

Village of Hinckley Regular Board Meeting for December 7, 2009

President Godhardt called the regular meeting of the Village Board to order at 7:30 p.m.

Roll call showed President Godhardt and Trustees: Nancy Nelson, Dave Maroo, Lee Luker, Steve Warner, Bob Albright, and Todd Prellberg all present. This established a quorum.

Other persons in attendance included: Dawn Grivetti, Village Clerk, Jeffrey Lewis, Village Attorney, Dale Youngers, Supervisor, Waste Water Treatment Plant and Bill Dunn, Village Engineer, Engineering Enterprises, Inc. (EEI).

The Pledge of Allegiance was recited.

MINUTES FROM PREVIOUS MEETING

The minutes for the November 16, 2009 Village Board meeting were presented for approval. Trustee Maroo made a motion to approve the minutes as amended; seconded by Trustee Nelson.

Motion carried unanimously by voice vote.

APPROVAL OF BILLS

The bills were presented for payment. A list of Accounts Payable was also presented. Trustee Nelson asked why the Village purchases drinking water from Hinckley Springs. Mr. Youngers replied it is the only source of drinking water at the Public Works Building and the Waste Water Treatment Plant. President Godhardt stated the Board can review the need for it. Trustee Luker made a motion to pay the bills as presented; seconded by Trustee Maroo.

Motion carried unanimously by voice vote.

TOTAL OF ALL BILLS RECOMMENDED FOR PAYMENT

General Fund	\$	6,895.89
Police Fund		1,312.90
Parks and Recreation Fund		1,113.88
Garbage Fund		13,844.71
Road and Bridge Fund		0.00
Water and Sewer Fund		14,095.82
Water Improvement Project Fund		100.00
Motor Fuel Fund		<u>0.00</u>
Total:	\$	37,363.20

ATTORNEY'S REPORT

Attorney Lewis had nothing to report. President Godhardt asked about Benchmark Bank. Mr. Lewis replied they are trying to work out a deal with Lake Co. Grading to present Royal Estates for sale. The Board discussed the effects of calling the letter of credit with Benchmark Bank.

COMMENTS FROM PERSONS PRESENT

Jason DeBernardi, 361 Rickert St., stated sewer water is chronically backing up through the floor drain in his basement. It has happened four times; the most recent on November 30, 2009. When it rains, he usually uses a plug to prevent back-ups; the latest episode was not preceded by rain. He believes the Village may be negligent. He is seeking reimbursement for the clean-up of his basement at a cost of \$1,070.32 and for a back-flow preventer at a cost of \$1,500.00; and reimbursement for the loss of contents.

Dale Youngers, Supervisor of the Waste Water Treatment Plant explained that floats in the wet wells at the south lift station stuck at the time of the back-up. The floats were checked on November 29, 2009 and found to be in working order and the station had been cleaned six weeks prior. The Village responded to the resident's call immediately. Mr. Youngers suggested an over-head sewer system or a check-valve would have prevented the back-up. Mr. DeBernardi replied he just installed a check valve.

Trustee Prellberg suggested the Board review permits for all residences on Rickert St. Trustee Luker suggested Bill Dettmer, Village Code Official speak to the Board regarding the issue.

Deb Winkle, 640 Donald St., representing the H-BR C.U.S.D. Communication Committee, requested the Village provide a link to the school district on the Village's website, and the district will do the same for the Village. Trustee Prellberg replied the Village already has a link to the school district on its website.

COMMITTEE REPORTS

Parks and Equipment, Todd Prellberg - Trustee Prellberg stated the Community tree lighting ceremony on December 4 went well.

Personnel, Todd Prellberg – Trustee Prellberg reported the committee chose four individuals to interview for the part-time office help position. Interviews are scheduled for December 16, 2009. The committee recommendation will be presented on December 21, 2009.

The Police Department has gone over the Board's recommended amount of weekly hours. The Public Works Department has not begun meter replacements and b-box locates. The Office Manager has been working more than the recommended 32 hours/wk; however it is unavoidable until new office help is hired. President Godhardt reminded the Board the Office Manger is still holding two positions with the Village plus training temporary office help. Trustee Maroo added over-time is a temporary process until the new employee is hired.

The Personnel Committee recommends the Clerk work four Monday evenings per month from 6-10 p.m. at \$100 for nights with meetings and \$50 for nights without meetings totaling approximately \$5,000/year. Committee of the Whole meetings and Planning Commission meetings will be scheduled on Mondays to accommodate this schedule. Trustee Maroo added the Clerk could be doing non-Clerk work when not recording meetings.

Trustee Prellberg made a motion to pay the Appointed Clerk \$100 for each of 48 Monday evenings per year plus \$50 for any Planning Commission meeting not scheduled on a Monday plus any other special meetings; seconded by Trustee Nelson.

Motion carried unanimously by voice vote.

The Personnel Committee also considered a request for supervisor's pay. The committee declined the request and recommends the removal of Sec. 8.3.1 from the Personnel Manual. Trustee Prellberg made a motion to remove Sec. 8.3.1 from the Village of Hinckley's Personnel Manual; seconded by Trustee Albright.

Motion carried unanimously by voice vote.

Trustee Prellberg also stated the Village received notice from the State that the Safe Routes to School program will be fully funded this year.

The Village Office will be closed Christmas Eve, Christmas Day, and New Year's Day.

