

VILLAGE OF SLEEPY HOLLOW
VILLAGE BOARD MEETING MINUTES

JANUARY 21, 2013

The regular meeting of the Sleepy Hollow Corporate Authorities was called to order at 7:30 p.m. at the Sleepy Hollow Village Hall. Board members in attendance were President Stephen Pickett, Trustees Scott Finney, Dennis Fudala, Russell Getz, Joseph Nemec, Jeff Seiler. Trustee Donald Ziemba was absent. Also in attendance were Finance Director Ellen Volkening and Interim Police Chief Jim Linane.

MINUTES

1. Nemec moved with a second from Seiler to approve the Village Board Meeting Minutes of January 7, 2013. Motion passed unanimously.

PRESIDENT

1. IDOT has a mobile app to track traffic.
2. President Pickett updated the board on state legislative issues, including state revenues and potential MFT funds reduction because of less gas tax receipts.

CLERK

No report.

PLAN COMMISSION

No report.

ZONING BOARD

No report.

ZBA

No report.

ATTORNEY

1. A revised ordinance was presented regarding vehicle regulations. Nemec moved with a second from Getz to approve Ordinance 2013-1 "An Ordinance Regulating the Size, Weight and Load of Vehicles in the Village." Aye: Nemec, Getz, Finney, Fudala, Seiler. Motion passed.

ENGINEER

1. Trustee Seiler requested status from the engineer of the Homelife parking lot drainage issue where a grate was to be placed to redirect water to the detention area.

DIRECTOR OF FINANCE

1. Seiler moved with a second from Getz to approve the accounts payable of January 21, 2013 in the amount of \$77,526.71. Aye: Seiler, Getz, Finney, Fudala, Nemec. Motion passed.

COMMENTS FROM THE PUBLIC

1. Carol Grom of Hilltop Lane expressed her strong objection to permitting video gambling in the village. She spoke with several residents and read statements from other residents who are all against gambling in Sleepy Hollow. She also recited the small amounts of revenue that several

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Illinois towns of similar size have received from gambling. She asked the board to obtain resident input before making a decision on this matter.

2. Rick Schuster of Dundee was present regarding the spring soccer tournament and use of the park pavilion and related fees.

PARKS, ROADS AND STREETS

1. The soccer tournament issue will be deferred until related issues are worked out with the police chief.
2. Trustees Getz and Nemec and Art in Public Works reviewed the tree trimming on Sleepy Hollow Road. Trustee Getz agreed with Chief Linane's recommendation that the canopy height on Sleepy Hollow Road be 14'6"; the State requirement for signage is 13'6". Trustee Getz also recommends trimming be 3' to 6' back from the sides of the road, based on whether swales are involved. It was noted that resident Todd Prigge offered to prepare a draft plan for trimming and maintenance on Sleepy Hollow Road. No further trimming will be done until a plan is in place. The stumps along the road will be removed by Public Works. Trustee Finney expressed his disapproval of the tree cutting that was done.

FINANCE

No report.

WATER AND SEWER

No report.

POLICE AND PUBLIC SAFETY

1. Chief Linane said a grant was received for a new breathalyzer and they will apply for a grant for additional equipment that was ordered. Officers are taking necessary training for the new equipment. The department is also applying for a grant for DUI enforcement that will reimburse the village for expenses related to this enforcement and another grant was applied for for traffic enforcement reimbursement expenses. Sleepy Hollow was awarded a new radar unit that will go in the new car. The department is using a new uniform company that is less expensive. Additional training for the officers is also being considered, including assisting residents who lock themselves out of their vehicles. After reviewing red light camera programs, it was determined that this would not be beneficial to the village.

PUBLIC BUILDINGS AND ENVIRONMENTAL

1. The next Environmental Committee meeting will probably be the second week of February.
2. Deer sampling starts next week.
3. The annual Dundee Township meeting will be April 2 at Randall Oaks.

BUILDING AND ZONING ENFORCEMENT

1. There are a few pending ordinance issues at different homes in the village.

OLD BUSINESS

No report.

