

VILLAGE BOARD MEETING

MINUTES

JULY 5, 1988

The Regular Meeting of the Sleepy Hollow Corporate Authorities was called to order on July 5, 1988 at 7:30PM. Present were Trustees Dayon, Harris, Roberts, and Ward; Engineer Whiston; and Village Clerk Mckeown.

Harris moved with a second from Ward to appoint Roberts President Pro Tem. MOTION CARRIED BY VOICE

MINUTES Harris moved with a second from Ward to approve the June 20, 1988 Minutes of the Regular Session. MOTION CARRIED BY VOICE

- CLERK
1. Bids were received on a legal size ~~fireproof file~~ cabinet. \$1,109 by Great Pickings; \$1,320 by Beck's; and \$1,050 by Cardinal Office and Supply. Harris moved with a second from Dayon to approve Clerk's recommendation to purchase a fireproof file cabinet from Cardinal Office and supply in the sum of \$1,050. AYE; Harris-Day;on-Roberts-Ward MOTION CARRIED
  2. Cardinal Chamber of Commerce requested us to have representatives to ride in the ~~Jamboree Days Parade~~ august 14 at 1:00PM.
  3. Since there is more than 1 person handling money, I feel we should obtain a ~~blanket bond~~ for at least those of us who handle money. 2 years ago Waters Insurance quoted us a cost of \$250 for up to 10 employees. Concensus of the Board was to go out for an up to date quote. Ward will discuss bonding with Chief Bradley to see if they need it, then Clerk will proceed in obtaining a current quote.
  4. We need a ~~Deputy Clerk~~ to take over recording the minutes. Traditionally this part of the job is volunteer.
  5. We are now receiving minutes of ~~County Board~~.
  6. ~~Gretchen Mathews~~ is working on the codification. Hopefully it will be done in August.
  7. Nothing has been received on the ~~Special Census request~~.
  8. ~~Appropriation Ordinance~~ will be done by next meeting.
  9. Panning left questions on the ~~Water/Sewer Ordinance~~ that will be pursued with the Attorney.
  10. During the last pay period ending June 24, the following ~~hours~~ were put in by the Office Personnel. McKeown - 35 3/4 hours (not including meeting and writing minutes) Jersky-81 1/2 Wessel- 20 hours (week of vacation), Stevens 27 3/4 hours.
  11. Brought to the Trustees attention Clerk's July 5th letter about the ~~history of the office~~ during the past 5 years.

PLAN COMMISSION According to Greg Hergenroeder of Elgin Sanitary District, Chip Borkowsky was going to file with NIPC for deannexation from our ~~EPA~~(see May 16, 1988 minutes- Attorney) Roberts spoke to Bobby Moss who assured him she had not given Borkowsky authority to do so.

TREASURER BILLS (a) Unsure what Item 15 of page 2 State of Illinois \$100 penalty is. (b) #3 Kane County Collector \$3.77 for late payment of Pulte's taxes for donated land. (c) Police #11-14 gasoline. Problems with our tanks caused the buying of gas from Schocks. (d) Police #15 "flares with spikes" should probably be 4 boxes of flares. (e) Roberts adds \$2,200 for second quarter of '88 for reimbursement of services to Ray Glass. Harris moved with a second from Dayon that the Bills be paid as amended for a sum of \$15,988.71. AYE: Harris-Dayon-Roberts-Ward MOTION CARRIED.

ROADS 1. ~~MFT~~ Bids received on Friday.

Engineer's Estimate	\$44,560.00
Curran Contracting	34,776.50
R. R. Anderson Co.	37,926.00

Harris moved with a second from Dayon to contract with Curran Contracting in the amount of \$34,776.50.

AYE: Harris-Dayon-Roberts-Ward MOTION CARRIED

2. According to Harris, next year "we are looking for a ~~major overlay~~ on Thorobred from just past the Park at Bullfrog to Locust."

3. Harris submitted a review of ~~July 4th festivities~~ with the following suggestions. (a) more toilets are needed and should be relocated in late afternoon

(Peterson arrives and takes her place as President- 8:50PM) \*  
(b) Service Club should provide at least 4 volunteers to help in parking. (c) Service Club provide the Village Hall and residents with information on events earlier (d) Recommends celebration occur on a day that precedes a typical work holiday. (e) Police-Service Club-Fire Dept.-Parks Trustee discuss logistics before next year's festivities.

Ward moved with a second from Harris to send letter to Service Club expressing our appreciation for July 4th festivities. MOTION CARRIED BY VOICE.

3. 175 Watt mercury vapor ~~lights~~ apply to the rest of the Village. Harris moved with a second from Roberts to direct Village Engineer to make appropriate changes to the subdivision Ordinance regulating lighting as discussed. MOTION CARRIED BY VOICE.

