

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
December 16, 2014**

A meeting of the Village of Tolono Board of Trustees (“Board”) was held on Tuesday, December 16, 2014. Trustees present: Beth Erwin, Beth Hewing, Greg Kingston, and Ryan Perry; Trustees Mike Golish and Kent Plackett were absent. Others present: Tony Battaglia, Village Building Official, Denny Davis and Roger Hayden (Tolono Fire District (“TFD”)), Mayor Jeff Holt, Engineer Larry Johnson, Attorney Marc Miller, Chief Rainey, and Clerk Dixie Phillips and most of the Village employees.

The meeting was called to order at 6:37 p.m. by Clerk Phillips and roll was taken. The Pledge of Allegiance was recited.

Public Comments – Melvin Murdent, who lives next to the Village Hall, advised the Board that the light sensor for the flag is not working and that he had replaced several bulbs, including the ones on North US Rte. 45 where the Welcome sign and the War Memorial monument sites are. He said as a Veteran he feels the lights should be fixed. He also stated that the flag was to be flying at half-mast in honor of the death of the comptroller, Judy Barr Topinka. Trustee Perry said he would get quotes for LED lights and see that they are fixed.

Employee Personnel Manual and Job Descriptions - Nicole Graham, Mike Woodworth, Justin Livingston, and Rob Murphy presented questions concerning the new personnel manual and the job descriptions. The following changes were made:

- No benefits for part-time workers
- If employees work past midnight, overtime is allowed for the same pay period, even if the new day is in another pay period.
- New Holidays: Veterans Day, day after Thanksgiving, and Christmas Eve
- Employees leaving Village limits without contacting the Mayor or their supervisor was discussed and will be more fully delineated at a later date
- Current tattoos are grandfathered in

Trustee Kingston’s stated he did not feel this forum was in the best interest of the employees or the Village and that he believed the Mayor and Trustees Erwin and Hewing (who drafted the manual, along with the Village personnel attorney) were to meet with the employees. Mayor Holt had been out on sick leave for several weeks and Trustee Golish was Mayor pro tem. It was noted that Trustee Golish and Trustees Erwin and Hewing should have meet with the employees rather than having the office staff and Chief Raney distribute the document. Trustee Kingston also re-stated that after ten months without a Treasurer, he believed one should be hired immediately and then obtain additional office staff. Trustee Kingston also said that to foster goodwill with the employees that we needed to hire part-time office assistant rather than taking things from the current office staff who had been doing the job single-handedly for the last ten

months. Discussion was held that the reason for the separation of duties was because of the audit report and Trustee Kingston said that pursuant to the Treasurers in various towns he had spoken to, the audit reports will always say that no matter what is done, the report will come back with the comment to separate duties.

Public Works Department – Trustee Golish’s e-mail concerning various options for purchasing and/or leasing the Total Patcher was discussed. Trustees Kingston and Perry felt it was better to buy it outright while Trustee Erwin advised the Board that Trustee Golish’s reasoning for leasing the equipment was so that a leaf vacuum could be purchased right away. Trustee Perry told the Board that MFT money could not be used to purchase the equipment but that once it was purchased and in use, MFT funds could be used to maintain it. He also stated that several other Villages may want to rent the equipment from the Village so that it could be in use year-round. Mr. Woodworth stated that he felt anyone renting the machine should be qualified to operate it. He also stated that because the truck is specially fitted to use the equipment that perhaps the truck could be rented as well. Trustee Kingston said that he was in favor of a leaf vacuum purchase but that he felt we should take a wait/see attitude to see how the residents are handling their leaves because if they bag them and the Village pick them up, there may be no need to have a leaf vacuum. Trustee Kingston made a motion, seconded by Trustee Perry to purchase the 2014 Total Patcher, Model No. 7500 and to use General Fund monies. A roll call vote was taken and the following votes were cast passing the motion:

Beth Erwin – Yes	Mike Golish – Absent	Beth Hewing – Yes
Greg Kingston – Yes	Ryan Perry – Yes	Kent Plackett – Absent

Mr. Woodworth reminded the Board that the tailgate needs to be repaired because it will have to be used for the Patcher. Trustee Perry asked Mr. Woodworth to obtain bids for the repair.

The review of the Village maintenance vehicles will be at the next Board meeting.

Reports

Mr. Johnson distributed a draft of the North Calhoun Street Storm Sewer Extension, as well as an e-mail from Gwen Crawford concerning TIF funds. Mr. Johnson said that currently the proposal is to put the project out for bids in January; award the contract in February, and begin construction in March, 2015.

