

**VILLAGE OF HINCKLEY
REGULAR BOARD MEETING - MINUTES
NOVEMBER 28, 2018**

CALL BOARD MEETING TO ORDER: Meeting was called to order by Village President Nelson at 7:00 PM. Roll call was taken showing the following:

Present: Trustees Mike Constant, Jeff Nier, Louis Manivong, Chuck Riforgiate. Quorum Established.

Absent: Tim Sellers.

Also Present: Village Clerk Elizabeth Losiniecki, Treasurer Dave Maroo, Attorneys Kristine Gibbons and Aaron Szeto, Dale Youngers (TEST), Chris Ott (EEI), and Members of the Public.

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

Guest Presentation by Ryan Doyle, Arthur J. Gallagher Risk Management Services

Mr. Doyle provided an overview of the proposed risk management insurance coverage(s). He stated that the previous carrier had declined to continue coverage for the Village and that he had found a company willing to quote. He explained that the non-renewal from the current provider was due, in part, to 2017 being a very large loss year industry wide and that the Village of Hinckley had had a number of claims in the past two years. Further discussion involved coverage rates, cyber policies and IPRF safety grant award.

Agenda item for discussion/approval: 2019 Liability Insurance Renewal

Trustee Constant moved to approve the 2019 Liability Insurance Renewal as presented by Mr. Doyle and Trustee Nier seconded the motion. Roll call vote: Riforgiate-Aye, Manivong-Aye, Nier-Aye, Constant-Aye. Motion carried.

PUBLIC COMMENT on Agenda Items Scheduled for Action Only

Resident Pam Mackey commented regarding the Village use of the Code Red system. Ms. Mackey stated that she would like to see the service continue and that it should have been used over the weekend to alert residents to the severe weather and road conditions. Trustee Constant asked if the service is still in effect since it was not used over the weekend and Village President Nelson indicated that it is and the reasons for it not being used over the weekend would be discussed later.

General Business

Agenda item for discussion/approval: 11/12/18 Regular Board Meeting Minutes

Trustee Constant moved to approve the minutes as presented and Trustee Manivong seconded the motion. Roll call vote: Riforgiate-Aye, Manivong-Aye, Nier-Aye, Constant-Aye. Motion carried.

Agenda item for discussion/approval: Payment of Invoices Due

Trustee Constant requested that the Code Red invoice be pulled from the approval until it could be discussed later in the agenda and Village President Nelson agreed. Trustee Nier stated that the Stewart Spreading for \$3740.00 was in the packet for the spreading of bio-solids. Dale Youngers stated that that amount is for one year's worth of sludge and that the Village used to spend that much per month for sludge hauling. Mr. Youngers indicated that the Village is on track for projected savings from the sludge storage building. Trustee Constant moved to approve the invoices as presented, minus the Code Red invoice, and Trustee Manivong seconded the motion. Roll call vote: Riforgiate-Aye, Manivong-Aye, Nier-Aye, Constant-Aye. Motion carried.

- **President's Report**

Agenda item for discussion: Resignations

Village President Nelson stated that Jeff Gordon had resigned his position as Village Trustee after the last board meeting and that Parks and Recreation Coordinator, Sabrina Geroulis, had also resigned, effective immediately.

Village President Nelson read a thank you note from Resource Bank regarding the opening of the account for the non-home rule sales tax money.

President Nelson thanked the Public Works department for all of their hard work over the weekend doing snow removal during the blizzard. She also stated that there were multiple alarms at the water and wastewater treatment plants over the weekend due to the power outage. Dale Youngers and Todd Tatum wound up in a ditch while attempting to respond to the alarm. President Nelson and Trustee Nier were able to access the Village Hall to retrieve keys to the plants and Mr. Youngers was able to talk Trustee Nier through the proper sequence to restore service to both plants.

There was no DC Trash service on Monday due to the road conditions and normal service resumed on Tuesday.

President Nelson offered thanks to Jack & Jina's BP for their late night help in replacing a battery in one of the Village plow trucks.

Report of Officers, Trustees and Department Heads

- **Treasurer's Report**

Treasurer Maroo presented the monthly Treasurer's report and stated that a large loan payment (\$167,925.61) is coming due for the Waste Water Treatment Plant loan. There was a brief discussion regarding the garbage fund balance. Treasurer Maroo stated that he will begin reporting on the non-home rule sales tax account next month.

