

**VILLAGE OF CENTERTOWN
BOARD OF TRUSTEES REGULAR MEETING
JANUARY 30, 2024**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, January 30, 2024, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Adam Brown
Heather Hunger
Debra Baker
Paula Hinshaw

Travis LePage (absent)

Trustee Hunger made a motion to accept the tentative agenda as posted, Chairman Pro Tem Baker seconded. Passed on voice vote.

COMMENTS OR QUESTIONS FROM RESIDENTS:

No comments or questions were received.

MINUTES FROM THE NOVEMBER 28, 2023, REGULAR MEETING:

The minutes from the December 26, 2023, Regular Meeting were provided to Board members prior to the meeting. Village Clerk Bartlett told the Board the date on the top of Page 1 had been corrected. Trustee Hunger made a motion to accept the minutes as corrected, Trustee Hinshaw seconded. Passed on a voice vote.

FINANCIAL REPORT:

December, 2023, bank reconciliations for all 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. The balance for all accounts was \$915,575.18 This balance includes \$53,423.08 in the DNR SRF Loan and Grant accounts, \$258,934.92 in the Waterworks Maintenance Reserve account, and \$0.46 in the American Rescue Plan Act (ARPA), which was used for the installation of self-reading water meters and will be used for the ARPA-funded Lead Service Line Inventory project.

The Village Clerk reported that \$36,333.54 in property taxes had been received fiscal year to-date compared with \$34,490.70 at the same time last fiscal year; the bulk of property taxes have now been received from the Cole County Collector. Sales tax revenue fiscal year to-date are \$16,922.74 compared to \$16,702.50; based on collections so far, total collections for the fiscal year are projected to be approximately \$22,700 which is above the budgeted amount of \$20,000. The Clerk reported to the Board that interest earnings on the Village's accounts at Central Bank for 2023 were \$4,428.72 compared to \$2,646.62 for 2022 and \$1,247.79 for 2021.

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WATERWORKS REPORT:

Chief Water Operator Wirts told the Board he had done one locate in January. Inorganic, nitrate, and VOC samples had been submitted to DNR; Mr. Wirts said if they come back "clear", then he anticipates the samples will only need to be submitted every three months. Additionally, the Bac-T samples had been completed for January.

VILLAGE CLERK REPORT:

Debit card/online transactions total \$1,738.56 which includes payments for electric, telephone/internet services, stamps/postage, and the annual payment of sales tax liability. A listing of the transactions was provided in the Board members' packets.

There were 0 shut-offs this month. Accounts receivable report was provided in the Board members' packets. 11 past due notifications were sent-out. Shut off is scheduled for February 6.

Work is ongoing on the annual audit; Graves & Co. has requested additional information which the Clerk will be getting to them within the next week. Hopefully, the audit findings can be presented at the February meeting. DNR has been notified about the delay in audit submission.

W-4's and 1099's have been completed and distributed.

Quarterly withholding taxes have been submitted to the Federal government as well as the annual payment for State withholding.

The Quarterly Wage and Contribution Report has been submitted to the Division of Employment Security.

The Clerk met with Lincoln Brown of the Mid-Missouri Regional Planning Commission in preparation for the State CDBG Program monitoring visit and will be working on compiling the necessary information for the monitoring.

The Village received notice that SEMA has closed the file on the City's request for public assistance in regard to the emergency declaration for the pandemic. The Village did not actually submit a request as the costs incurred did not exceed the minimum limit.

Sample ballot language was sent to the County Clerk by the January 24 deadline.

The Village has received \$625 in training vouchers from DNR for training related to the water system.

OLD BUSINESS:

There were no Old Business agenda items.

NEW BUSINESS:

PUBLIC HEARING: VILLAGE OF CENTERTOWN WATER SYSTEM UPGRADE PROJECT

Chairman Brown opened the Public Hearing.

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Chairman Brown said the notice for the hearing was posted on January 23, 2024, at Village Hall, the post office, Tammy's Restaurant, BO-9s Store, the Village's website and Facebook page.

Lincoln Brown of the Mid-Missouri Regional Planning Commission (MMRPC) said the purpose of the hearing is to discuss past performance on the Water System Upgrade Project. The only items left to be paid are \$6,250 on the CDBG to MMRPC for grant administration and one pay request on the SRF grant/loan.

Resident Jim Garvin said he didn't think the water pressure was as good now as before the extremely cold weather. Chief Water Operator Wirts told Mr. Garvin that he would come-by to check the pressure at Mr. Garvin's house and also check the water softener as those can often contribute to low pressure.

No written comments were received.

Lincoln Brown said the next step is to schedule a monitoring visit with the State CDBG Program and then do the required steps to close-out the grant. Mr. Brown said need to get all documentation to the CDBG program by February 15, 2024, for the grant to be closed-out by March 1, 2024; however, the grant doesn't need to be closed by March 1 unless the Village is going to be applying for funding in competitive CDBG round and that water/wastewater project funding is separate from the competitive round.

