

VILLAGE OF HINCKLEY
REGULAR BOARD MEETING - MINUTES
July 17, 2017

CALL BOARD MEETING TO ORDER: Meeting was called to order by President Nelson at 7:00 PM.

Present: Trustees Mike Constant, Tim Sellers, Chuck Riforgiate, and Christine Clark. Quorum Established.

Absent: Trustees Diedrich and Nier.

Also Present: Village Clerk Elizabeth Losiniecki, Attorneys Gary Mickey and Kirsten Casas, Chief Everhart, Pete Wallers and Jeff Freeman (EEI), Dave Maroo, Molly Ferguson, and Members of the Public.

PLEDGE OF ALLEGIANCE: The pledge to the flag was recited.

PUBLIC COMMENT on Agenda Items Scheduled for Action Only

Resident Larry Menz inquired regarding the appointment of a Deputy Clerk. President Nelson stated that a Deputy Clerk was needed in the event that the Village Clerk was not available to attend a meeting or sign documents. Mr. Menz also inquired regarding the proposed pay increase for the office assistant, who has not been with the Village full time for one year, yet. President Nelson stated that it is a personnel matter that will be discussed and voted upon later in the meeting.

Agenda item for discussion/approval: 07/03/17 Regular Board Meeting Minutes

Trustee Sellers moved to approve the 07/03/17 Regular Board meeting minutes and Trustee Riforgiate seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

Agenda item for discussion/approval: Payment of Invoices Due

Trustee Clark moved to approve the invoices presented for payment and Trustee Sellers seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

●Report of Officers, Trustees and Department Heads and Action Items

Treasurer

Treasurer Maroo stated that he has no report yet and that he is still learning all of the financial reporting systems. He stated that he has balanced all funds to all accounts (except the checking account) through June, 2017 and that so far nothing appears to be out of line. He stated that MSI would be coming in mid-August to provide training for him and the office staff. President Nelson asked if a treasurer's report would be available for the second meeting in August and Treasurer Maroo answered in the affirmative.

Attorney

Attorney Casas stated that she had no report but is available for questions and that Attorney Gary Mickey was also in attendance. Trustee Constant inquired regarding procedural issues from the last meeting pertaining to the Aero-Mod VFD emergency purchase. Attorney Casas stated that the emergency purchase was handled in the most expeditious manner possible under the circumstances and that there are usually a variety of methods to handle an emergency purchase.

Engineer's Report – EEI

Pete Wallers stated that he had nothing to report but was available for questions. Trustee Sellers asked for an update on the sludge storage cover and Mr. Wallers stated that it was targeted for late July. Mr. Wallers will check the status and report back to the Board.

At 7:10 pm, Trustee Sellers moved to enter into **EXECUTIVE SESSION pursuant to (5 ILCS 120/2(c)(1)(11)** (Meetings to consider the appointment, employment, compensation, discipline, performance, or dismissal of

specific employees and meetings to consider impending litigation.) Trustee Clark seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

At 9:09 pm Trustee Constant moved to reconvene the Regular Board Meeting. Trustee Sellers seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

Chief of Police - Chief Everhart:

Chief Everhart provided a copy of her monthly report to Trustees. She stated that the “fireworks bandit” is still at large.

Village Hall – Elizabeth Losiniecki

Agenda item for discussion/approval: Appointment of Rita Barnett – Deputy Clerk

Village Clerk Losiniecki stated that Rita is the former Village Clerk and that this appointment is to cover times when the Village Clerk is not available to attend meetings and/or sign documents. Ms. Barnett will be paid \$20.00 per hour when covering for the Clerk. Trustee Sellers moved to approve the appointment of Rita Barnett as Deputy Clerk and Trustee Clark seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

Parks & Recreation – Molly Ferguson

Molly provided a handout and an overview of the upcoming programs that are being offered, including: babysitting class, CPR certification, dance/ballet, and Zumba. Ms. Ferguson noted that the ice cream social will be on August 14, 2017 in Pioneer Park. She also stated that the Big Rock Park District is interested in donating a “people mover” to the Hinckley Parks & Recreation. It is a 9’x20’ wagon with seats that would be available for both Park districts to use. The people mover will be stored in Hinckley. Molly continued with an update regarding the playground equipment at Garfield Park. She will be meeting with an equipment vendor and discussed the possibility of having the community help with demolition and installation.

Agenda item for discussion: HBRES Playground Equipment Presentation

HBRES Principal Julie Melnyk and HBRES Secretary Ashley Hughes made a presentation regarding new playground equipment for the elementary school. Ms. Melnyk stated that this playground is the largest in town and should be a cornerstone of the community. They are interested in doing a community based fundraiser to help defray the cost of the new equipment. She stated that 75% of the students polled stated that they use the playground after school hours and/or on the weekends. The estimated cost for the new equipment is between \$60,000.00 and \$80,000.00. The school has received \$5000.00 from DeKalb County and has applied for a LOWES grant. They are interested in soliciting volunteers from the community to help in the planning, acquisition and installation of the new equipment and potentially partner with the Parks program for fundraising.

