

AMARGOSA VALLEY TOWN BOARD AGENDA

ITEM # SUBJECT

January 10, 2013

AVTB MINUTES
JANUARY 10, 2013
7PM

Joe Cohan, Member
John McNeely, Member
John Bosta, Member
Trevor Dolby, Member

NOTE: All times are approximate except for bid openings, public hearings, and any other items agendized at a specific time. Action may be taken on all items except where otherwise indicated. Items not scheduled for a specific time may be considered at any time and in any order.

Special Note: Any member of the public who is disabled and requires accommodation or assistance at this meeting is requested to notify the Amargosa Valley Town Office in writing or call (775) 372-5459 prior to the meeting.

AMARGOSA VALLEY TOWN BOARD

- 1 Pledge of Allegiance
Led By Joe Cohan
- 2 For Possible Action – Possible Approval of the Agenda for the Amargosa Valley Town Board’s meeting of January 10, 2013.
Motion by John Bosta to approve Agenda
2nd by Doc McNeely
Motion Passes 4- 0
- 3 For Possible Action – Review and Possible approve minutes of Amargosa Valley Town Board meeting on December 13, 2012
Joe Cohan We need to hold off because we do not have a quorum of AVTB members who were present at that meeting to approve the minutes
John Bosta I was at the meeting and they seem OK
Trevor They seem OK
Doc McNeely I do not know how we can approve without a quorum of those members present
Joe Cohan Put on Agenda for next meeting
Motion by Doc McNeely to postpone till next meeting and do research on who can approve minutes without a quorum of previous board members.
2nd by John Bosta
Motion passes 4 – 0
4. General Public Comment (Three-minute time limit per person.) Action will not be taken on matters considered during this period until specifically included on an agenda as an action item.
NO Public Comment.

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5. For Possible Action – Town Board to Choose a Chairman
Doc McNeely reviews the letter from Pitegoff Law Office regarding the selection procedure
See Attached.
A motion can be made and then seconded.
Motion by John Bosta to appoint Doc McNeely as Chairman of AVTB
2nd by Trevor Dolby
Motion passes 4-0
6. For Discussion – Town Board to discuss the position of Vice Chairman
Motion by John Bosta to make this an agenda item during the next meeting
2nd by Trevor Dolby
Motion passes 4 - 0
7. For possible Action – Town Board to Choose a Town Clerk/Personnel Liaison and Invoice Approval
Motion by John Bosta to appoint Trevor Dolby as Town Clerk
2nd by Doc McNeely
Motion passes 3-1 Trevor Dolby abstains
Doc McNeely explains the difference between a recording secretary and town clerk.
Motion by Doc McNeely to change current Town Clerks position to deputy clerk.
2nd by John Bosta
This item needs to be agendized at the next AVTB meeting to alter a position.
8. for possible Action – Terms of Office
Determine who gets 2 and 4 year terms
Motion by John Bosta to have 3 at a 4 year term and 1 at a 2 year term
2nd by Trevor Dolby
Discussion that we do not need to decide for 2 years.
Doc McNeely talked to Sam Merlino, Nye County Clerk, regarding the terms and she stated when the governor appoints a person to fill the vacancy that appointment is good till the next general election. That will be for one of the two year terms.
John Bosta, Per NRS a drawing to determine terms does not say specifically who gets the 2 and 4 year terms. Best logic would be to have 3@4years and 1 @2 years and the appointment will fill the other 2 year spot that will be filled during the next election.
Doc McNeely per Sam Merlino it is OK to use cards for the Draw. The order of ranking is Spades, Hearts, Diamonds and Clubs.
Since no cards were available we used spoons with the shortest spoon getting the 2 year term. Results were Joe Cohan is the 2 year term members. Doc McNeely, John Bosta and Trevor Dolby each at 4 years.
9. For Possible Action – Appointment of Board Liaisons to the following committees
Doc McNeely assigns some positions and allows some members to select their committees.

