

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF HARWOOD HEIGHTS  
HELD ON WEDNESDAY, JANUARY 6, 2010**

**A. CALL TO ORDER** at 7:04 pm by Mayor Arlene C. Jezierny

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

|          |                                                                                                                        |
|----------|------------------------------------------------------------------------------------------------------------------------|
| Mayor    | Arlene C. Jezierny                                                                                                     |
| Clerk    | Marcia L. Pollowy                                                                                                      |
| Trustees | Mark Dobrzycki<br>Michael Gadzinski<br>Demetrios Mougolias<br>Therese Schuepfer<br>Lawrence Steiner<br>Lester Szlendak |
| Attorney | Rob Bush                                                                                                               |

**D. AGENDA ITEMS**

**Presentation by – Collection Agency**

- Mr. Joseph Santella of Sonnenschein Financial Services, Inc. which specializes in Municipal Collections gave a lengthy presentation on the features and benefits of using his company regarding the collection of parking and compliance tickets and code violation fines; company was founded in 1983.
- Tele-Collection Systems is already working with RedSpeed on behalf of some of their municipal clients and they have a good working relationship with them.
- Mr. Santella will provide the board with a list of municipality references and a tentative contract based on information supplied to them by Chief Ricchio.

**Approval of Minutes**

**Motion by Trustee Gadzinski, seconded by Trustee Dobrzycki**

- Approval of Committee of the Whole Minutes for November 23, 2009

**A roll call vote to approve the Committee of the Whole minutes resulted as follows:**

**A YES: Trustee Dobrzycki, Gadzinski, Mougolias, Schuepfer, Steiner, Szlendak**

**NAYS:**

**ABSTAIN:**

**ABSENT: Motion Carried**

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**Motion by Trustee Gadzinski, seconded by Trustee Dobrzycki**

- Approval of Committee of the Whole Minutes for December 2, 2009

**A roll call vote to approve the Committee of the Whole minutes resulted as follows:**

**A YES: Trustee Dobrzycki, Gadzinski, Mougolias, Schuepfer, Steiner, Szlendak**

**NAYS:**

**ABSTAIN:**

**ABSENT: Motion Carried**

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**Motion by Trustee Dobrzycki, seconded by Trustee Szlendak**

- Approval of Committee of the Whole Minutes for December 29, 2009

**A roll call vote to approve the Committee of the Whole minutes resulted as follows:**

**A YES: Trustee Dobrzycki, Gadzinski, Mougolias, Schuepfer, Steiner, Szlendak**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**Motion Carried**

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**BOCA Code Update**

- Dan Johnson, Fire Marshall from the Norwood Park Fire Department indicated that the Fire Department currently uses the BOCA Building and Fire Codes; these codes are from 1996 and the Fire Department needs to update their codes to meet the standards used by the Village of Harwood Heights and Norridge. BOCA Codes no longer exist.
- The Village of Harwood Heights & Norridge currently use the 2003 International Building Codes; these codes are already over 6 years old. The Village's ISO code (Insurance rating) is based on the set of codes being used. The Fire Department is recommending that both villages and the Fire Department update their codes to the 2009 International Building Codes; the cost would be about \$2,000 per agency and the codes for a better ISO rating would be good for 8-10 years.
- The Village of Harwood Heights currently has Planning Consultants who will be looking at all of our codes as part of the FAA Grant and will probably recommend going to the 2009 standards.

**Elevator Inspection Company**

- Building Commissioner Carmen Rinaldi updated the board regarding the current elevator company, Thompson, who has had an exclusive contract with the village since 1976 and related the problems that have arisen regarding inspections and re-inspections.
- Carmen presented an Elevator Inspection proposal from EIS/Elevator Inspection Services and will ask our Purchasing officer, Tom Bobula to research other possible elevator companies and request proposals.

**Parking Ordinance**

- Trustee Dobrzycki handed out a proposed ordinance prepared by the Village Attorney and gave the board members background on the reasons for amending the parking ordinance due to parked vehicles blocking residential driveways (presented photos showing the encroachment on a resident's driveway). Trustee Dobrzycki recommended a 2' measurement.
- A lengthy discussion ensued regarding this problem and how to solve it. One suggestion was to paint a yellow indicator on the curbing 2' from the end of the driveway. Another suggestion was to incorporate the word "encroachment."
- The consensus of the board was to change the language in the ordinance to read "encroachment." The Chief indicated that he will setup a protocol for this violation to include taking a photo of the offender's car encroachment of the driveway and the photo will be used as evidence in the adjudication process.

**Financial Data - Ordinance**

- Trustee Dobrzycki handed out a copy of an ordinance from the Village of Olympia Fields that he is recommending for our village board to approve regarding codifying the village's procedures to display the village's financial records on our website.
- The ordinance will be placed on the January 14<sup>th</sup> board meeting agenda for board approval.

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**Airport Noise Committee**

- Trustee Szlendak attended a conference in San Antonio that was organized by the National Noise Council regarding how to ensure a sound controlled environment.
- Residents have already been complaining about the increased airplane noise with changes already made at O'Hare, and with more to come with the future O'Hare Expansion project, Trustee Szlendak would like to form a Harwood Heights Noise Commission made up of village residents.
- Resident Mrs. Inez Canepa, who will be on the committee, has had a noise monitor on her property for the last 10-years and indicated that the village has never been provided with accurate readings for day and night levels, only a daily average.
- This new commission will work to get better reporting information, to voice the concerns of the village residents and to lobby for soundproofing.
- The new commission will join with other community groups (Norridge, Park Ridge, Itasca) to create a voting block of residents to appeal to other governmental leaders for support.
- Trustee Szlendak will research what is needed to form this commission and will then move forward in creating this commission in Harwood Heights; Trustee Szlendak will get a copy of Park Ridge's ordinance regarding this committee and will forward it to the Ordinance and License Committee for review.

