**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**MAY 31, 2022**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:00 p.m. on Tuesday, May 31, 2022, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

 Adam Brown

 Heather Hunger

 Paula Hinshaw

 Travis LePage

Trustee Hinshaw made a motion to go into closed session at 6:02 p.m. Pursuant to RSMO 610.021(1) for Legal Actions. Trustee Hunger seconded. Passed on roll call vote. Invited Village Clerk, Attorney Nathan Nickolaus and Bartlett & West Engineer, Dillon Feely to attend.

AYES – 4, Brown, Hunger, Hinshaw, Lepage

Returned to open session at 6:20 p.m.

COMMENTS OR QUESTIONS FROM RESIDENTS:

Jim Plaster asked about mowing around the new water tower. Chairman Brown explained mowing was on hold while groundwork was being finished but would begin soon.

Minutes – April 26, 2022 Regular Meeting – Minutes were provided to board members prior to meeting. Trustee Lepage made a motion to accept minutes as published, Trustee Hunger seconded. Motion passed by voice vote.

FINANCIAL REPORT

April 2022 bank reconciliations for accounts were provided to Board Members by Village Clerk prior to board meeting. Hard copy was provided to public in attendance. Bank statements were provided as support documentation. Balance for all accounts is $1,016,867.45. This balance includes $162,285.55 in the DNR Loan and Grant accounts, $252,340.59 in the Waterworks Maintenance Reserve account, and $29,244.50 in the American Rescue Plan Act, which is to be used for the installation of self-reading water meters.

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WATERWORKS REPORT:

Chief Water Operator Wirts briefed board members that seven locates had been completed for the month and the monthly BAC-T has been taken. Meter rings and lids arrived last Friday. Chairman Brown asked about the broken meter lid on Main Street. Mr. Wirts will investigate.

Flynn Drilling has completed the Well Inspection, everything was good. Attempting to get login and password so he can status MO1-Call tickets as received. Will complete meter reading in July. Talked to installer of self-read meters. Anticipate installation in the next 60 days.

VILLAGE CLERK REPORT:

There were no shut offs in May. Aged receivables were provided to board members. Fifteen past due notifications were mailed out, four accounts remain past due. Shut offs are scheduled June 2th after 9 a.m.

Letter sent to Waterworks customers concerning error in billing system.

DNR sent out a letter announcing an increase in primacy fees. Primacy fees will appear on the next water billing.

CUSI will be doing a software update to our Customer Web Portal on June 3rd at 5 p.m. Should not impact service or availability.

Well inspection was completed by Flynn Drilling. No service recommended.

Quarterly taxes paid April 27th. Quarterly Contribution and Wage Report submitted.

Semi-annual Financial Statement due to newspapers June 10th.

Still trying to get the Unique Entity Identified number for the SAM’s system. Required for next ARPA payment.

Scheduled to spend tomorrow afternoon with the accountant working on Waterworks balance sheet.

Thank you to Paul for keeping the office open while I was out of town.

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OLD BUSINESS:

WATERTOWER/BARTLETT & WEST:

Sarah Kirkegaard, Bartlett & West Engineer, briefed board members on the new water tower and the removal of the old water tower. The new water tower will be drained and inspected around Oct – Dec this year. All sample stations have been installed. Fence and gravel will be installed around the well house in the next few weeks. Chairman Brown asked for C&S to double-check their install locations for ruts caused by recent rains.

ARPA FUNDS UPDATE:

Chairman Brown and Sarah Kirkegaard attended an ARPA Funds Meeting. DNR did a presentation detailing funding eligible projects to include drinking water/wastewater/high speed internet. Up to 5 million for drinking water and wastewater. Discussed additional well.

Congressman Lucketemeyer has advised Chairman Brown that HB 7776 has funding included for the Village, 15.9 million. Waiting on appropriation committee. If we receive everything we could possibly get, the sewer would be covered. Deadline for ARPA application is July 14th. Cole County ARPA application has not opened up yet.

COLE COUNTY SMALL COMMUNITY GRANT/SIDEWALKS/DRAINAGE/ROADS UPDATE:

Dillon Freely, Bartlett & West Engineer, briefed board members on grant application. Village can receive up to $250,000. Deadline July 15th. Provided Probable Construction Costs and diagrams of Base Bid with two alternatives. Discussed sidewalks and drainage ditch lines along Lookout. Dillon will prepare new bid for consideration at June board meeting. Waiting for Cole County to provide information so we can add our roads to this summer’s road repairs.

NEW BUSINESS:

NUISANCE LETTERS:

Discussed several residences that have overgrown yards and one with standing water. Have received several complaints from residents. Letters will be sent and allow at least 10 days to correct. Attorney will submit letters to UPRR and bank owned property.

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VILLAGE CLERK/WATERWORKS CLERK INTERVIEW:

Chairman Brown, Trustee Hinshaw and Debra Baker interviewed applicant, Linton Bartlett, on May 10th. Based on the Interview Committee’s recommendation, Trustee Lepage motioned to hire Mr. Linton Bartlett as of June 1st, Trustee Hunger seconded. Carried on roll call vote.

AYES – 4, Brown, Hunger, Hinshaw, Lepage

BOARD APPOINTMENT: Chairman Brown appointed Debra Baker to fill the vacant board seat effective June 28th, to serve the remainder of current term ending at the next election in April 2023.

ELECTION OF OFFICERS:

Tabled until all board seats are filled.

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

AYES – 4, Brown, Hinshaw, Hunger, LePage

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

Meeting adjourned at 8:00 p.m.

The next regularly scheduled meeting is June 28, 2022.

 Signature on file\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairman, Board of Trustees

ATTEST:

Signature on file\_\_\_\_\_\_\_\_\_\_

Village Clerk