

VILLAGE OF HINCKLEY
REGULAR BOARD MEETING - MINUTES
November 27, 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, Joe Moore, Dale Youngers, Steve Dennison, 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 ordinance for surplus property and asked if a decision had been made on how to sell the vehicle. President Nelson stated that the decision on how to sell the car had not been made yet. Mr. Menz also asked if the agenda item for final payment for the sludge storage building was for hauling sludge. Trustee Nier stated that it is not for hauling sludge, it is for the final payment on the building.

General Business

Agenda item for discussion/approval: 11/13/17 Regular Board Meeting Minutes

Trustee Diedrich moved to approve the 11/13/17 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 noted that there was an additional invoice from Cintas due to an error made when processing the previous invoice. Trustee Diedrich moved to approve the invoices as presented 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

President Nelson stated that she wants the Trustees to review the amendment to the water billing ordinance sent by Attorney Szeto and that it would be on the December 11, 2017 agenda for discussion/approval.

President Nelson stated that the Village had received notice from Mediacom regarding a rate increase. This information will be posted on the website.

President Nelson stated that, in recognition of the Illinois bicentennial, the Village will participate in a flag raising ceremony. The State, in cooperation with the Illinois Municipal League, provided a commemorative flag that will be raised on December 4, 2017 at noon at the Village Hall. Everyone is invited.

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

Treasurer's Report

Treasurer Maroo presented year to date revenue and expense information. He suggested that if anyone has questions or would like any special reports, please contact him directly. He stated that the MFT audit will occur on 11/29/17. Treasurer Maroo also stated that the Village needs to pass the

tax levy at the next meeting on December 11, 2017. Discussion followed regarding the difference between the development account and the escrow accounts. Treasurer Maroo asked Clerk Losiniecki to prepare a letter for Lake County Grading requesting a deposit of at least \$5000.00 into the escrow account. President Nelson stated that the letter should be reviewed by the attorneys prior to it being sent. There was a brief discussion regarding the project fund and if the final payment for the sludge storage building should be paid from that account.

Attorney's Report

Attorney Aaron Szeto stated that the tax levy ordinance needs to be filed by the last Tuesday in December and needs to be approved prior to filing with the County. This will be on the agenda for discussion/approval for the December 11, 2017 Regular Board Meeting. He also stated that if the levy is over 105% from the previous year a public hearing would be required.

Attorney Szeto further stated that he had been in contact with Rethink Electric regarding the zoning variance request for 530 McKinley Avenue. He stated that the variance application states that 16 copies of the application documents are required and that the resident is requesting approval to provide only 10 copies. Attorney Szeto suggested that 10 copies should be sufficient and that in the interest of appearing business friendly, he would like consensus from the Board for the resident to provide 10 copies rather than 16. Consensus received. He also stated that the variance application states that original signatures are required. He stated that the applicant would like to submit photo copies with originals to follow. Attorney Szeto stated that the variance application process should be amended when the Zoning Board of Appeals ordinance is amended. Nancy Nelson stated that she was in support of this change and Trustees reached consensus. Trustee Constant asked for an update on the variance request and Attorney Szeto provided the following overview:

- Resident Lou Manivong is requesting side yard placement of solar panels. Ordinance currently allows for rear yard only.
- Variance request has to be reviewed by the Zoning Board of Appeals (ZBA)
- Public Hearing will be required
- ZBA will forward recommendation to the Board
- Board will have final vote on variance request

Trustee Constant asked if the applicant can appeal the decision if they vote against the variance request and Attorney Szeto stated that he would need to review the ordinance.

Engineer's Report

Steve Dennison stated that the elevated tank design is underway. It is approximately 60-70% complete and should be available for committee review by the beginning of January.

Chief of Police

Chief Everhart not in attendance – on vacation.

