

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF HARWOOD HEIGHTS  
HELD ON THURSDAY, JULY 7, 2011**

**A. CALL TO ORDER** at 7:45 pm by Mayor Arlene C. Jezierny

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL –**

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

Also present: Attorney Mark Heinle  
Chief Mario Ricchio  
Bruno Bellissimo  
Joe Russo

**D. AGENDA ITEMS**

**Approval of Committee of the Whole Minutes for May 19, 2011, June 1, 2011 & June 7, 2011.**

**Motion by Trustee Gadzinski, seconded by Trustee Mougolias**

- Approval of Committee of the Whole Minutes for May 19, 2011.

**On a voice vote, all being in favor, the motion carried and the minutes for the May 19, 2011 Committee of the Whole meeting were approved.**

**Motion by Trustee Gadzinski, seconded by Trustee Mougolias**

**Motion by Trustee Schuepfer to amend minutes to include her comment stating she wishes to continue as Chair of the Ordinance & License Committee in Committee Assignment discussion.**

**Motion by Trustee Gadzinski, seconded by Trustee Mougolias as amended.**

- Approval of Committee of the Whole Minutes for June 1, 2011 as amended.

**On a voice vote, all being in favor with Trustee Dobrzycki, Mougolias & Szlendak abstaining, the motion carried and the minutes for the June 1, 2011 Committee of the Whole meeting were approved.**

**Motion by Trustee Gadzinski, seconded by Trustee Schuepfer**

- Approval of Committee of the Whole Minutes for June 7, 2011.

**On a voice vote, all being in favor, the motion carried and the minutes for the June 7, 2011 Committee of the Whole meeting were approved.**

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**Miller & Cooper Agreement**

- Mayor Jezierny reviewed the new engagement letter from Miller, Cooper for preparation and execution of the April 30, 2011 Audit. The cost is comparable to the last engagement letter expense approved by the board last year.
- Mayor Jezierny asked Accountant Bruno Bellissimo to provide the trustees with a cost comparison to the past 2 audit costs.
- Consensus of the board was to place the motion on the July 14, 2011 board agenda for board approval.
- Mayor Jezierny indicated that a number of items that were identified as material weaknesses from the 2008 and 2009 audits have been rectified and she and Bruno are working on other items identified in the 2010 audit. The audit team from Miller Cooper will be coming in next week to start working on the 2011 audit.

**Moratorium extension**

- The extended Moratorium that was passed last year will be expiring on August 13, 2011. This moratorium was done in conjunction with new Comprehensive Plan which was part of the FAA Grant requirements.
- The Mayor indicated that she spoke with Mr. John Houseal and our Economic Development Consultant Wayne Pesek and Mr. Houseal is ready to present the village's new Comprehensive Plan to the board and the residents in a public meeting.
- A meeting date for the Public Meeting will be set for sometime at the end of July or early August to review the whole Comprehensive Plan, in addition to scheduling a workshop meeting with the Zoning & Planning Boards to review all the zoning codes that were changed. After the workshop meeting a Public Meeting will be held by the Planning Commission to adopt the new codes.
- The Moratorium will be extended for a minimum of 6 months or until the adoption of the new zoning codes; whichever occurs first.

**ARC price freeze**

- Mayor Jezierny was contacted by Rick Bulthuis from Republic Services (ARC Disposal). Mr. Bulthuis met with the Mayor and is willing to grant the village a 2-year price freeze proposal effective May 1, 2010 to April 30, 2012; the proposal would continue with the village's rate of \$16.92 which includes the 2 carts and yard waste pick-up; the trustee packets included a cost comparison from a number of the surrounding communities; Harwood Heights has the lowest cost.
- Mr. Bulthuis' proposal also includes a "Recycling Program." Residents can go from a 65 gallon recycle bin to a 95 gallon recycle bin. The current average per household of recycling is 45lbs; if each household increases their recycling by 1 pound, ARC will give a \$1,000 scholarship to a local high school. Or, if the recycling increases overall by 2.74% he will "freeze" our cost for an additional year to April 30, 2014.
- Trustee Szlendak suggested that we look at collecting garbage every 2 weeks during the Fall & Winter months and every week during the Summer in order to reduce cost.
- Mayor Jezierny cautioned that this may be a health issue and indicated that these changes would have to go back to the Health & Safety Committee to either go out for bids or to renegotiate the current proposed contract.
- The consensus of the board was to place the motion for the 1-year price freeze contract on the July 14<sup>th</sup> board agenda for board approval. The board will continue to discuss and explore the possibility of changing the scavenger service schedule for the next contract negotiations.

**Airport Survey**

- Trustee Schuepfer presented a detailed report on the questions posed from the Airport Noise questionnaires that were returned by village residents.
- The Power Point presentation for the O'Hare Noise Survey will be put up on the village website for resident viewing.

