

VILLAGE OF HINCKLEY
REGULAR BOARD MEETING - MINUTES
November 13, 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 Kristine Gibbons, Michele Piotrowski (EEI), and Members of the Public.

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

President Nelson requested that a moment of silence be observed in honor of Michael Gaston, Shabbona high school student that passed away on November 8, 2017.

PUBLIC COMMENT on Agenda Items Scheduled for Action Only

Planning Commission member Joan Umano provided a handout to Trustees regarding the welcome to Hinckley signs. She provided an overview with cost estimates totaling approximately \$2000.00. There was a brief discussion regarding sign locations.

Guest Presentation - Ryan Doyle, Arthur J. Gallagher

Mr. Doyle provided an overview of the liability insurance proposal and stated that the cost for coverage had gone down 6.5%. He also stated that the Village qualified for an \$894.00 grant award from IPRF. Trustee Constant stated that it is not always prudent to go out seeking new representatives, that sometimes it is more cost effective to maintain existing relationships. President Nelson suggested that Trustees vote now, rather than make Mr. Doyle wait until later on the agenda.

Agenda item for discussion/approval: Renewal of 2018 Liability Insurance Package

Trustee Constant moved to approve the 2018 liability insurance package as presented by Mr. Doyle and Trustee Sellers seconded the motion. Roll call vote: Constant-Aye, Sellers-Aye, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion carried.

General Business

Agenda item for discussion/approval: 10/16/17 Regular Board Meeting Minutes

Trustee Constant moved to approve the 10/16/17 Regular Board Meeting minutes and Trustee Clark 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: 10/16/17 COTW Minutes

Trustee Nier moved to approve the minutes with the correction he sent to Clerk Losiniecki. Trustees Diedrich seconded the motion. Roll call vote: Constant-Aye, Sellers-Aye, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion carried.

Agenda item for discussion/approval: Payment of Invoices Due

Trustee Sellers questioned why the ComEd bills are past due and President Nelson stated that the bills are off schedule this cycle due to the meeting date changes. Trustee Constant stated that going forward bills should be paid on time. Trustee Sellers inquired regarding the invoice from Expert Lock & Safe and President Nelson stated that it was to reset the combination on the large fire proof safe. Trustee Diedrich moved to approve the invoices as presented and Trustee Nier seconded the motion. Roll call vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion

carried.

- **Attorney's Report**

Attorney Gibbons stated that a DRAFT ordinance for property liens for past due utility bills was distributed for review. Once corrections are received and incorporated it will be presented for vote.

- **President's Report**

- **Agenda item for discussion/approval:** IT Switch NTE \$900.00

Village Clerk Losiniecki gave a brief description of the equipment and stated that it is necessary in order to separate the police department from the Village on the server. After a brief discussion regarding cost and feature functionality between the two proposed models, Trustee Nier moved to approve the model with the greater functionality, not to exceed \$900.00. President Nelson and Trustee Constant voiced their support for purchasing the model that will allow for future growth. Trustee Clark seconded the motion. Roll Call Vote: Constant-Aye, Sellers-Aye, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion Carried.

- **Agenda item for discussion/approval:** Welcome to Hinckley signs

President Nelson stated that, as Joan Umano had previously reported, this item continues to be under review by the Planning Commission. As such, further discussion will be tabled until the November 27, 2017 Regular Board Meeting. It is expected that the cost to paint the signs will be available for discussion.

Committee Reports

- **Water & Sewer**

Michele Piotrowski from EEI reviewed the water tower repair quote. She stated that if bids go out by January, work should start by mid-April. All efforts will be made to minimize downtime. She estimated 60-75 days to paint as the process is very weather dependent (humidity, wind, rain). Trustee Constant stated that he and Treasurer Maroo had had a preliminary meeting with a possible lender and that the Village would need solid cost estimates in order to secure financing. Ms. Piotrowski stated that the electrical work is a best guess estimate, as is the painting cost. Paint cost depends on number of colors, number of set ups and complexity of design for the logo. Ms. Piotrowski suggested that logo design choices be submitted so that they can be bid as alternatives. Trustee Nier moved to approve the EEI Elevated Tank professional services agreement, not to exceed \$55,000.00. There was a brief discussion regarding engineering fees. Trustee Riforgiate seconded the motion. Roll call vote: Clark-Aye, Riforgiate-Aye, Diedrich-Nay, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

- **Personnel**

Trustee Clark stated that the Personnel Committee met on October 19, 2017 at 7:00pm. They reviewed job descriptions for Public Works and Administrative Assistant. Treasurer Maroo is also looking at the job description for the Administrative Assistant to be sure that it covers the duties he requires from the position. The committee also discussed the open full time police officer position. The committee determined that they would like more information from Chief Everhart regarding the possibility of using current employees to cover the open shifts. They also suggested that Chief Everhart work Monday through Friday to help fill the schedule. Discussion followed regarding the need to fill the position and Trustee Sellers stated that public safety should not be jeopardized. He stated that emergencies cannot be predicted and can happen on any day at any time. President Nelson stated that, in the past, the Board has indicated to the Chief of Police which shifts were most important for coverage and that the officers were scheduled accordingly. Trustee Sellers reminded

those present that the position is already budgeted and that this is a matter of filling an open position. President Nelson stated that money is tight due to the need to finance the necessary repairs on the water tower. Trustee Clark stated that the committee also discussed the request to increase Daniel Roop's IT support hours, as needed. This will be on the November 27, 2017 agenda for vote. President Nelson asked if job descriptions would be available at the next meeting and Trustee Clark said they would.

