

**MINUTES OF THE VILLAGE OF TOLONO
BOARD OF TRUSTEES MEETING
March 7, 2017**

A meeting of the Village of Tolono Board of Trustees (“Board”) was held on Tuesday, March 7, 2017. Trustees present: Jacquie Miller, Anna Morris, Rob Murphy, and Terrence Stuber; Trustees absent: Mike Golish and Ryan Perry. Others present were President Jeff Holt, Clerk Dixie Phillips, Treasurer Robert Kouzmanoff, Chief Rick Raney, Building Official Tony Battaglia, Public Works Department Interim Supervisor Matt Craven, Attorney Marc Miller, Architect Scott Burge, and Engineer Anthony Jansen. The meeting was called to order at 6:33 p.m.

President Holt led the Board and guests in the Pledge of Allegiance.

Public comments: Jerry and Jennie Rudisill, 604 E. Washington St., explained to the Board that they were requesting a sewer credit for a water bill that was three times their normal reading and they had no explanation for the increase. Mr. Kouzmanoff said that the maintenance department reported no leaks and that the reading was back to normal. After Mr. Kouzmanoff reported on the various scenarios that could have caused the increase, Trustee Murphy made a motion seconded by Trustee Miller to allow a \$35.43 sewer credit. A roll call vote was taken and the following votes were cast passing the motion:

Mike Golish – Absent	Jacquie Miller – Yes	Anna Morris – Yes
Rob Murphy – Yes	Ryan Perry – Absent	Terrence Stuber – Yes

Public Works Department: Mr. Craven reported that he received a couple of estimates for roofing the Village hall: White Roofing: \$16,080 for shingles and \$24,025 for metal, and C-U Under Construction: \$14,424 for shingles and \$24,295 for metal. He also received an estimate for gutters for \$275. The issues will be placed on the agenda for action at the next meeting.

Mr. Craven reported that he received a quote for a 40x50x6 concrete pad for \$16,000 but was waiting on another estimate. The issue will be placed on the agenda for action at the next meeting.

Mr. Craven reported that the dump truck purchased from Savoy will cost \$759 to repair but that he was still waiting for another estimate. He was advised to get the truck repaired and that safety was the first issue to consider.

Mr. Craven also reported that the original meeting with the water meter supplier was cancelled and is now scheduled for March 9th to get the cost to replace larger meters that can no longer be read and that he will report back to the Board.

Mr. Jansen reported on the flooding areas stating that the quote received from DJ Stewart was still good and that the maintenance department will make sure the storm sewers are clean so that they can be televised. Mr. Jansen will meet with Mr. Stewart this week to refresh everyone’s duties. The estimate will be placed on the agenda for action at the next Board meeting.

Reports: Mr. Jansen stated that the water main replacement for Cory/Austin’s two block area would cost approximately \$11,400 which includes the cost of survey, design, draft, and permits. He reported that Elizabeth/Reynolds’ three-block area would cost approximately \$14,500.

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However, Mr. Jansen said that if both projects were done at the same time the cost would be less. Mr. Jansen will have estimates available at the next Board meeting.

Mr. Burge reported that the police station was progressing well. Chief Raney and President Holt will meet with Mr. Burge to review the masonry work. The type of glass for the windows was discussed and reflective glass was chosen.

Mr. Burge reported on Change Order No. 2 concerning the access to the doors for \$42,736.11. However, some Board members felt it was high and that not every door in the police station needed secured access. It was decided that Mr. Burge will bring a new quote reducing the number of access-controlled doors from 15 to 10 to the next Board meeting.

Trustee Murphy will meet with Trustee Perry to discuss the security system proposal and the IT issues. Chief Raney said his IT man will be down tomorrow to review their needs; however, Trustee Stuber suggested one company do it all and would like to receive different proposals.

Chief Raney reported that Car 11 was involved in an accident and that he is looking for quotes for CO2 detectors for the squad cars.

Treasurer: Trustee Stuber made a motion with a second by Trustee Miller to pay all bills except the MET bill for \$67.50 until that amount is confirmed. A roll call vote was taken and the following votes were cast passing the motion:

Mike Golish – Absent	Jacque Miller – Yes	Anna Morris – Yes
Rob Murphy – Yes	Ryan Perry – Absent	Terrence Stuber – Yes

The decision to allow or not allow a credit to Unity West was tabled to the next Board meeting.

Sewer credits were discussed and Trustee Stuber said he would like to see a history of the accounts before the Board votes for approval of and suggested waiting two months before voting contingent upon further history. Trustees Miller, Morris and Murphy all agreed. Therefore, the sewer credit of \$30.31 for 213 E. Daggy Street was tabled to the next Board meeting. Mr. Battaglia reported that he had noticed more of the hydro sump pumps in town and that when the power goes out, it takes a large amount of water to refill them. He also stated that some towns are not allowing hydro sump pumps because of that and that the Village might want to see if there is a possible pattern.

