

# **VILLAGE OF SLEEPY HOLLOW**

## **VILLAGE BOARD MEETING MINUTES**

**June 1, 2020**

The regular meeting of the Sleepy Hollow Corporate Authorities was called to order at 7:30 p.m. at the Sleepy Hollow Village Hall. President Stephan Pickett and Village Clerk Anthony Mills and Trustee Thomas Merkel attended in person and Trustees Steven DeAtley, Anthony Piraino, Edward Harney and Joseph Nemec attended by remote video-conference via Zoom. Trustee Donald Ziemba joined the meeting at 8:37 p.m. Also attending via video-conferencing were Public Works Director Kyle Killinger, Chief of Police Michael Rivas, Village Attorney Mark Schuster and Village Engineer Jeff Steele

### **MINUTES**

Trustee Merkel moved with a second from Trustee DeAtley to approve the Village Board Meeting Minutes of May 18, 2020. On a roll call vote with trustees DeAtley, Piraino, Nemec, Merkel and Harney voting aye. The motion passed and the minutes of May 18, 2020 were approved.

### **PRESIDENT'S REPORT**

President Pickett reported Governor Pritzker has extended his executive order allowing virtual attendance at board meetings. This extension will remain in effect until June 27, 2020 or until the legislature enacts a permanent modification to the in person meeting requirement in the Open Meetings Act – which ever comes first.

As part of the extended order all voting cast by the board on any public matter will be by roll call vote with the votes noted accordingly.

The Village received a request from Comcast to renew the cable system franchise agreement. President Pickett stated that before the board can renew the agreement the public must be given an opportunity to comment on Comcast's proposal. Public comments can be submitted until reviewed by the board at the July 6, 2020 regular board meeting. A copy of the proposed agreement will be posted on the village website and will be available upon request here at the Village Hall.

At President Pickett's request all Village department heads have submitted costs and expenses incurred to date in response to the COVID-19 pandemic. So far it appears the Village has incurred approximately \$3,700 in COVID-19 related costs.

### **CLERK**

No report

### **PLANNING AND ZONING COMMISSION**

No report. But President Pickett reported the variance request submitted by All Pets Wellness Center has been referred to the Planning & Zoning Commission for handling. The request will require a public hearing which will be set by the P&Z Commission in compliance with state law.

### **ATTORNEY**

The Village Attorney submitted for board review and approval a proposed amendment to the Village Personnel Manual which adds in pertinent part the requirement for annual training for municipal officers as well as penalties. The training is being mandated by the Illinois Workplace Transparency Act and involves training pertaining to sexual harassment in the work place. Trustee Harney moved with a second by Trustee Piraino to approve No. 2020-6 AN ORDINANCE APPROVING AND ADOPTING A MODIFICATION TO THE VILLAGE PERSONNEL MANUAL UPDATE –

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**2020 TO ADDRESS REQUIREMENTS OF THE WORKPLACE TRANSPARENCY ACT OF 2019.** By roll call vote with Trustees Piraino, DeAtley, Merkel, Harney and Nemec voting aye and with no nay votes the motion passed and Ordinance 2020-6 was adopted. Trustee Ziemba had not yet joined the meeting and did not vote.

### ENGINEER

The Village Engineer provided each board member with a copy of *REBUILD ILLINOIS – Competitive Public Infrastructure Component GUIDEBOOK* which has been published by the State of Illinois for the use of the state-funded public infrastructure grant funds. Engineer Steele explained that the State has allocated \$25,000,000 in Rebuild Illinois funds. A grant ceiling of \$5,000,000 per project has been established and grants for less than \$250,000 will not be awarded. Applications for the grants are due Tuesday June 30, 2020. The GUIDEBOOK lists eligible uses for the grant funds. President Pickett and the Board discussed generally some uses for the funds and will further analyze those eligible uses available to the Village.

### DIRECTOR OF FINANCE

Trustee Piraino moved with a second from Trustee DeAtley to approve the accounts payable of June 1, 2020 in the amount of \$87,830.98. By a roll call vote with Trustee Piraino, DeAtley, Nemec, Merkel and Harney voting aye and with no nay votes, the motion passed.

### COMMENTS FROM THE PUBLIC

The Village received one public comment by way of email. President Pickett read the email verbatim to the board and all individuals who connected to the meeting online. [Clerk's Note: Since the statement is available online that request will not be reprinted in the minutes. Instead, the name and the subject matter of the statement will be listed herein.]

- *Delainah Carver* Pledge of Allegiance

President Pickett noted that the Pledge of Allegiance has been recited before every board meeting for the past 22 years and if the pledge is not recorded on line it is due to technical issues caused by the Village staff learning how to properly conduct virtual meetings and not because the pledge was not recited.

### PARKS, ROADS AND STREETS

No report.

