

1 Mayor Leak called to order a regular Cornish Town Council meeting on Dec. 2, 2020 at 7:01 p.m. at the
2 Cornish Town Hall.

3 **Attendance:** Matt Leak (Mayor), Colton Creech, Brad Fisher, Conrad Naegle

4 Absent: Jana Williams

5 Citizens: Chris Buxton, Dale Buxton

6 **Staff Report:**

7 Delinquent accounts were reviewed and Deyette will get two shut-off letters to the mayor for him to
8 deliver.

9 Deyette passed the notary test and obtained approval from the council members to buy a notary seal
10 and journal.

11 Mayor Leak has not been able to buy a phone that will work with the upgraded water meter reading
12 system. It appears that it must be purchased with a plan and cannot be purchased without a cellular
13 service contract. Mayor Leak will continue to work on obtaining one without a cellular contract but if he
14 can't get one without a plan, the least expensive cellular plan will need to be purchased with the phone.

15 The Cornish Cemetery Board wants to rent the Town Hall for a board meeting. Council members were
16 fine with that since only a few people will be in attendance. Naegle suggested contacting a salvage yard
17 to see if a set of stairs could be purchased to replace the wooden stairs to the back door of the town
18 hall.

19 **Minutes:** November 18, 2020

20 Naegle asked if Mayor Leak had talked to Chris McKnight about how someone would become an EMS
21 working with Lewiston City. Mayor Leak confirmed he had talked to McKnight and the mayor of
22 Lewiston City and he told Lewiston's mayor that Cornish Town would like to help in any way that they
23 could and they would try to get a few more people from the Cornish area to be certified as an EMS to
24 help lighten the load for Lewiston City. Fisher confirmed that becoming certified as an EMS is a big
25 commitment that takes a lot of time. Naegle suggested asking people that live outside town limits who
26 know Cornish residents that might be willing to become certified in order to increase the amount of
27 people available to help out. Fisher said he would be willing to become certified if he meets the
28 requirements.

29 Mayor Leak entertained a motion to approve the minutes for November 18, 2020 as annotated.

30 Fisher – motioned; Naegle – seconded

31 Leak, Naegle, Creech, Fisher – Aye

32 **Action Items:**

33 Naegle will post something on the Cornish Facebook page in order to let the residents know that the
34 town council is looking for people to certify and help fill this need.

35 Creech will send the current water ordinance out to council members as a google doc so each member
36 can suggest changes in order to have it ready to be reviewed and voted on at the next meeting.

37 Mayor Leak will check with CRS and see when the town can expect to find out whether they received
38 the grant or not.

39 **Business Items:**

40 *Unapproved Drinking Water System* – Fisher talked to Gary Rager with the state and Dyer Pitcher needs
41 to contact him and report to him for three months before the noncompliance points for the Cross
42 Connection Certification will be removed. Fisher will let Pitcher know and have him contact Rager.

43 *Resolution 20-11 Adoption of Cornish Town Fees* – Resolution 20-11 was reviewed and Mayor Leak asked
44 if anyone had questions or concerns. There were not any.

45 Mayor Leak entertained a motion to adopt Resolution 20-11 Adoption of Cornish Town Fees.

46 Naegle – motioned; Creech – seconded

47 Naegle – Aye; Fisher – Aye; Creech – Aye; Leak – Aye

48 The resolution passed unanimously.

49 *Speed Monitoring Signs* – Naegle received an updated quote over the phone on a speed monitoring sign
50 and Naegle believes the freight might be a little more than the amount given with the quote. Naegle
51 believes the sign will still be about \$3,500 but he will get a bid in writing. Naegle also talked to the
52 UDOT engineer and discussed where the town wants to put the sign as well as the fact that that the
53 town would like to move the sign to different streets around town. The UDOT engineer was fine with
54 that and Naegle plans to get a map and a written plan emailed to her tomorrow. The UDOT engineer
55 also said encroachment fees are waived for municipalities but the town will still have to get an
56 encroachment permit. Consequently, there will not be any additional costs besides the cost of the sign.

