

Board of Trustees Regular Board Meeting Minutes

Date: May 18, 2026

Time: 7:30 PM

Location: Sleepy Hollow Village Hall, 1 Thorbred Lane, Sleepy Hollow, Illinois 60118

1) Call to Order

- President Boe called the meeting to order at 7:31 pm.

2) Pledge of Allegiance

- The Pledge of Allegiance was recited.

3) Roll Call

- Present: President Boe, Trustee Hof, Trustee Thomas and Trustee Kennelly and Trustee DeAtley were present. Trustees Shotsberger and McGuire were absent.
- Also present: Administrator Vann, Chief Parma, and Village Attorney Schuster, Director Killinger and Clerk Ree.

4) Approval of Minutes

- a) Discussion and motion to approve 04/20 board meeting minutes by Trustee DeAtley, seconded by Trustee Kennelly. Trustee Thomas requested a revision under Building Official report that President Boe, not Trustee Thomas met with E.N. on Friday. Trustee Kennelly requested to change his question regarding DAMO BBQ being aware of the extension to expiration date at the end of May. With these changes, all in favor of approving the minutes, no opposition; motion passed.
- b) Discussion and motion to approve the 05/04 board meeting minutes by Trustee DeAtley and seconded by Trustee Thomas. Trustee Thomas had questions re: the procedure when no quorum. All in favor, no opposition; motion passed.

5) President Report

- **Civility Pledge:** Read by Trustee Kennelly.
- Covered the water infrastructure letter in the last meeting. Wanted to read it aloud so residents were aware. Read feedback emails from residents, both positive and negative. The FAQ should be out next week.
- Received a special use permit application from StoreMore365 for a self-storage development at 1601 W Main.
- Reminds residents to walk against the traffic, keep an eye on kids now that school is out. Waiting on the State to make their decision on requirements for Escooters. Asks all to just be careful.
- It is Public Works Appreciation week. President Boe thanked Kyle and his team for all that they do. They also are repainting the Village signs, saving about \$5,000.
- Attended a CMAP/Metrowest meeting roundtable. State of the Region for Kane and DuPage County. Will leave hard copies in the Trustee Room. Can also send a digital PDF. Discussed transportation, jobs/economy, cost of living, where people are moving and why. Also discussed water infrastructure as many of the local municipalities are dealing with this issue. Funds are sparse. More funding is focused on lead service pipe replacements vs copper pipes, which we have, so our funding is limited.

6) Clerk Report

- No report
- 7) Building Official Report**
- No report
- 8) Attorney Report**
- No report
- 9) Engineer Report**
- Working with Director Killinger on the best option of what type of water main we will use. Permits are being finalized and reviewed by the EPA and water conservation department for fees.
- 10) Administrator Report**
- **Warrants:**
 - Discussion and motion to approve warrants from the May 18th meeting by Trustee Hof, seconded by Trustee Thomas. Roll call vote of Trustee Kennelly, Trustee DeAtley, Trustee Thomas and Trustee Hof. All in favor, no opposition; motion passed.
 - Discussion and motion to approve warrants from the May 4th meeting by Trustee Hof, seconded by Trustee Thomas. Roll call vote of Trustee DeAtley, Trustee Kennelly, Trustee Thomas and Trustee Hof. All in favor, no opposition; motion passed.
 - Director Vann reported that he was able to source a large format printer and scanner for larger files, maps, plats etc. for under \$700.
- 11) Comments from the Public**
- Michael and Mary Savarese thanked the Board for volunteering time to serve our Village. They see the benefit of the water fee, although it hit them a little bit. Wants to know how long it will be in place and if it is permanent. Can we create an infrastructure account for future projects? The road on Surrey Lane is deteriorating. The fire hydrants need to be painted. They also want to repave their driveway but want to know when the road will be repaved. How long are the water mains supposed to last?
 - Lynne and Hans Meng- On March 5th, USIC was out marking their property. They were marking straight across the septic field. They discussed with Trustee Thomas and President Boe. On March 21st, President Boe and Tim Gregory from Metronet met at the Meng's property to reassess. Tim said Metronet can go around it. This last week, USIC marked again along the septic line. President Boe said the plan needs to be reviewed. Resident found 2 workers starting to dig. President Boe was able to stop their work. They are asking Trustees for email plans with options to be protected.
 - Paul Wojcik had questions about the water fee. Some were answered by the 1st Resident. Asks how long it will be on the bill and will it go up? Would have liked to be able to vote on it or gotten a heads up.
 - Pete Vernon- Regarding the 1601 Application, he does not think it was appropriate to accept their application for special use that does not exist. Their outstanding balance took 1 year to resolve. He will be doing his own analysis and will make the results available. The plan is now at 140,000 sq ft, last time it was 85,000 sq ft.
 - Michael Morrison- appreciates the thankless job all the Trustees are doing. Questions regarding the water fee; Are all residents required to pay? How many homes are being

