

VILLAGE OF SLEEPY HOLLOW
MINUTES

SEPTEMBER 16, 1991

The Regular Meeting of the Corporate Authorities was called to order at 7:35 p.m. Present were President Peterson; Trustees Harney, Johnson, Roberts, Shields, Tennis, and Williams; Attorney Payne; Treasurer Panning; Police Chief Montalbano; Plan Commission Wiedmeyer; and Deputy Clerk Olson.

MINUTES:

Tennis moved with a second from Shields to approve the Minutes of the September 4, 1991 Regular Meeting Session as submitted. MOTION CARRIED BY VOICE.

PRESIDENT:

1. Received correspondence from water reclamation district asking if we wish to be included in their design plans. Johnson moved with a second from Roberts that we advise that, for planning purposes, the Village would like to be included in the design plans. MOTION CARRIED BY VOICE.
2. Attended Fox Valley Freeway's public meeting on the feasibility study.
3. Received letter from one contractor unwilling to bid on roadwork because they feel it is too late in the season to do the work.
4. Received franchise agreement from Illinois Bell which has been worked out through the Illinois Municipal League. Approval of this contract will be delayed until next meeting, so attorney can contact Municipal League and obtain additional information for Board.
5. Received copy of Springhill Plaza annexation agreement. Agreement does state that permission must be obtained to use adjacent roads in another town (i.e. Locust) for curb cuts.
6. Current copy of "Opportunity" newsletter is available for review.

CLERK:

Draft of newsletter has been distributed. Newsletter will be delayed until next meeting when more information to put in newsletter should be available.

PLAN COMMISSION:

Plan Commission has received copy of site plan for bank on Route 72 and Locust. Site plan is missing many ordinance requirements. Plan Commission and Zoning Board have prepared "checklists" to present to potential developers which highlight ordinance requirements to fulfill before coming before the boards. Williams questioned the financial benefits to the Village of a bank being built on the property. It was pointed out that a bank is noted on the Springhill Plaza plans for the property and that if we don't allow it, someone else may put it there. Also, by continuing to deny potential developers, we give the property owners along Route 72 more valid reason to deannex. Attorney feels we should have a resolution authorizing use of these forms and will prepare for next meeting. Johnson moved with a second from Harney to authorize use of the abridged Zoning Board ordinance highlights list and the Plan Commission B-2 checklist as appropriate. It was moved to table motion until the next meeting. MOTION CARRIED BY VOICE.

ATTORNEY:

1. Pulte lawsuit has been dismissed.
2. Met with Bluffs people on covenants. We should receive revised copies before the next meeting. The plat of subdivision was approved last December subject to provision of the covenants. The plat can then be recorded, followed by the covenants.
3. Presented resolution giving the go ahead to have survey done on village hall and fire station property and conveying portion of property to fire protection district. Shields questioned whether we should be giving property to fire district and whether we could build elsewhere on village property. Harney pointed out that this action was approved by the board previously and that due to soil testing, there is no other place on village property to build that would be more suitable. The location is also more convenient for public works by being closer to the village hall. Tennis moved with a second from Harney to approve "A Resolution Authorizing the Expenditure for One-Half (1/2) of the Expenses for Preparation of Surveys for the Village Hall and the Village Property to be Conveyed to the Rutland-Dundee Fire Protection District. AYE: Tennis-Harney-Johnson-Roberts-Shields-Williams. MOTION CARRIED. Attorney will advise Colson that he may proceed with survey. We must also obtain in writing the fire district's agreement to pay one-half the cost before the survey is done.

Roberts moved with a second from Shields to adjourn into Executive Session for personnel purposes. MOTION CARRIED BY VOICE. (8:45 p.m.)

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The Regular Meeting reconvened at 9:10 p.m.

4. Roberts moved with a second from Harney that we authorize the contracting with Mr. Jay Marvin for a probationary period of four months at the rate of \$25 per hour, starting October 1, 1991 with a maximum of 17 hours worked per month through December 31, 1991; and from January 1, 1992 to January 31, 1992, a maximum of 12 hours, as Deputy Zoning Inspector.

Tennis moved to amend with a second from Johnson to make the contracting of Mr. Marvin contingent on reference checking and confirmation of his contracting fee to determine that we are paying a reasonable rate for his services.

On amendment to motion: MOTION CARRIED BY VOICE.

On original motion: AYE: Roberts-Harney-Johnson-Shields-Tennis-Williams. MOTION CARRIED.

The Board approved the use of the unmarked police squad by Mr. Marvin when he is working for the village. We will also look into obtaining a badge for Mr. Marvin.