Parks & Recreation

Molly Ferguson reviewed Park Program activities. She stated that the community tree lighting would take place on December 1, 2017. Festivities will begin at 5:30 with Santa lighting the tree at approximately 6:10pm. The holiday lights contest is underway and voting will be via non-perishable food donations. Boxes for voting/donating will be set up at the Hinckley Fresh Market. The house with the most donations will win. All donated items will be given to the Hinckley Area Food Pantry. Molly stated that the open gym for volleyball and basketball has been well received. They are looking into offering a softball skills session for 4th and 5th graders.

Water & Sewer – Dale Youngers

Dale Youngers stated that all is well and had nothing to report.

Public Works – Joe Moore

Joe Moore stated that his monthly report for October and November had been provided previously. He suggested that water meters will be in need of replacement soon.

Agenda item for discussion/approval: Honda Pump Quotes – not to exceed \$3500.00

Mr. Moore stated that there is a need to replace a failed pump that is used in emergency situations. During heavy rain events this pump is used to prevent flooding in residences. He provided a handout with pump replacement options and pricing. A brief discussion followed regarding pump placement and recommended pump size. Trustee Nier stated that the amount of water able to be pumped increases significantly with a 4" pump vs. a 3" pump. Trustee Nier stated that he recommends purchasing two 4" pumps. Trustee Sellers moved to approve the purchase of two 4" pumps from Dekane Equipment, not to exceed \$3500.00. Trustee Clark seconded the motion. Roll call vote: Constant-Aye, Sellers-Aye, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion carried.

Committee Reports

° Personnel

Agenda item for discussion/approval: Increase Daniel Roop's hours

Trustee Clark stated that the Personnel Committee recommends in favor of increasing Daniel Roop's hours. Daniel provides IT support to the Village on a part-time basis. He currently works 1-2 hours per week. The increase in hours would be on an as needed basis for special projects. Village President Nelson spoke highly of Daniel, as did Trustee Nier. Trustee Clark moved to approve an increase, as needed, to Daniel Roop's hours and Trustee Riforgiate 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: Christmas Eve Holiday observance 12/22/17

Trustee Clark stated that Christmas Eve is an observed holiday for Village staff and that it falls on a Sunday this year. As such, the holiday can be observed on Friday the 22nd of December or Tuesday the 26th of December. Given that there is a Regular Board Meeting on the 26th, it is the recommendation of the Personnel Committee to have Village staff observe the holiday on 12/22/17. Trustee Constant moved to approve the Village observance of Christmas Eve holiday on 12/22/17 and Trustee Nier seconded the motion. Roll call vote: Constant-Aye, Sellers-Nay, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion carried.

Agenda item for discussion/approval: Administrative Assistant job description

Trustee Clark provided the job description to Trustees and Trustee Constant asked if Treasurer Maroo had been given the opportunity to provide input. Mr. Maroo stated that he had minor changes and that the job description should be approved with those changes. Treasurer Maroo asked if there would be a similar job description created for the Village Clerk and Village President Nelson stated that the Clerk's job description is contained in the Illinois Municipal Code and the Village of Hinckley Municipal Code. She further stated that the Clerk is an appointed position, as is the Treasurer and that both job descriptions are contained in the State statute. Trustee Clark moved to approve the Administrative Assistant job description with changes provided by Treasurer Maroo 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/approval: Public Works job description

Trustee Clark stated that the existing job description is okay and that no changes are required. President Nelson requested that an addition be made stating that if the supervisor cannot attend a board meeting then the employee is required to attend to represent the department. Treasurer Maroo and Trustee Nier requested that equipment maintenance and repair be added to the supervisor's job description. Trustee Clark moved to approve the public works job description with changes noted and Trustee Diedrich seconded the motion. Roll call vote: Constant-Aye, Sellers-Aye, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion carried.

President Nelson asked Trustee Clark to make the requested changes to the job descriptions and to distribute them to the appropriate employees. President Nelson also asked that the Personnel

Committee get the discussion going again regarding filling the open full-time police officer position. She stated that she would like a decision in December.