57
58 Naegle proposed that the speed monitoring sign be placed on the town's posts by the state's speed limit
59 signs on 4800 West and suggests doing the same thing on 13400 North where traffic will be heading
60 East. However, when placing the sign for traffic heading West on 13400 North, Naegle wants to post the
61 sign closer to the top of the hill by the residents' homes to prevent vandalism and make it so the sign
62 will serve as a second warning to vehicles getting closer to the homes and alley road.

63
64 Fisher asked council members if they would rather spend that money for the sign or put it towards
65 asphalt on town roads. Mayor Leak believes the sign is better because it will get people to slow down,
66 but more importantly, it will provide the town with data to give to the county to ask for help patrolling
67 when it is needed. Naegle stated that citizens' comments seem to support getting help supporting
68 safety and controlling speeding in the town so Naegle would like to purchase the sign. Fisher stated that
69 the only reason he asked that question is because he is wondering if future members of the town

council will be willing to continue using and maintaining the sign. Mayor Leak suggested the council vote on it so Naegle could move forward if need be when the written quote is received.

Mayor Leak entertained a motion to approve the purchase of a speed sign and multiple brackets.

Fisher – motioned; Naegle – seconded

Leak, Naegle, Creech, Fisher – Aye

CARES Funding – The amount of CARES money that had been spent was calculated and then the options for websites and online bill pay were reviewed. After talking with Townweb, Creech thought their proposal was better and it was half the cost of Revize. Townweb's quote was \$300 for the initial set up, a \$500 annual maintenance fee, and a yearly fee of \$15.00 to maintain the website name. Creech confirmed that if the town was to cut ties with Townweb, the town would still own the website domain so that should not be a problem in the future if changes were made. In addition, Townweb will allow the town to prepay for several years up front and the total cost for set up and 3 years of hosting would be \$1,829. The single year option would be \$799. Naegle wanted to know if Townweb offers a service so users can look up ordinances and search for things on the website as well as make the website easy to manage. Creech said both website developers could link to that service.

Bids for Xpress Bill Pay were also reviewed. Xpress Bill Pay proposed a 36 month agreement that could be renewed annually thereafter. The Light Version has a \$300 one time set up fee and a monthly support and hosting fee of \$25.00 and could be prepaid for as long as the town desires to. There is also a 50 cents per transaction fee, credit card transaction fees and return fees. Fees are billed monthly and will be deducted from the town's bank account automatically and the start date is the date the website goes live. Creech believes it will be a few months before the website can go live and Xpress bill pay can be installed after that. Naegle suggested that after everything is set up, the council should do some test runs to see how it is working. Naegle asked about a copyright and Creech says he was told the town will own the website so if the town wants to change website providers, it would be o.k.

Both bids were discussed and it was decided that a 3 year contract for Xpress Bill Pay would be \$1,200 and a 3 year contract with Townweb would be \$1,829.00 thereby totaling \$3,029. It was decided that it would be best to go with prepaying for 3 years on both the website and Xpress Bill Pay. Creech will look into getting information and a quote on a municipal code online program such as Municode so the town could pay for that with the CARES money as well.

Water Moratorium – Mayor Leak believes that before the moratorium is lifted, things needed to be done such as the Subdivision Ordinance and the water hook up & subdivision fees being decided upon. Mayor Leak then asked if the council had any other things they would like to be addressed before the moratorium could be lifted? Mayor Leak mentioned that he doesn't think it is fair to work off a water hook up waiting list in order to start allowing water hook ups and thinks the town should open it up and let whoever wants to request a water hookup do so. Fisher agrees as long as there is a time limit on the amount of time that elapses between an application and when the water hookup is installed and finished.