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Human Resources Joe Cohan

Tourism/Economic Development Doc McNeely and Joe Cohan
Cemetery Trevor Dolby

Planning John Bosta

Building and Park Use Vern Gilliland offers to complete his term as chairman of this committee. They are meeting on Wed. Jan 16th and hope to have approved the final draft for the building use, cleaning, key , kitchen cleaning and fee waiver forms. They hope to have all forms plus the Park Use form available for final approval at the next AVTB Meeting. Vern states that have reviewed forms used by Beatty and Pahrump.

Doc McNeely when can you bring these forms forward to AVTB?

Vern Gilliland I believe that the Building Use form needs to go by the Attorney before final approval.

Doc McNeely I would prefer that that the Board looks at it first.

John Bosta Do we need a resolution or an ordinance

Vern Gilliland these are just policies and procedures

Doc McNeely we need to develop a complete manual of policies and procedures

Fire Department Trevor Dolby

Health Clinic John Bosta

John Bosta I want to be the liason on the Emergency Committee

Joe Cohan You do not need to be elected for that position

Vern Gilliland Anyone can serve in this position

10 Fire Department Report

Steve Jamison reads the Fire Department Report (see attached)

Questions are raised regarding repairs to Station #2

Steve Jamison All the doors need to be replaced

Doc McNeely We are seeking repairs

John Bosta What is the status of the phone system in station #2.

Is it working? Are we working on updating our communication System?

Doc McNeely We are using the county system and they are having problems. The Signal strength is not good. We need a new repeater.

Steve Jamison We are working on updating the phone system

11 Budget Report

Doc McNeely Read the budget report summary (see attached)

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12 Committee Reports

A. Human Resources No Meetings

B. Tourism/Economic Development No Meetings

Doc McNeely trying to invite new people to get on the committee.

John Bosta Do you want me to continue on the committee?

Doc McNeely We would welcome you if you have the time

John Bosta I want to continue on the committee

C. Cemetery No Meetings

Vern Gilliland No Meetings Lisle Low is the chairman

D. Planning No Meetings Dave Hall is the chairman

E. Building and Park Use Committee

Vern Gilliland We have a meeting scheduled on January 16th at 6 pm. At that time we will do the final review of the Building Use Documents and have them ready for the AVTB Meeting on January 31st. We hope to have the Park Use documents also available at that time.

13. For Possible Action - Board Member's Comments (This item limited to announcements or Topics/issues proposed for future workshops/agendas).

John Bosta Questions the ownership of the old Red Truck in the lot North of the Community Center. Per Ken Garey that was donated to the AV Fire Department by the Beatty Fire Department and currently belongs to the Town of Amargosa Valley.

Doc McNeely I thought there were two trucks in the yard

John Bosta The one on the left as you look from the community center.

Joe Cohan We were told it belonged to Nye County

John Bosta Per Ken Garey it was given to AV from Town of Beatty FD

Doc McNeely Nye County has it on their books with a value of \$4,100.00

John Bosta Nye County does not have the titles to many of their vehicles. They Claim Ownership but cannot produce the title.

John Bosta The 100 foot tower by the firestation is owned by Lincoln County and the 200 foot tower is owned by Churchill County

Doc McNeely Could this be under #J on the Agenda

John Bosta I am concerned about comments made that do not get to the Agenda

Joe Cohan Could you please get the facts on the Truck and the Towers and put on the Agenda

John Bosta I cannot get a response from the County. They do not know who owns this

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Equipment.

Joe Cohan I thought the truck was bought and given to AV for parades

John Bosta Per Ken Garey it was used for 1.5 years

Doc McNeely Joe was on the fire department at that time he should know.

Trevor Dolby This item should be agendized

14 For possible Action – Possible approval of town vouchers

Joe Cohan Motion to approve vouchers as presented

John Bosta 2nd

Motion passes 4 – 0

Trevor Dolby Calls to the attorney need to follow a policy and procedure. There needs to be a written concesus of the purpose and result of the call

Doc McNeely I tried to talk to the attorney. I called and left a message and my call has not been returned.

Vern Gilliland We do have a written bill paying procedure that allows us to pay ongoing bills as they become due. (see Procedure Attached) AVTB is responsible for their bills and they need to be paid

John Bosta We do not need a lecture on how to do this

Trevor Dolby We understand what controls are in place. The \$200.00 for batteries for Simplex Grinnell seems high

Vern Gilliland Procedure was followed. They were approved at a previous board Meeting.

