

**VILLAGE OF CENTERTOWN
BOARD OF TRUSTEES REGULAR MEETING
December 21, 2017**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, December 21, 2017 by Chairman Lucas Welch, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Lucas Welch
Celine Whitaker
Jesse Corona
Heather Hunger

Absent: John Doyle

Chairman Welch asked residents in attendance if there were any issues to be addressed. There were no responses.

Minutes – November 28, 2017 – Minutes were provided to board members prior to meeting. Chairman Pro Tem Whitaker made a motion to accept minutes as written. Trustee Hunger seconded and carried on roll call to approve.

AYES: 4- Welch, Whitaker, Corona, Hunger

ABSENT: 1- Doyle

FINANCIAL REPORT: November 2017 bank reconciliations for all accounts were provided Board Members and public in attendance. Provided Board Members November 2017 bank statements for all accounts as support documents to the bank reconciliations. Total of all accounts: \$755,487.16.

VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: \$832.54.

There were no water shut offs on December 1st. Provided a current printout of aged receivables to Board Members. Mailed 4 past due notifications. If the customer has provided an email account, a letter was sent to their email account as well. Shut off is scheduled after 9 a.m. on January 2nd.

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Provided Board Members the list of requested documents from the State Auditor's Office. All documents have been forwarded, less bank statements and invoices. These will be reviewed at field visit, January 9th.

Upgraded webpage to business. It now shows up on Google searches. Working on improving its placement during searches.

Republic Services has acknowledged receipt of our notice to not automatically renew. As discussed last month, will revisit in February to determine text of public notice.

Issue with AmerenUE and business license tax still open.

There are two Semi-Annual Financial Statements on our webpage. I posted the first statement on Sunday evening. Prior to sending final copy to newspapers for publication I found an error. The Motor Fuel Tax payment, \$924.96, was included as a receipt and a disbursement on the General Fund when that payment had gone directly into the CART account. Corrected the statement and forwarded for publication. For transparency, both statements are posted to webpage.

Still sorting through the fourteen storage boxes found in the attic.

OLD BUSINESS

Snow Removal Driver's Rate – Chairman Welch stated that the rate approved last month, \$15 an hr, weekdays, 6 a.m. to 6 p.m. and \$20 an hr, nights and weekends was well below industry standards. A check with local snow removers indicates that the per hr rate is closer to \$60. James Wickers is our only driver. If we bring on another individual as his backup, require a Class E driver's license. Chairman Welch will check with Naught-Naught on insurance cost estimate for additional drivers. If we bring on an additional driver as a subcontractor, they will provide their own workmen's compensation. Chairman Pro Tem Whitaker made a motion to pay for snow/ice removal, using Centertown's truck, at the rate of \$45 per hr, four hr minimum. Trustee Hunger seconded and carried on roll call vote to approve.

AYES: 4- Welch, Whitaker, Corona, Hunger

ABSENT: 1- Doyle

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Update on Water Tower/Wastewater Grant – A conference call was placed on December 19th between Kurtis Cooper/DNR, Gary Davis/Bartlett & West, and Debbie Baker/Village Clerk. Centertown's SECAP application was finalized. Budget period is December 1, 2017 through November 30, 2019. Mr. Cooper reviewed Centertown's responsibilities. A DNR approved facility plan is required NLT November 30, 2019. Reviewed the process for completing the monthly request for reimbursement. Centertown is required to maintain records for three years. They are open to audit by Water Protection Program and/or State Auditor. Discussed documents required by DNR at 90% of funding. DNR requires a public meeting prior to submitting approved plan. Within one year after the approval of the engineering document and a determination that the project is affordable, the Village should submit either a proposal to the Missouri Water and Wastewater Review Committee, an application for funding through the Department's Clean Water State Revolving Fund Program or an application to another funding source. Mr. Garvin, Centertown resident, asked about costs, however, we have not yet received the numbers. As information becomes available, we will notify the public.

Water Meter Installation Costs – At the November meeting, Susan Gilliam, mentioned that Rick Jones was charged \$315 for a meter installation, however, they are no records in the water software program of this charge. Need to finalize a standard flat rate. Typical installations take four hours. There was discussion of letting individuals digging on their own, however, it was determined there is too much liability involved. Village will continue to be responsible for the installation of water meters. Water customers are responsible for labor only. All parts pertaining to the installation of the water meter are covered by the Village. Chairman Pro Tem Whitaker motioned that water meter installation be set at \$150 maximum per hr, 4 hr maximum, seconded by Trustee Hunger and carried on roll call vote to approve.

AYES: 4- Welch, Whitaker, Corona, Hunger

ABSENT: 1- Doyle

An additional motion was made by Trustee Corona to bill two previously installed water meters for Michael Crowe and Jim Plaster at \$400, seconded by Chairman Pro Tem Whitaker and carried on roll call vote to approve.

AYES: 4- Welch, Whitaker, Corona, Hunger

ABSENT: 1- Doyle

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NEW BUSINESS

Water Customers – Billing Exception Request – Chairman Welch stated a current water customer, Lage’s Cabinet Shop, has requested his water bill be amended. The November reading of Mr. Lage’s water meter reflected a 67,980 gallon usage. He was notified his meter was shut off until a determination could be made as to the cause of such a large amount of usage. The meter was inspected and found not to be defective and a letter was sent to Mr. Lage asking if he had found the source of the leak. At this time he contacted Chairman Welch. He stated that he does have a leak but he had his meter set so that it was only trickling water. On December 10th the meter was checked and found to be turned back on, presumably by Mr. Lage, with an additional usage of 3,220 gallons. The meter was set to a trickle. After discussion, the board decided to let the bill stand as is. A letter will be sent to Mr. Lage.

Jim Plaster, Centertown resident, stated currently the cemetery’s water usage runs thru his meter. Requested a meter be installed for the cemetery. Board decision is to donate meter and water lines to cemetery.

Chairman Pro Tem stated that Cole County Public Works is meeting sometime in January to inform how monies available to communities will be distributed in the future and what actions communities will need to take to receive these monies.

A motion was made by Trustee Corona, seconded by Trustee Hunger, and carried on roll call vote to approve the payment of bills.

AYES: 4-Welch, Whitaker, Corona, Hunger

ABSENT: 1-Doyle

There being no further business, Chairman Pro Tem Whitaker made a motion to adjourn. Trustee Corona seconded. On roll call vote the motion carried as follows:

AYES: 4-Welch, Whitaker, Corona, Hunger

ABSENT: 1-Doyle

Meeting was adjourned at 7:55 p.m.