

REGULAR MEETING
MINUTES

SEPTEMBER 8, 1998

The regular meeting of the Sleepy Hollow Corporate Authorities was called to order at 7:30 p.m. In attendance were President Shields; Trustees Czerniawski, DeBolt, Harney, Merkel (8:40 p.m.), Nemec, and Williams; Police Chief Montalbano; Treasurer Panning; Attorney Schuster; Engineer Heinz; and Clerk Olson.

MINUTES:

1. Corrections to the September 8th minutes as follows: Page 2, under Treasurer, #1, the amount should be \$60, not \$602; page 2, under Finance, #2, in the motion, the word "under" should be "only". HARNEY MOVED WITH A SECOND FROM WILLIAMS TO APPROVE THE REGULAR MINUTES OF SEPTEMBER 8, 1998 AS AMENDED. MOTION PASSED BY VOICE VOTE.

PRESIDENT:

1. There will be an executive session at the end of the meeting to discuss personnel.
2. President Shields met with members of the Bluffs Homeowners' Association. They are still concerned with the traffic in the subdivision and would like further action taken. The Board feels this issue has already been addressed adequately. The Homeowner's Association also has erosion problems with their retention pond, which they, and not the Village, own. The developer's bond will expire next month and we have not yet accepted this subdivision. This appears to be a private dispute between the developer and the Association, but our attorney will review the matter and advise.
3. We have been advised by the Army Corps of Engineers that we violated procedures by not obtaining a permit for the stream bank stabilization work.
4. HARNEY MOVED WITH A SECOND FROM NEMEC TO ALLOW THE KNIGHTS OF COLUMBUS TO SOLICIT FUNDS IN THE VILLAGE ON SEPTEMBER 18 AND 19, 1998. MOTION PASSED BY VOICE VOTE.

CLERK:

1. Residents are asking if brush can be put on the dump pile in preparation for the Halloween bonfire. We should stress that nothing larger than 3" in diameter may be added, and everything should be burnable. We do allow residents to dump from Labor Day until Halloween. DEBOLT MOVED WITH A SECOND FROM HARNEY TO AMEND OUR DUMPING ORDINANCE TO RESTRICT LIMBS TO NO LARGER THAN 3" IN DIAMETER. MOTION PASSED BY VOICE VOTE.
2. Information for the next newsletter was requested.

PLAN COMMISSION:

No report.

ZONING BOARD:

1. Chairman Neil stated that the KinderCare hearing is set for September 16th at 7:30 p.m.
2. The board is meeting September 9th to discuss the Randall Road fence and playhouse ordinances. A public hearing will probably be scheduled for mid-October. It was requested that the Zoning Board send hearing notices on the fence issue to all residents who back up to Randall Road.

ZBA:

1. Chairman Kedzior stated that the ZBA will hold a hearing on September 17th concerning KinderCare.
2. The ZBA needs another member as they just received a member's resignation.

ATTORNEY:

1. Draft ordinances were submitted on the Randall Road fence and the building code revisions.
2. Mr. Schuster and Chief Montalbano will work on revising the police training reimbursement agreement and include Trustee Merkel in the discussions.
3. There was a pre-hearing conference on the application to the EPA for the water treatment lagoon on Route 72. This matter is set for hearing in January, 1999.
4. The Bohanek plumbing has been inspected by Tessendorf concerning his water problems. We will await the report before negotiations continue on this matter.
5. There will be four questions on the November ballot: on the police pension, the property tax extension, the stop signs on Joy, and the no left turn from Sleepy Hollow Road onto Route 72.
6. An ordinance confirming the approval of the Bluffs' entrance way sign will be submitted for the next meeting. An ordinance will also be submitted for the sign variance at Randy's.
7. The Fahy matter is up in court twice in the next couple weeks; on our motion to dismiss, and their request for a preliminary injunction. We expect to receive additional pleadings from them this week.
8. The Roerig matter was up in court last week where they were found in violation and ordered to take the necessary steps to obtain the occupancy permit from the Village. This matter was continued to early November.
9. The attorney has reviewed the legality of our stop signs. The statutes require that appropriate traffic studies must be conducted which justify the installation of the signs. Signs installed only to control speed are not appropriate justification. The engineers will review the appropriate codes and statutes to determine how we can meet the requirements necessary to justify these signs.

