in the future.

Director Fonner stated that as the town moves forward with the construction of the new water plant, that if anyone wants to do a site visit, to set it up through Interim Administrator Mann. He stated that it would be an active construction site and that everyone would need to adhere to all safety regulation. He also thanked the town for his last sixteen years, adding that he will miss the crew and would recommend working at the Town of Silt to anyone as it has been a great place to work. He also thanked the Board for their support.

Updates from Board / Board Comments

The Trustees commented about the accomplishments of the Board and Staff and how vital the sub-committee meetings have been that were instituted by Administrator Layman, adding how beneficial it has been having a group meet to assist with long range plans. They also commented about the Chamber luncheon today and how they seem to have a better group working for them now. The Board relayed that it has been an honor working with both Administrator Layman and Director Fonner and that they wish them the best and that they both would be missed. Trustee Flores stated that he has his house on the market and that he may be resigning once it sells and he moves out of town.

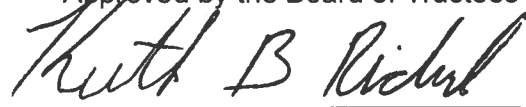
Adjournment

Trustee Seifert made a motion to adjourn. Trustee Brintnall seconded the motion, and the motion carried unanimously. Mayor Richel adjourned the meeting at 9:01 p.m.

Respectfully submitted,



Sheila M. McIntyre
Town Clerk, CMC

Approved by the Board of Trustees


Keith B. Richel
Mayor

