

VILLAGE OF SLEEPY HOLLOW  
VILLAGE BOARD MEETING MINUTES

September 5, 2017

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 Thomas Merkel, Joseph Nemec, and Donald Ziemba. Trustees Scott Finney, Dennis Fudala, and Jeff Seiler were absent. Also in attendance were Village Attorney Mark Schuster, Engineer Jeff Steele, Director of Finance Ellen Volkening, and Police Chief James Linane.

MINUTES

1. Nemec moved with a second from Ziemba to approve the Village Board Meeting Minutes of August 21, 2017. Motion passed with Ziemba abstaining.

PRESIDENT

1. Nemec moved with a second from Ziemba to approve the hiring of Kyle Killinger as the future Public Works Director at \$26 per hour. President Pickett noted his experience and past employment with the Village. Kyle will need to obtain updated CDL and water licensing. He will also attend the first board meeting each month. Aye: Nemec, Ziemba, Merkel, Pickett. Motion passed.

CLERK

1. Nemec moved with a second from Ziemba to approve ComEd permit reference #6900IFT and Comcast permit #561399. The ComEd permit is for work on Hilltop Court and the Comcast permit is for work on Sleepy Hollow Road. Motion passed unanimously.

PLAN COMMISSION

No report.

ZONING BOARD

1. There have been 2 resignations from the Zoning Board, including the Chairman. The Village President is considering combining the Zoning Board and Plan Commission into one board as there are vacancies on the Plan Commission as well.

ZBA

No report.

ATTORNEY

No report.

ENGINEER

1. Ziemba moved with a second from Nemec to award the Kay Court drainage improvements contract to Mauro Sewer Construction in the amount of \$63,900 and authorize the village president and clerk to sign all necessary documents for the project. Aye: Ziemba, Nemec, Merkel, Pickett. Motion passed.

2. The Board directed the Engineer to contact Mauro Sewer Construction to ask if they would be interested in doing the culvert work on Locust Drive at the same time and if they would keep the same rates for this project as those in the Kay Court project.

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3. We should be starting the MFT road improvements in the near future. The Engineer also noted that he and Kyle in Public Works reviewed and marked areas in lower Sleepy Hollow that need to be regraded.

DIRECTOR OF FINANCE

1. Ziemba moved with a second from Nemec to approve the accounts payable of September 5, 2017 in the amount of \$158,372.04. This includes the payables from August 21 that were not approved at that meeting. Aye: Ziemba, Nemec, Merkel, Pickett. Motion passed.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

PARKS, ROADS AND STREETS

No report.

FINANCE

1. Trustee Ziemba reviewed his comparison of current year revenue and expenses to date with those from last year for the same time period.

WATER AND SEWER

1. Ziemba moved with a second from Nemec to approve the water/sewer write offs for two former residents in the amount of \$412.75. Aye: Ziemba, Nemec, Merkel, Pickett. Motion passed

POLICE AND PUBLIC SAFETY

No report.

PUBLIC BUILDINGS AND ENVIRONMENTAL

No report.

BUILDING AND ZONING ENFORCEMENT

1. President Pickett detailed the history of the sign issue that was discussed by Ron Meyer of Meyer Sign at the last meeting. This was pursuant to Mr. Pickett's meeting with ICCI who believe the penalty fee was properly applied. He noted that after ICCI verbally advised the applicant that the sign had been approved and the permit was ready for pick up, the sign was installed in early July without the permit being picked up or paid as is required and no payment was made until August 21, the day Mr. Meyer attended the board meeting. Mr. Pickett also noted the process for the sign application and our fees as charged were correct pursuant to ordinance. There is no action to be taken unless the Board wishes to waive the penalty fee.

OLD BUSINESS

1. Nemec moved with a second from Ziemba to un-table last meeting's motion regarding discussion of the ordinance making the clerk an appointed position. Motion passed unanimously. Nemec moved with a second from Ziemba to approve Ordinance No. 2017-21 providing for the

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appointment of a village clerk in lieu of election for this position. It was noted that the clerk has no authority in village policy matters and is more of an administrative position. Aye: Nemec, Ziemba, Pickett. Nay: Merkel. Motion did not pass.

2. The Village has advertised in several free publications, etc. for the part-time bookkeeping/office clerk position with no success in finding a qualified applicant. Before resorting to expensive advertising, we will try a few more free websites recently suggested to advertise for this position.

NEW BUSINESS

No report.

Nemec moved with a second from Ziemba to adjourn the meeting at 8:10 p.m. Motion passed unanimously.

Respectfully submitted,



Norine Olson  
Village Clerk