

VILLAGE OF SLEEPY HOLLOW

JUNE 4, 1990

MINUTES

The Regular Meeting of the Sleepy Hollow Corporate Authorites was called to order June 4, 1990 at 7:30PM. Present were President Peterson; Trustees Harney(arrived 8:05), Roberts, Shields, Tennis, and Ward; Sgt. Dunat; Deputy Clerk Olson; and Village Clerk McKeown.

MINUTES: 1. noted under PRESIDENT page 1-item 11 should be"...has a contract to purchase...." instead of "...has purchased..." Also noted was TREASURER page3-item 3 should be "Preliminary financial....." instead of "Financial...". Ward moved with a second from Shields to approve the Minutes of the May 21, 1990 Regular Session as amended. MOTION CARRIED BY VOICE
2. Shields moved with a second from Ward to approve the Minutes of the May 21, 1990 Executive Session as presented. MOTION CARRIED BY VOICE.

PRESIDENT: 1. Participated in the Memorial Day Parade and Ceremonies.
2. Northern Fox Valley Council will be here June 7th at 7PM
3. Ward and Peterson will attend Police Chief Montalbano's graduation on June 8 at the Northwestern Traffic Institute.
4. Peterson had contact with an irate resident over the disposition of yard waste. He says he and his neighbors in Surrey Ridge are concerned over the increase in disposal costs. He is also concerned over any law regulating composting so as not to cause neighbors problems with mess and smells.
5. Dumpsters at the apartments are either too small or not emptied enough. Shields will check.
6. Dedicated park in Unit 20 needs to be mowed.
7. Sunderlage has not been able to patch roads because of the time element between the rains and his water course, and the fact the new fulltime employee did not start until today.
8. Ed Kanara is moving out of the Village. Roberts moved with a second from Shields to accept the resignation of Ed Kanara from the ZBA. MOTION CARRIED BY VOICE.
9. Roberts moved with a second from Tennis to accept Dirk Fuqua as Chairman of the ZBA. MOTION CARRIED BY VOICE.
10. There is an opening in the ZBA. Suggested contacting Dave Williams.
11. Tuckers' sales tax rebate problem (see 5/7/90 Regular Session Session Minutes-PRESIDENT- page2-item 11). Panning felt the letter to Morrow should be sent out by Peterson.
12. East Dundee and Carpentersville are going to NIPC to change their FPA.

CLERK 1. Clerk will be out of town for the next meeting. Norine will transcribe the Minutes.

2. Timetable for Appropriation Ordinance was presented.
 3. Community Crises Center is having their 15th Anniversary Celebration Dinner June 21st.
 4. Clerk requested an Executive Session for discussion of personnel matters.
- (Harney arrives 8:05)

Carol Schoengart, our Representative to the Kane County Government made a presentation on behalf of the County on the proposed landfill. The State has mandated a waste plan by March 1991. County feels any plan is worthless unless it can be implemented. Therefore they have pursued finding a dump site. She presented the criteria for determining a site. There are 5 areas in the County that qualify. County Board is concerned about the increasing price of land and would like to purchase the land as soon as possible. They are in the process of hiring a Solid Waste Planner. Harney felt the County should take steps to ban bottles, cans etc. from the dumps. Tennis felt the County was putting their eggs in 1 basket and that the County would be taking 2,000 acres off the tax rolls.

OPEN TO THE PUBLIC 8:30

1. Deer Creek runoff problem in the retention was informally addressed. Solution was presented. Windsor says it is OK and Whiston will review.
2. Norine Olson questioned the garage sale signs. According to the Ordinances no signs are to be sited on residents' or Village property. A Policy had been established in the past that garage sale signs could be displayed the day of the sale. If they were not voluntarily taken down the Police would take them down. Clerk will research. Roberts stated the Policy for ForSale signs was basically the same except Public Works would go around Monday mornings and remove the ones still standing.

FINANCE 1. Trustees felt another work session was needed. It will be Wednesday June 6, 1990 at 7:30PM

2. Trustees questioned certain areas of the Budget, i.e. MFT inrelationship to the Locust drainage problem; what is entailed in the G.A. for computers; and where is the \$48,000 Village Property amount allocated.

3. Audit was started May 31.

4. Tuckers sales tax was again addressed. Letter should go out over Peterson's signature.

5. Bills of \$27,733.65 were presented. Noted \$414.46 was spent on gravel for water break on Hilltop. There is a problem in SCE with water breaks which is basically, 3/4" copper piping on rocks. Problem is from the mains to the buffalo boxes.

