

VILLAGE OF CENTERTOWN
BOARD OF TRUSTEES REGULAR MEETING
August 30, 2022

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:32 p.m. on Tuesday, August 30, 2022, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Adam Brown
Debra Baker
Heather Hunger
Paula Hinshaw

Chairman Brown said he would like to make some comments before the Comments from Residents. Chairman Pro-Tem Baker made a motion to accept the tentative agenda as amended to add Chairman's Comments before Comments from Residents. Trustee Hunger seconded. Passed on voice vote.

Chairman Brown told the Board that the Village no longer employs a grasscutter and the person who held the position is supposed to pick-up his final check and turn in his keys after the meeting.

COMMENTS OR QUESTIONS FROM RESIDENTS:

No residents offered any comments or questions.

MINUTES FROM THE AUGUST 2, 2022, REGULAR MEETING:

The minutes from the August 2, 2022, Regular Meeting were provided to board members prior to meeting. Trustee Hunger made a motion to accept minutes as published, Chairman Pro-Tem Baker seconded. Motion passed by voice vote.

FINANCIAL REPORT:

July, 2022, bank reconciliations for accounts were provided to Board Members by the Village Clerk prior to the meeting. Hard copy was provided to public in attendance. Bank statements were provided as support documentation. Balance for all accounts is \$867,862.81. This balance includes \$20,313.20 in the DNR Loan and Grant accounts, \$254,670.71 in the Waterworks Maintenance Reserve account, and \$11,047.22 in the American Rescue Plan Act, which is to be used for the installation of self-reading water meters. The Village Clerk reported

that the Waterworks Fund is now balanced after the auditors made the necessary adjustment and the reconciliation for that account is included. There are a few uncleared transactions in the Waterworks account on which Chairman Pro-Tem Baker said she will work with the Village Clerk to get cleared-out.

WATERWORKS REPORT:

Chief Water Operator Wirts reported to board members that one locate and one meter change-out had been completed for the month. The air conditioner has been installed in the well house. The chlorine injector pump was replaced as it burned-out after cleaning the nozzle. Chief Operator Wirts indicated locks need to be installed on the testing stations. There was a discussion about the Hawkins Chemical delivery driver having a key to the well house; no one was sure who had provided the key; the Board indicated it needs to be determined if the delivery person has a key and it needs to be accounted for in the key inventory. Chief Water Operator Wirts said he had pulled a Bac-T sample on Monday. A discussion on several different issues took place as follows:

- In terms of a second water well, if funding is approved and the well is installed the existing well and the new well will be set-up to run alternately.
- Chief Water Operator Wirts said the Village should be in good shape in terms of lead service lines as there doesn't appear to be lead water lines in the system.
- Chief Water Operator Wirts told Trustee Hinshaw that the Village's water supply should be able to withstand the drought; he said a draw down test had been completed in May and water levels looked good. The Village has the equipment to do monthly draw down tests should that be recommended by DNR.
- Chief Water Operator Wirts said he would be getting test boxes for radionuclides as that hasn't been something that we have had to test for previously.

Chief Water Operator Wirts reported on the recent DNR inspection. He said many of the issues found by the inspector, the Village was in the process of addressing so those shouldn't be called-out in the report. The inspector was very impressed that the Village has an updated cross-connection ordinance. Water loss was calculated at 4.7% which is very good. One significant deficiency found was the flapper valve on the new water tower doesn't fit correctly which is already being addressed by the engineers. The Village also needs to develop a site sampling plan in the format preferred by DNR; the plan needs to include sampling locations both upstream and downstream from the sampling stations so any issues can be more easily isolated. Signage was added to the well house and gate as well as a lock installed wellhouse fence gate in preparation for the inspection. The report should be received in 30-35 days and will include timelines for addressing any deficiencies.

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VILLAGE CLERK REPORT:

Debit card usage for July and August was \$1,462.18; includes \$722.20 on pest treatment and \$639 for the annual primacy fees. We received a \$500 credit from Intuit/Quick Books for the duplicate subscription for their annual payroll subscription.