Trustee Murphy made a motion with a second by Trustee Stuber to allow a \$20.65 sewer credit to 402 Allison Drive, and a \$28.24 sewer credit for 208 S. Second. A roll call vote was taken and the following votes were cast passing the motion:

Mike Golish – Absent	Jacque Miller – Yes	Anna Morris – Yes
Rob Murphy – Yes	Ryan Perry – Absent	Terrence Stuber – Yes

There was no report from the Zoning Board of Appeals. Mr. Battaglia reported that he had sent Mr. Miller his confidential report. Mr. Miller presented the Board with Mr. Battaglia's

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confidential report on 105 E. Daggy stating that further information will be coming aligning with the State statutes.

Minutes: Trustee Stuber made a motion with a second by Trustee Murphy to approve the minutes from the Special Meeting on February 15, 2017. Motion carried. Trustee Murphy made a motion with a second by Trustee Miller to approve the minutes of the Regular meeting on February 21, 2017. Motion carried.

Old Business: It was reported that Illinois American Water is planning an approximate rate increase if 14%. It was reported that Trustee Perry has a list of outstanding balances on rental property. Mr. Miller suggested a calculation of rates be done and will e-mail Trustee Perry a copy of the information with a copy to Mr. Kouzmanoff to see what can be done. At its next meeting, the Board may vote on an adjustment in water rates.

Trustee Murphy made a motion with a second by Trustee Stuber to adopt Ordinance No. 2017-06, Ordinance Adopting Revised Village Employee Policy Manual. Motion carried.

The issue of 105 E. Daggy St. was discussed earlier in the meeting.

The issues of alternate truck route sign was resolved.

Then issue of extending repayment of funds by the Tolono Park District was deferred to the next Board meeting for action. Trustee Stuber explained to the Board why the extension was needed and Mr. Kouzmanoff relayed the contents of his conversations id the Park District, according to a conversation he had with the State, that they Park District is getting their dollars. The issue is being work on. President Holt said he would be attending the Park District meeting on the 13th and report back to the Board.

New Business: The Confidentiality Agreement between the Village and its Treasurer was deferred to the Board's next meeting.

President Holt advised the Board that he would like to pause the decision to change a job title for one of its employees. It will be discussed at the next Board meeting.

Trustee Murphy made a motion with a second by Trustee Stuber to create another full time position for the maintenance department. Prior to the vote, President Holt reminded the Board that the new Board is not bound by the Board's decision. A roll call vote was taken and the following votes were cast passing the motion:

Mike Golish – Absent	Jacque Miller – Yes	Anna Morris – Yes
Rob Murphy – Yes	Ryan Perry – Absent	Terrence Stuber – Yes

Miscellaneous: Trustee Morris asked what happened about the coyote situation and was told nothing had been done. Mr. Kouzmanoff said that there had been no more calls nor had anyone

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come in about the coyotes. Chief Raney reminded the Board that once you get one group of coyotes out of an area, another group comes in.

President Holt said that the Village is looking for an administrative assistant and that Mr. Kouzmanoff closed the applications on February 28, 2017. President Holt stated that the Board needs to get together to review candidates for interviews. President Holt relayed that one of his colleagues shared with him that the assistant applications should be done like Police Department does; two Board members go through them, condense it to a lesser number, and then bring the applications before the Board. President Holt said he had no problem with Trustee Stuber and one other Trustee looking into them. Trustee Stuber said he was looking into them; that there are no names on the applications being reviewed, only their experience and reference but, President Holt said he does not like it done that way and suggested a special meeting could be held. Trustee Morris, Trustee Stuber and Mr. Kouzmanoff will review the applicants and reduce them to eight to ten to present to the Board. The issue will be placed on the next agenda.

Mr. Kouzmanoff reported that the Sexual Harassment policy was signed by all employees.

Trustee Stuber made a motion with a second by Trustee Murphy to enter into Executive Session for the limited purposes of discussing the hiring, performance, compensation and/or employment of one or more Village employees and review and/or approve Executive Session Minutes. A roll call vote was taken and the following votes were cast passing the motion:

Mike Golish – Absent	Jacque Miller – Yes	Anna Morris – Yes
Rob Murphy – Yes	Ryan Perry – Absent	Terrence Stuber – Yes

At 8:29 p.m. the Board took a ten-minute break before entering into Executive Session.

At 9:35 p.m. the Board returned to open session. President Holt advised the Board that a local establishment had a sting operation and had its first offense for selling alcohol to a minor. President Holt said he usual visits with a first-time offender and asked Trustee Murphy to go with him to visit the establishment. Mr. Miller said the Village could impose a fine, suspend for one or more days, or revoke the license at which time the establishment can appeal. He also stated that the Liquor Commissioner has a lot of leeway in handling the situation.

Trustee Murphy made a motion with a second by Trustee Stuber to adjourn. Motion carried. The meeting adjourned at 9:40 p.m.

Respectfully submitted,
Dixie L. Phillips, Clerk
Village of Tolono