BOARD OF TRUSTEES
MINUTES
MONDAY, August 11th, 2025, at 7:00 PM

I. **Call To Order:**701pm by Lee Berenato
II. **Roll Call:** L. Berenato, M. Gitlin, R. McDonald, M. Basham, B. Monseu. Town Clerk C. Nihiser
III. **Motion to Approve Agenda:** M. Gitlin motioned to approve the Agenda. M. Basham seconded. Motion passed with all in favor.
IV. **Bills for Approval:** M. Basham motioned to approve the bills as presented. M. Gitlin seconded, motion passes with all in favor.
V. **Approval of Minutes: July 28th, 2025:** M. Gitlin motioned to approve the minutes from July 28th as presented. R. McDonald seconded the motion. M. Basham abstains. Motion carried with all in favor.
VI. **Public Comment:** N/A
VII. **Administrative Items:**

a. Mayor Report

L. Berenato extends a thank you to Randall McDonald for the fence he built and installed along Main Street. Fantastic job was done. Mac reports that there are a few six-foot panels left over of the original fencing that can be used as fencing in the Cemetery, Mac will secure them until it is reasonable to install them at the Cemetery. New Fence along the Creek still needs to be painted, and there is discussion regarding replacing the metal fencing on the walking bridge or at least painting it to be the same color.

b. Town Clerk Update

2024 Audit Update: Audit is progressing, but not in a way that the Clerk is used to. In the years past the Audit has been a huge administrative project, lasting weeks and usually being brutal with deadlines and response times. This year the Town has a new auditor, and although he has repeatedly confirmed with the Town Clerk that he is working on the Audit and all is well, there has not been much communication aside from submitting all the requested items to him. Possibly not a cause for concern but is certainly different from years past. Clerk will provide another update during the next meeting.

Caselle Community Connect Update: Community Portal is now live and will allow folks to create an account and sign up for email/text notifications, paperless billing, and autopay. This was the last phase of the 2023 Accounting Software Update Project, so that project is now completed.

Town Clean Up Update: Clerk sent out a notice for the Town Clean up to residents with August's Water/Sewer bills, although Timberline/Waste Connections have not confirmed with the Town. Notice states what items are considered hazardous and will not be accepted. Also informs folks to take their items directly to the Transfer Station between 8 and 4 on the 23rd of August.

CIRSA Audit Update: CIRSA Insurance Audit rescheduled from August 19th to September 30th to allow for Fire Extinguisher's to be inspected. FE Inspections done later this year due to "Public Spaces" Statue not allowing municipalities to self-inspect anything in a Public Space.

FE's will be inspected in the week of the 18th. The vendor will charge $15/Extinguisher, and the Clerk reports approximately 20 Extinguishers between all Town Buildings.

VIII. New Business / Action Items

1. Town Birthday and Train Ride (L. Berenato):

L. Berenato reports that the Annual Birthday Train Ride will take place on Saturday August 16th. Train will board at 5:30pm, with a potluck following in the park.

2. Volunteer Request for ADA Ramp at Methodist Church (L. Berenato):

ADA Ramp is scheduled to be built this fall by team of volunteers. Volunteers still to be determined. PFSP will send Clerk the updated plans for the ramp, and the Clerk will distribute to the Board for review. L. Berenato requests M. Basham's assistance with putting together a material list. Once they have the materials sorted out, the Board will schedule a date to complete the work. Roof project at the church is having some challenges: the roofing company is trying to back out of the project due to tariff increases in pricing. Chimneys are almost done at the Church. Next step is to have the trees removed so that the roof replacement can proceed. Trees need to be removed prior to mid-September, and this is currently the highest priority.

