

**VILLAGE OF CENTERTOWN
BOARD OF TRUSTEES REGULAR MEETING
MAY 30, 2023**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, May 30, 2023, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Adam Brown
Travis LePage
Paula Hinshaw
Heather Hunger

Debra Baker (absent)

Trustee Hunger made a motion to accept the tentative agenda as presented, Trustee LePage seconded. Passed on voice vote.

COMMENTS OR QUESTIONS FROM RESIDENTS:

Chairman Brown told the Board that he had talked with resident Doug Heineman who is concerned about speeding traffic on East Railroad. Mr. Heineman indicated he would like to see speed bumps installed; the Board indicated a preference for installing a speed limit sign first.

No other comments or questions were received.

MINUTES FROM THE APRIL 25, 2023, REGULAR MEETING:

The minutes from the April 25, 2023, Regular Meeting were provided to Board members prior to the meeting. Trustee LePage made a motion to accept the minutes as published, Trustee Hunger seconded. Motion passed by voice vote.

MINUTES FROM THE MAY 9, 2023, SPECIAL MEETING:

The minutes from the May 9, 2023, Special Meeting were provided to Board members prior to the meeting. Trustee LePage made a motion to accept the minutes as published, Trustee Hunger seconded. Motion passed by voice vote.

FINANCIAL REPORT:

April, 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

**Village of Centertown Regular Meeting
May 30, 2023**

statements were provided as support documentation. The balance for all accounts was \$856,283.89 This balance includes \$1,475.53 in the DNR Loan and Grant accounts, \$256,540.50 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.

WATERWORKS REPORT:

Chief Water Operator Wirts reported that 9 locates were done with 3 of those being for Co-Mo Connect. The warranty work on the new water tower has been completed; Mr. Wirts spent 3 to 4 hours helping set-up the pressure vessel used to drain the tower into while the work was being performed; all tests required to be done for the tower draining and refilling process were completed and all samples passed. Flynn Drilling performed the annual well inspection on May 17, 2023, and everything looked good. Notice was received that the periodic lead and copper sampling required by DNR is coming-up. Mr. Wirts talked with Carroll Huff, owner of 11905 Main Street, about installing a loop across his property to do away with a dead-end line servicing BO-9 Junction and 2 properties on Main Street; Mr. Huff gave his approval as long as the ground is repaired. Mr. Wirts will be calling tomorrow for the locate so the new fire hydrant can be installed in the 1500 block of Monroe Street. The meter pit at 11920 Main Street was repaired today.

There was a discussion with the Board regarding charging for separate households on properties with more than living unit. Chairman Brown reported that the Village Attorney indicated it was appropriate to charge each household if separate tenants are occupying separate living units and advised that separate water meters for each separate unit should be installed. Mr. Wirts recommended that the Village maintain control over the meter installation/service extension process. The Board discussed setting the fee for new service installation at \$2,000 which includes \$700 for materials and \$1,300 for excavating/labor.

Chairman Brown reported on a situation involving Centertown Village Apartments where the water needed to be shut-off, but there are no shut-offs for each building so the Apartment's maintenance person went into the meter pit to shut the water off; Chairman Brown informed the maintenance person that the meter pit should only be opened by the Village's water operator. The Board discussed requiring that a shut-off for each building be installed and also the need to charge a base fee for each unit.

VILLAGE CLERK REPORT:

Debit card/online transactions total \$2,028.87 with most being for electric and telephone/internet services and the QuickBooks upgrade. A listing of the transactions is in the Board's packets.

**Village of Centertown Regular Meeting
May 30, 2023**

There was 0 shut off this month. Accounts receivable report is in the packets. 9 past due notifications will go out tomorrow. Shut off is scheduled for June 6.

The annual Consumer Confidence Report from DNR has been posted here at Village Hall and at the post office. The link to the report will be included in the message section of the water bills in June.

The Village received \$2,804.82 from Cole County as its 25% allocation of Road and Bridge funds; the funds were deposited into the CART account. Last year the Village received \$2,450.01 and the year before received \$2,775.06 from the allocation.

The Village Clerk will be working on preparing the Semi-Annual Financial Statement over the next week; the Statement has to be published in the paper by June 10th per State law.

The annual workers compensation premium audit was completed this month; the audit will be reviewed and any premium adjustment based on the payroll for the last year will be determined; last year the Village received a \$300 refund.

A notice about the annual meeting of the Centertown Cemetery Association on May 28, 2023 was received; the letter stated the Association is looking for a caretaker and any interested person should contact a board member.

The Village Clerk will be out of the office the week of June 19.

OLD BUSINESS:

BARTLETT & WEST MONTHLY REPORT

The monthly report from Bartlett & West Engineers was provided to the Board in their packets.

Chairman Brown reported on the following projects:

1. Wastewater Project: Discussions with the City of Jefferson about accepting the Village's wastewater aren't going well as the City of Jefferson wants the Village to charge each customer \$68 not including the Village's costs for collection and piping to the City of Jefferson's system at Elston. More discussions are being held with Bartlett & West about constructing a drop-in plant for treating the wastewater; Bartlett & West has estimated the annual cost to run the plant at \$100,000. Another question being discussed is whether or not it makes financial sense to bore under U.S. Highway 50 since there aren't any potential customers that would be served by the wastewater system at this time. Another option to consider is land application of the Village's effluent. All options will continue to be examined and discussed.

