**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**April 28, 2020**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, April 28, 2020, by Chairman Brown, via ZOOM. In accordance with recommended social distancing due to COVID-19, this regular meeting is being held by video conferencing. On roll call, the following members were present:

Adam Brown

Celine Whitaker

Heather Hunger

Paula Hinshaw

Sherry Kempf

Chairman Pro Tem Whitaker made a motion to accept the tentative agenda as published; Trustee Hunger seconded and carried on voice vote.

Minutes – February 25, 2020 Regular Meeting – Minutes were provided to board members prior to meeting. Trustee Kempf made a motion to accept minutes as written. Trustee Hunger seconded. Motion passed. Chairman Pro Tem Whitaker abstained.

Minutes – March 2, 2020 Regular Meeting – Minutes were provided to board members prior to meeting. Trustee Hinshaw made a motion to accept minutes as written. Trustee Kempf seconded. Motion passed.

Minutes – March 18, 2020 Special Meeting – Minutes were provided to board members prior to meeting. Chairman Pro Tem Whitaker made a motion to accept minutes as written. Trustee Kempf seconded. Motion passed.

Minutes – April 14, 2020 Special Meeting – Minutes were provided to board members prior to meeting. Chairman Pro Tem Whitaker made a motion to accept minutes as written. Trustee Hinshaw seconded. Motion passed.

FINANCIAL REPORT:

February 2020 bank reconciliations for all accounts were provided to Board Members. Total of all accounts: $766,646.56. March 2020 bank reconciliations for all accounts were provided Board Members. Total of all accounts: $735,553.46. Bank statements for February and March 2020 were provided as support documents.

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VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: $18,816.25. Includes $17,452.00, cashier check for land purchase.

There were no water shut offs on March 3rd and April 1st. No penalties for the month of April per State of Emergency. Aged Receivables were provided to board members prior to the board meeting.

Provided board members two notes received from residents. One pertained to the new water tower. The other was a carton, Beetle Bailey, pertaining to leftovers being thrown out in the trash.

Received a Sunshine Law request from John Kay, Attorney, California, MO. Request was for gallons of water pumped and gallons of water billed for the period May 23, 2019 to March 13, 2020. Provided requested information.

Spring Clean-up scheduled for May 11th has been suspended due to COVID-19. Unknown if will be rescheduled. Fall Clean-up will be around September.

Received notice from Republic Service that Solid Waste Contract Price will increase from $15.45 to $15.91 effective 6/1/20.

Reviewed board meeting minutes from October 25, 2011. Minutes indicate board voted to charge a 1 hour minimum. Asked the board if they wanted to ratify this policy. Board voted to return to this policy effective today.

Ball Park usage is suspended based on Cole County COVID-19 guidelines.

Received a save the date invitation to the Cole County Bicentennial Celebration, Friday, June 5, 2020 at 11:00 a.m.

Discussed with the board the possibility of posting a flyer to Community Watch encouraging residents to complete the 2020 Census. Can be completed electronically. Approved.

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Federal, State taxes and Quarterly Contribution and Wage Report, and MoDOT biannual report to be filed.

Currently have QuickBooks Desktop Pro 2017. Effective June 1st, payroll option will no longer be supported. Need to renew program to QuickBooks 2020 to continue payroll option. Board approved.

OLD BUSINESS:

VILLAGE CLERK BOND APPLICATION - Last fall Naught Naught Insurance provided a cost of $1,250 for $1,000,000 bond to insure the Village Clerk. Since this time, the cost has doubled. $500,000 bond insurance will cost $1,500. Board Members voted to approve the purchase of $500,000 bond insurance at the cost of $1,500.

WATER TOWER PROJECT UPDATE – Core drilling was completed last week. Chairman Brown posted picture to Community Watch face book page. Should received the Geotech report in the next few weeks. Engineer Plans to DNR. The tower is being fitted with two way radio communication to the well house. Working with Lincoln on CDBG application.

NEW BUSINESS:

WATERWORKS CUSTOMER COMPLAINT PROCEDURES – DNR SRF Loan Procedures requires the publication of a formalized Waterworks customer complaint procedures. Provided Board Members a draft customer complaint form and ordinance for approval as well as an amended Waterworks Rules and Regulations. Board Members approved. Will prepare Ordinances for approval at next Board Meeting.

FINANCIAL AUDIT PROPOSAL – Chairman Brown and the Village Clerk contacted numerous accounting firms inquiring about costs for an accrual based audit. An accrual based audit is a requirement of the DNR SRF Loan. This audit will be required for the life of the loan. Burkhead & Associates and Krieger & Krieger does not do this type of audit; Seavers & Forck and Gerding, Korte & Chitwood not taking any more clients with fiscal year ending May 31st. Graves & Associates, Jefferson City, MO provided a proposal for an accrual based audit at a cost of $12,000. Provided proposal to Board Members for review. Trustee Hinshaw stated that Graves & Associates is a well respected auditing firm. Board Members approved. Will prepare Ordinance for approval at next Board Meeting.

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A motion to pay bills was made by Chairman Pro Tem Whitaker and seconded by Trustee Hunger. Board Members were provided a listing of all bills to be paid. Motion passed. Chairman Brown and Chairman Pro Tem Whitaker will physically sign checks tomorrow at Village Hall.

There being no further business, Chairman Pro Tem Whitaker made a motion to adjourn, seconded by Trustee Hunger. Motion carried.

Video Conference Meeting was adjourned at 7:30 p.m.

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

Chairman, Board of Trustees

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

Village Clerk