

**VILLAGE OF SLEEPY HOLLOW  
VILLAGE BOARD MEETING MINUTES**

**November 6, 2023**

The meeting of the Sleepy Hollow Board of Trustees was called to order at 7:30 p.m. at the Sleepy Hollow Village Hall. After asking all participants to stand and recite the Pledge of Allegiance, President Pickett, directed the Village Clerk to call the roll of trustees. Trustees Mark Thorne, Courtney Boe, Steven DeAtley, Kelly Thomas, Edward P. Harney and Jennifer McGuire attended in person. Director of Finance Eugene Vann, Village Clerk Anthony Mills, Police Chief Samuel Parma, Village Attorney Mark Schuster, Village Engineer Jeffrey Steele, and Director of Public Works Kyle Killinger also attended the meeting in person. Village Code Official Barbara Dettmer attended the meeting via zoom.

**MINUTES**

Trustee DeAtley moved with a second by Trustee McGuire to approve the minutes of October 16, 2023 with a single correction and on a voice vote with Trustees DeAtley, Thorne, Harney, McGuire, Thomas and Boe voting aye and with no nay votes the motion passed and the Minutes of 10-16-2023 as corrected were approved.

President Pickett asked resident Deputy Clerk Joe Nemecek to read aloud the Illinois Municipal League Civility Pledge which has been adopted by the Village of Sleepy Hollow. The pledge states:

*In the interest of civility, I pledge to promote civility in listening, being respectful of others, acknowledging that we are all striving to support and improve our community and understanding that we each have different ideas for achieving that objective.*

**PRESIDENT'S REPORT**

No report.

Trustee Thorne moved with a second by Trustee McGuire to amend the agenda to advance the presentation of the Lauterbach & Amen LLP Audit Report for the fiscal year ending April 30, 2023 and on a voice vote with all trustees voting aye and with no nay votes, the agenda was so amended.

**LAUTERBACH & AMEN LLP**

Jen Martinson, a partner at Lauterbach & Amen LLP, addressed the Board via zoom to present the audit report for the fiscal year ending April 30, 2023. Ms. Martinson noted that it was the auditors' opinion the Village financial statements fairly, in all material aspects, reported the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Sleepy Hollow, Illinois, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

She directed the Board to review the **Financial Highlights** starting on page 8 of the audit report which concluded in part that the Village of Sleepy Hollow *Governmental Fund* was \$483,725 higher than the beginning fund balance. As for the *General Fund*, actual expenditures were 0.5% below the final appropriation amounts and there were no overbudget expenditures for the period under review. A copy of the 2023 Audit Report will be posted on the Village website.

After the presentation by Lauterbach & Amen, LLP, President Pickett noted that 2023 was only the

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second time in the past 26 years, that the Village has received an audit report which requires no adjusting any journal entry. He thanked DOF Vann for his efforts to properly maintain the Village financial books.

**CLERK**

Village Clerk Anthony Mills thanked Joe Nemecek for his willingness to accept the appointment as Deputy Village Clerk.

**PLANNING AND ZONING COMMISSION**

No report

**ATTORNEY**

No report

**ENGINEER**

Jeffery Steele Village Engineer submitted for approval and payment Schroeder Payment Estimate #1 for their resurfacing work in the amount of \$290,970.07. Estimate #1 does not include the surfacing on Crane. A final estimate will be submitted once the project is complete. Trustee Thomas moved with a second by Trustee Harney to approve the payment of \$290,970.08 and on a roll call vote with Trustee Boe. Thorne. McGuire. Harney. Thomas and DeAtley voting aye and with no nay votes the motion passed.

**DIRECTOR OF FINANCE**

Trustee Thorne moved with a second by Trustee McGuire to approve the Warrants of 11-6-2023 in the amount of \$419,952.69 and with Trustees DeAtley. Boe. Thorne. Harney. Thomas and McGuire voting aye and with no nay votes the motion passed.

**COMMENTS FROM THE PUBLIC**

- Craig Lister – addressed the Board regarding his concerns about the costs for waste water disposal at his property, where water is used for a swimming pool, landscaping and other purposes not involving waste water.

**PARKS, ROADS, AND STREETS**

Trustee Harney moved with a second by Trustee Thorne to approve the purchase of 560 tons of road salt at \$84.50/ton for a total of \$47,320.00. On a roll call vote with Trustee Boe. Thorne. McGuire. Harney. Thomas and DeAtley voting aye and with no nay votes the motion passed.