15 General Business

A. For possible Action – Approval of Payment of the following invoices.

A. Pitegoff Law Offices \$2,490.00
See attached

b. Simplex Grinnell \$389.17
Annual Billing Fire Alarm Service
We are getting new quotes

c. Simplex Grinnell \$488.00
Service Call 9-13-2012

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See attached

Motion by Joe Cohan to pay these invoices as presented

2nd by John Bosta

Motion passes 4 – 0

B. For Possible Action – Approve Purchase of Tires for fire Equipment

6 Tires for Engine 43

See Quotes

Doc McNeely We needed 8 but only 6 were put on the agenda

Motion by John Bosta to accept Bid from Purcell Tire (see attached)

Motion by Doc McNeely that total not to exceed \$2,100.00

2nd by Joe Cohan

Motion passes 4 – 0

Doc McNeely The Dairy is going to help with mounting and balancing the new tires saving us about \$45.00 per tire in fees

John Bosta Per notes on quotes there are no US Mfg for this size tire

Steve Jamison Why did we order only 6

Doc McNeely Mistake in agendizing

Doc McNeely We will put on the Agenda for next meeting to order an additional 2 tires of the same size and then we can utilize both pieces of equip.

C. For Possible Action – Approve Purchase of two door closure assemblies for restrooms at park. Grainger 2 @ 223.75 Ea \$447.5

Motion by Joe Cohan The cost is too high we need more research and postpone till next meeting.

Doc McNeely We can get a better price

2nd by John Bosta to postpone and get new price

Motion passes 4 - 0

D. For Possible Action – Determine Signors on AV Town Checking Account at American First National Bank

Joe Cohan There should be at least 2 board members on the account

John Bosta Town Clerk should be one of the signors

Doc McNeely The Chairperson, Town Clerk and the Vice Chairperson should all be on the account.

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Motion by John Bosta that the AVTB Chairman, Vice Chairman and Town Clerk be signors on the Amargosa Valley Town Checking Account at American First National Bank.

2nd by Trevor Dolby

Motion passes 4 – 0

Trevor I am a signor for the Fire Department it is Ok with me

Doc McNeely We need to produce a letter to send to the bank naming the Signors.

Doc McNeely I spoke to Pam Webster and she discouraged us from setting up our own checking account to pay bills. She said they are in the process of getting a Nye County Credit Card and we can pay those bill that need immediate attention with that.

Vern Gilliland That is something we have needed for a long time why is this just now coming up?

Doc McNeely She just brought this up.

E. For Possible Action – Draft a new letter from AVTB to Governor of Nevada as a Formal action of AVTB regarding filling vacancy. (See attached)

Doc McNeely I had a conversation with the Governors Office and they are aware of our situation. The process is that we notified the county clerk of the vacancy, they notified the Secretary of State and they notified the Governor. When the Governor is good and ready then he decides to make a decision. It is a frustrating system.

Vern Gilliland I spoke to Annalyn Corollo, she is with the State of Nevada Department of Boards and Commissions. I spoke to her on January 9, 2012, she thought the Governor might make a decision prior to the start of the Legislative Session.

John Bosta There was no posting of the vacancy in any of the local papers. The Nye County Clerk sent a posting to the Pahrump Valley Times. It may be in tomorrows paper. It is scheduled to be posted on the 16th and 23rd of January. The Clerk was also supposed to send a Certificate of Vacancy to the Secretary of State. We need to repost the vacancy in Amargosa Valley.

Doc McNeely Trevor do you still think we need to send your letter?

Trevor Dolby My intention was to make a statement that there was no deadline.

Joe Cohan Per the posting that we have that is going into the paper it shows the vacancy is still open.

Trevor Dolby Motion to send a letter that we are actively recruiting to fill the vacancy on the AVTB

Motion dies for a lack of a 2nd

Doc McNeely Do we need to repost the vacancy?