The hearing was closed.

STATUS OF FUTURE PROJECTS:

LEAD SERVICE LINE INVENTORY: Sarah Kirkegaard of Bartlett & West told the Board that a revised copy of the survey has been provided reflecting the changes the Board wanted which included changing the logo and adding a blurb on customers getting a \$5 credit on their water bills for completing and returning the survey. Chairman Brown stated the survey needs to make clear that customers need to look at where their water service comes into the house when completing the survey. Ms. Kirkegaard encouraged the Board to promote the survey and reported that Bartlett & West has started document organization work on the project. There was discussion with the Board that the whole lead service line initiative is being overseen by the United States Environmental Protection Agency. The Village's inventory project is being funded by State ARPA funds. The Village has also applied for SRF funding to complete the inventory and develop a replacement plan for any lead service lines identified; the Village has 2 years to use the SRF funding; Bartlett & West recommends the Village utilize the ARPA funding before using the SRF funding.

SECOND WATER WELL: Bartlett & West told the Board that the piping for the second well was installed as part of the new water tower project. The Village had been approved for SRF Grant/Loan funding but will need to re-apply if going to move forward with the project; Bartlett & West would have some effort in re-applying but not much. In response to a question. Gary Davis of Bartlett & West said a new well would just need to be at least 50 feet away from the existing well. Chairman Brown said he would like to do a new water rate study to

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see if the new well project could be funded without a rate increase. Mr. Wirts told the Board that DNR likes redundancy in water systems; he also said that the Village’s current well is a “good” well.

WASTEWATER SYSTEM: Chairman Brown said that \$5 million dollars had been approved by HUD; Mr. Davis said that the \$15.9 million estimate for a system that serves the entire village is still a good estimate. Chairman Brown said he has a call into Representative Luecktemeyer’s office about the possibility of more Federal funding. If no more grant funding can be secured, the bills for installing the system would be around \$200 per month which is just not feasible. The Village has until 2035 to use the HUD funding. Resident Jim Garvin said if the entire Village isn’t going to get wastewater, then only those who will get the service should be asked to pay for it. Chairman Brown said the goal is for there to be no charge for existing houses to hook-up to any new system. Chairman Brown said he isn’t sure if a new system would extend to the south side of U.S. Highway 50 due to cost. Resident David Hofmann said it’s a shame that pipes weren’t put in under the highway when the highway was constructed; there was no way the 2 property owners on the south side of the highway could afford to pay for getting the system extended under the highway. Chairman Brown said the project is on hold while additional funding sources are sought; he said he still wants to get a wastewater system for the Village. Chairman Brown also said that his scared about future costs if the Village were to put in its own treatment plant so that is why the Village has worked with the City of Jefferson on the possibility of piping the Village’s wastewater to Elston.

BILL NO. 0024-001 AN ORDINANCE AMENDING ORDINANCE 252, AN ORDINANCE ADOPTING A VILLAGE OF CENTERTOWN ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JUNE 1, 2023, AND APPROPRIATING FUNDS PURSUANT THERETO

Trustee Hunger moved the first reading of Bill No. 0024-001 by title only; seconded by Trustee Hinshaw.

There being no discussion the motion carried on a voice vote.

The Village Clerk read the bill title.

Trustee Hunger moved the second and final reading of Bill No. 0024-001 by title only; seconded by Trustee Hinshaw. The Village Clerk called the roll:

- Trustee Hinshaw Yes
- Trustee LePage: Absent
- Chairman Brown: Yes
- Trustee Hunger: Yes
- Chairman Pro-Tem Baker: Yes

The motion passed and Bill No. 0024-001 becomes Ordinance 254.

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BILL NO. 0024-002 AN ORDINANCE AMENDING ORDINANCE 248, AN ORDINANCE ADOPTING A CENTERTOWN WATERWORKS ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JUNE 1, 2023, AND APPROPRIATING FUNDS PURSUANT THERETO

Trustee Hunger moved the first reading of Bill No. 0024-002 by title only; seconded by Trustee Hinshaw.

There being no discussion the motion carried on a voice vote.

The Village Clerk read the bill title.

Trustee Hunger moved the second and final reading of Bill No. 0024-002 by title only; seconded by Trustee Hinshaw. The Village Clerk called the roll:

- Trustee Hinshaw Yes
- Trustee LePage: Absent
- Chairman Brown: Yes
- Trustee Hunger: Yes
- Chairman Pro-Tem Baker: Yes

The motion passed and Bill No. 0024-002 becomes Ordinance 255.

A motion to pay bills was made by Trustee Hunger, seconded by Chairman Pro Tem Baker. Motion passed on a voice vote.

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

Meeting adjourned at 8:00 p.m.

The next regularly scheduled meeting will be on Tuesday, February 27, 2024, at 6:30 p.m.

SIGNATURE ON FILE

Chairman, Board of Trustees

ATTEST:

SIGNATURE ON FILE

Village Clerk.