**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**SEPTEMBER 29, 2020**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, September 29, 2020, 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

 ABSENT: Sherry Kempf

Trustee Whitaker made a motion to accept tentative agenda as written, Trustee Hunger approved and carried on voice vote.

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

Minutes – August 29, 2020 Special Meeting – Minutes were provided to board members prior to meeting. Chairman Pro Tem Hinshaw made a motion to accept minutes as written. Trustee Hunger seconded. Trustee Whitaker abstained. Motion passed.

Village Attorney, Nathan Nickolaus, in attendance.

Comments from Residents: Kenneth Herkelman presented the Board a check for $63.00 for the Park Committee. Proceeds from a garage sale.

FINANCIAL REPORT:

August 2020 bank reconciliations for all accounts were provided to Board Members and public in attendance. Total of all accounts: $615,736.97. Bank statements for August 2020 were provided as support documents. Increase in General Fund balance due to revenues received from Cole County for the stormwater grant.

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VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: $1,004.36. Includes purchase of computer and QuickBooks upgrade.

There were no shut offs on September 1st. Thirteen past due notification were sent to customers. Two have paid. Aged receivables in your folder. Shut offs are scheduled October 1st after 9 a.m.

Waterworks had a second returned check incident. Customer had closed account. Has paid bill already. Also had a customer pay their neighbor’s water bill by accident. Appears they received both bills and paid both. Crediting their account. The neighbor is paying their bill.

Chairman Brown and I purchased a computer at Best Buy. Did not replace monitor, it works fine. Microsoft updated from Windows 7 to Windows 10. Cost $589.98.

Update on Audit: Updated QuickBooks to Premium as approved by the Board last month. Cost $160.00. Spent two hours with Consultant. Made adjustments to balance sheet. Gathering documents for next meeting. Will provide quarterly report in October. Hope to be able to include a valid balance sheet.

Cole County forwarded one construction permit for August 2020. Brown – residential remodel.

Inquiry made about vehicles parking on Lookout Trail shoulder outside BO-9 Junction. Very difficult to clear before pulling out. There once was a sign stating No Parking on shoulder. Board tabled issued until next meeting for research as to remedies.

Cole County Public Works mowed shoulders of Lookout Trail last week.

Reminder that Village Fall Clean Up is scheduled for Friday, October 16, 2020.

Received two notes from residents this past month. Copies in your folder. The cartoon strip is from Lois Garnett, the other note complaining about the alleyway was dropped in the payment box, unsigned.

Deloris Plaster has resigned from her position of Village Hall cleaner effective tonight. Thank you for her many years of service. Chairman Brown asked for any recommendations.

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WATERWORKS REPORT

James Wickers resigned his position as Back Up Water Operator on August 31st. He will continue to provide snow plow services.

Village Clerk and Chairman Brown have been taking daily well readings until a Back Up Water Operator can be hired and trained to take over. The Village Clerk will continue to take readings during normal business days; Tuesday, Wednesday, Thursday.

BAC-T testing for the month of September was completed on the 28th.

Will schedule Lead and Copper Testing once we have a new hire. Derek stated the Board needs to add two new testing sites.

OLD BUSINESS:

STORMWATER IMPROVEMENT UPDATE – Chairman Brown met with Dillon Feely, B&W, and Patterson/Contractor on the 18th to review achieved substantial completion. A small retaining wall was erected to help with erosion. New gravel work done at Richard Conn’s building on Lookout Trail and Monroe washed into new drainpipe causing a clog. Cleaned it out. Adjustments were made to large rock along Lookout Trail to help with drainage.

Two handicapped ramps were installed in front of Tammy’s. One is not in compliance with American Disability Act (ADA). Contractor to reconstruct, no additional pay. Original plans called for curbing on backside of ramp to prevent water running over sidewalk. Trustee Whitaker made a motion to have B&P Patterson redo the ramp and include the curbing on the backside, in one piece. Trustee Hunger seconded and carried on roll call vote.

Aye – 4, Brown, Hinshaw, Hunger, Whitaker

B&P Patterson presented Change Order 3 which included an invoice for the full cost of a concrete base installed at Lookout Trail and Monroe. Plans called for an asphalt base. However, Contractor has not charged the Village for the redeployment of equipment during the multiple project delays. Following discussion, Trustee Whitaker motioned for the Village to pay ½ of the $9,599 billed, Trustee Hinshaw seconded, and carried on roll call vote.

Aye – 4, Brown, Hinshaw, Hunger, Whitaker

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Change Order 3 was returned with the following changes: Will pay ½ of the additional cost of concrete mistakenly installed by Contractor if no additional charge will be added to project for extended delays. Also discussed grease bin that is on Village’s property and the removal of sign showing Tammy’s parking only.

WATER TOWER UPDATE – Gary Davis, Bartlett & West, briefed the board on contact with Regional West Fire Department concerning extending water line from Shangri La to the firehouse. This would be a 4-inch line to provide water for filling trucks. Would increase usage. Would improve ISO rating impacting insurance rates.

Have obtained easement from Nelda Hutinger. Waiting for DDQ approval from DNR. Once received, should be able to start the bidding process. Bid will be in two parts: Water Tower and distribution line upgrades. This will be clarified in bid advertisement.

ROADWAY/ALLEYWAY REPAIRS UPDATE – Chairman Brown briefed Board Members he is meeting with 2 vendors on Friday to discuss repair of potholes: Oak Street/Lookout, Rt U shoulder damage, Main St/Lookout Trail, Oak Street at railroad tracks, ballpark/village hall chipseal. Discussed alleyway between Mill and Pond, washes out to NN. Trying to put together an RFP, possible grant money from CDBG. One engineer recommended gutters and clearing overgrowth in ditches. Also discussed Lakeshore Drive, across Highway 50, that continually washes out during heavy rains. Difficult to maintain. Requires tractor to cross Highway 50 and to use shoulder of highway to access road. Village attorney recommends vacating. Need Ordinance. Will need to contact property owners. Need to maintain easement.

WATERWORKS EMPLOYEE APPLICATIONS – Advertised thru Missouri Rural Water Association for a back up water operator to replace James Wickers. Received only one application, Konner Blagg. Derek McCubbin, Chief Water Operator, recommended. Trustee Whitaker recommended hiring Mr. Blagg, seconded by Trustee Hunger, passed on roll call vote.

Aye – 4, Brown, Hinshaw, Hunger, Whitaker

PARK BOARD COMMITTEE RENEWAL UPDATE – Chairman Brown stated a Park Board meeting will be held at Village Hall on October 17th at 3:00 p.m. for all those interested in establishing a Park Board Committee.

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NEW BUSINESS:

BOARD RESIGNATION – Trustee Kempf tendered her resignation on August 25, 2020. Chairman Brown accepted and thanked her for her service.

HAZARDOUS MITIGATION PLAN – Chairman Brown briefed Board Members that on October 7th a survey was submitted to Cole County for participation in a Hazardous Mitigation Plan. This involves SEMA/FEMA. Centertown has not participated in the past, but this will open up multiple grant sources for future projects.

A motion to pay bills was made by Trustee Whitaker and seconded by Trustee Hunger. Motion passed. Board Members were provided a listing of all bills to be paid.

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

Meeting adjourned at 7:50 p.m.

The next regularly scheduled meeting is October 27, 2020