billed? All residents are benefitting so all should be able to pay. What year did we hook up to Elgin water?

- Ed Harney commends the water fee. Should not have been a surprise to anyone. This has been discussed in numerous meetings over the last few years. Residents have said no to tax increases to pay, so this needs to be done.
- **President Boe answered questions that were brought up in Public Comments**—The water fee is indefinite at this time. There are 1,050 houses paying \$50 a month, which will replenish the internal loan from our reserves. These funds are limited to water and may not be used toward septic or sewer expenses. Homes with wells should not be charged a fee. It is an enterprise fund- organized to see how money is coming in and out. These funds cannot transfer to the Village's general fund. 157 houses are on well and won't pay the fee unless they go to public water. The Village has known for decades this needs to be done but was not able to move forward. We are still looking at grants and if we get additional funding, we may be able to adjust or stop the fee sooner. FAQ sheet will have financing options to help residents. Regarding Surrey Lane, President Boe will talk with Director Killinger and Trustee Kennelly. Director Killinger stated that Surrey Lane is not the only street with hydrants not being painted. Added that the new water mains have a 100-year life on them. President Boe addressed Pete Vernon that the Village is not allowed to immediately turn down any application. It must go through due process: a public hearing before the Planning & Zoning Commission to determine a recommendation based on Findings of Fact and then to the Board to be voted on.

12) Trustee Reports

- **Roads, Parks, and Streets:** Trustee Kennelly discussed the cul-de-sac on Jill Peak. He and PW placed a cone raise awareness to that area. Trustee Kennelly and Director Killinger said it is on the repair list for fall this year. In 2025, \$147,000 motor fuel tax was received and spent on 1,910 ft of asphalt. There are 22 miles of road in Sleepy Hollow. Every street needs work. It will cost \$2 million to do 25% of the roads. He is actively looking for grants, and posed the question, "How as a board can we come up with an action plan to be able to apply for grants?" He has been in more talks with West Dundee regarding the Boncosky bike path. West Dundee's cost is approx. \$130k. Believes it is not on their radar for this year.
- **Finance:** In response to the public comments re: the new water infrastructure fee, Trustee Hof mentioned there had been 2 town hall meetings, several board meetings and much discussion before a decision was made. The Board can't go door to door to each home. It is up to the residents to follow what is going on. \$50 a month x 1050 homes= \$52,500 a month x12 months= \$630k a year. It will cost \$1 million for a half mile, \$2 million for a mile. In 2014, it cost \$150 ft to repair, now it is \$350 a foot. Prices/inflation will increase. We are doing it now, with no fees, no interest. Can only do every other year. Fee could increase. Will be creating a form for Senior exemption discount. Appropriations Public Hearing is scheduled for before the next meeting on June 1st at 7pm.
- **Water and Sewer:** No report.

- **Police and Public Safety:** Trustee DeAtley, Chief and Attorney Schuster are still in ongoing negotiations with part time police officer union contract negotiations. He attended an informative luncheon with Chief Parma and Administrator Vann about Shop-with-a –Cop: learning how it is funded and how money is raised. Good to see how well the Village was represented. Reiterated President Boe’s comment about walking the right way against traffic and watching out for kids. Chief Parma added that they recently raised approx. \$1750 for Special Olympics at Dunkin Donuts. They will also sell merchandise for National Night Out. Chief Parma addressed Facebook comments about requests for reduced speed limits or adding stop signs. He can’t just make that decision. It has to go through traffic reviews and assessments, and our roads don’t qualify for reduced speed limits.
- **Public Buildings and Environmental:** No report.
- **Building and Zoning Enforcement:** Trustee Thomas asked if a permit was needed for the city-wide garage sale. Chief Parma confirmed, yes. Asked that the FAQ and water letter be in the water bill, website, on social media and posted at Village Hall. She received a call from a police officer looking to move to Sleepy Hollow. He is a K9 handle which requires a larger dog run than what is currently allowed, which will need a variance. The new resident will need to attend the P&Z Meeting to ask for the variance. If P&Z passes, it will go to the Board. Approval would be limited to the individual owners, and if they move out of the Village, the dog run would come down. It’s a requirement for police officers/handlers. Still looking at size differences.