Water & Sewer – Dale Youngers

Agenda item for discussion/approval: WWTP Blower Drive – Ratify AERO-MOD

Neither Dale Youngers nor Trustee Nier was present at the meeting. Trustee Sellers stated that the blower drive has been installed and is back on-line. He also stated that the water tower inspection would begin on July 24, 2017 and that residents may experience fluctuations in water pressure during this time. President Nelson read an email from Dale Youngers stating that the VFD blower has an 18 month warranty and that AERO-MOD had decreased the purchase price by \$1500.00, for a new total of \$4800.00. Attorney Casas explained that this agenda item is to ratify the consensus vote at the July 3, 2017 meeting for the emergency purchase of the VFD blower. Trustee Constant moved to ratify the purchase of the AERO-MOD VFD for \$4800.00. Trustee Clark seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

Public Works – Joe Moore

No report.

Committee Reports

° Personnel

Agenda item for discussion/approval: Office Assistant pay increase and/or one time compensation adjustment payment

Trustee Clark moved to increase the Office Assistant hourly wage to \$15.25 per hour retroactive to July 1, 2017. Trustee Riforgiate seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

Trustee Constant requested an amendment to the Office Assistant pay raise to reflect employee performance review and potential pay increase to coincide with December employment anniversary date. Trustee Clark moved to amend the previous motion to reflect office assistant performance review and potential pay increase to coincide with December employment anniversary. Trustee Riforgiate seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

° Finance & Economic Development:

Agenda item for discussion/approval: FY 2018 Appropriations Ordinance

Trustee Constant moved to approve the FY 2018 Appropriation Ordinance as presented and Trustee Clark seconded. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Sellers-Aye, Constant-Aye. Motion carried.

Trustee Constant stated that the new Planning Commission and Zoning Board of Appeals members had been sworn in and held meetings last week. He stated that the DeKalb County Community Foundation had presented at the Planning Commission meeting regarding a \$20,000.00 economic development and planning grant available to the Village. The Planning Commission will take the lead on procuring the grant. President Nelson thanked Trustee Constant for all of his hard work. Trustee Constant stated that the next Finance & Economic Development Committee meeting will be on August 1, 2017 at 7:00pm.

° Public Safety

Trustee Riforgiate stated that the Public Safety Committee will meet on July 19, 2017 at 7:00pm. Topics to be discussed are: building codes and ordinances, disaster preparedness for a rural community and CODE RED option and/or alternatives.

° Streets & Alleys

Trustee Diedrich was not present due to his wife's surgery. The Village extends best wishes to both.

° Buildings, Grounds & Parks

Trustee Sellers stated that the Buildings, Grounds & Parks Committee will meet on August 7, 2017 at 6:00 pm. Discussion topics will be: Waste Management contract, mowing bids, parks, and setting priorities.

° Water & Sewer

No report.

Trustee Clark stated that there will be a Personnel Committee meeting on July 20, 2017 at 6:30pm.

Public Comment:

Resident Larry Menz commented that there are lots of weeds at Royal Estates again. Chief Everhart stated that she had met with Steve Phillips (Lake County Grading) and that he is trying to get someone to take care of it. Trustee Constant stated that the Sleeth Electric property on Route 30 looks awful with lots of tall weeds. Resident Larry Menz inquired regarding the former Crest property

and the definition of “truck terminal”. A brief discussion followed regarding other properties in town that park semi-trucks overnight. Mr. Menz stated that there are a lot of ordinance violations in town and clarified that the Office Assistant’s full time service anniversary is December, not July (part time hire anniversary date).

Open Discussion:

Trustee Constant stated that he and Treasurer Maroo had discussed invoice approval procedures and that the invoices should be sorted for Trustees by committee responsibilities. President Nelson stated that Treasurer Maroo would host an “accounting 101” review for Trustees in the near future and that Trustee Constant would discuss it at the next Finance & Economic Development Committee meeting and make a recommendation to the Board.

Trustee Constant commented during the Open Discussion regarding a property on Rees Street that had begun work to put in a driveway with no permit issued. He stated that the Planning Commission had discussed the project and felt that a permit was necessary. Because no permit had been applied for or obtained, Trustee Constant asked Chief Everhart to issue a stop work order to the resident.

On July 18, 2017, Chief Everhart issued the stop work order. Subsequently, it came to the attention of Village staff that there were conflicting ordinances regarding driveways and that the Building Inspector and Public Works employees had advised the resident that no permit was necessary. The Planning Commission and Zoning Board of Appeals will be reviewing all ordinances for inconsistencies and make the necessary, appropriate amendments.

President Nelson handed out a parliamentary motion guide (based on Robert’s Rules) to all Trustees.

ADJOURNMENT

Motion: Trustee Clark moved to adjourn the meeting at 10:05 PM. Trustee Sellers seconded the motion. Voice Vote: All members voted yes. Motion carried.

The next Regular Meeting of the Village Board is scheduled for August 7, 2017.

Nancy Nelson, Village President

Elizabeth Losiniecki, Village Clerk