

**VILLAGE OF HINCKLEY**  
**REGULAR BOARD MEETING - MINUTES**  
**August 7, 2017**

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

**Present:** President Nancy Nelson, Trustees Christine Clark, Jeff Nier, Tim Sellers, and Mike Constant. Quorum Established.

**Absent:** Trustees Riforgiate and Diedrich.

**Also Present:** Village Clerk Elizabeth Losiniecki, Attorney Kirsten Casas, Joe Moore, Dale Youngers, 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, 270 Miller Street, commented regarding the zoning official agenda item and President Nelson stated that it was a misunderstanding and that the Village President is the zoning official. Trustee Constant asked if there could be a zoning official other than the Village President and Attorney Casas said yes. Mr. Menz commented regarding the leaf vacuum repair not having a cost associated with it on the agenda and President Nelson stated that it is for discussion only.

**GENERAL BUSINESS**

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

It was noted that the agenda did not list the approval of the 07/17/17 Public Hearing minutes and that that item would be on the agenda for the next Regular Board Meeting. Trustee Clark moved to approve the 07/17/17 Regular Board Meeting minutes Trustee Constant seconded the motion. Roll Call Vote: Clark-Aye, Nier-Abstain, Sellers-Aye, Constant-Aye. Motion carried.

**Agenda item for discussion/approval:** Payment of Invoices Due

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

**ATTORNEY REPORT**

No report but available for questions. Trustee Sellers asked Attorney Casas about the findings regarding a possible early termination of the Waste Management contract and Attorney Casas stated that the timeframe had expired. Trustee Nier read from an email dated April 18, 2017 stating that a 120 day notice was required for an August termination and that it would need to be revisited before June, 2018.

**PRESIDENT'S REPORT**

**Agenda item for discussion/approval:** Appointment of Chuck Riforgiate as Zoning Official

President Nelson stated that this item is not necessary as the Village President is the Zoning Official.

**Agenda item for discussion/approval:** Appointment of Elizabeth Losiniecki as IMRF agent (retroactive to 07/03/17)

Trustee Nier moved to approve the appointment of Elizabeth Losiniecki as the IMRF agent and Trustee Clark seconded the motion. Roll Call Vote: Clark-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

**Agenda item for discussion/approval:** MSI Training for Treasurer, Office & Clerk (not to exceed \$2520.00)

President Nelson explained the need for MSI training for the Treasurer, office and Village Clerk to bring them up to speed on the feature/functionality of the software program and that Dave Maroo and Bonnie Hall would be the primary beneficiaries of the training. Trustee Sellers asked if more than three people could attend and President Nelson stated yes. Trustee Clark moved to approve the MSI training (not to exceed \$2520.00) and Trustee Sellers seconded the motion. Roll Call Vote: Clark-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

**Agenda item for discussion/approval:** DCEDC Membership Dues

President Nelson stated that she had received a notice regarding membership dues for the DeKalb County Economic Development Corporation, including suggested contribution levels. Trustee Sellers asked what benefit there is for the Village to participate and no one had a clear understanding. Trustee Constant stated that he would check with Kevin McArtor and report back at the next Regular Board Meeting. All Trustees agreed to table the discussion until the 08/21/17 Regular Board Meeting.

**Agenda item for discussion:** IT Reconfigurations

President Nelson gave a brief overview of the suggested work and directed Trustees to review the letter provided by Stateline regarding the proposed work. Village Clerk Losiniecki stated that some of work was anticipated and already planned for in the appropriations ordinance.

## **COMMITTEE REPORTS**

### **° Personnel**

At 7:30 pm Trustee Clark moved to enter into **EXECUTIVE SESSION** pursuant to (5 ILCS 120/2(c)(1) (Meetings to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including the public body's legal counsel, or to hear testimony on a complaint lodged against an employee to determine its validity). Trustee Constant seconded the motion. Roll Call Vote: Clark-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

At 8:07 pm Trustee Constant moved to reconvene the Regular Board Meeting and Trustee Clark seconded the motion. Roll Call Vote: Clark-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

**Agenda item for discussion/approval:** Elimination of Employee Comp Time

There was a brief discussion regarding the difficulty in tracking employee comp time and how to use payroll software to track more accurately. Trustee Sellers suggested asking MSI during the training. Trustee Sellers stated that comp time is often a perk for employees and that this discussion should be tabled until after the MSI training. All Trustees were in agreement to table the discussion until after the MSI training.

**Agenda item for discussion/approval:** Employee Compensation & Title Change

Trustee Clark moved to increase the hourly rate of pay for Bonnie Hall to \$17.25 per hour and to change her title to Administrative Assistant, retroactive to July 1, 2017. Trustee Nier seconded the motion. Roll Call Vote: Clark-Aye, Nier-Aye, Sellers-Nay, Constant-Aye. Motion carried.

### **° Finance & Economic Development**

**Agenda item for discussion:** Risk Management Insurance

Trustee Constant stated that the renewal documents for the risk management insurance were being reviewed and updated and are due back to Arthur Gallagher on August 15, 2017. The coverage proposal will be reviewed at the committee meeting on October 30, 2017 and full presentation to the

Board expected for the November 11, 2017 meeting. This item should be voted on at the last November or the first December, 2017 meeting.