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NEW BUSINESS

1. Trustee Seiler reviewed future budgetary concerns facing the village. He wants to allow video gambling in the village for the additional revenue. He feels it could also help village commercial establishments and would not be detrimental to the village. He reviewed future budgetary concerns facing the village with the reduction of revenue streams. Trustee Finney would like to determine what the village needs to maintain its quality of life and present the information to the residents, and first explore other options for revenue. It was noted that a referendum to the residents for a tax increase will probably be necessary. Seiler moved with a second from Getz to make video gambling available in the village. Aye: Seiler, Getz, Fudala. Nay: Finney, Nemec. Motion passed. An ordinance should be prepared and presented to the Board.
2. A Computer Systems Policies Manual was presented by the village IT provider. It is the same manual used for all entities using this IT service. There were board concerns about the permanent deletions of emails and this issue will be clarified with the IT provider and reported back to the Board at the next meeting.

Seiler moved with a second from Getz to adjourn to executive session at 8:36 p.m. for the purpose of personnel pursuant to 2(c)(1) of the Open Meetings Act. Aye: Seiler, Finney, Getz, Fudala, Nemec. Motion passed.

(Trustee Getz left during the executive session at 8:57 p.m.)

The regular meeting resumed at 9:28 p.m.

Chief Linane briefly discussed tinted windows on vehicles and enforcement by the department.

Nemec moved with a second from Seiler to adjourn the meeting at 9:32 p.m. Motion passed unanimously.

Respectfully submitted,



Norine Olson
Village Clerk

Released 12-15-14

VILLAGE OF SLEEPY HOLLOW
VILLAGE BOARD

EXECUTIVE SESSION MINUTES
JANUARY 21, 2013

The executive session of the Sleepy Hollow Corporate Authorities was convened at 8:36 p.m. at the Sleepy Hollow Village Hall for the purpose of personnel pursuant to Sections 2(c)(11) of the Open Meetings Act. Board members in attendance were President Stephen Pickett, and Trustees Scott Finney, Dennis Fudala, Russell Getz, Joseph Nemec, Jeff Seiler. Trustee Donald Ziemba was absent. Also in attendance was Police Chief Linane.

The Illinois Association of Law Enforcement Executives completed a several months' review of the Sleepy Hollow Police Department and submitted a written report along with their recommendations to improve the department. Chief Linane submitted a written summary of his responses to the recommendations, which he reviewed and discussed in further detail for the Board. His written report is attached and made a part of these minutes.

(Trustee Getz left the meeting at 8:57 p.m.)

Chief Linane noted that department morale is up with recent changes made in the Department. He also said the Department is providing a liaison officer for Sleepy Hollow School and safety procedures are in place at the school. There were some additional comments on the new procedure instituted by the Chief for daily activity reports that are computer generated by the officers; and long term saving of those logs in the Department. He also noted the Department's plans to purchase cameras for certain areas of the police station area of the Village Hall.

Seiler moved with a second from Nemec to adjourn the executive session at 9:28 p.m. Motion passed unanimously.

Respectfully submitted,



Norine Olson
Village Clerk

IALEE Report Comments

Summary of Recommendations

The Village of Sleepy Hollow should consider implementation of the following recommendations as previously outlined in this report:

1. Develop and distribute an entirely new and up-to-date written directives manual.

I agree but this is a major job to be done in the future. The Policy & Procedures Manual currently in place is very cumbersome and way too detailed for a small department. It was implemented from a boiler plate model which would be more appropriate for a larger department. For the time being it does work and can still be kept in place till a new Policy and Procedure Manual is developed.

2. Consider acquiring more evidence storage space.

I believe the space we have now is still sufficient for most evidence. Sgt. Wilson did reorganize and straighten out the evidence room to gain more space. We should look for ways to better store large objects. Possibly a storage shed or Self Store locker might be considered.

3. Consult Village Attorney on bicycle disposal ordinance/resolution and procedure.

I agree with this. A new law as of 1/1/13 establishes a better procedure on charitable donations under \$100 value. The donation of bicycles was done this way in the past. This can be easily remedied. We do need a space to store bicycles better than what is currently in place. (see #2)

4. Develop a performance evaluation system.

I agree. There has not been an evaluation system in place that I can determine. This needs to be looked into and implemented. Evaluations are not only for identifying weaknesses but also strengths. Every officer needs to be periodically evaluated and have goals set that are consistent with the organization's overall goals and mission and to develop personal goals for each officer.