8:05 - 8:45 P.M. Code Enforcement Officer Joel Kruse discussed the various updates of building codes that we would like to adopt into our village code. These codes include the 1996 BOCA codes, 1995 CABO codes, 1996 property maintenance codes, and the 1996 international mechanical codes and fire codes. Mr. Kruse discussed several items he would recommend we alter from the requirements listed under the Codes. The Board was not favorable to the recommendation of establishing a building appeal board within the Village. It was also recommended that we increase our building fees from \$20 to \$30 per 100 sq. ft. Changes in other building fees were also recommended. The Board asked for a written report justifying any fee increases by comparing the fee to our costs and expenses for the service. (Trustee Merkel arrives at 8:40 p.m.)

*****OPEN TO THE PUBLIC*****
(8:45 - 8:55 p.m.)

1. Don Dicke of Metrocom submitted information about his company which provides wireless modem systems to communities, and eliminates the need for a telephone connection for computers. President Shields suggested he contact Dave Smith of East Dundee, who is the chairman of the cable committee for the area communities.

ENGINEER:

1. The contractor has begun some preliminary work on this year's MFT project. Our engineers have advised them that they have about 25 working days left on the MFT contract.
2. The engineers reviewed the plans for the proposed widening of Joy Lane at Randall Road by the developer of the property west of Randall Road. Trustees discussed the pros and cons of approving this proposal. A decision on this was deferred until a representative from the developer attends a meeting to answer questions.

TREASURER:

1. Delete from the warrants \$14,458.80 to RLS until this invoice is reviewed and also delete the invoice of \$5,208 from Engineering Enterprises since we have not discussed this with them. CZERNIAWSKI MOVED WITH A SECOND FROM NEMEC TO APPROVE THE WARRANTS IN THE AMOUNT OF \$63,415.15. AYE: CZERNIAWSKI, NEMEC, DEBOLT, HARNEY, MERKEL, WILLIAMS. MOTION PASSED.
2. There were no objections on the proposed purchase of storage cabinets for the front office.

ROADS & PARKS:

1. We received only one bid for the Village Hall parking lot lighting project. DEBOLT MOVED WITH A SECOND FROM CZERNIAWSKI TO ACCEPT THE BID OF UTILITY DYNAMICS CORPORATION OF OSWEGO, ILLINOIS FOR THE ELECTRICAL WORK AND STATED WORK THEY WILL DO IN THE AMOUNT OF \$8,970.00. AYE: DEBOLT, CZERNIAWSKI, HARNEY, MERKEL, NEMEC, WILLIAMS. MOTION PASSED.

DEBOLT MOVED WITH A SECOND FROM CZERNIAWSKI TO PURCHASE FROM WESTCO OF ST. CHARLES, ILLINOIS, THE THREE POLES AND LAMPS, CATALOG DESCRIPTION 9403TF/36-2T/250 HPS., 12 FT. HIGH ASSEMBLY, IN THE AMOUNT OF \$3,123.00. AYE: DEBOLT, CZERNIAWSKI, HARNEY, MERKEL, NEMEC, WILLIAMS. MOTION PASSED.

2. Trees were cut back on Sleepy Hollow in order to clean out the swales for proper drainage prior to beginning the MFT road work. No trees were removed, only trimmed.
3. Trustee DeBolt will discuss the status of the disputed Crane Drive culvert work by Sebastian with the Village Attorney.
4. The maintenance of village open land was discussed, especially that located behind Willow Lane, whose residents submitted a letter with their suggestions on how they will maintain that area. Trustee DeBolt is concerned about authorizing any resident to maintain village property and the liability we would incur in doing so. There is also a problem in deciding how this village property should be maintained; i.e., mowing, natural. It was agreed we need to establish a village-wide policy on open village land. Trustee Harney felt we should not allow any mechanical equipment to be used by residents on village property for liability purposes. She also suggested we mark the village boundaries so all residents are aware of where village property begins and ends. Trustee Harney said the Illinois Department of Natural Resources can prepare a management plan for all village open areas that could be used as part of a village-wide maintenance plan. President Shields will continue discussions with the residents of Willow Lane, along with Trustee Merkel. The Board wants Mark Schuster's opinion about their liability concerns.

HEALTH & SANITATION:

1. There will be free leaf pick ups in the Village on October 24th and November 14th. This should be put in the newsletter and on the water bills, if possible.
2. A representative of Waste Management was present to thank the Village for its business. President Shields noted that a resident on Hillcrest has witnessed the garbage trucks making gouges in the west end of that road. Waste Management will look into this problem and report back to the President.