Water and Sewer, Steve Warner – Trustee Warner asked that the James St. Drainage and Storm Sewer Project be put on the next Village Board meeting agenda.

Trustee Warner stated a Village resident requested leniency for a portion of their water bill for the previous quarter because of a water leak. Trustee Luker made a motion to reduce the bill by 10,000 gallons and remove any late charge; seconded by Trustee Maroo.

Motion carried 5-1; Trustee Prellberg voting nea.

Trustee Warner scheduled a committee meeting for December 14, 2009 at 6:30 p.m. at Village Hall to discuss the purchase of new water meters and the repair of the RCB bearings in the dry well pump at the north lift station. Trustee Prellberg stated new meters will have to be compatible with current and future billing software.

Bill Dunn, Engineering Enterprises, Inc. stated the low-interest loan requested by the Village for the Water Works Improvement Project will not come due before the expiration of current accepted bids. He asked for approval to extend the bid contracts for up to 6 months. Trustee Warner made a motion to request the extension of bid contracts for 90 days; seconded by Trustee Maroo.

Motion carried unanimously by voice vote.

Streets and Alleys, Lee Luker – Trustee Luker stated the Hinckley Business Association banners were installed incorrectly along Rt. 30. One banner has already been broken; another installed on the wrong type of pole. Trustee Warner suggested the installing company rotate the banners over the sidewalks.

Building and Grounds, Lee Luker – Trustee Luker had nothing to report.

Finance, Dave Maroo – Trustee Maroo reported the Finance Committee recently discussed hiring a payroll service. They also discussed the Tax Levy Ordinance. The Village may only see an increase of \$2,000 from last year. The total levy request is \$251,277.00. Trustee Maroo made a motion to approve Tax Levy Ordinance No. 09-15; seconded by Trustee Prellberg.

Motion carried unanimously by voice vote.

Economic Development, Dave Maroo – Trustee Maroo had nothing to report.

TABLED ISSUES

PRESIDENT’S REPORT

1. 361 Rickert St. Sewer Back-up
Previously discussed.

2. Utility Bill Late Charge Application Date

Clerk Grivetti indicated there are approximately 180 accounts outstanding. Trustee Luker stated the Village has always allowed partial payments to accounts. If a customer sets up a payment plan, the Village will not charge them a late fee. He suggested letting the current outstanding balances roll into the next bill. President Godhardt recommended not sending delinquency letters this quarter; however, the late charge application date would remain December 5, 2009.

President Godhardt discussed the new water rate charges. He stated the bill is set up to add a capital improvement fee with the water rate to calculate the 65% sewer rate. Trustee Prellberg stated the new water rate is \$5.78 per thousand gallons. The Board separated the capital improvement fee from the water rate so future Board’s would know what the increased rates were for. Bill Dunn asked to be allowed to provide the Board with the details to justify the suggested increase. President Godhardt scheduled a Committee of the Whole meeting for 7:00 p.m., Monday, December 21, 2009.

CLERK’S REPORT

Clerk Grivetti discussed communication from the Boy Scouts of America.

Clerk Grivetti reported on the money received and the transfers for approval.

MONEY RECEIVED SINCE NOVEMBER 17, 2009

Income Tax	\$	9176.79
Misc. Income (R&B overpayment)		182.75
Motor Fuel Tax Income		3,359.60
Parks & Rec. Income		500.50
Parking Fines		5.00
Permit #09-79 (C&V Roofing/re-roof)		100.00
Permit #09-80 (Liakas/fence)		100.00
Police Fines		2,126.77
Subpoena		25.00
Sales Tax Income		13,133.73
State Use Tax Income		1,738.14
Utility Tax Income (General Fund)		2,195.38
Utility Tax Income (Road & Bridge Fund)		1,463.59
Water & Sewer Receipts		86,512.75
Yardwaste Stickers		<u>477.45</u>
Total:	\$	121,097.45

TRANSFERS FOR APPROVAL

To Payroll Fund from:		
General Fund	\$	16,173.82

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Police Fund	17,764.21
Water and Sewer Fund	4,286.89
Road and Bridge Fund	<u>3,715.06</u>
Total:	\$ 41939.98
To Garbage Fund from:	
Water and Sewer Fund (Oct. billing)	\$ 34,915.72

Trustee Prellberg made a motion to approve the Transfers; seconded by Trustee Luker.
Motion carried unanimously by voice vote.

DISCUSSION

The Board discussed the downtown sidewalk snow removal policy. Trustee Luker stated the Village will follow the existing ordinance. If the Village has extra manpower, we will address the sidewalks after the streets are cleared. Trustee Maroo added Village property should be cleared early, including the sidewalk in front of 132-134 E. Lincoln Ave. Clerk Grivetti will send a letter to all business and property owners in the downtown area. Trustee Prellberg further suggested staggering the hours of the Public Works employees during snow removal to avoid over-time.

ADJOURNMENT

Trustee Luker made a motion to adjourn the meeting at 9:10 p.m.; seconded by Trustee Albright.
Adjournment was approved unanimously.

The next Committee of the Whole meeting of the Hinckley Village Board will be Monday, December 21, 2009 at 7:00 p.m. at Village Hall.

The next regular meeting of the Hinckley Village Board will be Monday, December 21, 2009 at 7:30 p.m. at Village Hall.

Dan P. Godhardt, Village President

Dawn R. Grivetti, Village Clerk