

VILLAGE OF HINCKLEY
REGULAR BOARD MEETING - MINUTES
September 18, 2017

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

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

Absent: None.

Also Present: Village Clerk Elizabeth Losiniecki, Attorney Kirsten Casas, Treasurer Dave Maroo, Chief Everhart, Dale Youngers, Anita Zurbrugg (DCCF), Mike Van Offeren and Nick Strand (Stateline Technologies), 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 commented regarding the time clock agenda item and suggested that it remain in use.

President Nelson advised those in attendance that the order of the items on the agenda would be rearranged to accommodate guest speakers.

Parks & Recreation – Molly Ferguson

Molly presented her Park Program update which included an overview of the following projects: HBR homecoming parade 09/29/17 at 5:30pm, Kane County Forest Preserve fall & winter programs, Royal Warrior Challenge, Holiday Tree lighting 12/01/17 at 5:30 pm, Morton Arboretum tree program, Garfield Park playground equipment, tennis court repair, CPR certification class, dance/ballet, Zumba, and babysitting classes. She stated that she is finalizing the fourth quarter flyer and it would be available soon.

General Business

Agenda item for discussion/approval: 09/05/17 Regular Board Meeting Minutes

Trustee Constant moved to approve the 09/05/17 Regular Board Meeting minutes and Trustee Nier seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

Agenda item for discussion/approval: Payment of Invoices Due

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

• President's Report

° **Agenda item for discussion/approval:** IT Expenditure

Mike Van Offeren and Nick Strand from Stateline Technologies presented their findings regarding the IT infrastructure for the Village and presented recommended solutions. Discussion followed regarding network firewall replacement, backup solutions and separating the police department from the Village network. Chief Everhart and Trustees expressed concern that they were led to believe (by previous administration) that the two had been separated previously. Additional discussion related to the details of the proposal including cost estimates and timeframes. There was also discussion related to security cameras. All agreed that this topic would be on the next Regular Board Meeting agenda for discussion approval and that Stateline would provide detailed quotes for the necessary equipment.

° **Agenda item for discussion/approval:** Trick-or-Treat hours

After a brief discussion, all Trustees agreed that the 2017 Halloween trick-or-treat hours would be from 4 – 7 pm.

° **Agenda item for discussion:** Hometown Halloween Trunk-or-treat

President Nelson stated that the Hinckley Business Association is hosting a trunk-or-treat downtown on 10/28/17 from 11 – 1 pm. There will be treats, games and crafts. Tables will also be set up in the parking lot east of BMC Insurance.

° **Agenda item for discussion:** Water bills/MSI

Village Clerk Losiniecki stated that there is a module in MSI for electronic billing and that she is waiting on information regarding any cost associated with implementing the feature. She suggested holding off on Bonnie Hall's request for new MSI forms until the feature/functionality of MSI is coordinated with the implementation of the new IT equipment. Trustee Nier requested that this item be reviewed by the Water & Sewer Committee.

° **Finance & Economic Development**

° **Agenda item for discussion/approval:** Trustee Constant introduced Joan Umano and Danielle Marion from the Planning Commission. Anita Zurbrugg from the DeKalb County Community Foundation was also present. Joan and Dani provided an overview of the grant opportunity for \$20,000.00 from the DCCF for economic development. The deadline for submitting the application is November 1, 2017. An ad hoc committee will be formed for the grant application process. Joan Umano, Danielle Marion, Amy Carey and Mike Constant will be the committee members. Joan stated that the slogan for the grant will be "Harvesting Our Future". The Planning Commission is recommending that the Village Board approve a \$1500.00 grant matching expense. Further discussion regarding the vote and the way the item was presented on the agenda resulted in Attorney Casas suggesting that the vote may take place tonight and be ratified at the next Regular Board Meeting. Trustee Constant moved to approve the \$1500.00 grant matching expense and Trustee Sellers seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

° **Agenda item for discussion/approval:** DCCF Grant ad hoc Committee creation & members
Trustee Diedrich moved to approve the creation of the ad hoc committee and for Joan Umano to serve as Chairman and Danielle Marion, Amy Carey and Mike Constant as committee members for the DCCF grant application ad hoc committee. Trustee Nier seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

Anita Zurbrugg announced that the DCCF would be hosting a Community Appreciation night at the Hinckley Public Library on 10/26/17 from 5:30 – 7:00 pm.