5. Opening of road work bids will occur at 2 p.m. tomorrow. Tennis moved with a second from Harney to direct the Village Clerk and Village Trustee present at the opening of bids to accept, on behalf of the Board, the lowest responsible bid, based upon the recommendation of the Engineer, assuming that the lowest responsible

bid is within the parameters of the budget, and subject to final approval at the board meeting of October 7th. AYE: Tennis-Harney-Johnson-Roberts-Shields-Williams. MOTION CARRIED.

6. Johnson would like to institute an even/odd watering program for next year, to be in effect year round, with the option of putting a total ban in effect when the need arises. This program can be set up to begin January 1st. Johnson moved with a second from Shields that we remove all watering restrictions that were in effect during the summer, effective September 17, 1991. MOTION CARRIED BY VOICE. (Shields leaves room)

TREASURER:

1. Warrants - add Emro Marketing in the amount of \$1,016.83. Tennis moved with a second from Roberts to approve the warrants as revised in the amount of \$54,999.36. AYE: Tennis-Roberts-Harney-Johnson-Williams. MOTION CARRIED.
2. Submitted proposal for integrated software package. Tennis moved with a second from Roberts to approve purchase of the integrated software package as submitted by the treasurer, recognizing that the amount is less than the amount budgeted. Treasurer stated that he is comfortable with the package, although he feels they may have a problem with the report generating portion. There is an upgrade which would handle this problem. At this time, he would like to try out a demo of the program to see whether this upgrade is actually necessary before purchasing the entire package. Tennis and Roberts withdrew their motion and second, respectively. Roberts moved with a second from Harney to authorize the treasurer to spend \$175 for the purchase of the demo package for the Advance Office Systems program as recommended by Ron Panning. AYE: Roberts-Harney-Johnson-Tennis-Williams. MOTION CARRIED. (Shields returns to room)
3. Tennis questioned the status of the impact fees as noted in the previous Minutes. We do not know what, if any, action was taken by the surrounding communities, but assume none was taken. Since six months have passed, this is considered a dead issue, and fees will remain as they were.

ROADS, PARKS & VILLAGE PROPERTY:

We have money in the budget to plant approximately 10 trees in the village. Harney would like to plant three more trees in Sabatino Park and others around village hall and other public areas. It was noted that trees should not be planted near the village hall at this time due to renovations. Shields would like some trees planted along the new Belmont extension and replace dead trees along Hilltop. Harney feels we should prepare a tree landscape plan for entire village before deciding where to plant additional trees. It was suggested that the three trees for Sabatino Park be placed in the northwest corner of the park, rather than northeast corner where others were planted last year. A decision on the placement of the trees will be tabled until the next meeting.

FINANCE:

1. A tax levy is being prepared that would be within the 5% cap and will be presented at a future meeting. This levy would include the special service area as well, and no hearing would be anticipated. Since we do have funds available at this time, to avoid questions about a buildup and the need for maintaining the current tax levy

rate, Tennis asked if we could start the design work on the village hall remodeling concurrent with the start of the public works building. A resolution should be prepared for the next meeting authorizing the trustees to approve design work. We should also obtain a cost estimate for the work by then.

2. Harney asked if we will be responsible for snowplowing the Bluffs this winter. She estimates we may need another part time person, and in the near future, additional equipment. It was not felt we would be doing much snowplowing at the Bluffs this winter.

WATER:

1. Presented draft ordinance changing the watering policy to odd/even restrictions, to begin January 1st. We should also post signs in the village advising the residents of same. It was noted that residents with wells are exempt from water restrictions. Tennis moved with a second from Johnson to direct our attorney to prepare the final draft of the ordinance for lawn sprinkling restrictions.
MOTION CARRIED BY VOICE.

2. There has been no response from Carpentersville on our letter concerning possible water supplied to us. Johnson will follow up.
3. Williams wondered if we should again approach Elgin about water. Tennis felt the timing was not good. Roberts noted that Elgin now has what we both wanted at the original meetings (land) and thus could make a difference if meetings were held now.

4. Our highest water useage for the summer was on August 1st at 442,000 gallons. The daily average is now between 150-250,000 gallons.

POLICE:

1. Shields noted that the village population signs have not been changed to current figures. It is the responsibility of the state.

2. Shields would like the police to deliver all mail to the trustees at home the Friday or Saturday prior to each Monday board meeting to enable them to review everything prior to the meeting. The office manager should put each trustee's mail in a marked envelope at the end of Friday's workday and give to the police. Shields moved with a second from Tennis to make it village policy that all matters to be addressed by the board must be in the trustee mailboxes by the end of the Friday workday prior to the Monday meeting, and that any other documents and/or paperwork, except those of an emergency nature, will be held over until the next board meeting. MOTION CARRIED BY VOICE. It was requested that the Village Clerk also include a copy of the upcoming agenda.

