

VILLAGE OF SLEEPY HOLLOW
VILLAGE BOARD MEETING MINUTES

MAY 2, 2016

The regular meeting of the Sleepy Hollow Corporate Authorities was called to order at 7:30 p.m. at the Sleepy Hollow Village Hall. Board members in attendance were President Stephan Pickett and Trustees Dennis Fudala, Russell Getz, Joseph Nemec, Jeff Seiler and Donald Ziemba. Trustee Scott Finney was absent. Also in attendance were Village Attorney Mark Schuster, Village Engineer Jeff Steele, Director of Finance Ellen Volkening, and Police Chief James Linane.

MINUTES

1. Seiler moved with a second from Getz to approve the Village Board Meeting Minutes of April 18, 2016. Motion passed.

PRESIDENT

1. Nemec moved with a second from Getz to approve the appointment of James Linane as Chief of Police for one year per the employment agreement. Aye: Nemec, Getz, Fudala, Seiler. Motion passed.

2. President Pickett informed the Board that the Memorandum of Understanding with Kane County enables the Village to have a CD of the GIS program and receive regular updates. This geographical system replaces the Sidwell plat map books.

3. President Pickett met with a ComEd rep and received the annual franchise report, which shows a few more outages last year. (Trustee Ziemba arrived.) He, along with Trustee Nemec, also discussed the street lights. ComEd is willing to upgrade their 32 lights to the smart LED light system at no cost to the Village. The lights will then be ready when the system is installed next year. It will also reduce our monthly electrical bill by about 50%. We can also use ComEd's request for proposal when the Village goes to bid to update the remaining street lights owned by the Village (about 60). ComEd will also get us information on possible grants.

CLERK

No report.

PLAN COMMISSION

No report.

ZONING BOARD

1. Chairman Jim Kruger advised the Board of the Zoning Board's March meeting and April public hearing on the proposed text amendments. He briefly summarized the items they reviewed and the Zoning Board's findings of fact and recommendations.

ZBA

No report.

ATTORNEY

1. Mr. Schuster reviewed the proposed text amendments which will be sent to the trustees for final review and discussion at the next meeting. If approved, an ordinance will be prepared for the June 6th meeting. It was suggested that inventories of existing "grandfathered" items, i.e. brick pillars, should be prepared, dated and kept in the village records.

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ENGINEER

1. There is a change to the pressure reducing valves project. Public Works wants to purchase upgraded valves which are different than those in the Patnick quote. The valves supplier agreed to guarantee them with the contractor installing them. No change order is necessary as the project cost will remain the same or be less.
2. Mr. Steele updated the Board on the 2016 road improvements program which will include repaving 2 courts, culvert work, drainage work, and patching, at a total cost of about \$60,000.
3. Bids requests for the manhole project go out this week.
4. The water issue at Lake Paula (Rainbow/Hillcrest area) will continue to be monitored; there has been no change since last discussed.
5. The engineer distributed information sheets and reviewed several possible grants for the Village to consider. The Board should review and contact the engineer if any questions or if they wish to apply for any of the grants.

DIRECTOR OF FINANCE

1. Ziemba moved with a second from Seiler to approve the accounts payable of May 2, 2016 in the amount of \$66,113.39. Aye: Ziemba, Seiler, Fudala, Getz, Nemec. Motion passed.
2. Ziemba moved with a second from Nemec to approve an employee carryover of 3 vacation days from 2015 to be used by 6/30/16. Motion passed unanimously.

Mark Ebacher from Interstate Partners distributed a concept site plan for a proposed remote parking lot to be built west of Randy's Vegetable stand (on Randy's property), with over 500 spaces on approximately 5 acres. The employees would be shuttled to a company in the business park working two shifts, 6 days a week. There would be no access to the lot from Randall Road as cars would exit onto Technology or Galvin Drive. Although there was some concern with the water drainage effect on Sleepy Hollow, Mr. Ebacher told the Board there will be no water issues for Sleepy Hollow resulting from this development. He also said Kane County and the City of Elgin do not have issues with this proposed parking lot. The Board agreed to proceed, and it was suggested Mr. Ebacher petition the Village to create a new B-3 zoning classification and then rezone Randy's property from R-1 to the new B-3 district. This matter will be heard by the Zoning Board.

Resident Frank Redesi of Locust asked the Board to reconsider allowing chickens in the Village. He purchased equipment and has an incubator in his basement for chickens and once hatched, he planned to transfer the chickens to an outside coop. He was advised in January that chicken coops were permitted in the village but recently informed that they are not allowed. Trustee Nemec said he researched this and found there are not problems as long as regulations are in place, and he can obtain model ordinances for regulating chicken coops. This will require a new review and public hearing by the Zoning Board. The Board agreed to proceed.