FINANCE Mueller & Co. has submitted the first monthly statement for the current fiscal year.

WATER 1. Ill. EPA has acknowledged receipt of our "lead" letter.

2. Engineer has made preliminary contacts with Elgin concerning our ~~Water Study~~. The Study will take roughly 90 days.

3. Need to have bids on ~~abandoning the wells~~. Abandonment will cost about \$3,000 plus removing electricity and gas services and abolishing the buildings.

4. Application for Operating permit for ~~Unit 20~~ needs to be

signed after water is sampled.

4. Roberts has received calls from ~~people on wells~~. There appears to be nothing we can do to stop someone from watering if they are on well. Ill. uses "right of reasonable use" whether or not it affects anyone else.

POLICE 1. Kreml wrote June 27, 1988 requesting we promptly purchase a Motorola Mostar 25 watt ~~radio~~ for \$750 or plan on buying 3 Motorola Mextrac 45 watt for \$850 each. Kreml recommends buying 3 Mextracs and Chief Bradley recommends buying the Mostar. Ward moved with a second from Roberts to proceed with the purchase of 1 Motorola Mostar 25 W. radio. Kreml, Ward and Roberts feel the 3 radios should be uniform. Harris and Dayn feel that it was unnecessary to be uniform and should purchase the more powerful unit. Dayn moved with a second from Harris to amend Ward's motion to purchase the newer version, the 45W Mextrac radio, quantity of 1 for the 3rd squad. Roberts moved with a second from Ward to table the motion until we get specification sheets to see how compatible they are.

AYE: Roberts-Ward-Peterson NAY: Harris-Dayn MOTION CARRIED- MOTION IS TABLED

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OPEN TO THE PUBLIC

Dave and Lorraine Looker of Surrey Lane want to erect a 3' high, 18 foot long decorative fence along edge of drive. Consensus of the Board was this landscaping device that does not fence off the property is allowable. Roberts moved with a second from Dayn to approve use of the fence as a landscaping device in this case. MOTION CARRIED BY VOICE

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POLICE 1. Fred Pfau will be invited to speak about the radios.  
2. Ward moved with a second from Dayn to rehire ~~Terry Wessel~~ as parttime Police Officer to give the Police Department possibility of rehiring him. MOTION CARRIED BY VOICE  
3. Ward wants to go out for bids on ~~3rd Police Car~~.  
4. In the past Police have contributed to ~~Fred Pfau~~ in appreciation of his work in outfitting the cars and Public Works Vehicles. Harris moved with a second from Roberts to donate 2 tickets to Pump Boys and Dinettes and dinner to Fred Pfau in appreciation for his time. AYE: Harris-Roberts-Dayn-Ward MOTION CARRIED

HEALTH AND SAFETY 1. All ~~wells~~ have to be tested once a year. Roberts want a spot check of the wells that are near the sewer area. Roberts will talk to Harney and have Sunderlage take the samples.  
2. ~~Project Performance Certification~~. EPA requires that after any of the projects are placed in operation, a year later you certify it is operating as intended. Whiston recommends signing. Harris moved with a second from Roberts to approve the signing of

the Certificate. AYE: Harris-Roberts-Dayon-Ward MOTION CARRIED

BUILDING 1. Peterson wrote Priola, Deputy Zoning Enforcement Officer, confirming appointment. Dayon does not want Priola to enforce sprinkling ban.\*

2. Windsor has requested to be on the July 18th Agenda to discuss Pulte's drainage into Windsor V.

OLD BUSINESS Parks Task Force is still meeting. Proposal should be coming shortly.

NEW BUSINESS 1. Roberts moved with a second from Ward to direct the Zoning Board to create ~~3 new areas~~ (a) business such as All State Office Complex or sub station and (b) Estate of 1 - 4 acres. and come up with the parameters and any other items to clear all zoning matters. MOTION CARRIED BY VOICE.

2. Carol Schoengart will meet with Peterson and Dave Groh on July 6 at 1:00 PM. They will discuss changes taking place in the County.

3. Prosecutor Bruce David wants an increase in salary from \$115 to \$125. Concensus of Board was to wait until litigation was finished.

4. Peterson talked to someone at Commonwealth Edison on the power outtages. Person promised to look into it and get back to us.

5. Groundbreaking ceremonies for Park District Sports Complex will be July 9.

OLD BUSINESS- BOOK II 1. We need 4 new "units" for the donated Merlin System. Install at \$257; wiring of \$120; Merlin wiring of \$270 and 4 units of \$1,240 for a total of \$1,887. ( The past fiscal year had \$1,000 set aside for improvement of the phone system that has not been used.) Harris moved with a second from Roberts to purchase four BIS -10 units at \$1,240.