- **Attorney's Report**

Attorney Gibbons stated that she is working on two ordinances for the December 17, 2018 meeting.

- **Engineer's Report**

Chris Ott stated that the water tower restoration project is out to bid and that the ad was placed in the DeKalb Chronicle. Treasurer Maroo stated that there would be a meeting next month with Spears Financial to discuss funding options for the project. Trustee Constant congratulated Mr. Ott for his recent Certified Public Infrastructure Inspector (CPII) certification. Trustee Riforgiate asked what the final total was for Builders Pavers and Mr. Ott stated that the project completed slightly under budget.

- **Chief of Police**

Not present.

- **Water & Sewer**

° **Agenda Item for Discussion/Approval:** Massie Jet Vac – Clean lift stations wet wells and Alum tanks at WWTP with vac truck – NTE \$1250.00

Dale Youngers stated that semi-annual maintenance on the lift station wet wells via vac truck is needed to remove grease and gravel. In addition, crystallization and sediment had built up in the Alum storage tanks and clogged the chemical feed tubing. These tanks will be cleaned up with the vac truck. Trustee Constant asked if the NTE \$1250 covers both Mr. Youngers said yes. Trustee Nier moved to approve the Massie Jet Vac maintenance, not to exceed \$1250.00 and Trustee Manivong seconded the motion. Roll call vote: Riforgiate-Aye, Manivong-Aye, Nier-Aye, Constant-Aye. Motion

carried.

Mr. Youngers thanked Trustee Nier for his help over the weekend to restore service at the WWTP and WTP.

Mr. Youngers stated that the aluminum sulfate chemical feed tubing had been freezing up, and he has to double the feed rate of aluminum sulfate to prevent the freezing. He and Todd Tatum brainstormed an alternate solution using a heat tape which required \$300.00 in parts. Jeff Neir approved the purchase of the parts. TEST's solution will allow them to reduce the chemical feed rate while preventing freezing, and thereby save the Village \$500.0 per month in chemical costs during the winter months.

Mr. Youngers stated that he may be able to get Safety Clean to remove the oil and anti-freeze from the public works facility. There was a brief discussion about other options for the removal of a 55 gallon drum of antifreeze. There was additional discussion regarding items that may be able to be included in the hazardous waste pick up via DC Trash, such as small batteries. Mr. Youngers also discussed the issue of the lack of trash removal at the WWTF.

Dale Youngers passed around a blower relay that had melted terminals caused by arching from a loose terminal screw. Mr. Youngers stated that all of the electrical devices should have the terminal screws checked for tightness annually. Tri-R Electric had to troubleshoot the problem, order the replacement parts, and install the new part. He stated that this repair cost approximately \$1,000.00 and that these problems could be reduced by checking annually. Mr. Youngers also said that Todd and him are not electricians, but could do some of this work, but he will get quotes to have an electrician come out to check all of the circuits that they are not comfortable working on.

Mr. Youngers asked when the next Water & Sewer Committee meeting was going to be. He wants to discuss operations during the Water Tower repairs, and the need for some PLC re-programming at the WTP to facilitate this project.

- **Parks & Recreation**

Kari Schaddelee spoke on behalf of Trustee Sellers. She stated that the tree lighting is on track for 6:30 pm on November 30, 2018 and that all the lights are on the tree. She received a lot of help from residents and business owners and will test the lights Thursday night. She still needs to purchase some snacks and President Nelson told her to go to Hinckley Fresh Market for what she needs. President Nelson thanked Kari for all of her help in getting this together and ready.

- **Public Works**

Not present.

- **Village Clerk**

Village Clerk Losiniecki stated that the number of FOIA requests had gone down the past couple of weeks but that, this year to date; approximately \$3500.00 had been expended responding to FOIA requests.

Committee Reports

- ° **Personnel**

No report.

- ° **Harvesting Our Future**

Trustee Constant stated that the Community Meeting was held on November 13, 2018 and that it went well. Many residents and County representatives were present and they received many

compliments for the enthusiasm and efforts thus far. There is a video that was put together and posted on the website. Over the next few months the core group (Constant, Umano, and Marion) will be working on phase two of the grant process. The deadline for phase two is February, 2019 and will provide the seed money for plan implementation.

