

**VILLAGE OF CENTERTOWN
BOARD OF TRUSTEES REGULAR MEETING
OCTOBER 25, 2022**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, October 25, 2022, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Adam Brown
Travis LePage
Paula Hinshaw
Debra Baker
Heather Hunger (absent)

Chairman Pro-Tem Baker made a motion to accept the tentative agenda. Trustee Hinshaw seconded. Passed on voice vote.

COMMENTS OR QUESTIONS FROM RESIDENTS:

Jim Plaster addressed the Board regarding the bucket for the tractor and said he would be interested in buying it if the Board decides to sell it; Chairman Brown said no decisions have been made as of yet.

MINUTES FROM THE SEPTEMBER 27, 2022, REGULAR MEETING:

The minutes from the September 27, 2022, Regular Meeting were provided to Board members prior to meeting. Trustee Hinshaw made a motion to accept minutes as published, Trustee LePage seconded. Motion passed by voice vote with Chairman Pro-Tem Baker abstaining since she was absent from the meeting.

Trustee Hunger joined the meeting at 6:35 p.m.

FINANCIAL REPORT:

September, 2022, bank reconciliations for 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. Balance for all accounts is \$862,888.66. This balance includes \$495.25 in the DNR Loan and Grant accounts, \$255,096.51 in the Waterworks Maintenance Reserve account, and \$40,336.18 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 reported the BacT samples would be collected on Wednesday afternoon. Mr. Wirts has been doing lots of locates for the Co-Mo Connect fiber installation project. A pump has been ordered to replace the pump that Mr. Wirts provided that was installed in the chlorine injection system. The Department of Natural Resources (DNR) has requested additional VOC testing and the test kit has been received; the samples will be taken and submitted soon.

Mr. Wirts reported on the recent boil advisory that was issued due to the fiber installation contractor hitting a water main. Mr. Wirts said that the water line was correctly marked and the contractor wasn't digging in the right place. Mr. Wirts complimented the Village Clerk and Chairman Pro-Tem for providing prompt notifications to the community and news outlets regarding the boil advisory; he said also that DNR indicated to him that the situation was handled well. Mr. Wirts indicated he will charge the contractor for his time and repair materials totaling \$846.50. Mr. Wirts estimated that 100,000 gallons were lost due to the break and the Board instructed the Village Clerk to calculate the full cost for that water and provide that figure to Mr. Wirts to be included in the bill that will be sent to the contractor.

Mr. Wirts told the Board he has been working on an ongoing basis with the owner of BO-9 Junction regarding rusty water. Mr. Wirts said he believes the problem is that the property has a galvanized service line and he has offered to meet with the owner at the business to look at the service line inside the building. Chairman Brown said the Village needs to be sure of the line within the Village's water system that is serving that property.

Mr. Wirts had a discussion with the Board of the Environmental Protection Agency's (EPA) intent for using the information from the lead service line study. The EPA will utilize the information to identify hot spots and push to have those lines replaced; it is anticipated that there will be grants and other funding sources available to fund the work.

VILLAGE CLERK REPORT:

Debit card usage for October was \$637.40; includes \$629.40 for the 5-year renewal of our website with GoDaddy.

There was 0 shut offs this month. The accounts receivable report was provided to the Board in their packets. 11 past due notifications were sent out. Shut off is scheduled for November 2nd.

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Meter reading and billing utilizing the new meters went well again this month. All meters were read during the initial trip to various points around town and the process as a whole including reading, upload to CUSI, generating and printing/stamping bills took about 2 ½ hours again. The only issue was another bad reading at Longfellow's; Core & Main said it appears that it is just a bad meter and has ordered a new one.

The quarterly Payroll Tax and Wage Reports due by October 31 were filed the end of last week.

Ameren discovered today that the gas meter at the Village garage building was leaking; the meter had a visible dent in it as if it had been hit by something. Ameren installed a new meter.

As this is the last meeting before the Thanksgiving holiday (November 24), the Village Clerk brought bring up the possibility of the office being closed on that day. The Board said it is standard policy that the office is closed on major holidays.

The Village Clerk told the Board that considerable time will be spent in the next month completing the annual financial statement due to the State Auditor's Office by November 30.

Received notification that QuickBooks 2020 will be discontinued by Intuit as of May 31, 2023, meaning that there will be no updates available for things like payroll as well as no more software and security updates. The Village Clerk will be scheduling a time with a sales consultant to see what options are available.

The Village Clerk said he would be attending the Mid-MO Regional Planning Commission Annual Dinner tomorrow night.