Mr. Johnson presented a letter for the Mayor’s signature requesting IDOT to revisit the lighting situation at the intersection of U.S. Route 45 and Walnut Street. Mayor Holt said he spoke with Rose Chapin about the matter as well.

Mr. Hayden from the TFD reported moving forward is impossible now until an answer on the TIF is received. He reported that the original amount for the demolition was \$33,260 after the contractor gave an allowance of \$1,300 for early payment. Mr. Davis asked about funds for the retention pond and drainage down the alley to the storm sewer believing the TFD should be reimbursed in the approximate amount of \$70,000. The matter was discussed, a straw vote was taken, and the result was: Trustees Erwin and Hewing – yes; Trustees Kingston and Ryan – no.

Mayor Holt said if it had been an actual vote, his tie breaker vote would have been yes. The matter will be discussed at the next board meeting.

Mr. Battaglia reported that the shed variance for 412 N Calhoun has not yet been received and the status on 401 Pamela Dr. was reported. Mr. Kingston made a motion to continue the public hearing on the variance for 315 N Vorcey and 401 Pamela to January 20, 2015, seconded by Trustee Perry, motion carried.

Mr. Battaglia reported that he had met with the Village engineer at 313 Philips Dr. concerning the drainage problem. He asked if the engineers could prepare a preliminary drawing and an estimate for resolution to be presented at the next board meeting. The trustees agreed to have the engineers prepare the necessary documentation.

Mr. Battaglia distributed a summary of the Zoning and Use Regulations Ordinance to the Board, which outlined the duties of the Plan Commission, the Building Official, Zoning Board of Appeals (“ZBA”), and the Zoning Administrator. Trustee Kingston asked Mr. Battaglia if he had any recommendations for ZBA and he said he would try to come up with; Trustee Kingston said he had a couple of people in mind.

Chief Rainey distributed the November 2015 Police Report. He also reported on the properties that letters had been sent to the homeowners, stating that most of them had been cleaned up. Other properties were discussed and added to the list.

Minutes:

Trustee Hewing made a motion, seconded by Trustee Erwin to approve the minutes of the December 2, 2014 meeting as presented. Motion passed.

Old Business:

Mayor Holt asked if Mr. Miller’s draft of the job positions was ready for publication and posting. After some discussion, it was agreed that Mr. Miller would publish the ad for a Treasurer and a part-time Administrative Assistant for the Village.

Rob Murphy presented the Board with a quote from Hetrick Enterprises for two cameras (office and dump site), cabling, installation and license in the amount of \$2,399. Upon discussion, Mr. Murphy was directed to get more quotes and bring them back to the Board for consideration.

New Business:

Trustee Ryan made a motion, seconded by Trustee Kingston to approve the letter of intent from the auditors and authorize the Mayor to sign it. Motion carried. Mr. Kingston reiterated that he thought having the current office staff do the administrative work and hiring a part-time assistant would go a long way creating good will among employees and Board.

Trustee Perry, made a motion, seconded by Trustee Kingston to approve the sewer credit for Jerry Jones at 311 W Reynolds in the amount of \$35.38. Motion carried.

Mayor Holt advised the Board that the Township asked if the bridge on Buell could be removed because it had collapsed and that the bridge on the cemetery road needed repairs. Mr. Johnson and Mr. Miller will review the bridges and report back to the Board for a decision.

Executive Session:

At 9:36 p.m. Trustee Perry made a motion, seconded by Trustee Erwin to enter into Executive Session to discuss the performance, compensation, and/or employment of one or more Village employees. A roll call vote was taken and the following votes were cast passing the motion:

Beth Erwin – Yes	Mike Golish – Absent	Beth Hewing – Yes
Greg Kingston – Yes	Ryan Perry – Yes	Kent Plackett – Absent

At 10:20 p.m. Trustee Perry made a motion, seconded by Trustee Erwin to leave Executive Session and return to Open Session. A roll call vote was taken and the following votes were cast passing the motion:

Beth Erwin – Yes	Mike Golish – Absent	Beth Hewing – Yes
Greg Kingston – Yes	Ryan Perry – Yes	Kent Plackett – Absent

Trustee Perry made a motion, seconded by Trustee Kingston, to give a one-time adjustment to the employees the same as last year, which was: \$150 for full time employees and \$75 for part-time employees. A roll call vote was taken and the following votes were cast passing the motion:

Beth Erwin – Yes	Mike Golish – Absent	Beth Hewing – No,
additional holiday time		
Greg Kingston – Yes	Ryan Perry – Yes	Kent Plackett – Absent

There being no further business to discuss, Trustee Perry made a motion, seconded by Trustee Erwin to adjourn the meeting. The meeting adjourned at 10:23 p.m.

Respectfully submitted,
Dixie L. Phillips, Clerk