Tennis moved with a second from Shields to approve bills in the amount of \$27,733.65

AYE: Tennis-Shields-Harney-Roberts-Ward MOTION CARRIED

6. Tennis referred to the Preliminary 12 Month Report on the 5 Year Plan page 5- 5 Year Capitol Improvement Balance sheet. It

shows assets of \$486,792.88 for Capitol Improvements. It should show unencumbered Fund Balance of \$290,000. Trustees expressed their frustration over how many financial reports are presented and the changes in format from last year to this year. Tennis assured them these were necessary.

7. Discussed the minus #s under April Actual page 1 General Fund. Shows utility tax of \$27,316.59.

ROAD-PARKS-VILLAGE PROPERTY 1. Harney reported on her meeting with Steven Apfelbaum on the Rainbow Creek reconstruction. He submitted a proposal of \$22,089 dealing with gradation of banks and planting of low maintenance native plants. Harney is looking at other companies who deal with this type of work. List of companies was given to her by the County. Trustees discussed the development of specifications. Suggested Whiston review and draw up such specification.

2. Amurs have been seen.

3. Full time Public Works Assistant Jim Bartels stated work today.

4. Scott Anaa will not be working in Public Works. Robert Grafelman will be working instead.

5. Tennis was concerned about not requiring a pre-employment physical. This should be required in the future.

6. Kane County Storm Water Management Meeting Notice for Harney had been sent to West Dundee instead.

7. Bruce Behan of 714 Pimlico called on digging up wild plants.

8. Doris Benton of 945 Willow called about the Willow Lane swale. Culverts are now higher than the swale.

9. Shields wanted to make sure Public Works Dept. knew what had to be mowed.

FINANCE 1. Trustees spoke to the Quad Com Departmental correspondence calling for so many Mobile Data Units for a total price of \$28,000, indicating this has to be financed. This is being put in for Quad Com. If there is money in the bank, why do we have to finance this expenditure? Questioned the bidding process as well. Felt this was a negotiated deal.

2. There is a proposal to upgrade the system from Integrated Computer Concepts for \$66,632 outright. Under a 5 year financing from IBM Credit Corps the amount would be \$81,540. Wanted to know whether Quad Com had competitive bids. No- Integrated Computer Concepts were the only ones to meet the specifications. Tennis feels someone should find out what South Elgin is doing. South Elgin is the furthest one along in developing expanded 911 in Kane County. Tennis also questioned why there are bids on April 1990 for a start up date in mid 1991? The leadtime for delivery is 3-8 weeks. Feels bidding is too soon and the prices on equipment could come down.

3. Shields feels Quad Com should hire a consultant familiar with telecommunications and hardware.

4. Historically the turnover for Quad Com employees is very high. Tennis feels an Exit Interview should be a part of the Quad Com

Policy with the results given directly to the Board.

WATER We have received no word from Galvin as to Peterson's note on Layne GeoSciences testing on his property. Peterson will try again.

POLICE 1. Monthly Activity Report and Monthly Seminars and Meetings Report were presented.

2. Requested approval to renew annual membership to the Northeast MultiRegional Training Institute. Members of the Department have attended 19 of their courses last year. Officers that go return to relay the information at the monthly meetings. Courses attended were: Domestic violence, update on 95 1/2, truck registration and enforcement, constitutional criminal procedure update, Police Report writing, crises intervention for hostage negotiations, media relations for supervisors, juvenile specialist skills, Constitutional Law review, mandatory fire arms training, scene accident investigation, breath/alcohol school, evidence management and control, basic investigators school, supervisory specialist school, hostage negotiations, mandatory auto insurance. Total cost to belong is \$400 which is in the budget(\$50 per Officer) Officers Schwartz, Dunat, Beyer, Fleck, Walker, Childs, Wolf, and Seyller will be involved.

Ward moved with a second from Tennis to renew membership in the Northeast Multi Regional Training Institute.

AYE:Ward-Tennis-Harney-Roberts-Shields MOTION CARRIED

3. Roberts noted the frequency of patrolcars on his block. He expressed his appreciation. Dunat noted there have been a lot of car breakins.

4. Discussed the education of the Public as to their safety and the developement of the Neighborhood Watch Program. Shields felt some education should be in the next newsletter.

HEALTH & SAFETY 1. 501 Stevers has cut his grass

2. Homeowner on Rainbow is having problems with his septic and would like to explore hookup to the sewer.

BUILDING 1. NIGAS will be installing polyethelene gas mains. Whiston will be questioned.