° **Finance & Economic Development**

Agenda item for discussion/approval: Change Regular Board Meeting Schedule – FY2018 last meeting 04/30/18 rather than currently scheduled 04/23/18

Trustee Constant moved to approve the meeting date change in order to accommodate any final bill payments, etc. that may need to be closed out for end of fiscal year bookkeeping purposes. 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: Sales Tax Increase Referendum

Trustee Constant stated that January 2, 2018 is the deadline to file ballot submission requests with the County for the sales tax increase referendum. He stated that this item should be on the next agenda for discussion/approval so the necessary paperwork can be filed with the County to get it on the ballot. Attorney Szeto stated that the resolution needs to be voted on at the first meeting in December. He also stated that the Trustees are not able to advocate for the increase but they can educate residents regarding the need. Discussion followed regarding percentage increase, dedicating the tax monies to capital improvement projects, and proper wording for the ballot. Attorney Szeto stated that he would prepare the resolution for the December 11, 2017 meeting for discussion/approval. Trustee Constant stated that he would be having a Finance & Economic Development committee meeting on 11/29/17 at 7:00pm to discuss financing options for the elevated storage tank repairs. He anticipates having information for Trustees to review at the next meeting.

° **Public Safety**

Agenda item for discussion/approval: Surplus Property Ordinance – 2007 Crown Victoria

Trustee Riforgiate stated that due to the age of the vehicle and the amount of repair work required to make it serviceable, it is in the best interest of the Village to decommission the 2007 Crown Victoria from the Police Department vehicle fleet. He stated how to dispose of the vehicle was still under review. Attorney Szeto stated that once the method is determined, an ordinance will follow. Discussion followed regarding what types of equipment or parts fell under the need to be declared surplus. Treasurer Maroo asked if the ordinance has to specify how the property will be disposed of and Attorney Szeto stated that it does.

° **Streets & Alleys**

Trustee Diedrich stated that he and Joe Moore had looked at the gravel pull out parking spaces on Sycamore and determined that it is up to the resident to maintain. The Village is only responsible for 2 feet of shoulder and that the homeowners are responsible for the gravel parking spots. Trustee Constant asked if they were possibly illegal parking spots and Trustee Diedrich said yes.

° **Buildings, Grounds & Parks**

No report.

° **Water & Sewer**

For discussion/approval: Approval of Payment Application No. 1 and Final for the Sludge Storage Building \$39,135.64

Village Clerk Losiniecki explained that there were two separate invoices issued. One that came directly from the contractor and one that came from EEI. The invoice from Greenfield has already been paid and up for approval is the final payout. Steve Dennison explained that the invoice from the contractor was for 10% of the total final due and should have been sent to EEI, not the Village. Trustee Nier moved to approve the payment of Application No. 1 and final for the sludge storage building, not to exceed \$39, 135.64 and Trustee Constant 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: Approval of a Resolution authorizing the use of MFT funds for Salt and Snow removal Labor (BLR14220) and approval of the Municipal Estimate of Maintenance Costs (BLR14231)

Steve Dennison stated that this item is for MFT Salt and Snow Removal funds from the State and that it is a necessary procedure. The municipal estimate of maintenance costs was reviewed with Joe Moore. Discussion followed regarding salt left over from last year. Trustee Nier moved to approve the Resolution and Trustee Diedrich seconded the motion. Roll call vote: Constant-Aye, Sellers-Aye, Nier-Aye, Diedrich-Aye, Riforgiate-Aye, Clark-Aye. Motion carried.

Public Comment:

None.

Open Discussion:

Trustee Clark stated that she had been approached by a wheelchair bound resident that lives near the high school who said he had almost been hit at Rees Street and Route 30. The resident would like to know if any traffic control signs could be put in place. President Nelson asked her to discuss the situation with the Chief of Police.

ADJOURNMENT

Motion: Trustee Nier moved to adjourn the meeting at 8:45 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 December 11, 2017.

Nancy Nelson, Village President

Elizabeth Losiniecki, Village Clerk