

Village of Hinckley Regular Board Meeting Minutes for November 1, 2010

Village President Dan Godhardt called the meeting to order at 6:59PM.

Roll Call showed Village President Dan Godhardt and Trustees Nancy Nelson, Dave Maroo, Steve Warner and Bob Albright present. This established a quorum. Trustee Lee Luker was absent.

Other persons present included, Perry Jungles, Squaw Grove Road Commissioner, Resident Richard Snedeker, Village Treasurer, Cyndi Thon, and Village Clerk, Wendy Leasure.

The Pledge of Allegiance was recited.

MINUTES OF THE LAST MEETING

The minutes from the Regular Board Meeting for October 18, 2010 were presented for approval. Trustee Nelson made a motion to approve the minutes as presented. Trustee Maroo seconded the motion. **The motion carried unanimously by Voice Vote, 4-0.**

MONEY RECEIVED

A list of all money received since October 15, 2010 was provided by Dawn Grivetti, Office Manager. Village Treasurer, Cyndi Thon wished to note that the amount for money received for Capital Improvement should also include \$199,106.00. (After the meeting, Office Manager Dawn Grivetti clarified why the report was correct as submitted. The money was received, but NOT in time to be included on the report. The report goes from Friday before the meeting through Thursday before the NEXT meeting. The information will be included for the NEXT meeting).

MONEY RECEIVED SINCE OCTOBER 15, 2010

Liquor License Renewals	5,000.00
Misc, Income - IL Jobs Now Grant Income	8,659.00
Motor Fuel Tax	4,800.42
Permit Income	900.00
Sales Tax Income	10,846.46
Utility Tax Income	3,007.22
<i>Water & Sewer Receipts</i>	
Capital Improvement Fee	8,371.71
Debt Service Fee	13,854.65
Garbage Fee	7,248.54
Water & Sewer Income	19,904.21
TOTAL:	\$82,592.21

PRESENTATION AND APPROVAL OF BILLS

A list of all bills was provided by Office Manager, Dawn Grivetti.

TOTAL OF ALL BILLS

General Fund	2,761.98
General Fund - 10/20/10	1,435.61
Park Program Fund	128.00
Police Fund	2,606.31
Road & Bridge Fund	0.00
Garbage Fund	0.00
Water & Sewer Fund	13,410.76
Water Improvement Project Fund	199,106.75
TOTAL:	\$219,449.41

Trustee Nelson made a motion to approve the bills as presented, but is requesting that the term miscellaneous NOT be used in the future. President Godhardt states that he will speak with Office Manager Dawn Grivetti and have her itemize all future bills. Trustee Maroo seconded the motion. **The motion carried unanimously by Roll Call Vote, 4-0.**

TRANSFER OF FUNDS

The total of Transfers for approval, to the Payroll Fund is \$35,525.33. The Total of Transfers for approval to the Garbage Fund is \$33,628.64. Trustee Nelson made a motion to approve the Transfers as presented. Trustee Maroo seconded the motion. **The motion carried unanimously by Roll Call Vote, 4-0.**

Trustee Maroo made a motion to borrow \$15,000.00 from the Water and Sewer Fund to put in the General Fund. Trustee Nelson seconded the motion. **The motion carried unanimously by Roll Call Vote, 4-0.** (After the meeting, Office Manager Dawn Grivetti discovered a typographical error in reference to the balance of the General Fund. It read \$19,734.37 but should have read \$197,734.37 so there was no need to borrow the funds from the Water and Sewer Fund.

TREASURER'S REPORT

Village Treasurer, Cyndi Thon was unable to provide the Treasurer's report due to computer issues. Cyndi did state however, that she was in need of payroll reports for the start of the Fiscal year 2011 to complete the report. President Godhardt suggested e-mailing both Office Manager Dawn Grivetti and himself for the reports she is requesting.

COMMENTS FROM PERSONS PRESENT

Perry Jungles, Squaw Grove Road Commissioner, delivered a copy of the bill that his office would be paying for the Pritchard Road Tile Repair Project. It was \$200 higher than originally planned, due to fiber optics being in the way, and having to be rerouted some distance. The Village will prepare a document that will state that if in the future the Village would need to dig in the farmer's field to repair the tile when crops are planted, that the Village would be responsible for crop damage. If repairs are ever done it would be feasible to do them in the fall after the crops are harvested.

COMMITTEE REPORTS

BUILDING & GROUNDS, Bob Albright – Trustee Albright is in the process of procuring a lap top for the Village Treasurer. The request for a \$1,000.00 purchase limit will be on the next agenda.

Trustee Albright also handed out information regarding the software that he has researched. The software company is MSI and he has received a quote for the software and its services. He asked everyone to look it over and stated that within the next couple of weeks, MSI would come in again for another meeting. Trustee Albright will ask if the price quoted includes any updates that would become available. He states that with the cost of the software and its abilities, he believes that the office staff could become more efficient. President Godhardt suggested checking to see if any grants are available for purchasing the software. He also states that it may be possible to purchase the software now and get reimbursed by a grant after the fact.

