

**Town Commissioners' Meeting Minutes
December 13, 2011, 6:30 pm**

Meeting was called to order at 6:30 pm by President Robert Gell. Commissioners Mike Doss, Robert Gell, Mary Carol Durange and Joe Letts were in attendance.

The Pledge of Allegiance was led by Ryleigh Johnson.

The Accounts Payable report was reviewed and Commissioner Durange motioned to pay the bills and this was approved unanimously 4-0 .

The minutes from the October 25, 2011 meeting were approved as written. Commissioner Doss motioned to approve as written. This was approved, 4-0.

The minutes from the November 22, 2011 were approved as written. Commissioner Durange motioned to approve as written. This was approved 3-0-1 Commissioner Doss abstained.

Sheriff's Report (October & November) – The reports were reviewed by Commissioner Letts in Sgt. Ron Schmidt's absence.

Miller Environmental Report – Robert Corn – Treated 2,000,046 gal of water, collected two bacteriological samples and both came back negative, and replaced one nonworking meter, completed one settlement reading, inspected one new meter and turned on water at one location last month. On the night of Nov. 27th, the communication lines failed at the well somewhere underground. They are shorting out. There is currently a temporary fix for now. There were estimates provided to the Commissioners. Commissioner Doss motions to move forward with the telemetry project.

Charlestown Charter Review Resolutions – Commissioner Gell –

Charter Amendment Resolution 2011-09 – Commissioner Doss motioned to approve changes. Approved 3-0.

Charter Amendment Resolution 2011-10 – Commissioner Doss motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-11 – Commissioner Durange motioned to approve the changes as written. Approved 3-0

Charter Amendment Resolution 2011-12 – Commissioner Durange motioned to approve. Approved 3-1.

Charter Amendment Resolution 2011-19 – Commissioner Doss motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-20 – Commissioner Doss motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-21 – Commissioner Durange motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-22 – Commissioner Durange motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-23 – Commissioner Doss motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-13 – Commissioner Durange motioned to approve. After some discussion, it was approved, 3-0.

Charter Amendment Resolution 2011-14 – Commissioner Doss motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-15 – Commissioner Durange motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-16 – Commissioner Durange motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-17 – Commissioner Doss motioned to approve. Approved 3-0.

Charter Amendment Resolution 2011-18 – After some discussion, Commissioner Letts motioned to decline this resolution as written. The results were 2-2. Commissioner Durange motioned to refer this resolution back to the commission to specify “short” and to include “at no cost to the town”.

Town Administrator’s Report

Old Business

- Cool Springs PWA Extension Up-date – Mr. Pumpaly reviewed correspondence between our Attorney, Dennis Clower and Michael Leaf, on behalf of Jim Lambdin.

New Business

- Proclamation – Municipal Government Works Month – Commissioner Letts motioned to approve. Approved 4-0
- Utility Payment Schedule Request – Kelly Hardy – Commissioner Durange motioned to approve this payment schedule it was approved. 4-0.
- Security System Quotations – Maintenance Shop Buildings – Mr. Pumpaly provided two quotes for security systems to cover the Maintenance Shop Building. Commissioner Doss stated that Security Instrument is a top of the line system that doesn’t require a landline. After some discussion over the higher security, Mr. Pumpaly stated he would like to wait until the door is repaired before the Commissioners make a decision on which security system they would like to go with. In addition, he would like to verify that both proposals are on wireless systems.
- Commissioner Meeting Scheduled for December 27 – Commissioner Letts motioned to cancel the 12/27 mtg. Approved 4-0
- November Budget Review – Mr. Pumpaly stated that the General Fund continues to outpace expenses. In the Special Fund we are absolutely even on expenses and revenue. In the Utility Fund we are \$39,000 favorable. The total revenue exceeds expenses by \$79,725.
- November Cash Balance Review – As for the cash balance, we have \$991,681.09.
- November Accounts Receivable Review – Everyone is current but there is still the small issue of the assignment of late fees. Commissioner Doss stated that the late fee should be applied as the lease determines. It was agreed upon that the late fees should only be charged once per month that the payment is late.
- November Fuel Report (Gas/Diesel) – Mr. Pumpaly provided the gas and diesel spreadsheets for review but stated that everything is fine.
- November Maintenance Work Order Review – Mr. Pumpaly also provided a list of the Maintenance Work Orders for review.

- November Building Permit Review – Information on the building permits approved in November was provided to the Commissioners for their review.
- Vacation Mistake due to miscommunication – Commissioner Doss motioned to pay to correct the mistake. Approved 4-0.
- Commissioner Durange mentioned that the full sheet Charlestown Seniors page in the yearbook. Due to an error in last year's yearbook, this has already been paid for.

Period of Public Comments

Commissioner Durange motioned to adjourn, this was approved. The meeting adjourned at 8:05 pm.

Respectfully submitted by Christina Jackson; Town Clerk.