### FINANCE

No report.

### WATER AND SEWER

Trustee Nemec brought to the board's attention the issue of outstanding and unpaid water bills incurred by the prior owners of a dwelling after the house has been sold. The Village Attorney noted the water service is provided to the dwelling and therefore the charge runs with the house. However, there is one unpaid invoice for \$80.26 so the board was asked if under limited circumstances this invoice should be written off? Trustee Nemec moved with a second from Trustee Merkel to authorize Village staff to write-off the charge of \$80.26. By roll call vote with Trustee Harney,



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DeAtley, Piraino, Merkel and Nemec voting aye and with no nay votes, the motion passed. Going forward unpaid water services will be charged to the new owner.

### **POLICE AND PUBLIC SAFETY**

No report. See discussion under New Business.

### **PUBLIC BUILDINGS AND ENVIRONMENTAL**

No report

### **BUILDING AND ZONING ENFORCEMENT**

Trustee Piraino reported he discussed the issue of the lack of fencing surrounding above-ground pools with Barbara Dettmer of ICCI. He was concerned about safety issues and wanted to know if Code Enforcement was aware of this issue.

### **OLD BUSINESS**

The board discussed the drainage issue situated at 1756 Hillcrest Park. Trustee Harney summarized the options available to address this drainage issue. Briefly those options open to the owner are (a) drain the run off onto the drainage easement, (b) drain the excess water to the front yard, and/or (c) work out a private agreement with the owners of the neighboring property to pay for an underground drain tile and/or regrading to direct the excess water away from the affected area. President Pickett reminded the Board that the Village could not use public money to repair private property.

President Pickett reported he was waiting on a proposed plan for the revegetation the property belonging Mona Auer at 1922 Sleepy Hollow Road. Once that proposal has been received it will be discussed by the board at the next regular public meeting.

[Trustee Don Ziembra joined the online meeting at 8:37 p.m.]

In response to comments made by Village staff and volunteers seeking to clean up Village property, the Village Attorney addressed issue or requiring the Waiver & Release forms to be notarized in advance of work being performed. Recognizing that the use of a notary in this instance is basically to augment the identification process the board discussed the need to maintain the notary requirement. Trustee Ziembra moved with a second from Trustee Piraino to remove the requirement that the Waiver & Release forms be notarized. After discussion Trustee Merkel moved with a second from Trustee Ziembra to add the requirement that all individuals signing the form must show some form of state approved ID or drivers license. By roll call vote the with Trustee Merkel, Nemec, Ziembra, Harney, Piraino and DeAtley voting aye and with no nay votes, the board approved adding the requirement that all individuals signing the Waiver & Release forms must provide a state approved ID and/or a drivers license. On the original motion of removing the requirement that all signatures must be notarized, Trustee DeAtley, Nemec, Harney, Piraino, Merkel and Ziembra voted aye. There was no nay votes so the motion to remove the notary requirement passed.

The next issue discussed by the board was the issue of the re-opening of the Village Hall offices and the hours of operation. It was the consensus of the board to accept the recommendation of the Village staff to hold off any reopening until the expiration of Governor Pritzker's executive order set for June 27, 2020. As for changing the hours of operation for Village office staff (which does not include the police department) Trustee Merkel moved with a second from Trustee DeAtley to set the

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opening of the Village Hall to 8:00 a.m. with the closing set for 3:30 p.m. By roll call vote with all six board members voting aye and no nay votes, the motion passed.

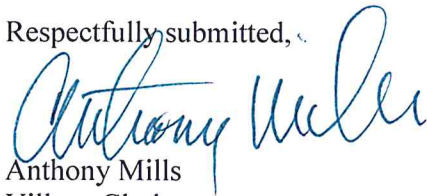
**NEW BUSINESS**

With the resignation of two officers Chief Rivas submitted a request to the board for authority to expedite the hiring of two new officers. The reason for this request is the need to secure the hiring of the two candidates to avoid the risk of losing them to another law enforcement agency. The hiring would be expressly conditioned on the passage of background investigations. The hourly rate to be offered is that of part time candidates which would be \$20.91 subject to any adjustment due upon the conclusion of the ongoing negotiations for a new Collective Bargaining Agreement currently being negotiated. Trustee DeAtley moved with a second from Trustee Merkel to authorize Chief Rivas to extend the conditional offers to the two officer candidates under consideration. By roll call vote with Trustees DeAtley, Merkel, Nemec, Ziemba, Piraino and Harney all voting aye and with no nay votes, the motion passed unanimously.

**ADJOURNMENT**

The board having no further business to discuss Trustee Nemec moved with a second from Trustee Piraino to adjourn the meeting at 9:00 pm. On a voice vote the motion passed unanimously.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Anthony Mills".

Anthony Mills  
Village Clerk