2. Received a request to continue the use of the bike ramp at 1208 Timber Drive. McKeown is to reply back emphasizing adult supervision.

3. Roof bids are to be at the next meeting. Basically the specifications said to strip roof, replace fibers where needed, remove dormers, and skylights, roof with asphalt shingles, and reflash. Wanted unit prices of plywood.

4. Roberts will contact Johnson over the problem of roofing the current building or demolishing the building. Roberts cautioned a new building across the stream could have a septic problem.

Building down here will have problems concerning the flood plain. Thought \$60 per s.f. for a new building was very conservative. Shields moved with a second from Ward to adjourn into Executive

Session. Meeting adjourned into Executive Session at 10:30PM for the purposes of discussing Personnel matters.

Meeting reconvened into Regular Session at 11:40PM. Present were President Peterson; Trustees Harney, Roberts, Shields, Tennis, and Ward; Deputy Clerk Olson; and Village Clerk McKeown.

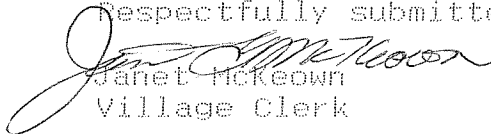
1. Roberts moved with a second from Tennis to contract with Maccabees Life Insurance Co. to provide Life and AD&D at 1X salary for our full-time 12 month employees.

AYE: Roberts-Tennis-Harney-Shields-Ward MOTION CARRIED

2. Roberts presented a plan for an above ground playhouse. Trustees concurred this should go to the ZBA.

Roberts moved with a second from Harney to adjourn the meeting. Meeting adjourned at 11:40PM

Respectfully submitted


Janet McKeown
Village Clerk

The Village of Sleepy Hollow, Illinois

One Thorobred Lane
Sleepy Hollow, Illinois 60118

Village Hall 426-6700
Village President 426-6822

Village Clerk 428-2266
Building Department 428-3388

Released 8/2/93

EXECUTIVE SESSION

June 4, 1990

Meeting of the Regular Session adjourned into Executive Session at 10:30PM for the purpose of discussing personnel. Present were President Peterson; Trustees Harney, Roberts, Shields, Tennis, and Ward; Deputy Clerk Olson; and Village Clerk McKeown.

1. Clerk requested matters concerning Personnel be brought up in Executive Session so problems could be ironed out in private and not in front of the employees.

2. Clerk presented a report on Life Insurance. Travelers Life Insurance will be terminated at 7/1 along with the Health Insurance. Lindemann went out for quotes for us. As of today he has received only 1 - Maccabees Life Insurance Company. He will have to get a requote Life Insurance due to the changes in salary in the budget (insurance is based on 1X salary) The monthly premium is to be near \$66 a month. They have also quoted on AD & D. We have not had AD & D before. As with the Life this will have to be requoted, but the monthly premium should be about \$18. Trustees concurred to give the employees AD & D to match Life amounts.

3. Clerk presented a report on how the work hours have been administered for Police, Finance, Office and Public Work Depts. for full-time, part-time, and seasonal employees. Nothing is to be determined on defining full-time and part-time employees until Johnson and Montalbano have reviewed to see how their part-time averaged workers will be affected by a break of 30 hours a week during 12 months (fiscal or calendar year)

(a) Trustees discussed the water Clerk hours as she now works 30 hours per week. Perhaps she could work less hours if billing went back to bi-monthly. One of the reasons for going monthly was to have monthly readings to determine leakages. But meters are being read bi-monthly. Noted another reason for monthly billing was cash flow.- and another was increased income due to interest. Noted that the increased costs of postage, cards, and labor might offset savings from interest. Amount of interest was estimated at \$200 a month.

(b) Tennis was very concerned over the lack of employee evaluations for 5/1/90 Budget.

Related
(c) Noted we spent \$18,000 on computers the last fiscal year. Some concern was expressed over the amount requested this year. Trustees expressed concern over the money saved or not saved by bringing our financial work in-house. Trustees discussed the need for a payroll program. Some felt it is more cost effective to keep it farmed out to Robert F. White.

(d) Trustees discussed the need for cross training. They concurred Terri, Linda, and Becky should stay up front.

(e) Concern was expressed over the lack of chain of command. None of the Trustees felt they had the time to be in charge of the Front Office. Since the Clerk spends the most amount of time at the Village Hall, she is to be responsible for the Front Office.

Roberts moved with a second from Harney to adjourn the Meeting. Meeting was adjourned at 11:40PM

Respectfully submitted


Janet McKeown
Village Clerk