

**VILLAGE OF HINCKLEY**  
**REGULAR BOARD MEETING - MINUTES**  
**December 16, 2019**

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

**Present:** Trustees Lou Manivong, Rob Zimmermann, and Mike Constant. Quorum Established.

**Absent:** Trustee Clark.

**Also Present:** Village Clerk Elizabeth Losiniecki, Attorney Kurlinkus, Chief Ken Gettemy, Chris Ott (EEI), Dale Youngers (TEST, Inc.), 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 agenda item for amending the committee structure. He asked if there will be two meetings each night and President Nelson stated that there would. Mr. Menz stated that Trustees would be receiving additional pay for the extra meetings and President Nelson stated that this will be discussed tonight during that agenda item. Mr. Menz asked about the attorneys being paid to draft/review two agendas and Ms. Nelson stated that the attorneys do not prepare the agendas.

**GENERAL BUSINESS**

- **Agenda item for discussion/approval:** 12/09/19 Regular Board Meeting Minutes  
Trustee Constant moved to approve the 12/09/19 Regular Board Meeting minutes and Trustee Manivong seconded the motion. Roll Call Vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.
- **Agenda item for discussion/approval:** Payment of Invoices Due  
Trustee Manivong moved to approve the invoices as presented and Trustee Constant seconded the motion. Roll Call Vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

**PRESIDENT'S REPORT**

**Agenda item for discussion/approval:** Ordinance approving a variance from the required 25ft corner side yard setback to allow for the construction of an attached garage on the property commonly known as: 220 S. Oak Street, Hinckley, Illinois, 60520 (PIN 15-14-309-006). Zoned R1-A

President Nelson stated that the Zoning Board of Appeals recommends approving this request. Attorney Kurlinkus stated that the petitioner is seeking a variance on the 25' setback requirement due to the unusual shape of the lot. Trustee Manivong asked if the petitioner had sent (required) notification to the neighbors. Attorney Kurlinkus stated that the Clerk's office is not in possession of "proof" of this notification but that the ordinance does state that the Board of Trustees can waive the notification requirement. Trustee Manivong stated that the applicant should be required to follow the same procedures that others have had to follow and that the

approval should be pending proof of notification. Trustee Constant agreed with Trustee Manivong. Trustee Manivong moved to approve the variance request, pending proof of notification and Trustee Constant seconded the motion. Roll call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

**Agenda item for discussion/approval:** Hiring of Full Time Public Works Supervisor

President Nelson stated that she would like the Board to approve the hiring of Ceneca Wagner for the full time public works supervisor position at \$24.04 per hour (\$50,003/year) with a six month review. Trustee Manivong moved to approve the hiring of Ceneca Wagner for the full time public works supervisor position at \$24.04 per hour with a six month review and Trustee Zimmermann seconded the motion. Roll Call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

**Agenda item for discussion/approval:** Ordinance Amending the Committee Structure of the Village of Hinckley Board of Trustees

President Nelson stated that she would like to amend the committee structure such that there will be a committee of the whole meeting twice per month after each Regular Board Meeting. This will eliminate all of the unnecessary discussion during board meetings. The discussion will take place during the Committee of the Whole meetings. There was a discussion regarding voting procedures for Committee of the Whole meetings. Trustee Constant moved to approve the ordinance amending the committee structure and Trustee Manivong seconded the motion. Roll Call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

**Agenda item for discussion/approval:** Committee Assignments

President Nelson stated that she would like to have the committee chairperson assignments as follows: Zimmermann – Streets & Alleys, Manivong – Water & Sewer, Constant – Finance & Economic Development, Clark – Public Safety, Nelson – Buildings, Grounds & Parks and Personnel. She stated that all Trustees would be members of each committee. Trustee Manivong moved to approve the committee chairperson assignments and Trustee Zimmermann seconded the motion. Roll call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

