

VILLAGE OF HINCKLEY
REGULAR BOARD MEETING - MINUTES
October 16, 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, Attorneys Kristine Gibbons & Aaron Szeto, Treasurer Dave Maroo, Chief Everhart, Dale Youngers, Pete Wallers, Daniel Roop, and Members of the Public.

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

PUBLIC COMMENT on Agenda Items Scheduled for Action Only

None.

President Nelson stated that the Treasurer's Report agenda item would be heard first in order to accommodate guest presenter Brian LeFevre from Sikich.

Treasurer's Report

Agenda item for discussion: Brian LeFevre – Sikich FY2017 Audit Presentation

Mr. LeFevre thanked the Village of Hinckley for their business and stated that the Annual Financial Report and Communication to the Board had been completed and distributed to all Trustees. Mr. LeFevre presented an overview of the report, including a discussion of the new Comptroller requirements that all municipalities will have to convert to an accrual based accounting practice by FY2019. President Nelson asked if the Communication to the Board needed to be reviewed and Trustee Constant stated that it was reviewed at the Finance & Economic Development Committee meeting and that there was no need to discuss it further. President Nelson stated that it should be known that the Village had addressed a lot of the concerns pointed out by the auditors and that the Village would send a follow up letter to Sikich detailing the policy/procedure changes. Treasurer Maroo suggested that Trustee Constant invite Mr. LeFevre to an upcoming Finance Committee meeting so that he could discuss the difference between accrual and cash based accounting.

Treasurer Maroo presented the monthly revenue and expense report and provided a handout to Trustees. Trustee Sellers requested a year to date billing report for Thorp's Lawn care.

General Business

Agenda item for discussion/approval: 10/02/17 Regular Board Meeting Minutes

Trustee Diedrich moved to approve the 10/02/17 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 Nier moved to approve the invoices presented for payment and Trustee Clark 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:** Resolution Appointing Sosnowski | Szeto, LLP as the Village Attorney for the Village of Hinckley, IL

Trustee Constant moved to approve the appointment of Sosnowski|Szeto, LLP as the Village Attorney for the Village of Hinckley, IL and Trustee Sellers seconded the motion. Roll Call Vote: Constant-Aye, Sellers-Aye, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion Carried.

Attorney Aaron Szeto thanked the Village and stated that his firm is honored to be selected to represent the Village and that they look forward to building the relationship.

° **Agenda item for discussion/approval:** Ordinance to Change dates and time of meetings of the Village Board of Trustees

President Nelson stated that, in order to best coordinate with the new law firm, Regular Board Meetings would need to be on the second and fourth Mondays, instead of the first and third. Trustee Constant moved to approve the change in dates and times of meetings of the Village Board of Trustees and Trustee Nier seconded the motion. Roll Call Vote: Constant-Aye, Sellers-Aye, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion Carried.

° **Agenda item for discussion:** Welcome to Hinckley signs

President Nelson stated that the Planning Commission is looking into "Welcome to Hinckley" signs for eastbound and westbound Route 30. She stated that it might be possible to use some of the grant money from the DeKalb County Community Foundation to pay for the signs. She stated that she is seeking Trustee approval to move forward with the sign purchase. Discussion followed regarding location, lighting, material composition, and installation. All Trustees agreed to have the Planning Commission continue to investigate the options. President Nelson stated that she would provide drawings at the next Regular Board Meeting on 11/13/17.

° **Agenda item for discussion:** Cleaning Service

President Nelson stated that she is reviewing the costs associated with cleaning the Village Hall and Police Department. She is interested in finding a service that can clean the outside of the building (windows, spider webs) in addition to carpets and hard to reach areas inside.

° **Agenda item for discussion:** Business Registration & Peddler's permit fees

President Nelson stated that she is interested in implementing a registration/permitting process for businesses operating within Village limits. Currently, businesses only register with the county. President Nelson stated that it is the best interest of the Village to know what businesses are operating.

° **Agenda item for discussion:** Ordinance Violation Fines

President Nelson stated that Chief Everhart is working on compiling a list of recommended fines for various ordinance violations. Chief Everhart provided a partial list for Trustees to review. Trustee Riforgiate is working on updating the building and zoning fee structure.

° **Agenda item for discussion:** House Addresses

President Nelson stated that residents need to have their addresses clearly visible on their homes. This is for safety purposes. She relayed an incident where police were dispatched to an address in town and wound up going to the wrong house because there was no address on the house. The Village recommends that the numbers be at least three inches high and in an opposite color from the house.

° **Agenda item for discussion:** Email Spoofing

President Nelson informed Trustees that there had been an incidence of email spoofing from her Village email account. She advised them that Daniel Roop and Hostway had mitigated the problem and implemented additional security parameters to diminish the possibilities of future infiltration.

° **Agenda item for discussion:** Wall to separate basement

President Nelson stated that the Public Works department will be installing a chain-link fence in the

basement to separate the records storage section and the parks program storage area. The use of chain link fencing will allow for proper air flow circulation to avoid mold and mildew formation on the documents. This is being done in an effort to properly secure the records housed in the Village Hall.