Creech stated he believes that the water ordinance needs to be finished and all the requirements be defined before the moratorium is lifted. Fisher also believes that the council needs to get educated on what the water system does and where it can be shut off, etc. Mayor Leak asked what the suggested

time limit would be on getting a water hookup installed after getting an approval from the town. Naegle suggested a year. Fisher and the mayor agreed that was plenty of time. It was suggested that a special session be held next week for the council to go over the water ordinance and what needs to be addressed. Creech believes the water ordinance can be ready for the next meeting and Mayor Leak thought that would be soon enough and asked Creech to outline what fees will be required and include a time limit on installing a hookup. Naegle suggested the mayor let Williams know that the council discussed possibly lifting the moratorium and that they would like to do so soon.

Old Business:

None.

Council Reports:

Roads – Naegle took the two batteries off the road grader and would like to get a battery tender for all the batteries in order to keep them topped off. Naegle stated that battery tenders run about \$30 and asked if it would be o.k. if he obtained a few. Fisher and Leak said yes and thought it was a good idea. Naegle will also pick up a few bags of salt to have on hand for the sander for when it snows. Naegle is working on getting the speed limit sign put back up on 4400 West and he checked on the pothole as well and said the county will not be able to fix that until the spring. Fisher said there is also a pothole on Pitcher's road as well and Naegle stated he will also look at that one. Creech said that Paul Wangsgaard would still be willing to help get a snowplow for the town, help with snowplowing, or bridge a snow removal agreement between Trenton and Cornish. Fisher said he is more than willing to do the snowplowing.

Planning & Zoning – Creech asked council members to continue to send him names for possible Planning & Zoning members.

Parks – none.

Water – Ross Wangsgaard told Fisher that Samuelson's meter is showing too much water usage. However, Fisher stated that several people have checked and the water meter is not running as if there is a leak and Jay Williams replaced her pressure reducer and her water pressure seems to be fine now. Fisher stated that he would like to put some effort into learning how the water system valves work. Creech asked if the council still wanted to have someone be an understudy and be trained to work with the water system in the future. Mayor Leak said that could be addressed at any time. Fisher mentioned that the nitrates in the water from each source need to be monitored closely as well.

Mayor's Report:

Mayor Leak said the RCPP grant was submitted and is not sure what the time frame is for the town to be notified if the town received the grant. He believes there is a good chance that the town will get the grant.

Citizen comments:

Dale Buxton asked what the process was to request a water hookup. Mayor Leak said the water ordinance would outline some of that and an application might need to put together to use during the

159 application process. Buxton said that would be good and the application should be standardized. Dale
160 asked if someone apply for more than one hookup per parcel? Mayor Leak said the current water
161 ordinance states that there can only be one hookup per parcel. Dale also asked if there needs to be a
162 requirement that applicants state a reasonable use for the water hookup before they are granted a
163 water hookup?

164 Dale suggested that the council at least reach out to people on the water hookup waiting list and let
165 them know the council is considering lifting the water moratorium. Dale also suggested contacting a
166 lawyer and asking how the town could make sure that there was proper public notice. Mayor Leak
167 suggested that he could write up a letter to send out a letter to each resident notifying them that the
168 moratorium had been lifted and what the process would be to apply for a water hookup. Dale thought
169 that was a good idea and suggested sending that announcement out with the water bills.

170 **Next Meeting:**

171 Fee schedule with transaction fees and a resolution to adopt it

172 Water Ordinance

173 **Bills:**

174 Bills were reviewed.

175 Total = \$30,038.01

176

177 Mayor Leak entertained a motion to pay the bills.

178

179 Fisher – motioned; Naegle – seconded.

180

181 Leak, Naegle, Creech, Fisher – Aye

182 **Adjourn:**

183 Mayor Leak entertained a motion to adjourn.

184 Naegle – motioned; Fisher – seconded

185 Leak, Naegle, Creech, Fisher – Aye

186 End 9:00 p.m.