3. Plume Coffee Bar Business and Sales Tax License Non-Compliance Discussion (L. Berenato):

The Plume Coffee Bar is non-compliant in obtaining a required Silver Plume Business License. The Town Clerk has requested Julie Smith to turn in a business license application for over a year, with no response. Town Clerk has hand delivered at least four unfilled Business License Applications with no response. Mayor Berenato has also brought unfilled Business License Applications personally to Julie Smith, Plume Coffee Bar, also with no response. The most recent time L. Berenato went to request Plume Coffee Bar submit a Business License Application, Julie Smith informed him that she was non-compliant with the State Department of Revenue as well. She has been collecting Sales Tax from her customers, but has not been remitting that collection back to the State DOR. As a valid Sales Tax License is a requirement on the Business License Application, she has avoided submitting a Business License Application to the Town due to this non-compliance. When looking into public records, L. Berenato could not find a valid Sales Tax License or a Certificate of Good Standing issued to any variation of DBA for Plume Coffee Bar. Discussion is had regarding resources available to Julie Smith for assistance. R. McDonald states that the Department of Revenue has agents that are devoted to helping people in this situation out. If she is transparent, the DOR should be able to work with her to get back into good standing. The Town Clerk reports that she did contact the DOR and confirmed that Plume Coffee Bar LLC is delinquent with Sales Tax contributions. The DOR reported that the Coffee Bar is working with a compliance agent, and that there is nothing further for the municipality to do regarding the Sales Tax License. As far as the Business License goes, the Town Clerk reports that if anyone representing the Plume Coffee Bar would be willing to have a discussion regarding the issues at hand, the Clerk would be willing to conditionally approve a Business License with evidence they are working toward compliance with the DOR, and with all other applicable application material submitted. The Board of Trustees states that they want to give the Coffee Shop

until October to get into a place of compliance before they pursue additional action. In addition to the issues at hand, it is discussed that the Plume Coffee Bar also needs to obtain a business dumpster, or alternatively haul their business trash elsewhere, as they currently dump their business garbage into the Town Residential Dumpsters, and this practice is unacceptable. The Clerk states she will cover this issue with the applicant once someone on behalf of the business is willing to have an actual discussion.

4. **Continuation of Discussion: Town Shop Heater Discussion (L. Berenato):**

Town of Silver Plume will keep the heaters in question, as Georgetown changed their mind and no longer wants them.

5. **Continuation of Discussion: Park Fill Update (T. Frey):**

T. Frey is not in attendance during this meeting; however, Town Clerk provides a publication made by CIRSA to the Board that covers acceptable fill material. The Board will review and will discuss this issue further during a September meeting. The Board did decide that they will not be pursuing rubber much as park fill. Alternatives include engineered wood chips or pour in place rubber.

6. **Continuation of Discussion:**

Dangerous Dog Concern (M. Gitlin): There is a court date scheduled for mid-October to review the issues regarding the dangerous dog on the east end of Town. Town Clerk has received two statements that she has forwarded to the Animal Control Officers. Charges are currently unknown, what will come from the court hearing is still unclear.

IX. Updates:

a. **Road and Bridge Committee:** n/a
b. **Budget Committee:** will schedule meeting on the August 25th meeting.
c. **Personnel Management Committee:** n/a
d. **Cemetery Committee:** n/a
e. **Short Term Rental Committee:** n/a
f. **Silver Plume Mountain Park Commission:** n/a
g. **Miscellaneous Updates:**

R. McDonald has spoken with J. Volk regarding the leaking tank at the WTP. Alternative proposed option would be to purchase the smaller tank that can be moved into the building without any structural alterations, and then to build the other one inside the WTP made from stainless steel. This option should end up being a bit cheaper and logistically more obtainable. R. McDonald also reports that the water pressure along Mountain Street is very poor. He has asked J. Volk to inspect the valves on Mountain Street, as the poor pressure issue began in the Spring when the Railroad was working on their water lines and damaged the valve. Also, the Town Clerk is requested to have the Fire Authority test the dry hydrants in Town. L. Berenato states that he needs a dollar figure to build into 2026 Budget. There are a few other projects, such as extending the sidewalk, that also need to be budgeted for next year. Any additional sidewalk projects will wait until the winter freeze/thaw cycle to see how they hold up and if they are worth investing additional money in at this time.

X. Adjournment: Meeting adjourned at 805pm by L. Berenato. M. Gitlin motioned for adjournment, B. Monseu seconded. Motion passes with all in favor.