3. The Police Chief has some concern with Mr. Marvin using squad car. There is a gun in the squad car. There is also a computer/radio which cannot be secured that has access to confidential information. All police officers must be certified to use the equipment. It was suggested that the revenue from the tickets could be credited to the police department. It was suggested that Mr. Marvin's driving record be checked through the motor vehicle records office. Mr. Marvin and Chief Montalbano will work out a schedule for the use of the squad. Should it be a problem, the alternative would be for Mr. Marvin to use his own vehicle with official stickers affixed to it.

4. Enhanced 911 program is progressing.

HEALTH & SANITATION:

1. Villa Environmental will be here to do more testing and give a cost estimate on removal of tanks. Testing cost will be approximately \$500 to determine the extent of contamination. With this report, we can then obtain additional quotes on removal costs.
2. A draft for bid specifications is being prepared to send out for scavenger service.
3. A resident of Deer Lane complained about sewage in the stream behind her house. The county will take samples and test.
4. The Hickory Hollow contamination problem was delayed until we had more rain and better samples could be taken.

BUILDING:

1. We should order three sewer ~~packages~~ ^{packages}. Cost has risen to \$3640 per unit. Roberts moved with a second from Tennis to authorize the board to order the three sewer packages at a cost of \$3640 each, which will not have to be paid for until they are received, which could be as long as six months. AYE: Roberts-Tennis-Harney-Johnson-Shields-Williams. MOTION CARRIED.
2. The plat of the Bluffs needs a few more sign offs. The lot lines may have to be realigned to allow for the driveways of the first two lots off Boncosky; however, there will still be the same number of lots in the subdivision.
3. Deer Creek improvements continue, and they have requested a release of one building permit. Roberts moved with a second from Shields to release one building permit to Deer Creek. MOTION CARRIED BY VOICE.
4. The Gervasio family is building a home at Jaclay and Thorobred Roads. A sewer hook up was allowed. CMT did the design work and sent us a bill. We should now bill Gervasio.
5. Shields asked about the unfinished house at Joy and Jamestown. We cannot make a builder complete the work. The building permit is issued for one year; after that time we can revoke it. Our option is to condemn the house which involves money and court. We could make builders post a bond with the building permit; if the work is not completed, we would use the bond money to complete the house.
6. The Chateau buildings are not being patrolled by the security firm. Chief Montalbano talked to two men there last week from California who were inspecting the property.

OLD BUSINESS:

None

NEW BUSINESS:

None

Shields moved with a second from Tennis to adjourn the meeting. The meeting adjourned at 11:20 p.m.

Respectfully submitted,

Norine Olson

Norine Olson
Deputy Clerk

VILLAGE OF SLEEPY HOLLOW
EXECUTIVE MINUTES

SEPTEMBER 16, 1991

The Executive Session began at 8:45 p.m. Present were President Peterson; Trustees Harney, Johnson, Roberts, Shields, Tennis and Williams; Attorney Payne; and Deputy Clerk Olson.

Trustees Roberts and Shields met with Jay Marvin, a candidate for inspector to enforce ordinance violations. He is looking for an hourly wage of \$25-35. He would establish a "data base", possibly using index cards, to list violations in village. Eventually, the entire village would be listed in this "data base" to establish a starting point. Polaroid pictures would also be taken.

This would become part of the administrative warning ticket program. It was suggested that a ticket issued have an automatic fine, and that violators then have a certain period of time to correct the violation. If the violation is not corrected, they would then receive an NTA. It would be important to set up the program how we want it run with Mr. Marvin.

Mr. Marvin estimates maximum hours of 15-17 the first couple of months, to be reduced to 10-12 thereafter. He is currently the building inspector for Gilberts and also works for DuPage County. This expense is not in the budget, but it is felt that the fines generated should cover, if not exceed, his costs. He should be appointed as a contractor, rather than employee, on a probationary basis, and references should be obtained. Mr. Marvin also requested an official village vehicle to use while here and an official badge to wear. He could use the unmarked police car, or perhaps his own vehicle with official stickers on it.

Tennis expressed concern over the hourly amount paid and how it would affect employees in the village. He would like to know what Gilberts is paying him as building inspector.

Roberts noted that he does not know how long Ralph will continue as building inspector. If Mr. Marvin works out, he could possibly ease into the building inspector position when the need arises.

Roberts and Shields are both comfortable with his competency.

It was agreed he should be contracted for services on a probationary basis starting October 1st for 4 months, with a cap on hours worked.

Roberts moved with a second from Harney to reconvene back into Regular Session. Executive Session adjourned at 9:10 p.m.

Respectfully submitted,

Norine Olson
Norine Olson
Deputy Clerk