° **Finance & Economic Development**

Trustee Constant stated that, as Joan Umano had indicated, the DCCF grant application had been completed and submitted on time. It is expected that the Village will be awarded the economic development grant. He requested that the last Regular Board meeting of the fiscal year be on April 30, 2018, rather than the currently scheduled April 23, 2018. This will be on the November 27, 2017 Regular Board Meeting agenda for vote. Mr. Constant also stated that he and Treasurer Maroo had met with a financing agent regarding the water tower repair. This will be debt certificate type financing and needs to be secured promptly. This is a financing company that we already do business with and will be a similar structure to the sludge storage building loan. He hopes to have a definitive answer by the next meeting on November 27, 2017.

° **Public Safety**

Trustee Riforgiate stated that there was a committee meeting on October 26, 2017. Items discussed were: current building code update, building code enforcement, assistance from DeKalb County for building permits and inspections, and the Police Department vehicle fleet.

Agenda item for discussion/approval: Decommission of 2007 Ford Crown Victoria police car
Trustee Sellers is working with Chief Everhart to get quotes for vehicle replacement for the Crown Victoria. The attorneys will prepare a surplus property ordinance for discussion/approval at the next meeting on November 27, 2018. All Trustees agreed to decommission the 2007 Crown Victoria.

° **Streets & Alleys**

Trustee Diedrich stated he and Joe Moore had compiled a list of streets to be repaired in early spring. The list will be provided to EEI in January so that the work can be scheduled. He also stated that the water leak repair locations had been patched.

° **Buildings, Grounds & Parks**

Agenda item for discussion/approval: Purchase of holiday lights for tree

Molly Ferguson stated that there are currently enough lights to cover half of the tree at the community building. She requested approval to spend \$300.00 on additional lights for the tree. She will purchase the lights from Home Depot and should be able to get ten 59' rolls for under \$300.00. The Hinckley Fire Department will assist with putting the lights on the tree and it is anticipated that they will also help take the lights down after the holiday. Trustee Sellers moved to approve the purchase of lights for the tree not to exceed \$300.00. Trustee Diedrich seconded the motion. Roll call vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Abstain, Sellers-Aye, Constant-Aye. Motion carried.

Agenda item for discussion/approval: Garbage Contract Pricing

Trustee Sellers stated that the current contract expires in September of 2018 and that he was working with local companies to get quotes for service. He stated that DC Trash had merged with Lakeside Recycling and that owner, Dan Christensen, had attended the committee meeting to present information. Trustee Sellers provided a handout to Trustees outlining the expected service options being included in the pricing requests. President Nelson asked Trustee Sellers to provide a copy of the current contract to the attorneys for review to be sure that the Village provides proper notice for cancellation.

Agenda item for discussion/approval: 2018 Village Mowing pricing

Trustee Sellers stated that Trustee Nier is looking into cost differences between seasonal pricing and per date pricing. This item will be on a future agenda for discussion/approval once more information is gathered and presented. There was a brief discussion regarding adding landscaping in with the mowing. Trustee Sellers stated that the Village is currently paying about \$13,000 per season for mowing.

Public Comment:

Resident Larry Menz stated that he thought an ad should be placed regarding a new full time police officer. Resident Molly Ferguson stated that the gravel off street parking spots on Sycamore Street are getting muddy and slippery and wondered if it is the homeowner's responsibility or the villages. Trustee Diedrich stated that he would talk to Joe Moore and look into it. Resident Joan Umano asked if the new garbage contract would include portable toilets for special events. She also thanked the Board for stepping up and taking on the task of getting the water tower repair underway and admonished previous administrations for not addressing the issue. Resident Pam Mackey asked if leaf pick up would be extended. President Nelson stated that day to day decisions would be made about if and how long to extend the service.

Open Discussion:

Trustee Sellers inquired regarding the basement record storage and the locksmith that was scheduled to come out. President Nelson responded that Melin's Lock & Key would be coming out and would provide a quote to rekey the locks. President Nelson stated that the re-keying is in response to feedback from the attorneys and the auditors.

Agenda item for discussion/approval:

At 8:55pm Trustee Clark moved to enter into **EXECUTIVE SESSION** - pursuant to (5 ILCS 120/2(c)(1)&(11) (Meetings held to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and 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...) and Trustee Nier seconded the motion. Roll call vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

At 10:05 pm Trustee Constant moved to re-convene the Regular Board Meeting and Trustee Diedrich seconded the motion. Roll call vote: Clark-Aye, Riforgiate-Aye, Diedrich-Aye, Nier-Aye, Sellers-Aye, Constant-Aye. Motion carried.

ADJOURNMENT

Motion: Trustee Constant moved to adjourn the meeting at 10:06 PM. Trustee Nier seconded the motion. Voice Vote: All members voted yes. Motion carried.

The next Regular Meeting of the Village Board is scheduled for November 27, 2017.

Nancy Nelson, Village President

Elizabeth Losiniecki, Village Clerk