5. Review and replace the department's written hand-printed master log for citations, etc.

I agree. This was accomplished as of 1/1/13. Officers now complete a computer generated Daily Activity Report that documents all activity and calculates their time as "Obligated" or "Unobligated". This report is also a vehicle condition report. Officers complete the log in the squad during the shift and at the end of the shift, wirelessly print from the squad to the station, sign the report and file it. (See attached)

14. Research feasibility of adding female changing areas and/or adding male and female locker areas.

I think this would be a luxury if possible but very costly. The current unisex locker room is used by male and female officers. There is a lock to get in the door every time entry is needed. A sign is on the door to advise when the room is "occupied". A better system is simply to put a door chain on from the inside to restrict access when necessary. To get out of the room, the chain would have to be detached. This is one remedy to assure privacy whether male or female and there are other possibilities to accomplish this goal without costing more expense than really necessary.

15. Develop a Daily Activity Report.

See #5



Sleepy Hollow Police Department

Intra-Departmental Memorandum

To: All Personnel

From: Chief James R. Linane

Date: January 14, 2013

Subject: Daily Activity Log – Version #2

On January 1, 2013 we discontinued using the hand written log book in the Squad Room to document our vehicle condition, mileage, fuel and activity during a shift. On that date we began using Microsoft Word Version (converted to Adobe Acrobat) that can be found on the desktop of all in-house computers and the squad MDT's. Handwritten versions of this Daily Activity Log are acceptable if for some reason the computer version isn't. If this occurs, write neatly and small.

The new form is pretty self-explanatory and easy to use but I do want to point out some features and provide some guidance on it's use. This is Version #2.

Points I want to make by reference to the attached example form are:

#1	Mileage is start/end with the program automatically calculating the total mileage.
#2	Fuel is for when fueling up. Indicated gallons, cost per gal. and total cost. If the vehicle was not fueled during shift indicate this by putting the word "None" in the Fuel Area.
#3	In this general area of "Item Inspected". Anything inspected will be checked in the check box. Do put a check mark in any box where there was no actual inspection completed. In regards to the body, anything damaged should be commented on and reflected on the reverse side diagram.
#4	Contraband check is basically an interior inspection. In particular, check the rear seat area of contraband or anything else that might cause issues with the integrity of an arrest or officer safety.
#5	I would like all officers to check out an AED every shift. If an AED is taken out, the letter (or identifier) of it and condition should be noted and a check put in the box.
#6	This is the actual log area. This area is for the normal documentation of activity. Abbreviations are acceptable but as much detail as we can, put in the log. I have attached a sample Daily

	Activity Log for a reference sample.
#7	<p>This column is used to indicate total obligated time spent to the nearest quarter hour. Time should be indicated as .25, .5, .75, 1.00, 1.25 etc.. What is considered would generally be police related activity or calls for service. A better guide would be activity while:</p> <ul style="list-style-type: none"> • 10-6-(Busy) performing a police activity that it would be difficult but not impossible to break away from. • 10-7, Unavailable due to being involved in incident or call etc. <p>10-6 (Available) Would be breaks, lunches, projects, administrative duties, where you could easily break away, if necessary and will be considered unobligated time.</p> <p>Regular patrol time, roving radar patrol, stationary traffic observation, etc is considered unobligated time.</p> <p>Unobligated time is basically documented but not tallied in this column. Obligated time is calculated to the nearest quarter hour increment. This column is designed to add all obligated time and insert it at the bottom of the column.</p>
#8	This area is for our Case Number #. The Case # in all reports and references should include the last 4-5 digits. Whether a situation was a Code 80 or 85, the number should be documented here.
#9	The obligated time will be automatically added.
#10	To obtain the amount of unobligated time, subtract the total hours worked (usually 8.00) by the obligated amount in #9.
#11	Other hours used. For every sick day, personal day, holiday or vacation day that would normally be a work day but some other time is being used, it would be recorded here. This can be done before the occurrence, or after, but a Daily Activity Log is required to be completed and signed for recording officer time off. When this is done, all that is needed is name, date, timed utilized and signature and this will be placed in the three ring binder. Regular Days off do not require a Daily Activity Log.
#12	Paid compensation hours are recorded in this area. Normally this would be 8.00 for a regular shift. Documenting hours in this area does not replace the OT slips, but should be consistent with the OT slips.
#13	Officers must sign each log for authenticity purposes.
#14	Supervisors are to review and sign off or initial each log. Should there be no supervisor on-duty (Sergeant or above), this can be left blank until the next supervisor comes on duty and reviews the log.
#15	Overflow/Continuation Activity Section from front page.
#16	Vehicle damage repair graphic. Circle, mark, draw write and/or add arrows to indicate area(s) needing attention.