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**Ordinance for Fire Hydrants**

- Trustee Schuepfer reviewed a proposed revised ordinance regarding fire hydrants in the village that was requested by Foreman George Assimakopoulos from Public Works due to an incident with a demolition company working in the village using a fire hydrant.
- The current village code has a reference to the use of fire hydrants by individuals other than Public Works and/or the Fire Department and the renting of a water meter to measure the usage.
- The proposed revision increases the fine to \$500 in addition to any damages to the village's water system, and instructs the user to schedule a time for the hydrant to be opened and the meter installed by the Public Works Department. The proposed revised ordinance also states that only Public Works and/or the Fire Department are authorized to open and close fire hydrants.
- The revised ordinance will be placed on the July 14, 2011 agenda for board approval.

**Procurements/Computers**

- Accountant Bruno Bellissimo presented a governmental program available to municipalities that would satisfy the local bid requirements for purchases of office supplies and equipment to heavy equipment; the agency is National Joint Powers Alliance (NJPA).
- NJPA serves as a municipal contracting agency for over 35,000 members throughout the nation with competitively awarded contract purchasing solutions through industry-leading vendors. NJPA responds to its Members' purchasing needs by facilitating and awarding national competitively bid contracts which result in valuable product and service solutions. There is no cost to the village for being a member of NJPA.
- Village Attorney Mark Heinle will create an Ordinance authorizing the village membership in NJPA and the competitive bidding for the new computers.
- A motion will be placed on the July 14, 2011 board agenda to approve the membership ordinance and for the approval of purchasing PO's up to \$20,000 for the purchase of new computers and software.

**PW Dump Truck Quotes**

- Public Works Foreman George Assimakopoulos is still waiting for quotes on the purchase of a dump truck and wishes to postpone this discussion until the next Committee of the Whole meeting in August.

**Police Squad Car Quotes**

- Chief Ricchio indicated that he was awarded a grant in the amount of \$20,000 from the Illinois Department of Justice for the purchase of a new police squad.
- Chief Ricchio presented the 3 bid quotes that he obtained; Highland Park Ford - \$18,120, Al Pimonte - \$20,624.00 and from Terry Automotive - \$18,918.00. Chief Ricchio is recommending to the board to allow him to go with Highland Park Ford for the purchase price of \$18,120.00. The remaining unused grant money totaling \$1,880.00 will be returned to the Illinois Department of Justice.
- Based on the expense of \$18,120.00 there is a village match to the grant of \$4,500.00 which will be spent on refitting the new squad with the new equipment. The Chief negotiated to sell 2 of the old squads and the money will be used as part of the cost for refitting the new squad.
- The motion for the purchase of a new squad from Highland Park Ford will be placed on the July 14, 2011 board agenda for board approval.

**Parking Passes for Resident Only Parking**

- Chief Ricchio is working on a new parking pass system and provided the board with details regarding the current program as far as: 1.) Who the passes are issued to, 2.) Control – How many passes issued per household?, 3.) Cost of the passes, 4.) Misuse of passes and 5.) Penalty/Fines.

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- The Chief then presented a proposal for the new parking pass system. 1.) Void all current parking passes. 2.) Replace current passes with laminated florescent passes that “expire” each year. 3.) New pass numbered with the current year or resident can purchase annual sticker that would be affixed to the parking pass, and 4.) Resident would pay for the cost and maintenance of passes at an annual cost of \$5.00 per pass with a 2 pass limit per household.
- Trustee Schuepfer and Chief Ricchio will review the current ordinance regarding parking on “resident only” streets requiring parking passes and updating it according to the proposed changes.
- Discussion ensued regarding the new program and a strict enforcement of the rules and regulations in the revised ordinance.

**New Payroll Program**

- Accountant Bruno Bellissimo updated the board on the current village payroll processing through ADP and introduced 2 other payroll options that provide more reporting options at half the cost of the current ADP payroll processing.
- Bruno is recommending using “Paylocity” at a cost of \$8,175.80 for the 1<sup>st</sup> year and \$7,075.80 for the 2<sup>nd</sup> year and beyond. Their required software is online and the process will take about 3-months to implement.
- Consensus of the board was to place the motion to go with “Paylocity” for payroll processing in place of ADP on the July 14, 2011 board agenda for board approval.

**Payroll register reports by department**

- Trustee Szlendak indicated that we need to monitor the village’s unfunded liabilities of about \$1.2 million in vacation, sick time and time due and the auditors have indicated that we need to check this on a regular bases and it should be part of the monthly payroll recap register.
- The current payroll system generates these monthly reports on a CD. Accountant Bruno Bellissimo will look at the outlay of the report to make sure that SS#’s are not shown. The new Paylocity system, if passed by the board at the 7-14-11 board meeting, will be able to provide monthly reports for the board to review and monitor.

