

## MINUTES OF THE REGULAR TOWN BOARD MEETING

The Board of Trustees of the Town of Buffalo met at the Town of Buffalo Office at 6:00PM on November 12, 2024. Trustees present: Sarah Sabo, Elizabeth Henderson, Traci Routier. Employees present: Ryan Smith and Jaylene Stirling. Guests present: Randy Routier, Melissa Breeding, Sue Klempel, John Klempel, Jeremy Humbracht, Jacie Teller, Kylie Teller, and Lori Teller.

Vice-President Sabo called the meeting to order at 6:00PM.

APPROVAL OF AGENDA: Motion made by Henderson to approve the agenda - seconded by Routier. All approved. Motion carried.

APPROVAL OF BILLS: Henderson made a motion to approve the bills - seconded by Routier. All Approved. Motion carried.

September Payroll: Board Members - \$750; Public Works/Finance Office - \$11,984.58; Attorney: \$458.33; Rec Center Cleaner - \$214.38; Dump Attendant - \$990.

Amazon Capitol Services- \$544.93- supplies; Badger Meter- \$10.98- services; BH Pioneer- \$107.20- advertising; Town of Buffalo- \$82.75- services; DC Inc.- \$21,575.23- supplies; Elan Financial Statement- \$2,425.08- supplies; Grand Electric- \$2,089.20- services; Harding County- \$10,750- Law Enforcement Contract; Intuit QuickBooks- \$217.71- services; Jaylene Stirling- \$1,020.20- travel/conference; Mandy Morris- \$2,468- services; Metering and Technology Solutions- \$365.12- supplies; Midcontinent- \$143.50- services; Natalie Bassett- \$160- travel/conference; Nation Center News- \$160.31- legals; NW Regional Landfill- \$9,682.20- services; Olson Fuels- \$126.56- supplies; SD Municipal League- \$280- conference; Servall- \$138.44- services; State Bar of SD- \$540- fees; Summit Fire Protection- \$346.80- services; USPS- \$219- supplies; Whites Canyon Motors- \$69.22- services; WRCTC- \$281.23- services.

APPROVAL OF MINUTES: Routier made a motion to approve the minutes from the regular meeting held on October 8, 2024, and the special meeting held on November 5, 2024. All approved. Motion carried.

LAW ENFORCEMENT REPORT: Deputy Williams brought in a log at the special meeting, and the board reviewed this meeting. Stirling informed the board that he would like to provide a full month at a time instead of meeting to meeting. The board agreed that it would be easier to understand as well.

BAR REPORT/LIQUOR LICENSES: Stirling explained to the board that she had visited L. Ginsbach about the rent/utilities for 2025 and was informed that the ice machine is needing repaired or a new one bought. The board stated that per their contract, the ice machine is their responsibility.

### NEW AGENDA ITEMS

#### OPEN FORUM:

J. Teller brought a drawing and explained to the board that she would like to add a ramp in front of her building to make it wheelchair accessible. Sabo explained that she will need to fill out a

variance form for that and her fence, pay the \$30 fee, and return to the finance office by the end of the week to be on the agenda for December 3 planning & zoning meeting.

S. Klempel explained that the Auxiliary Club places wreaths at the National Cemetery and were told that they needed to dispose of said wreaths this year, she asked if she could take them to the dump. The board approved this and said there will be no charge.

K. Teller asked for explanation on her bill as she was confused by the adjustment. The board explained to her that there had been an error on her meter and it was adjusted, and recommended to her that she should talk to the finance office anytime she has questions on her bill as they would be able to explain more.

Breeding explained that she felt like people were being disciplined for others actions for having to put the town bill back to landowner name, but that her and Stirling had discussed things and came to an understanding.

BOARD MEMBERS: Stirling brought a letter sent by John Klempel that was received for interest in the board member position. Klempel read his oath and was appointed to finish out L.

Blankenbaker's term. Sabo moves to President role. Router made a motion to have Henderson move to the Vice President role, Sabo second. All approved. Motion Carried.

CHRISTMAS LIGHTS: There will be a contest this year. There will be 1 winner in the commercial division. There will be 4 divisions for residential: people's choice, Griswold, picture perfect, and reason for the season. Lights will be judged on the week of December 8 with a winner announced December 16<sup>th</sup>.

SURPLUS: Henderson made a motion to surplus items for disposal, with the exception to post the piano for giveaway on Facebook for 1 week. Routier second. All approved. Motion carried.

PASSED DUE BILLS: It was discussed that per the new ordinance bills 45 days past due will receive a letter. Dave Dallago and Stormy Nation have outstanding bills that have not been paid or a payment plan set up for some time. Further action will be discussed at the December meeting.

FINANCE OFFICER REPORT: Stirling reported that they are continually working on transferring information to gWorks, updating accounts, getting a working filing and storage system in place among the day to day tasks.

PUBLIC WORKS REPORT: Smith reported that he is working on replacing meters, cleaning gutters, tree trimming and other preparations before winter.

## **FOLLOW UP ITEMS**

UNFINISHED ROADS: It was discussed that this is a long-range project. The board plans to travel roads and take all into consideration to make the decision to do them all at once, stages or just the ones that need it most. Will revisit with cost comparisons and opinions at the February 2025 meeting.

DIGITAL SPEED SIGN: Routier made a motion to move the sign further south. Sabo seconded. All approved. Motion carried.

GARBAGE RATES: Will be left as is.

BUFFALO BUSINESS DIRECTORY: The board suggested seeing if the chamber would like the sign, otherwise it will not be replaced.

MISC: Sabo informed the board she will be unavailable all of December and possibly part of January.

President Sabo adjourned the meeting at 7:14PM.

The next board meeting will be held December 10, 2024 at 6PM.

Signed: \_\_\_\_\_  
Sarah Sabo, Board President

Attest: \_\_\_\_\_  
Jaylene Stirling, Finance Officer

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