This Daily Activity Log does not relieve each officer from completing the entries on individual payroll sheets.

If you have any questions on using the form, please see me. .

Once the Daily Activity Log is completed, printed and signed, three hole punch the Daily Activity Log and insert it in the appropriate three ring binder in the Squad Room. The date that each shift started will be the date it should be inserted into. Shift 3B is still part of the 3 shift from the day before even though the shift is 0200-0600. There are two binders. When January is completed, we will start in the other binder for February. Sometime during February, the January binder will be emptied and the Activity Sheets will be stored. We will then use that binder for March, etc. etc.

Sleepy Hollow Police Department – Daily Activity Log

Last Name: Smith

Badge #: 99

Shift: 1

Start Time: 0600**End Time: 1400**

Date: 1/14/13

VEHICLE INSPECTION CHECKLIST

This form must be completed by each employee prior to operating a Village vehicle. Any deficiencies, damage, accidents, or malfunctions must be reported to the employee's immediate supervisor along with this form.

Vehicle #: 9 Start Mileage: 10,000 End Mileage: 10,056 Total Mileage: 56 Fuel: 10.0 Gal. 2 Cost: 3.299 \$: 32.99

X	Item Inspected	Comments
<input checked="" type="checkbox"/>	Body (Reverse Side)	Small dent under right front door handle
<input checked="" type="checkbox"/>	Oil Level	Added 1 Quart
<input checked="" type="checkbox"/>	Interior	
<input checked="" type="checkbox"/>	Lights	Left rear brake light bulb out. Notified S22
<input checked="" type="checkbox"/>	Engine performance	
<input checked="" type="checkbox"/>	Brakes	
<input checked="" type="checkbox"/>	Emergency equipment	Need fusee's
<input checked="" type="checkbox"/>	Computer	
<input checked="" type="checkbox"/>	Contraband check	
<input checked="" type="checkbox"/>	AED	Yellow
<input type="checkbox"/>	Other (specify)	

[illegible]

Activity Type	#	Type	#	Type	#	Type	#
Citations	1	Non Traffic Arrests	0	Business Checks	0	Calls for Serv	3
Written Warnings	1	Criminal Arrests	0	House Checks	4	PI Acc	0
AWT/P-Tickets	0	DUI	0	CPN	0	PDO Acc	1
Stop/Verbal Warn Card	1	Warrants	0	Liquor Lic. Checks	0		
Activity	Hrs	Activity	Hrs	Activity	Hrs	Compensation	Hrs
Pat. Un-ob Time	5.25	Meetings	0.00	Holiday Hrs	0.00	Regular Hours	8.00
Pat. Ob Time	2.75	Spec Detail	0.00	Personal Day Hrs	0.00	Overtime Hours	0.00
Admin Time	0.00	Training	0.00	Vacation Day Hrs	0.00	Premium Hours	0.00
Court Time	0.00	Special Assignment	0.00	Sick Day Hrs	0.00	Other Hours	0.00
Investigation Time	0.00	Vehicle Maint.	0.25	Unpaid Leave	0.00	Total Hours	8.00

Officer Signature: 13 I.D. # _____

Supervisor Initials; 14 I.D.# _____