**Village of Centertown Regular Meeting
May 30, 2023**

2. Water Tower/Project Close-out: The project is very close to being ready for close-out with the completion of the tower warranty work. Part of the close-out process will be audit by the Department of Economic Development's Community Development Block Grant Program staff.

3. Lead Service Line Grants – 2nd Application with DNR: Bartlett & West is drafting a contract for the Lead-Service Line Inventory Project being funded by ARPA funds. An application for funding for the next phase of the project is being submitted.

BILL NO. 0023-08 AN ORDINANCE AUTHORIZING THE CHAIRMAN TO ENTER INTO A CONTRACT EXTENSION WITH ALLIED SERVICES, LLC DBA REPUBLIC SERVICES OF JEFFERSON CITY TO COLLECT AND REMOVE TRASH

Trustee LePage moved the first reading of Bill No. 0023-08 by title only; seconded by Trustee Hunger.

Chairman Brown told the Board he will contact Republic Services about getting a dumpster for the newly installed walking trail on Mill Street.

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

The Village Clerk read the bill title.

Trustee LePage moved the second and final reading of Bill No. 0023-08 by title only; seconded by Trustee Hunger. The Village Clerk called the roll:

Trustee Hinshaw Yes
Trustee LePage: Yes
Chairman Brown: Yes
Trustee Hunger: Yes
Chairman Pro-Tem Baker: (absent)

The motion passed and Bill No. 0023-08 becomes Ordinance 247.

MILL STREET PARK PROJECT UPDATE

Chairman Brown told the Board that the contractor got the project completed much quicker than originally thought. The walking trail is being utilized and positive comments about it have been received.

**Village of Centertown Regular Meeting
May 30, 2023**

MULTI-FAMILY PROPERTIES AND WATER METERS – LEGAL RCOMMENDATION

This item was discussed under the Waterworks Report agenda item.

SALARY REVIEW

Chairman Brown told the Board that the proposed budget for FY 2024 included an increase in the Village Clerk’s wage rate to \$16.50 per hour from \$16 per hour and an increase in the Water Clerk’s wage rate to \$15.50 per hour from \$15 per hour. The Board indicated their agreement with the proposed raises.

BILL NO. 0023-06 AN ORDINANCE ADOPTING A CENTERTOWN WATERWORKS ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JUNE 1, 2023, AND APPROPRIATING FUNDS PURSUANT THERETO

Trustee LePage moved the first reading of Bill No. 0023-06 by title only; seconded by Trustee Hunger.

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

The Village Clerk read the bill title.

Trustee LePage moved the second and final reading of Bill No. 0023-06 by title only; seconded by Trustee Hunger. The Village Clerk called the roll:

- Trustee Hinshaw Yes
- Trustee LePage: Yes
- Chairman Brown: Yes
- Trustee Hunger: Yes
- Chairman Pro-Tem Baker: (absent)

The motion passed and Bill No. 0023-06 becomes Ordinance 248.

BILL NO. 0023-07 AN ORDINANCE ADOPTING A VILLAGE OF CENTERTOWN ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JUNE 1, 2023, AND APPROPRIATING FUNDS PURSUANT THERETO

Trustee LePage moved the first reading of Bill No. 0023-07 by title only; seconded by Trustee Hunger.

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

The Village Clerk read the bill title.

**Village of Centertown Regular Meeting
May 30, 2023**

Trustee LePage moved the second and final reading of Bill No. 0023-07 by title only; seconded by Trustee Hunger. The Village Clerk called the roll:

Trustee Hinshaw Yes
Trustee LePage: Yes
Chairman Brown: Yes
Trustee Hunger: Yes
Chairman Pro-Tem Baker: (absent)

The motion passed and Bill No. 0023-07 becomes Ordinance 249.

NEW BUSINESS:

ROAD REPAIR BIDS – MAIN ST, MILL ST, PINE ST

Chairman Brown told the Board the bid from Cole County for the repair work was \$77,000 while the bid from Higgins Asphalt was \$66,000. The Village receives \$100,000 every five years from Cole County for road work. The Board agreed that the bid should be awarded to Higgins Asphalt and Chairman Brown said he will contact the company about getting a contract prepared.

TREE REMOVAL DISCUSSION

Chairman Brown said AJ Lawncare had given an estimate of \$1,995 to trim trees along Mill Street and remove a dead tree in Mill Street Park. The Board took no action on the estimate and discussed notifying the property owner(s) of their responsibility to maintain the trees.

NUSIANCE DISCUSSION

Chairman Brown reported that an agreement with the Cole County Collector about putting the cost of nuisance abatement on the tax rolls is being worked-on. The Village Attorney indicated that the Village could go ahead and send out initial nuisance abatement letters and then send out a second letter, if necessary, once the agreement with the Collector is signed. The Board agreed that letters should be sent out and Chairman Brown said he would compile a list of properties that need to have nuisances abated.

The Board tentatively set a special meeting for June 7, 2023, at 5:00 p.m. at Village Hall to consider budget revisions and a variance request for the Gilmore property on Monroe Street.

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

**Village of Centertown Regular Meeting
May 30, 2023**

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

Meeting adjourned at 8:00 p.m.

The next regularly scheduled meeting is scheduled for June 27, 2023.

Signature On File
Chairman, Board of Trustees

ATTEST:

Signature On File
Village Clerk