**Agenda item for discussion/approval:** Purchase a new Pneumatic Actuator and Rebuild Kit for the WWTP

Dale Youngers stated that the valves cycle every 2 hours 24x7 and that this provides a small repair window. He suggested purchasing and installing the new actuator and using the rebuild kit to repair the existing equipment for use as spare parts. There was a brief discussion regarding shipping costs. Trustee Constant moved to approve the purchase, not to exceed \$850.00 and Trustee Manivong seconded the motion. Roll call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

**Agenda item for discussion/approval:** Purchase a Differential Pressure Display Module, Cable Assembly & Window Cover for the WTP

Dale Youngers stated that he had checked with TEST, Inc. to see if they had a spare that could be borrowed but none were available. Trustee Manivong asked about shipping cost and Mr. Youngers estimated \$20.00. Trustee Manivong moved to approve the purchase of the differential display module for the WTP, not to exceed \$450.00 and Trustee Zimmermann seconded the motion. Roll call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

**Agenda item for discussion/approval:** Hire a Contractor to Install 2 Mechanical Seals in the Raw Pumps at the WWTP

Dale Youngers stated that he recommends having the contractor install the ceramic seals so that if they chip during installation they are covered by warranty. If the Village installs the seals and they chip the (out of warranty) replacement cost is \$800 per seal. Trustee Manivong moved to approve the hiring of a contractor to install 2 mechanical seals in the raw pumps at the WTP, not to exceed \$2750.00, and Trustee Constant seconded the motion. Roll call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

**Agenda item for discussion/approval:** Hire a Contractor to use a Vacuum Truck to clean 2 Lift Station Wet Wells

Mr. Youngers stated that this item exceeds his spending limit. This work is normally done once per year and is overdue. He will wait until after the holidays to schedule the work. Trustee Manivong moved to approve the use of a contractor to use a vacuum truck to clean 2 lift station wet wells, not to exceed \$1250.00, and Trustee Zimmermann seconded the motion. Roll call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

## **REPORTS OF OFFICERS, TRUSTEES AND DEPARTMENT HEADS AND ACTION ITEMS**

- **Treasurer's Report**

No report.

- **Attorney's Report**

No report.

- **Engineer's Report**

No report.

- **Chief of Police**

Chief Gettemy stated that the new officer is doing well and will be on his own by next week. He also stated that he helped with traffic control while Ceneca Wagner striped the parking spots on Route 30.

- **Parks & Recreation**

No report.

- **Water & Sewer**

Dale Youngers stated that the emergency generator was installed at Royal Estates but it was installed directly onto the concrete pad (instead of on rubber isolators). He will inform Steve Phillips of the situation and have it corrected. He also stated that he has been attending a webinar with Trustee Manivong regarding supply chain work order management. TEST, Inc. employees will be attending their company holiday party on Friday. He wished everyone a Happy Holiday.

- **Public Works**

No report.

- **Village Clerk**

No report.

## **COMMITTEE REPORTS**

- **Personnel**

President Nelson stated that she will begin looking for a public works employee.

- **Finance & Economic Development**

**Agenda item for discussion/approval:** Ordinance for The Levy and Assessment of Taxes for the Fiscal Year Beginning May 1, 2019 and Ending April 30, 2020

Trustee Constant moved to approve the tax levy presented by Treasurer Maroo at a previous meeting and Trustee Manivong seconded the motion. Roll call vote: Manivong-Aye, Zimmermann-Aye, Constant-Aye, Nelson-Aye. Motion carried.

- **Public Safety**

No report.

- **Streets & Alleys**

No report.

- **Water & Sewer Committee**

No report.

- **Buildings, Grounds & Parks**

Trustee Manivong stated that Syndeo Networks is configuring the IP addresses for the new fiber optics link. Trustee Constant asked when the new email would be implemented and President Nelson said it would be soon.

**PUBLIC COMMENT**

None.

**OPEN DISCUSSION**

None.

**ADJOURMENT**

**Motion:** Trustee Constant moved to adjourn the meeting at 8:27 PM. Trustee Manivong seconded the motion. Voice Vote: All members voted yes. Motion carried.

The next Regular Meeting of the Village Board is scheduled for January 13, 2020.

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Nancy Nelson, Village President

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Elizabeth Losiniecki, Village Clerk