President Nelson stated that a chart of accounts had been provided to all Trustees and that invoices will be distributed (for Trustee approval) based on committee assignment.

° **Public Safety**

President Nelson stated that Trustee Riforgiate was not present and therefore there would be no report.

° **Streets & Alleys**

**Agenda item for discussion/approval:** Street Sweeping

Joe Moore stated that he had received the quote for the street sweeping and that it would not exceed \$2000.00. In response to questions from Trustees, Joe stated that this is a one-time only cost for curbed streets only and that it would occur in the early morning. Trustee Nier moved to approve the street sweeping with Lakeshore Recycling, not to exceed \$2000.00. Trustee Clark seconded the motion. Roll Call vote: Clark-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

**Agenda item for discussion/approval:** Leaf Pick-Up vacuum repair quote

Joe Moore stated that, as he had mentioned in early spring, the leaf pick up vacuum needed to be repaired. He stated that he had had to wait on getting the work quoted due to the delay in approving the appropriations ordinance. A copy of the quote was provided to all Trustees and discussion ensued regarding the scope of work and alternatives to repair. Joe stated that he would get additional quotes with options and present at the next meeting on August 21, 2017. Additional discussion continued regarding alternative leaf removal options, including yard waste bags. Trustee Sellers pointed out that leaf pick-up is a large expense for the Village (machinery, personnel, hauling, etc.) and that maybe it should be discontinued. All Trustees agreed to table the discussion until more information is available at the next meeting.

Joe Moore extended thanks to Dale Youngers, Ceneca Wagner, Todd from TEST, Niles Excavating, Jeff Nier, Christine Clark, Pam Mackey, and Faxon Trucking for all of their help during the water main repairs. President Nelson also thanked Subway and Harrington Bakery. There was a round of applause from the audience.

° **Buildings, Grounds & Parks**

Trustee Sellers stated that he had had a committee meeting at 6:00pm, preceding the Regular Board Meeting, and that minutes would be out in a few days. He reviewed the agenda items that were discussed and the list of actions items that resulted from the meeting.

° **Water & Sewer**

Trustee Nier asked Dale Youngers to give a synopsis of the city-wide boil order and the water main breaks that occurred in town starting the week of July 24, 2017. Mr. Youngers stated that the water tower was taken out of service on July 24, 2017 for an inspection and interior cleaning. He said that the same procedures were used five years ago without issues. However, five years ago, well 4 was in use and not connected to the Water Treatment Plant (WTP). Mr. Youngers went on to say that well 3 was being used this time, which runs through the WTP. The problem occurred during the overnight hours of July 24, 2017 when one of the vessels at the WTP was going through a regeneration phase. The vessel's valves open and close rapidly which cause pressure spikes. When the water tower is in service, this pressure is absorbed by the tower, and go unnoticed. Without the tower in service, the 2 pressure reducing valves that were installed in the system to control pressure spikes simply could not react fast enough, and the high pressure spike triggered well 3 to shut off (as it should have). Well 5 came on automatically as the back-up well, but there is a short delay in this process. So, with the

tower out of service and the primary well off, the distribution system pressure fell to 10 psi. Because pressure throughout town dropped below 20 psi, a city-wide boil order had to be issued as required by the EPA.

The high pressure spikes identified weak points in the distribution system's water mains. As a result, there were a total of four water main breaks the first day, one main break 3 days later, and one more approximately one week later. For the last two main breaks, separate boil orders were issued to only the residents that were affected by the short time the water was turned off to repair the mains.

Mr. Youngers expressed thanks to Niles Excavating for going above and beyond the call of duty and reiterated thanks to all of those previously mentioned by Joe Moore. He also thanked President Nelson and Trustees Constant and Nier for all of their help. Trustee Sellers asked if the water tower work was done and Mr. Youngers stated that it was in fact cleaned and inspected as scheduled.

Discussion followed regarding mitigating risks during the future water tower repair process. Mr. Youngers stated that he would seek prior approval from the EPA to temporarily bypass the WTP vessels during tower repairs in order to eliminate issues caused during vessel regeneration.

Trustee Nier stated that he will set a date for the next Water & Sewer committee meeting at the next Regular Board meeting on August 21, 2017.

Mr. Youngers stated that the roof for the sludge storage building would be complete by the end of the month, as per contract.

#### **Public Comment**

None.

#### **Open Discussion**

President Nelson stated that she had received several complaints regarding the tree trimming. She stated that ComEd had delivered letters to all affected residents and that trees should not be planted beneath utility lines. Joe Moore stated that the Village needs to address the tree policy wholeheartedly. He stated that trees should not be planted over sanitary or sewer lines, either.

#### **ADJOURNMENT**

**Motion:** Trustee Sellers moved to adjourn the meeting at 9:46 PM. Trustee Clark seconded the motion. Voice Vote: All members voted yes. Motion carried.

The next Regular Meeting of the Village Board is scheduled for August 21, 2017.

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Nancy Nelson, Village President

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Elizabeth Losiniecki, Village Clerk