**FINANCE**

Eugene Vann, Director of Finance, noting that 40% of the Village revenue comes from taxes, announced a **TAX LEVY** of \$944,210.00 for the upcoming year. This equates to a per household increase of approximately \$40.00. Under the Property Tax Extension Limitation Law any tax levy is limited to the lesser of 5% or the increased cost of living percentage.

Trustee Harney moved with a second by Trustee Thomas to approve the audit report prepared by Lauterbach & Amen LLC and on a roll call vote with Trustee Boe. Thorne. Thomas. DeAtley. Harney

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and McGuire voting aye and with no nay votes the motion passed.

The Animal Control Services agreement between Kane County and the Village of Sleepy Hollow is up for renewal and Trustee Thone moved with a second by Trustee DeAtley to authorize President Pickett to notify Kane County that the Village of Sleepy Hollow is exercising its option to renew the Agreement through December 31, 2024 and on a roll call vote with Trustee Boe, DeAtley, Thorne, Thomas, Harney and McGuire voting aye and with no nay votes the motion passed.

DOF Vann reported the old Kyocera photocopier's service contract is up for renewal and due to its age and the cost of the service contract, he recommended to the Board that the Village dispose of the machine. Trustee Thomas moved with a second by Trustee Harney to authorize the disposal/sale of the Kyocera photocopier and on a roll call vote with Trustee Boe, Thorne, McGuire, Harney, Thomas and DeAtley voting aye and with no nay votes the motion passed.

DOF Vann reported the health insurance contract renewals are due by 12/1/2023 and the new health insurance policies will go into effect 1/1/2024. While other carriers are offering health insurance at lower rates, the coverage provided does not equal the coverage provided by Assured Partners -the cost of which will increase by 7.1%. DOF Vann recommended that the Village purchase of health insurance provided by Assured Partners so Trustee Thorne moved with a second by Trustee Thomas to purchase the health insurance coverage for 2024 from Assured Partners and on a roll call vote with Trustee DeAtley, Harney, Thomas, Thorne, McGuire and Boe voting aye and with no nay votes the motion passed.

**WATER AND SEWER**

Trustee Boe reported there was a sewer break at 901 Willow which was repaired by the Village Department of Works as well as a clogged sewer line at 942 Willow.

**POLICE AND PUBLIC SAFETY**

No report. Chief Parma reported that he received notice that the new squad car ordered by the Village has been built and will be delivered in the near future.

**PUBLIC BUILDINGS AND ENVIRONMENTAL**

No report

**BUILDING AND ZONING ENFORCEMENT**

Trustee Thomas addressed the Board on the issue of a proposed addition of a parking pad at 1815 Elm Court. Due to technical and legal questions presented by the residents' request to construct a parking pad which will partially occupy the Village ROW, Trustee Thomas moved with a second by Trustee McGuire to table this issue until the next regular business meeting and on a voice vote with Trustee Thomas, McGuire, Harney, Boe, DeAtley and Thorne voting aye and with no name votes the motion based.

**OLD BUSINESS**

Trustee McGuire presented a check for \$7,129.00 to Sleepy Hollow Service Club President Richard English received as a result of contributions made by the participants in the Monster Dash Race.

**NEW BUSINESS**

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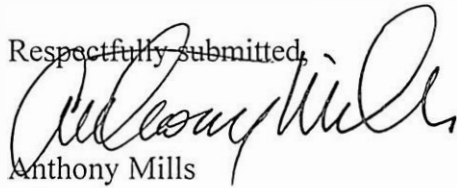
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The Board addressed the issue of the office hours for Village Staff for Thanksgiving, Christmas and New Years. Trustee Harney moved with a second by Trustee Thomas to approve days off for Village Staff for November 25<sup>th</sup>, December 25<sup>th</sup> and 26<sup>th</sup> and January 2, 2024 and with Trustee DeAtley, Harney, Thomas, Boe, Thorne and McGuire voting aye and with no nay votes the motion passed.

**ADJOURNMENT**

With no further business to address, Trustee Boe moved with a second from Trustee Thorne to adjourn the meeting at 8:55 p.m. On a voice vote with Trustees Thorne, DeAtley, Thomas, McGuire, Harney and Boe voting aye and with no nay votes the motion to adjourn passed unanimously and the meeting was adjourned.

Respectfully submitted,



Anthony Mills  
Village Clerk