NEW BUSINESS:

VILLAGE ATTORNEY SERVICES

Chairman Brown introduced David Bandre of Bandre, Hunt, and Snyder Law Firm as his recommendation for serving as the new Village Attorney and said the Board has a proposed fee agreement with Bandre, Hunt and Snider to consider. Chairman Brown said Chairman Pro-Tem Brown and he had met with Mr. Bandre and feel comfortable with his ability to provide good legal services to the Village. Mr. Bandre told the Board he serves as Village Attorney for several communities including Wardsville, Taos, and Holt's Summit. He indicated he generally won't attend Board meetings unless requested to do so and has found it efficient if the Board sends him a to-do list of items needing his attention and he will get them done. If the Village hasn't heard back from a phone call or email within 24 hours, then we should call again.

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Trustee Hunger made a motion to accept the fee agreement for legal services with Bandre, Hunt, and Snider as presented; Chairman Brown seconded. Motion passed by voice vote.

SNOW REMOVAL BIDS

Chairman Brown told the Board he emailed the request for bids to seven (7) companies and three (3) responsive bids were received. Chairman Brown is recommending the Board approve the bid from AJ's Lawncare for \$750 per episode for plowing only services and \$830 per episode for plowing and salting.

Chairman Pro-Tem Baker made a motion to accept the pricing agreement for snow removal services with AJs Lawncare; Trustee LePage seconded. Motion passed by voice vote.

Chairman Brown said he would be following a similar process for grass cutting services.

METER PIT REPLACEMENT

Chairman Brown brought up an issue with a damaged meter pit at the house at 11920 Main Street. Chief Water Operator Wirts said he would install a pit insulator to keep the meter and lines from freezing.

BILL NO. 0022-009 AN ORDINANCE AUTHORIZING THE CHAIRMAN TO ENTER INTO A
SUBRECIPIENT AGREEMENT WITH COLE COUNTY AS IT PERTAINS TO THE AWARD OF FUNDS
FROM THE AMERICAN RESCUE PLAN STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)
PROGRAM

The bill was tabled in order to work out the details of how the funds can be spent.

AGREEMENT FOR ENVIRONMENTAL HEALTH SERVICES WITH COLE COUNTY HEALTH
DEPARTMENT DISCUSSION

Mr. Bandre told the Board that the Cole County Health Department (CCHD) wants each municipality to adopt the proposed basic inspection code so all entities involved are using the same rules. CCHD has presented a proposed ordinance and contract for the Board to consider; Mr. Bandre said the Board would need to rescind the current nuisance ordinance and approve the proposed new ordinance. Mr. Bandre said it would be appropriate to just substitute in the appropriate language pertaining to the Village in CCHD's proposed ordinance. No action was

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taken by the Board to allow for the new ordinance to be prepared for consideration at a future Board meeting.

OLD BUSINESS:

UPDATE ON RAILROAD/TRAIN ISSUES:

Chairman Brown told the Board he has had discussions with Representative Veits and other State and County officials regarding the ongoing issue with trains blocking all the crossings within the Village for extended periods of time. Chairman Brown said there have been at least 12 blockages in the last year based on comments on the Community Watch page. Chairman Brown said he had requested a log from Union Pacific to see why the blockages occurred. More discussions and meetings will take place in the future.

WATERTOWER & WATERWORKS/BARTLETT & WEST ENGINEERS:

Sarah Kirkegaard of Bartlett & West Engineering presented the Board with Pay Estimate No. 2 from C&S Companies, Inc. saying it was C&S's final pay request; C&S has completed all line items with only a couple of warranty items left to complete. A Certification of Payrolls and Insurance and a Statement of Payroll Compliance for Caldwell Tanks were presented for the Chairman's signature ; both are required by DNR and Bartlett & West has been monitoring the payrolls and all have been compliant.

Ms. Kirkegaard said there are sufficient funds to cover all remaining costs on the water tower project and that all outstanding line items in the contracts should be completed within budget. Bartlett & West estimates there will be less than \$100,000 left over when the project is finalized. Ms. Kirkegaard said DNR will catch the \$10,000 that went to the larger tank during the close-out process and that will have to be paid from the reserve.

The response to DNR on the recent inspection report has been submitted.

STATE ARPA – DELAYED FUNDING ANNOUNCEMENT

Chairman Brown reported that funding announcements are now expected by mid to late November.

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

There being no further business, Trustee Hunger made a motion to adjourn, Chairman Pro-Tem Baker seconded. Motion passed on voice vote.

Meeting adjourned at 8:30 p.m.

The next regularly scheduled meeting is scheduled for November 29, 2022.

Signature On File
Chairman, Board of Trustees

ATTEST:

Signature On File
Village Clerk