**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**JANUARY 26, 2021**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, January 26, 2021, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

 Adam Brown

 Paula Hinshaw

 Heather Hunger

 Celine Whitaker

Chairman Pro Tem Hinshaw made a motion to accept tentative agenda as written, Trustee Hunger seconded and carried on voice vote.

Minutes – December 29, 2020 Regular Meeting – Minutes were provided to board members prior to meeting. Trustee Hunger made a motion to accept minutes as written. Trustee Whitaker seconded. Motion passed.

Comments from Residents: There were no comments.

Guests in attendance: Sarah Kirkegaard, Bartlett & West, and Nathan Nickolaus, Village Attorney.

FINANCIAL REPORT:

December 2020 bank reconciliations for all accounts were provided to Board Members and public in attendance. Total of all accounts: $544,519.16. Bank statements for December 2020 were provided as support documents.

WATERWORKS REPORT:

December’s BAC-T has been submitted. Have not received official results from DNR on Lead and Copper Testing, however, all ten samples are online and it appears we are good. With the loss of Konner, Derek is the only operator. Committed to doing readings, testing required. Salary adjusted to $800 a month, $25 an hour for additional duties.

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VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: $2,195.23. Includes Federal and State Taxes.

There were no shut offs in December. One account was due to be shut off today. Customer has not paid Nov, Dec, or Jan’s bill. Customer was home when Jim Plaster was locking meter. He paid a portion of his bill. Board stated Customer will need to pay the $50.00 shut off fee if he decides to have water turned back on. Aged receivables in your folder. Nine Shut offs are scheduled February 9th after 9 a.m.

Three residents have registered for the three upcoming trustee seats: Chairman Brown, Trustee Hunger, and Village Clerk Debra Baker. Write ins for these seats have until March 26th to register. The unexpired one-year term seat does not require write ins to register. Sample ballot has been forwarded and received by Cole County Clerk’s Office. Chairman Pro Tem Hinshaw wants to investigate longer terms.

Federal and State Quarterly taxes for the period Oct 1 – Dec 31, 2020 have been paid. Workmen’s Comp quarterly report has been filed. W2s and 1099s have been completed and mailed. All required reports have been filed with Social Security Administration, IRS, and Missouri Department of Revenue.

Received server for the Waterworks Online bill paying. Chairman Brown procured monitor, keyboard, and mouse at no cost. Will use Village’s old CPU. Have provided necessary paperwork to CUSI. Could possibly be up and running in the next month. Need to do notification to customers once system is running.

Missouri Municipal League save the date cards are in your folder for the MML Legislative Conference, Feb 9-10, 2021. Chairman Brown would like to attend. Cost is $129. Trustee Hunger made a motion to approve the registration fees, Chairman Pro Tem Hinshaw seconded. Motion passed.

Would like to thank Chairman Brown and Chairman Pro Tem Hinshaw for manning Village Hall Jan 6th – 14th while I was on quarantine.

Chairman Brown brought up the $2,000 check received from Cole County for the electronic software allowing Waterworks customers to make credit payments. Our award was $1,995. Will cut a check tomorrow for $5.00 to refund Cole County Treasurer.

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OLD BUSINESS:

ANIMAL ORDINANCE REVIEW: Chairman Brown provided Cole County Sheriff John Wheeler a copy of the proposed animal ordinance to ensure it is enforceable. He has not yet been able to review. Will have someone here next month.

NEW BUSINESS:

BILL NO. 0021-001, WATERWORKS USER CHARGE:

Trustee Whitaker made a motion for the first reading of Bill No. 021-001, by title only. Trustee Hunger seconded.

Provided residents and board a comparison chart of current rate vs new rate. Reviewed Appendix A, B, C. Following brief discussion, motion passed.

Village Clerk read Bill No. 0021-001, title only.

Second reading of Bill No. 0021-001 will be held next week, Tuesday, February 2, 2021.

BILL NO. 0021-002, AN ORDINANCE REGULATING THE USE OF CENTERTOWN WATERWORKS:

Trustee Whitaker made a motion for the first reading of Bill No. 021-002, by title only. Trustee Hunger seconded.

Following a brief discussion, motion passed.

Village Clerk read Bill No. 0021-002, title only.

Second reading of Bill No. 0021-002 will be held next week, Tuesday, February 2, 2021.

BILL NO. 0021-003, WATERWORKS CAPITALIZATION POLICY:

Chairman Pro Tem Hinshaw made a motion for the first reading of Bill No. 0021-003, by title only. Trustee Whitaker seconded.

Following brief discussion, motion passed.

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Village Clerk read Bill No. 0021-003, title only.

Chairman Pro Tem Hinshaw made a motion for the second reading and final passage of Bill No. 0021-003, by title only. Trustee Whitaker seconded.

There being no further discussion, Village Clerk read Bill No. 0021-003, title only and called for a vote.

AYES – 4, Brown, Hinshaw, Hunger, Whitaker

Motion passes. Bill No. 0021-003 becomes Ordinance 218.

JOB DESCRIPTIONS:

Board members were provided draft job descriptions for Waterworks Chief Water Operator, Waterworks Utility Worker, Waterworks Water Utilities Meter Reader, and Village Snow Plow Operator.

Trustee Hunger made a motion to approve Waterworks Chief Water Operator as presented. Trustee Whitaker seconded and passed on voice vote.

Trustee Hunger made a motion to approve Waterworks Utility Worker as presented. Trustee Whitaker seconded and passed on voice vote.

Trustee Hunger made a motion to approve Waterworks Water Utilities Meter Reader as presented. Trustee Whitaker seconded and passed on voice vote.

Board members discussed the primary purpose verbiage of the Village Snow Plow Operator job description. Trustee Whitaker made a motion to approve Village Snow Plow Operator with the change of Primary Purpose: Providing proper treatment of roadways during inclement weather. Trustee Hunger seconded and passed on voice vote.

A motion to pay bills was made by Trustee Whitaker and Trustee Hunger seconded. Motion passed.

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There being no further business, Trustee Whitaker made a motion to adjourn, Trustee Hunger seconded. Motion passed.

Meeting adjourned at 8:15 p.m.

The next regularly scheduled meeting is February 23, 2021.