**Accountant Contract**

- The 2008 audit is almost completed. The auditors were given the last bit of information that was needed regarding the police pension and they are working on the management letter. There are a number of issues that will have to be reviewed and corrected.
- The auditors have started to work on the data for the 2009 audit.
- The accountants are working on financial projections and also a cash flow analysis. They're also doing a reconciliation of the Lawrence Avenue Streetscape. They are setting up procedures for all grants and all future grants.
- The accountants are continuing to set up internal procedures and controls. Cross training is being implemented; within the next 30-days the employees will start switching job functions.
- Both accountant contracts are due for renewal; the Mayor is proposing an extension until the end of March for Harry (\$10,000) and Mary (\$15,000).

**TransNational Credit Card Agreement**

- The Mayor distributed an updated memo regarding the new reduced fees and charges that were agreed upon after the initial presentation. This motion will be placed on the next board agenda for board approval.

**New Bus**

- The Mayor was notified that the new bus from IDOT will be ready for pick-up on January 14<sup>th</sup>. The only cost to the village will be the licensing fee, which is about \$100.
- The current bus schedule of operations will be reviewed; what are the peak hours of daily operation? Saturday & Sunday operations?
- Norwood Park Township has contacted the Mayor for possible service in the unincorporated area; costs and fees are being discussed.

**Water Meters**

- Trustee Szlendak proposed replacing all commercial water meters as soon as possible and also to check all the empty homes/buildings for possible water loss due to broken pipes.

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**WSSRA**

- The board still has a number of questions regarding the yearly costs that we pay to the WSSRA, about \$60,000 a year.
- Norridge does not pay into the WSSRA because residents pay into the Norridge Park District. Some of Harwood Heights' residents also pay into the Norridge Park District. Are they also counted in the WSSRA fees?
- All questions will be forwarded to Trustee Gadzinski, he will send them to Sand Gbur and she has agreed to come to the next Committee of the Whole meeting to answer these questions.

**Open Space – Between Community Center & Police Department**

- There have been a number of requests asking if it's possible to use the open space for social functions; this could be a source of revenue and what we collect could be used for the cost of future remodeling.
- Discussion ensued regarding what type of events we could accommodate. What kind of liability would we need? We would have to have someone at the event to oversee/monitor the activity and cleanup?

**Public Comment**

**Bill Heinzinger:** stated that there was a referendum a long time ago for Harwood Heights' residents to join the Norridge Park District and that it was narrowly defeated. To eliminate the Village's share payment to the WSSRA he suggested having another referendum for Harwood Heights' residents to pay taxes to the Norridge Park District. Asked about the status of the old Village Hall property?

**Roy Schmidt:** Stated that there is no overlap regarding the WSSRA; all of Norridge pays taxes to the Norridge Park District and is not part of the WSSRA. On a number of occasions he and many residents have made suggestions regarding uses for the open unfinished space in the Village Hall. Commented that he hoped Trustee Szlendak's comment about the accountant doesn't lead to a lawsuit against the village. Asked a question relating to the Youth Commission activities and the problem with finding dedicated coaches.

- Discussion ensued relating to this problem and other Youth Commission activities that require certified coaches, namely gymnastics. Trustee Gadzinski has contacted Dr. Lupo at Ridgewood High School to discuss possible setting up a community service program for Ridgewood students to earn community service hours.

**Carolyn Jagorski:** Hopes that the proposed parking ordinance will resolve the problem by ticketing cars that extend across driveways without painting stripes at every driveway? Worried about parking in that area with the reopening of the new Mexican restaurant. Thinks opening up the open space for rentals is a good idea.

**Pete Magnelli:** Was surprised that the ordinance to replace commercial water meters has not been enforced.

**Trustee Dobrzycki:** Informed the board that there is utility working going on Sayre Avenue south of Leland to Montrose due to low pressure gas lines; some homes have no gas service, others have low level service.

**EXECUTIVE SESSION**

**Motion by Trustee Schuepfer, seconded by Trustee Gadzinski to enter into Executive Session at 9:23pm; on a roll call vote, all in favor.**

**Motion to enter into Executive Session:** pursuant to (5 ILCS 120/2) Sec. 2. Open meetings © Exceptions. A public body may hold closed meetings to consider the following subjects: (3) Collective negotiating matters between the public body and its employees or their representatives.

**Motion by Trustee Szlendak, seconded by Trustee Gadzinski to close Executive Session at 11:00pm; on a roll call vote, all in favor.**

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Return to open session at 11:01pm; Motion by Trustee Gadzinski, seconded by Trustee Steiner; all in favor.

**Adjournment**

Motion by Trustee Mougolias, seconded by Trustee Schuepfer to adjourn. On a voice vote, all being in favor, the motion carried and the Committee of the Whole Meeting of the Board of Trustees of the Village of Harwood Heights was adjourned by Mayor Arlene C. Jezierny on Wednesday, January 6, 2010 at 11:02pm.

Respectfully submitted,

  
Marcia L. Polowy, Village Clerk