COMMENTS FROM THE PUBLIC

1. Mike Tennis of Churchill Court read a statement, which was also distributed to the Board, regarding the hiring of temporary summer help, union salary and hourly wage rates, and the budget work session.

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PARKS, ROADS AND STREETS

1. Public Works has requested approval to hire three part-time summer employees. Getz moved with a second from Fudala to hire one part-time summer employee at this time at \$10.20 per hour, contingent on the normal pre-employment requirements. Aye: Getz, Fudala, Nemec, Seiler. Nay: Ziembra. Motion passed. (Trustee Getz left the meeting.)

FINANCE

1. Ziembra moved with a second from Seiler to approve the police salary and hourly wage rates as presented for fiscal year 2017. Aye: Ziembra, Seiler, Fudala, Nemec. Motion passed.

WATER AND SEWER

No report.

POLICE AND PUBLIC SAFETY

No report.

PUBLIC BUILDINGS AND ENVIRONMENTAL

1. Trustee Nemec thanked resident Matt Wiechmann for his clean up on Sleepy Hollow Road.
2. Kurt Ehmman, who is working on his Eagle Scout badge, will raise funds himself to build a bridge across the creek connecting the area near Sabatino Park with the tree park area to the east.
3. Trustee Nemec also thanked resident Bill Hoff for trimming and maintaining the landscaping in an area along Sleepy Hollow Road.

BUILDING AND ZONING ENFORCEMENT

1. Trustee Fudala thanked Code Enforcement Officer Jeff Fleck for work in this program.

OLD BUSINESS

1. ComEd has submitted a proposal for their street light replacements. Nemec moved with a second from Fudala to authorize the Village President to sign the agreement with ComEd after it has been reviewed by the Village Attorney. Motion passed unanimously. Trustee Nemec noted that in addition to lower electrical costs with these new lights, there will be less maintenance.
2. Mr. Schuster reviewed his memo on the Affordable Housing Plan update required by the Illinois Housing Development Authority. After discussion, the Board agreed to create a Housing Commission. Nemec moved with a second from Seiler to authorize the village attorney to modify the plan update to create the Housing Commission with the Village Board serving as the commission and to prepare the paperwork to create a trust fund. Aye: Nemec, Seiler, Fudala, Ziembra. Motion passed.

The Board took a short break before starting the budget workshop portion of the meeting. Mr. Schuster and Mr. Steele both left the meeting. Chief Linane, Ellen Volkening, and Finance Committee member Mike Tennis remained to participate in the budget workshop.

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Trustee Ziemba reviewed the general fund, going over the anticipated reductions in revenue including sales tax and LDGF. The initial amount budgeted for fy2017 is \$1,503,025. Revenue of \$1,800 from Dunkin Donuts should be added as the store will be opening in June. In addition, the administrative ticket program revenue should be increased to \$40,000.

The general and administrative expenses were reviewed next, including personnel expenses. Mr. Tennis suggested an increase in healthcare contributions by non-union employees (we cannot increase union employee contributions under the current contract) for the last 4 months of fy2017 and we anticipate substantial healthcare increases to the village. The Board was not in favor of changes at this time. Mr. Tennis felt very strongly that contribution rates for health insurance are very beneficial to the employees but burdensome to the taxpayers.

Mr. Tennis suggested the Board consider a salary for the Village President who puts in considerable time in his position, partly because there is no village administrator. It was noted that many elected officials in other communities receive a small salary and it was suggested a per meeting fee for trustees as well, in part to encourage attendance. Any salary must be established 180 days before an election.

Police expenses were briefly reviewed. Police legal fees will be higher this year due to union contracts expiring in 2017. Due to the Police Chief's employment contract terms, the budget should be increased by \$2,400. Also, there should be an accrual in fy2016 of about \$4,000 added under police for expense reimbursement for monies anticipated back from a state grant and \$2,800 added in fy2017 for the same. In addition, we should add \$2,800 to the \$6,000 budgeted for uniforms.