President Nelson asked Trustees to list their top 4-5 priorities for the Village. She stated that Administrative Assistant, Bonnie Hall, had collected \$1400.00 in past due utility bills. General discussion followed regarding shut-offs and liens.

President Nelson read several thank you notes received by the Village, including one for Joe Moore and Ceneca Wagner for tree removal on Meadow Lane, one for Chief Everhart for a police department tour, one from the HBRHS student council regarding the homecoming parade, and one from DeKalb County regarding Bonnie Hall's assistance.

President Nelson stated that there would be a Community Gathering, sponsored by the DeKalb County Community Foundation, at the Community Building on October 26, 2017 from 5:30-7:00pm.

President Nelson stated that the Village continues to investigate options for building inspection services. She stated that the Village only receives five dollars per permit issued and that it isn't enough to cover staff time to process the permit requests.

Agenda item for discussion: Water Treatment Plant

President Nelson stated that the Trustees had decided to request dismissal of the TONKA litigation and the Wegman arbitration. A brief discussion followed between Dale Youngers and Pete Wallers regarding water testing schedules going forward. Mr. Wallers advised to continue the barium and required EPA radium tests.

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

Attorney's Report

Attorney Aaron Szeto thanked the Village, again, for their confidence and stated that he would introduce himself and hand out business cards after the meeting.

Engineer's Report

Pete Wallers stated that he had nothing for action.

Chief of Police

Chief Everhart provided a copy of her monthly report to Trustees. Trustee Constant asked what the timeframe was for the report and Chief Everhart responded that it is a monthly snapshot, in this case from the 15th of September to the 15th of October. Brief discussion followed regarding the "fireworks bandit" and how to best stop the occurrences. Chief Everhart stated that there are no eyewitnesses and that none of the neighbors are willing to talk or help identify the perpetrator. This has been going on for two years and is very disturbing many of the Veterans in town.

Parks & Recreation

Molly Ferguson stated that 52 people had signed up for the Royal Warrior Challenge and that she was looking for help from the Public Works Department or TEST for the creation of the "mud pit". She stated that the community tree lighting would be on December 1, 2017. The festivities begin at 5:30 for hot cocoa and caroling with Santa lighting the tree at 6:10pm. She has received a donation of cocoa and cups from Papa Nicholas and Harrington Family Bakery cookies from an anonymous donor. She stated that she needs more lights for the tree and that she and Joe Moore will inventory the existing lights to determine need. She is going to try to do the holiday lights contest again with judging being done via non-perishable goods donations that will be donated to the food pantry. She stated that open gym for volleyball and basketball is going well.

Water & Sewer – Dale Youngers

Mr. Youngers stated that the weekend storm had produced 7.5” of rain and that 3 million gallons had been processed through the water treatment plant. 400,000 is the average. He said that he had to allow a certain portion of the water to by-pass treatment and that this occurrence will be reported to the EPA, as required. A by-pass is allowed in certain situations to help prevent flooding of residences. He also stated that because of high flows, the biologics get washed away and will have to be built back up. This means we will have some recedences on water tests and should expect some bad sample results this week and possibly next week. Dale stated that TEST employee, Todd Tatum, was on his own over the weekend and did a great job handling the situation.

Public Works – Joe Moore

Joe Moore not present. Trustee Nier stated that, due to the heavy rains, leaf pick-up had not started. Public Works spent the day cleaning out storm drains.

Committee Reports

° Personnel

Trustee Clark stated that she has a meeting scheduled for October 19, 2017 at 7:00pm to review revised job descriptions.

° Finance & Economic Development

Trustee Constant stated that the Planning Commission had met last week and that, due to the schedule change for the Regular Board meetings, the Planning Commission would now meet on the first Monday of each month. He also stated that he would have a committee meeting on October 30, 2017 at 7:00pm to discuss the liability insurance renewal proposal.

° Public Safety

Trustee Riforgiate stated that the committee meeting scheduled for October 5, 2017 was cancelled and rescheduled for October 23, 2017 at 6:30pm. He stated that there are a limited number of qualified people for building code consulting and that he is pursuing the possibility of having the County assist.

° Streets & Alleys

Trustee Diedrich stated that Joe Moore will call Royer Asphalt tomorrow for the patching schedule. He stated that the municipal parking lot will have to be closed for the repairs. A street repair list will be provided at the next Regular Board meeting on November 13, 2017.

° Buildings, Grounds & Parks

Trustee Sellers stated that he has scheduled a meeting for November 13, 2017 at 6:00pm.

° Water & Sewer

Trustee Nier stated that the water tower inspection report is being reviewed and proposed repair and maintenance would be discussed at the next meeting on November 13, 2017

Public Comment:

None.

Open Discussion:

None.

ADJOURNMENT

Motion: Trustee Diedrich moved to adjourn the meeting at 8:53 PM. Trustee Riforgiate seconded the motion. Voice Vote: All members voted yes. Motion carried.

The next Regular Meeting of the Village Board is scheduled for November 13, 2017.

Nancy Nelson, Village President

Elizabeth Losiniecki, Village Clerk