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- Joe Cohan We can repost it
- Doc McNeely We should repost what was posted in the Pahrump Valley Times
- John Bosta We should all share with our friends about the vacancy and encourage them to apply for the position.
- Mike Cottingim The vacancy was reposted on Friday January 11th at The Community Center, Library, Clinic, Senior Center, Post Office and Bank.
- J. For Possible Action – Meet with Nye County about doing an inventory of all real And personal property belonging to Town of Amargosa.
- Doc McNeely John, please describe who is supposed to do the inventory and what the cost is going to be to the town.
- John Bosta We need to do an inventory of Real and Personal property that belongs to the Town of Amargosa Valley. The County has claimed that a lot of this property is theirs. We need an open dialogue with Nye County so we can get an inventory list. The Library District has there own inventory. Is the Library owned by the town? We need to sort out who owns what. In the event of a loss or liability we could have a problem in proving ownership. AVTB is responsible for determining ownership.
- Joe Cohan We should start with our own inventory.
- John Bosta Our town employees are only here 5 hours a day
- Vern Gilliland Town Clerk is here 5 hours a day, Dan Mills (Fire Chief) is here 4 hours a day(5 days a week), Clint White (Park) 5 hours a day 5 days a week. Manuel Garey (Community Center) 5 hours a day, 4 days a week.
- Joe Cohan They could use 1 hour a day to do inventory
- John Bosta I wanted to start a discussion so we could start official action at a later date.
- Doc McNeely When we are discussing this issue with Nye County Government we want to deal with just 1 person.
- Joe Cohan Nye County is being very co operative now and helping us a lot we do not want to antagonize.
- John Bosta We should contact Pam Webster and maybe Susan Paprocki to discuss a procedure on how we should conduct the inventory
- Doc McNeely I am meeting with Pam Webster one week from tomorrow and I will put that on my list to discuss with her. Also I am joining the Nye County Regional Development Authority. This is how funds are funneled to towns for Business Development.
- K. For Discussion Only – Editorial control of Town Newsletter.
- Trevor Dolby My Agenda Item
- John Bosta Who contributes to the cost of the newsletter. Are the Library and the Senior Center helping out with the cost?
- Doc McNeely They usually only have the menu in the newsletter.

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FYI The Senior Center does contribute \$20.00 per month to the cost of the Newsletter.

John Bosta It is important that we have this newsletter on a monthly basis

Doc McNeely We need to put some guidelines together.

Vern Gilliland Joe DeLee and I were trying to establish written policy and procedures for the newsletter. That is something we need to do in the future.

John Bosta Would you help us write the policy and procedure?

Vern Gilliland I will work on somethings. The new policies need to be reviewed by our legal counsel of the Nye County DA.

- L. For Possible Action – Request a letter from Vern Gilliland stating the issues and Actions that are pending and relative to progress of town Business

Vern Gilliland I was totally involved in all aspects of Town business and worked with Joe DeLee on ideas and procedures for the town. Most important was to get the town up and running. There are still numerous things to do including Personnel Policy and HR.

John Bosta You are the remaining person who has the experience to help us get set up. We need guidance on what we are doing.

Vern Gilliland I am available with a phone call. I was the one that was called with town problems and with Community Center issues. I would rather you contact me as needed. Joe DeLee and I discussed how the town should be organized and policies and procedures in the office, park etc. We discussed these with Joe Cohan and with Gary Atkerson.

Joe Cohan Vern is not hiding anything. They were working on policies and procedures.

John Bosta Who do we contact if Mike does not know the answer

Vern Gilliland Warner Ambrose is the contact for budget issues and revenue estimates for the next fiscal year.

Doc McNeely Could we get your e mail address?

Vern Gilliland I will answer my cell phone

Doc McNeely Thank You for all your help

10 GENERAL PUBLIC COMMENT (Three-minute time limit per person.) Action will not be taken on the matters considered during this period until specifically included on an agenda as an action item.

No Public comment

- 12. For possible Action – Set time and date of next AVTB meeting @7PM
January 31, 2013

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- 13 Motion by John Bosta to set date for next AVTB meeting as stated
 2nd by Joe Cohan
 Motion passes 4 - 0
- For possible Action –Adjournment
 Motion to Adjourn Joe Cohan
 2nd John Bosta
 Motion passes 4 – 0