The Public Works consolidated general fund was discussed. The Board recommended that Kyle's salary be increased 5%. It was noted the Village will save money by Kyle taking over the herbiciding of the wetlands mitigation bank, rather than pay an outside service. It was noted the police receive longevity increases per the union contract. The Board agreed that both Art Sunderlage and Ellen Volkening, who have been employees since 1986 and 1989 respectively, should also receive a longevity increase of 2.5%, in addition to their annual increase of 2.5%. Mowing and other work in the Village was discussed and the Board agreed that only two part-time employees would be budgeted for the summer. Briefly discussed crack sealing, and striping of roads, in particular Sleepy Hollow Road. Briefly reviewed building maintenance including correcting the sewer smell and refurbishing four bathrooms and it was agreed the total of \$15,375 could be reduced by \$1,000. The projectors for the meeting room is also in the budget and it was suggested we look into possibly purchasing large flat screen TVs instead of projectors.

The Board agreed to transfer \$110,000 to the MFT fund and \$65,000 to the five year capital fund.

Briefly discussed road improvements and the necessity of budgeting for swale/drainage problems that must be addressed.

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The engineering budget for MFT projects (under contractual services) should be increased from 14% to 16% of the 2016 MFT project total.

NEW BUSINESS

No report.

Ziemba moved with a second from Seiler to continue the meeting and reconvene it on Monday, May 9th, at 7:00 p.m. Motion passed unanimously. The meeting adjourned at 11:10 p.m.

RECONVENED MAY 2, 2016 MEETING

MAY 9, 2016

The May 2, 2016 meeting reconvened at 7:09 p.m. on May 9. In attendance were President Pickett, and Trustees Dennis Fudala, Joseph Nemec, Jeff Seiler and Donald Ziemba. Trustees Scott Finney and Russell Getz were absent. Also in attendance was Finance Member Mike Tennis and Director of Finance Ellen Volkening.

The Board first reviewed the General Fund which was updated from the May 2 discussion. The Board again discussed personnel salary increases for longevity. Mr. Tennis was not in favor of the longevity increases to non-union personnel. The Police Chief will be consulted on this issue.

Mr. Tennis noted that the updated General Fund shows decreased revenue and increased expenses. There was general discussion of the increased expenses. Mr. Tennis asked and was advised there are no expenses for web services. He was also advised that the Village program of handling first time DUI offenses is still being reviewed and no revenue would be budgeted for this year. QuadCom costs have risen over 10% in two years and Mr. Tennis raised possible chargebacks for calls handled in unincorporated areas by Sleepy Hollow. He also reviewed increased vehicle maintenance and contractual street maintenance. The slurry seal will be eliminated from the budget and pot hole repairs can be reduced, which will reduce the contractual services for street maintenance by \$5,000, to a total of \$21,000.

There were no changes to the wetland mitigation fund. It was noted that after this year, Public Works will hopefully take over the herbicide duties which will substantially reduce the \$4,000 annual budget for the wetland mitigation bank.

The MFT fund was reviewed and no changes were made. It was noted the actual grant money received for the Boncosky Road project was much less than budgeted because the project cost much less than projected.

The Five Year Capital Improvement Fund was reviewed. The \$26,000 new salt dome roof was moved to FY2018. The \$5,000 for windows/tiles/blinds was removed as new handles can be purchased and installed by Public Works instead. The \$61,000 for dam/drainage/culvert projects

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was reviewed. The project budgeted for this year will be extensive and has been needed for many years. Trustee Nemec briefly reviewed the proposed project in the area of Bullfrog and Thorobred which will involve new culverts and swales. The budgeted amount also includes a new culvert on Sleepy Hollow Road which may be put in the MFT program. If it is transferred, the funds in here will be used for a new culvert at Locust/Hillcrest which is also needed. It was noted that new ordinances were passed last year that make homeowners responsible for maintenance on their swales and culverts to a certain extent. The 5 year cap shows \$75,000 to fix the dam at Lake Paula in 2018.

Mr. Tennis questioned the new vehicle/equipment purchases for Public Works. He suggested the Village look into Buck Brothers' annual auction for used equipment at considerably less. Seiler moved to give Art Sunderlage a check for \$30,000 to purchase equipment at the auction. There was no second to the motion.

The waterworks fund was reviewed, in particular the contractual services/maintenance of utility systems. They also reviewed the loan and interest payments in the budget and whether they should be shown a different way; Mr. Tennis suggested they be shown as a memo item, with interest shown as an amortization amount. There was no decision to make any changes.

Under Contractual Services/Other Professional Services, the budget should be reduced from \$8,500 to \$7,700.

The DI&E and sewer budgets were briefly discussed and there were no changes.

Trustee Ziemba noted there will be a budget deficit of \$29,175 for fy2017. There was brief discussion but no further changes made to the budget and it will be presented for approval at the next board meeting.

Nemec moved with a second from Fudala to adjourn the meeting at 8:50 p.m. Motion passed unanimously.

Respectfully submitted,



Norine Olson
Village Clerk