**Monthly Financial reports**

- Accountant Bruno Bellissimo received the 4-30-10 Audit booklets and will place a copy in the trustee’s mailboxes first thing tomorrow morning.
- Bruno reviewed the Fiscal Year 2011 Interim (Cash Basis) Fiscal Year 2011 Actual to Budget reports for the General and Water Funds through April 30, 2011. This report shows what came in and what went out on a cash basis; the report shows a General Fund surplus of \$390,400.
- A number of accounts that were higher (collected more) than anticipated included: Traffic fines, Building Permits, Building Inspections, Home Rule Sales Tax, State Income Tax, Utility Tax, Franchise Fees, other income (about \$24,000), Real Estate Transfer Tax, Gas Tax, Self-Storage Tax (which has since been eliminated) and Vehicle Impound.
- There were also certain accounts where we spent less than what was budgeted.
- The Reconciled Bank Balance Report for all funds as of 4-30-2011 shows total cash of \$3,168,631.
- There was a surplus as of 4-30-2011 in the Water Fund of \$174,046. Certain expenditures will be paid out of the Water Fund: Purchase of water meters (residential) and the painting of the Water Tower.
- Starting next week Bruno and the auditors will begin working on the April 30, 2011 audit.
- This is the first time in at least the last 10-years that work has already begun on the audit and we anticipate it’s completion by or before the October deadline.
- Trustee Szlendak had a conversation with our Treasurer, Joe Russo, prior to tonight’s meeting and he agreed to review all the monthly reports prior to distribution to the Mayor and the Trustees before the second board meeting of each month.

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**Committee Assignments**

- A lengthy discussion ensued regarding the Chairmanship of the Recreation Committee. Trustee Gadzinski had indicated at the June 1, 2011 Committee of the Whole meeting that he would like to continue as Chair of the Recreation Committee. Trustee Mougolias indicated that he would like to give up the Chairmanship of the Public Health & Safety Committee and expressed an interest in Chairing the Recreation Committee since his 2 daughters are involved in some of the programs.
- Trustee Schuepfer stated that the 3 trustees present at the June 1, 2011 Committee of the Whole meeting all expressed their desire to retain the Chair's of their respected committees. Indicated that committees do not have to be restricted to only 3 members and if someone wants to be on an additional committee there should be no problem.
- Mayor Jezierny stated that the decision as to who Chairs' a committee will be up to the board members.
- A further discussion for Committee Assignments will be continued at the next Committee of the Whole meeting scheduled for August 4, 2011.

**Public Comment**

**Annette Volpe:** Commented on the idea suggested by Trustee Szlendak of reducing garbage pickup to bi-weekly instead of weekly. She indicated the amount of garbage that will be sitting outside due to bi-weekly pick-ups could cause a potential health hazard for the village due to more animals being attracted to the garbage. There currently is an animal problem on the Westside right now. This would bring an added cost to the village for trapping and controlling an increase of animals scavenging for food.

**Rita Rogers:** Indicated that Clarke Mosquito has starting spraying and that's a good thing during these hot days. Wondered about standing water that can breed mosquitoes and if homes that have swimming pools have covers for their pools?

**Bill Heinzinger:** Indicated that his neighbors on the eastside keep their garbage cans tightly closed and some have also bought blue bags for their excess recycling and place the bags on top of their recycling cans.

**Laura Rosdahl:** Are at a loss as to the complaints that have been charged against them regarding their fire pit and reports that they're burning garbage or using accelerants or other types of fuel. The fire pit they have is a regulation fire pit with a screen cover and they are with their children when they are sitting around the fire pit making smores. There is no excessive drinking or being loud and disruptive. Indicated that she tried to approach the neighbors, as adults, to see if they could come to some compromise and they refused to answer the door; also indicated that the dog is constantly on a leash in the backyard.

**Geri Stroka:** Indicated that there are at times extremely high flames and sparks blowing around and is concerned about safety because of the cars that are parked so close to the flames and the children running around in the yard. Referred to the loud music, with constant profanity throughout, being played on July 3<sup>rd</sup> and the children being within earshot of this music and their dog is always running around the yard.

**Mayor Jezierny:** Believes that a positive approach to this problem is to have both households meet with Chief Ricchio as the mediator and come to some type of understanding that would satisfy both parties to resolve the current strained relationship.

**Kim Edgar:** Stated that on numerous occasions when the officers have come to their home on a complaint and have asked the neighbors to come out to mediate the problem, they have refused.

**Mayor Jezierny:** Suggested that since both parties are here tonight to go over to the Police Department and Chief Ricchio will mediate. If tonight was not a good time, they could set up a time at a later date. Both parties left their numbers with the Chief to coordinate the best time for a meeting.

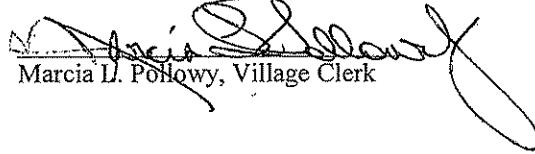
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E. EXECUTIVE SESSION

ADJOURNMENT

Motion by Trustee Dobrzycki seconded by Trustee Steiner to adjourn. On a voice vote, all present 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 Thursday, July 7, 2011 at 9:50pm.

Respectfully submitted,

  
Marcia L. Polowy, Village Clerk