DEBOLT MOVED WITH A SECOND FROM CZERNIAWSKI TO ADJOURN TO EXECUTIVE SESSION AT 9:50 P.M. FOR THE PURPOSE OF DISCUSSING PERSONNEL PURSUANT TO §2(C)(1) OF THE OPEN MEETINGS ACT. MOTION PASSED BY VOICE VOTE.

The regular meeting resumed at 10:15 p.m.

FINANCE:

No report.

WATER:

1. The water treatment program is finally in place. There will be more rust in the water for the next couple months—things will get worse before they get better. Public Works has been instructed to flush the pipes a couple times every week. A report on this program, and what can be expected by residents, should be included in the newsletter. It was also felt we should send out a special letter to those residents affected as soon as possible. Trustee Williams will prepare.

POLICE:

1. The monthly activity report was submitted.
2. Received two more police resignations. NEMEC MOVED WITH A SECOND FROM HARNEY TO ACCEPT WITH REGRET THE RESIGNATIONS OF OFFICERS KEN CRAM AND HERB MUELLER. MOTION PASSED BY VOICE VOTE.
3. Seventeen police applicants took the written test and results are expected shortly.
4. Trustee Czerniawski commented on the decrease in tickets and fines received. He also commented on the extremely high percentage of Quad Com's revenues that are taken up by their own payroll.

BUILDING:

1. We are following procedures to obtain compliance by Eileen Cook in the removal of her fence.
2. The Podbregar matter is being reviewed by the village attorney. Based on his building permit, he received approval from FEMA for partial fill, but he exceeded the approved amount.
3. We have been told the Village is being audited by the office of water resources to see if we have been following rules concerning flood plain areas. A representative will be at the next meeting to discuss.

OLD BUSINESS:

1. We have not yet sold the culvert pipe that was purchased for Bullfrog Lane.
2. President Shields should ask the Willow residents to refrain from personal attacks on board members.
3. West Dundee has a preliminary drawing for the proposed park area behind Target which shows a curb cut on Locust. This would require our approval.

NEW BUSINESS:

No report.

DEBOLT MOVED WITH A SECOND FROM WILLIAMS TO ADJOURN THE MEETING AT 10:35 P.M. AYE: DEBOLT, WILLIAMS, CZERNIAWSKI, HARNEY, MERKEL, NEMEC. MOTION PASSED.

Respectfully submitted,



Norine Olson
Village Clerk

EXECUTIVE MEETING
MINUTES

SEPTEMBER 8, 1998

The executive session of the Board of Trustees was convened at 9:50 p.m. for the purpose of considering personnel pursuant to §2(c)(1) of the Open Meetings Act. In attendance were President Shields; Trustees Czerniawski, DeBolt, Harney, Merkel, Nemec, and Williams; Finance Committee member and former trustee Mike Tennis; and Clerk Olson.

Released 7-7-14

1. Trustee Czerniawski said that Ellen Volkening in the accounting department has applied for an accounting position elsewhere that offers a yearly salary of \$35,000. Ellen makes about \$23,000 at Sleepy Hollow. He would like to offer Ellen a promotion to become the office supervisor over all office staff. Her hours would increase from 35 to 40 per week and she would have increased responsibility, taking over some of Ron Panning's duties. All clerical personnel would report to her and she would delegate and monitor work. The Board is supportive of this but acknowledged that there will probably be problems with some staff to this change, and agreed they must stand behind Ellen. Trustee Czerniawski said Police Clerk Becky Freemon would also report to Ellen under this new arrangement. This would enable the police clerk to assist with other office work when she has completed her police department duties. This has not yet been discussed with the Police Chief. Trustee Czerniawski would like to increase her pay an additional \$2.10 from its current \$12.75 an hour, bringing her to approximately \$31,000 per year. The Board also discussed the work load of the office staff. Mike Tennis commented on Ellen's accomplishments over the years and noted that she should document in writing any problems she has with office staff. Trustee DeBolt suggested we also prepare a job description for Ellen's new position. President Shields will explain the changes to the entire staff next week.

Released 12-15-03

2. President Shields and Trustee Czerniawski discussed possibly establishing a retirement/annuity package for the police chief. Upon his retirement, he would receive a specified yearly amount, which would be determined by the Board. President Shields hoped it would be comparable to what he would receive if we had the police pension plan. This would be done only if the residents did not approve the institution of a police pension program in the village in the interim. The Board all agreed this should be further explored.

CZERNIAWSKI MOVED WITH A SECOND FROM MERKEL TO ADJOURN THE EXECUTIVE SESSION AT 10:15 P.M. MOTION PASSED BY VOICE VOTE.

Respectfully submitted,



Norine Olson
Village Clerk