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

Treasurer

Treasurer Maroo presented the financial reports and stated that we still needed to be very cautious with expenditures. He said that the on-site portion of the audit was complete and that the rough draft should be available for review at the first board meeting in October. The audit results must be approved at the second meeting in October. He stated that the preliminary results include the same findings as usual: segregation of duties, purchasing policy, invoicing policy, etc. He also stated that Sikich had advised him that the State is trying to pass legislation that would require all municipalities, regardless of size, to move to accrual based accounting. He suggested that the Village actively support IML as they are lobbying in Springfield against this legislation. Mr. Maroo stated that he is

available to answer any questions that anyone has regarding the financial accounts and also to produce any report that Trustees may want to help them understand the financial state of the Village.

Attorney

Attorney Casas stated that she had no report but is available for questions.

Engineer's Report – EEI

Not present. Trustee Nier stated that the water tower inspection report should be available by the next meeting.

Chief of Police - Chief Everhart/Public Safety

Chief Everhart provided a copy of her monthly report to Trustees. Trustee Sellers indicated that there would be a Public Safety Committee meeting in October. President Nelson asked Trustee Riforgiate to elaborate. Riforgiate stated that the meeting is scheduled for 10/05/17 at 6:30 pm and that the committee would be looking at the finances and expenditures regarding the black squad car. They will also review proposed updates to the Village codes and ordinances. This information will be presented to the Board at the 10/16/17 Regular Board Meeting.

Water & Sewer – Dale Youngers

Mr. Youngers stated that there was a safety issue with the CAT end loader and that it needed to be repaired promptly. There was a brief discussion and President Nelson indicated that she would handle the situation with Joe Moore.

Public Works – Joe Moore

Joe Moore not present.

Committee Reports

° Personnel

President Nelson stated the pay increase for the Chief of Police would be voted on at the end of the agenda.

Agenda item for discussion/approval: Time Clock elimination

Trustee Clark stated that the time clock at the Public Works facility had stopped working. She stated that a new time clock costs approximately four hundred dollars. Discussion followed regarding which employees use the time clock and whether or not it is necessary. It was agreed that supervisors should be able to “vouch” for the employees that report to them and that all timesheets should be reviewed and signed by the supervisor. It was noted that if the time clocks are eliminated, the employee handbook would have to be updated. Trustee Riforgiate moved to eliminate the time clock requirement from the handbook and Trustee Clark seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Nay, Sellers-Aye, Constant-Aye. Motion carried.

° Finance & Economic Development

Trustee Constant stated that he had nothing more to report. Treasurer Maroo asked if there was going to be a committee meeting to review the draft audit report. Trustee Constant suggested the second week of October. It was agreed that the Finance & Economic Development committee would meet on October 11, 2017 at 7:00 pm.

° Public Safety

No further report.

° Streets & Alleys

Trustee Diedrich stated that he would have quotes for 2017 utility patching available for the next meeting on October 5, 2017. He also stated that he would talk to Joe Moore about the loader repairs.

° Buildings, Grounds & Parks

Trustee Sellers stated that Molly had covered the park program in her report. He added that the parking lot at Village Hall had been seal coated.

° **Water & Sewer**

Trustee Nier stated that he has received the water tower inspection report and that the next committee meeting would be 10/26/17 at 7:00 pm.

Public Comment:

None.

Open Discussion:

None.

At 9:08 pm Trustee Clark moved to enter into Executive Session pursuant to (5 ILCS 120/2(c) (11) (Meetings held to discuss litigation when an action against, affecting, or on behalf of the particular body has been filed and is pending in a court or administrative tribunal, or when the public body finds that such an action is probable or imminent...) Trustee Nier seconded the motion. Roll call vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

At 10:06 pm Trustee Diedrich move to reconvene the Regular Board Meeting and Trustee Nier seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

° **Personnel**

Agenda item for discussion/approval: 1.5% pays increase for Chief of Police retroactive to 08/03/17 Trustee Clark moved to approve the 1.5% pay increase for the Chief of Police retroactive to 08/03/17 and Trustee Diedrich seconded the motion. Roll Call Vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

ADJOURMENT

Motion: Trustee Diedrich moved to adjourn the meeting at 10:07 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 October 2, 2017.

Nancy Nelson, Village President

Elizabeth Losiniecki, Village Clerk