° **Finance & Economic Development**

Agenda item for discussion/approval: IEPA Loan Repayment Options

Trustee Constant and Treasurer Maroo provided a handout regarding the debt service. Treasurer Maroo stated that the Village receives approximately \$300,000 per year in debt service payments. This is not sufficient to cover the \$447,215.00 in loan payments. They are considering different options and will be sending a letter to the IEPA seeking a change in terms that would result in lower payments. President Nelson stated that she is seeking consensus to move forward with the plan that would add eight years to the loan term but would lower the payments. Consensus reached.

° **Public Safety**

Agenda item for discussion/approval: CodeRed Service Agreement payment

Trustee Riforgiate stated that the CodeRed Service serves the community well and that the Village has not been diligent in putting it to its best use. He suggested keeping the service and coming up with notification criteria (list of reasons to issue alerts). President Nelson stated that she would like two administrators from the Village Hall and two from the Police Department to be able to issue alerts. She stated that she had sent email to Chief Everhart over the weekend to issue weather related alerts but she had not received a response. Discussion followed regarding the service and the Trustees expectations for “trigger events”. Trustee Constant stated that the only problem with the service thus far has been internal. Trustee Nier suggested that the Public Safety committee should put together a list of events and Trustee Riforgiate suggested putting enrollment information on the website. Trustee Manivong suggested an insert in the next water bill with enrollment information. Trustee Constant moved to approve the renewal of the CodeRed service for \$2500.00 and Trustee Riforgiate seconded the motion. Roll call vote: Riforgiate-Aye, Manivong-Nay, Nier-Aye, Constant-Aye, Nelson-Aye. Motion carried.

Agenda item for discussion/approval: Building Code Ordinance

Trustee Riforgiate stated that he and Attorney Gibbons were unable to meet to discuss the new building code and sought consensus to table the discussion until the December 17, 2018 meeting. Consensus reached.

° **Streets & Alleys**

None.

° **Water & Sewer**

None.

° **Buildings, Grounds & Parks**

President Nelson stated that she would like to see as many Trustees as possible at the tree lighting event and that a decision may be made tonight about the Park Program Coordinator position. She stated that the attorneys had reviewed the instructor contracts and she needed a motion to approve. Trustee Nier moved to approve the instructor contracts as presented and Trustee Manivong seconded the motion. Roll call vote: Riforgiate-Aye, Manivong-Aye, Nier-Aye, Constant-Aye. Motion carried.

President Nelson stated that the coffee truck needs to be winterized and that they are still waiting for the permit from ICCI. She asked if the Village could use a different inspection/permitting company for this site. Attorney Gibbons stated that the sixty day notice had been sent to ICCI and that the contract will end on December 28, 2018. Attorney Szeto stated that there could be contractual risk associated with hiring a separate company to inspect and permit the coffee truck. Trustee Constant suggested sending a certified letter to ICCI putting them on short notice for breach of contract.

Consensus reached for attorneys to send certified letter to ICCI.

Village President Nelson read an email from Trustee Sellers in support of hiring Kari Schaddellee for the Park Program Coordinator position.

At 8:50 pm Trustee Manivong moved to enter into Executive Session pursuant to (5 ILCS 120/2(c)(1) **(Meetings held to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body...)** and Trustee Nier seconded the motion. Roll call vote: Riforgiate-Aye, Manivong-Aye, Nier-Aye, Constant-Aye. Motion carried.

At 10:39 pm the Regular Board meeting was reconvened.

Agenda item for discussion/approval: Parks Coordinator Position

Trustee Manivong moved to approve the hiring of Kari Schaddellee at \$15.00 per hour for the Parks Program Coordinator position. Trustee Constant seconded the motion. Roll call vote: Riforgiate-Aye, Manivong-Aye, Nier-Aye, Constant-Aye. Motion carried.

Public Comment:

None.

Open Discussion:

None.

ADJOURNMENT

Motion: Trustee Nier moved to adjourn the meeting at 10:40 PM. Trustee Constant seconded the motion. Voice Vote: All members voted yes. Motion carried.

The next Regular Meeting of the Village Board is scheduled for December 17, 2018.

Nancy Nelson, Village President

Elizabeth Losiniecki, Village Clerk