13) Old Business

- a) Discussion and motion to approve Resolution 2026-2 to amend IGA with Carpentersville by Trustee DeAtley, seconded by Trustee Thomas. Trustee Thomas asked if this was only good until a Building Official starts? Administrator Vann confirmed yes. Trustee Kennelly asked if this was an extension. Administrator Vann said it is a modification. We need to give them 60 days’ notice to terminate. They are not available to run P&Z Meetings. Roll call vote of Trustee Hof, Trustee Kennelly, Trustee Thomas and Trustee DeAtley. All in favor, no opposition; motion passed.
- b) Discussion and motion to approve amendments to Chapter 13 Mobile Food Vendor by Trustee Kennelly, seconded by Trustee DeAtley. This is the same as the original license with new stipulations: all materials must be moved by the end of business (sunset), written consent is required from the land owner if on private property, no temporary seating or tables, no permanent installations, no tents. Will allow temporary sandwich board signage. Attorney Schuster said if the Board approves this on June 1st, it will take effect 10 days after. President Boe clarified this vote is for drafting the ordinance. All in favor of drafting ordinance amendments to then be voted on at June 1st meeting, no opposition; motion to amend passed.

14) New Business

- a) Discussion and motion to approve printing and postal costs to mail Sumer 2026 The Legend newsletter by Trustee Kennelly, seconded by Trustee Hof. Trustee DeAtley asked if it is in the budget already? Administrator Vann said yes, it is in the budget. We are required to put the water consumer confidence report in writing each year, so that is why this edition is printed and mailed. 1200 copies, \$941.60 to print, \$265 mailing

surcharge, \$420 for postage. Total cost is \$1626.60. Roll call vote of Trustee DeAtley, Trustee Thomas, Trustee Kennelly and Trustee Hof. All in favor, no opposition; motion passed.

- b) Discussion and motion to approve sewer catch basin installation on Timber Drive by Trustee Kennelly, seconded by Trustee DeAtley. Director Killinger added this is for the cul-de-sac on Timber. 10 years ago, it was extended into the grass area due to the garbage trucks. This created a big gap, which needed a grate, and now has created a drainage issue. Cost is approx. \$4,145. Roll call vote of Trustee Hof, Trustee Thomas, Trustee DeAtley and Trustee Kennelly. All in favor, no opposition; motion passed.
- c) Discussion and motion to approve renewal of Resolution 2026-3, previously Resolution 2019-1 by Trustee Kennelly, seconded by Trustee Thomas. Director Killinger was notified by IDOT that our resolution expired. This allows us to be in compliance with IDOT, if any work is on IDOT right-of-way. Roll call vote of Trustee DeAtley, Trustee Hof, Trustee Thomas and Trustee Kennelly. All in favor, no opposition; motion passed.
- d) Discussion and motion to approve Amending Village Ordinance Title 6, Chapter 3 by Trustee Kennelly, Trustee Thomas. Director Killinger added this is to amend code to simply a recent issue. Allows the Village to notify a homeowner of a leak. Won't restore water until it is fixed. This is for at the B Box. Helps residents with costs in long run. Takes the burden off the Village to repair private lines. Roll call vote of Trustee Hof, Trustee DeAtley, Trustee Thomas, Trustee Kennelly, all in favor, no opposition; motion passed.
- e) Discussion and motion to recommend that residents who qualify for the Kane County Senior Citizen property assessment freeze be granted a 50% reduction on the Water Infrastructure fee once approved program status is verified by Trustee Hof, seconded by Trustee Kennelly. This is a simple process, will create a form for resident to fill out. Will need to re-qualify every year. Name, address and PIN needed to verify senior exemption freeze. Wendy will verify and update. July 1st is the deadline to apply for Senior Exemption with Kane County. All in favor, no opposition; motion passed.
- f) Discussion and motion to approve establishing additional utility easement(s) between Gail and Hilltop Lane, aka. Hilltop Greenway by Trustee Kennelly, seconded by Trustee Thomas. There is lots of old growth on the property. All possible options will need an easement vote except Option 1. Will need a survey of the property to determine location of property and utility easement lines. May not be on public grounds. Director Killinger obtained, and the Board reviewed, plat of surveys of the area in question. All main lines are directional bored at 36"-48" depth. 6"/trench digging for service lines to house. Trustee Kennelly and Trustee Thomas move to postpone until the June 1st meeting. All in favor, no opposition, motion postponed.
- g) Discussion and motion to approve creation of a Crew Leader Position in the Public Works Department at a starting pay rate of \$31.25 an hour by Trustee Kennelly, seconded by Trustee DeAtley. This will create uniformity in the department, especially when Director Killinger is not in. Need a 2nd in command to create ladder of succession.