AYE: Harris-Roberts-Dayon NAY: Ward MOTION CARRIED.

2. Roberts moved with a second from Harris to hire Jeff Brinkman to install our existing Merlin System and the new equipment for a total of \$647. AYE: Roberts-harris-Dayon-Ward MOTION CARRIED

3. Harris would like the doors between Office and Garage open. Ward will find out what problems this might cause.

4. More keys are needed for the bike-airconditioning room.

Roberts moved with a second from Ward to go into Executive Session for Personnel purposes. 9:20PM

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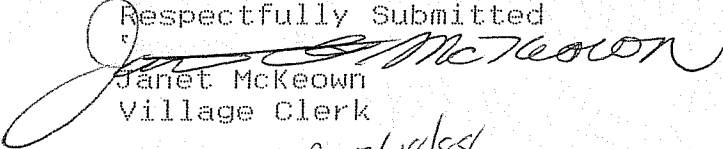
Regular meeting reconvened at 10:06PM. Present were President Peterson; Trustees Dayon, Harris, Roberts, and Ward; and Village Clerk Mckeown.

Harris moved with a second from Roberts to have Clerk advertize for a full time office employee. MOTION CARRIED BY VOICE.

Ward moved with a second from Dayon to appoint Terry Jersky  
~~Office Manager~~. MOTION CARRIED

Roberts moved with a second from Dayon to adjourn the meeting.  
Meeting was adjourned at 10:15PM

Respectfully Submitted

  
Janet McKeown  
Village Clerk

\* amended 7/18/88

# The Village of Sleepy Hollow, Illinois



One Thoroughbred Lane  
Sleepy Hollow, Illinois 60118

Village Hall 426-6700  
Village President 426-6822

Village Clerk 428-2266  
Building Department 428-3388

July 5, 1988

The Sleepy Hollow Board of Trustees adjourned into Executive Session at 9:25PM July 5, 1988 for the purpose of discussing Personnell. Present were President Peterson; Trustees Dayon, Harris, Roberts, Ward; Terri Jersky, and Ellen Wessel.

Peterson submitted an adjusted Office Manager Duty List. Dayon felt the list should be more defined.

Attention was drawn to McKeown's July 5, 1988 memo to Trustees giving a brief rundown of Office Personnel and the problems during the past 5 years.

Peterson reported Ron Panning approached Candy Stevens to do water billing. She does not want more hours. She offered to submit her resignation so we could hire someone to do all the computer work. The offer was rejected as Panning does not want to train someone else at this time.

Terri Jersky and Ellen Wessel submitted an itemized list of phone calls received from June 23 to July 5 that showed the majority of the calls could be easily handles by a new employee. Most people coming into the Hall could also be handle by a new person. They also presented a cost study of hiring a part time employee as against a full time employee. Jersky also advised that Panning told her this month she would be responsible for all the payroll duties.

Jersky requested that if the Trustees felt there was something wrong in the Office the Office Personnel should be advised so that things can be adjusted.

Trustees felt all employees should be cross trained, and that the Office should be open from 8 to 5.

Responding to Dayon's question, Jersky said she spent approximately 85% of her time to do the Water Dept. Dayon stated he felt we should hire a full time employee for the Water Dept. Jersky would have to decide if she wanted to do the Water Dept. or be Office Manager. She chose the later. Clerk will send in an Ad. to the papers for a General Office/computer Employee

EXECUTIVE SESSION            JULY 5, 1988            - 2-            (continued)

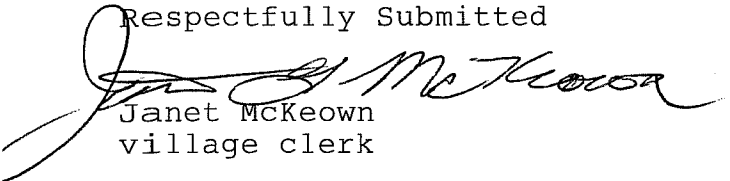
Both Jersky and new employee would work 40 hour weeks and stagger hours so the office would be open from 8 - 5, Monday - Friday.

Wessel would still be Police Clerk. She felt this would take her approximately 20 hours per week. For cross training and payroll purposes, she would be considered 75% Police and 25% General.

Clerk McKeown would represent the Office Personnel in front of the Board

Harris moved with a second from Roberts to adjourn the meeting.  
Meeting adjourned at 10:10PM

Respectfully Submitted

  
Janet McKeown  
village clerk

*Released to Regular Minutes 11/20/89*