PARKS & RECREATION, Bob Albright – Trustee Albright recommends having the police department lock the park restrooms at night (dusk) and unlocking them in the morning. This could deter vandalism. President Godhardt states that he will talk to the Police Department and confirm with them.

WATER & SEWER, Steve Warner – Trustee Warner stated that he spoke with Bish Excavating and they will begin work on the Donald Street pot holes as soon as possible. He will verify the start date and report back.

FINANCE COMMITTEE, Dave Maroo – Trustee Maroo had nothing to report at this time.

PLANNING COMMISSION, Dave Maroo – Trustee Maroo spoke about the Renewable Energy Systems Ordinance that is currently being drawn up. It is almost complete, but needs to have information regarding solar panels added to it. The Trustees were asked to review it as it stands and ask questions. The next Planning Commission meeting will be November 22 at 7PM. The plan is to have the ordinance completed at that meeting. There will then be a public hearing regarding the ordinance because it deals with a zoning issue per Village Attorney Steve Andersson. (This subject was discussed here instead of PRESIDENT'S REPORT).

PERSONNEL, Nancy Nelson – Trustee Nelson stated that there is an issue with the holiday work schedule for staff. The personnel manual on page 16 section 9.2 states that "Christmas Eve Day, Christmas Day, and New Years Day, are holidays and that if a holiday falls on a Saturday, the previous Friday shall be considered a holiday". She explains that in the case of Christmas Day falling on Saturday, and the previous Friday already being a Holiday (Christmas Eve Day) that the Board has the choice of assigning the Holiday to the Thursday before or the Monday after the Holiday. It was decided that the Village will be closed Thursday December 23rd instead on Monday December 27th this year. The Village employees will be off December 23, 24, and Friday 31st.

It is noted that Dawn Grivetti will be off on November 17th and Office staff, Carol Kerry will work an 8 hour shift that day to fill in for Dawn.

Trustee Nelson also stated that the company currently handling the business insurance as well as the health insurance for the Village Staff will no longer be dealing in health insurance. The current health insurance policy will terminate in approximately 36 months. She will begin getting quotes for the insurance in the coming months, so as to get a new policy in place prior to the end of the termination of the current policy.

Trustee Nelson stated that she had e-mailed Office Manager Dawn Grivetti regarding more definition of job descriptions and job duties than what was originally provided to her as well as Village President Dan Godhardt. Dawn is to report back within 1 week to Trustee Nelson.

Trustee Nelson asked the Boards opinion on their pay schedules. Specifically whether they would like to continue to be paid yearly or change it to quarterly or monthly. Trustee Warner liked quarterly, he thought it would make it easier on office staff for year end. Trustees Nelson, Albright and Maroo said that it didn't really matter to them. President Godhardt stated that he would do some research and see if it would be a benefit to pay quarterly instead of yearly and he would report back.

Trustee Nelson made a motion to pay the Village Treasurer on a monthly basis and to issue her back pay to the start of her term. Trustee Maroo seconded the motion. **The motion carried unanimously by Voice Vote.**

TABLED ISSUES

President Godhardt presented the contract for Waste Management for approval. The contract is 3% higher than the previous contract. Trustee Maroo stated that the port-o-potties at the park are Waste Management provided. President Godhardt stated that he believes that is included with the contract price, but will confirm with Waste Management. Trustee Albright made a motion to approve and sign the contract with Waste Management as presented. The motion was seconded by Trustee Nelson. **The motion carried unanimously by Roll Call Vote, 4-0.**

PRESIDENT'S REPORT

Trustee Appointment - President Dan Godhardt introduced Richard Snedeker as his appointment recommendation to fill the vacant Trustee position. Richard knows a lot about sewer and water with having over 20 years experience. Trustee Warner made a motion to accept the appointment of Richard Snedeker as Village Trustee, replacing Todd Prellburg's position. The motion was seconded by Trustee Nelson. **The motion carried unanimously by Voice Vote, 4-0.**

Paul Walker, Independent Inspector – At the time of the meeting there has not been a final agreement between the Village and Paul Walker. Material was passed out to the Trustees regarding two other area towns' fees for permits. President Godhardt suggested looking over the material and making suggestions as to what the Village should charge. Trustee Maroo asked if there is a current code book with fees and if it belongs to the Village or to ICCI. President Godhardt will confer with ICCI to see if they have the book and whether or not it is Village property or not. He will also get a list of the current fees as they stand today. President Godhardt also stated that he has spoken with Tom Vesely and suggests using him as a back up inspector.

OPEN DISCUSSION

There was no further discussion.

ADJOURNMENT

Trustee Maroo made a motion to adjourn the meeting at 7:55PM. The motion was seconded by Trustee Nelson. **The motion carried unanimously by Voice Vote, 4-0.**

The next Regular Meeting of the Village Board will be Monday, November 15, 2010 at 7PM.

Dan P. Godhardt, Village President

Wendy S. Leasure, Village Clerk