There was 1 shut off this month; turned back on the next day. Accounts receivable is in your folder. 7 past due notifications were sent out. Shut off is scheduled for September 7th.

Attended CUSI Online Training on August 17; learned about features and capabilities that I hadn't utilized yet. The Village Clerk thanked the Board for allowing the office to be closed that day.

A reminder that Republic Services has scheduled Fall Clean-up for October 10, 2022; it is for residential customers only. As requested last meeting, a post has been put on the Village's webpage.

The first meter reading and billing utilizing the new meters was completed on August 19. All but 5 meters were read during the initial trip to various points around town; the reasons there were no readings from those meters have been identified and all but one has been corrected. Core and Main and CUSI were both very helpful in getting the reading and billing completed. The Village Clerk told the Board that the new meters are reading in 100 gallons, so to get the usage for each customer, the reading from the meter is multiplied by 100 within the billing system.

We received the results of the worker's compensation premium audit and we have received a \$300 credit to our premium.

New LED lighting was installed by Ameren Missouri at the water tower, fire station, and on the transformer pole at the park.

OLD BUSINESS:

WATERTOWER/BARTLETT & WEST ENGINEERS:

The 11-month inspection and test will be done utilizing a submarine drone, the test will be done early to allow sufficient time to address any issues identified before the warranty period ends. C & S is working the punch list items and should be done soon.

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ARPA FUNDS UPDATE:

Chairman Brown reported on the application status for the following projects:

- Second Well: this project is being recommended for 75% funding; the Board will have to evaluate the project if this is the funding level approved because paying for the other 25% could require taking on more debt which would necessitate a water rate increase.
- Wastewater: No decision yet on this project. Village of Centertown Regular Meeting

MAINTENANCE POSITION HELP WANTED AD:

Chairman Brown presented the idea of having a year-round maintenance position to perform snow removal, grass cutting, building maintenance and minor repairs, and any other similar tasks. The position could require up to 10 hours per week with additional hours required for snow removal. Chairman Brown said he had a lead on someone who might be interested but the Village still needs to advertise for the position. The Board discussed whether or not to list the salary in the job ad with the consensus being to say “salary negotiable.” The Board decided to run the ad the next 2 Sundays and Wednesdays in the *Jefferson City News Tribune* and the *California Democrat* and to post the ad on jobs.gov.

NEW BUSINESS:

SET 2022 PROPERTY TAX RATE:

The Village’s total valuation is up so the State Auditor’s Office is recommending a lower tax rate be approved. The Board indicated their preference would be to leave the rate the same as costs keep going-up.

Chairman Pro-Tem Baker moved that the tax rate be set at the current level of .75; seconded by Trustee Hinshaw. Motion passed on voice vote.

BILL NO. 0022-007 AN ORDINANCE AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH COLE COUNTY AS IT PERTAINS TO COLE COUNTY SMALL COMMUNITY COOPERATIVE PROJECT AWARD

Cole County has awarded the Village \$150,000 of the \$250,000 requested for sidewalk installation and drainage improvement work.

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Chairman Pro-Tem Baker moved the first reading of Bill No. 0022-007 by title only; seconded by Trustee Hunger. Motion passed on voice vote.

The Village Clerk read the bill title.

Chairman Pro-Tem Baker moved the second and final reading of Bill No. 0022-007 by title only; seconded by Trustee Hunger. The Village Clerk called the roll:

Trustee Hinshaw Yes

Trustee Hunger Yes

Chairman Pro-Tem Baker Yes

Chairman Brown Yes

The motion passed and Bill No. 0022-007 becomes Ordinance 238.

A motion to pay bills was made by Trustee Hunger, seconded by Trustee Hinshaw. Motion passed on voice vote.

There being no further business, Trustee Hunger made a motion to adjourn, Trustee Hinshaw seconded. Motion passed on voice vote.

Meeting adjourned at 8:00 p.m.

The next regularly scheduled meeting is scheduled for September 27, 2022.

Signature on file
Chairman, Board of Trustees

ATTEST:

Signature on file
Village Clerk