Roll call vote of Trustee Thomas, Trustee Hof, Trustee Kennelly and Trustee DeAtley. All in favor, no opposition; motion passed.

- h) (Discussed after executive session)
- i) (Discussed after executive session)
- j) Resident P. Vernon: Request for Motion to Rescind Appointment of Village Administrator as Assistant Building Official. Pete Vernon addressed the Board that it was not appropriate to put the responsibility on Administrator Vann to step in for the Building Official. He understands the emergency need to stop work. He went through the ordinances and who can act. Attorney General, Conservator of the Peace, who can do a cease and desist, or stop work order. In 2017, Officer Fleck was added to the Village and he is qualified to do this. Administrator can provide, not enforce. There is a question of liability. We want someone trained and that has read through the code.
- k) Discussion in re: status of the well meters to be installed. Clarification: discussion is in re: well homes who also own pools and have a water meter for their wastewater billing. Administrator Vann added that there is a data meter. Director Killinger said the resident will have to call with info when they are going to fill the pool. This is only applicable to fills, no top—offs. President Boe with talk with the Trustees, Administrator Vann and Director Killinger. Administrator Vann said if we do, it needs to be fair. People on water and sewer are the same. Director Killinger noted they can do a 90-day data log by hour and would need the start and end time of the pool filling. Administrator Vann added we will need to create an Ordinance to do this. One time fill only. A pool filling ordinance already exists, so an amended version will be discussed and voted on at the June 1st meeting.
- l) Trustee Thomas added to the agenda: Discussion regarding the Goll property. Last Spoke in September on how to proceed with conformance and non-conformance. Trustee Thomas asks the Village to make this a priority to change the zoning from residential to a mixed use.

Motion to move to Executive Session by Trustee DeAtley, seconded by Trustee Thomas at 9:55pm. Roll call vote of Trustee Hof, Trustee Kennelly, Trustee DeAtley and Trustee Thomas. All in favor, no opposition.

Returned from Executive Session at 10:16pm. Roll call of Trustee Thomas, Trustee DeAtley, Trustee Kennelly and Trustee Hof.

- h) Motion to approve Director Killinger to promote Dillon Anderson to the previously established Crew Leader Position at a pay rate of \$31.25 an hour by Trustee Kennelly, seconded by Trustee Thomas. Roll call vote of Trustee DeAtley, Trustee Hof, Trustee Kennelly and Trustee Thomas. All in favor, no opposition; motion passed.
- i) Motion to postpone until June 1st meeting of the HLR contract, hiring Dan Streit as the Village Building Official by Trustee Thomas, seconded by Trustee DeAtley. Roll call vote of Trustee Kennelly, Trustee Hof, Trustee Thomas and Trustee DeAtley. All in favor, no opposition; motion postponed to June 1st.

Adjournment- Motion to adjourn by Trustee DeAtley, seconded by Trustee Kennelly. All in favor, no opposition. Meeting adjourned at 10:17pm.

Minutes respectfully submitted by:

Jennifer Ree
Village Clerk