

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF HARWOOD HEIGHTS
HELD ON WEDNESDAY, MARCH 2, 2011**

A. **CALL TO ORDER** at 7:05 pm by Mayor Arlene C. Jezierny

B. **PLEDGE OF ALLEGIANCE**

C. **ROLL CALL** –

Mayor	Arlene C. Jezierny
Clerk	Marcia L. Pollowy
Trustees	Mark Dobrzycki (Arrived 7:07pm) Michael Gadzinski Demetrios Mougolias Therese Schuepfer Lawrence Steiner Lester Szlendak
Attorney	Mark Heinle

Also present: Chief Ricchio
Joseph Russo, Village Treasurer
Tom Wolfe, Public Works Superintendent
Bruno Bellissimo, Village Accountant – Arrived at 7:25pm.

D. **AGENDA ITEMS**

Finance

• **Revenue projections – Fiscal year 2011/2012**

Village Treasurer Joe Russo supplied the board members with a detailed draft copy of the statement of estimated revenues for 2011/2012 by revenue source which showed the current fiscal year 2010/2011 revenue estimates, what we've collected through the first 9-months and the difference whether positive or negative. The spreadsheet also shows a projected revenue estimate for the 2011/2012 fiscal year starting May 1, 2011. Mr. Russo and the board reviewed each revenue source line by line, making appropriate adjustments along the way. Some line items will be listed as TBD until we get closer to the end of the fiscal year. The statements of estimated revenues for 2011/2012 included the General Corporate Fund, the Grant Funds, the Water & Sewer Fund and all other funds.

Mr. Russo will update the new numbers on the items that were changed and will prepare a new statement of estimated revenues for 2011/2012 by next Monday.

• **January 2011 Month-end Reports**

Village Accountant Bruno Bellissimo reviewed in detail the fiscal year 2011 Interim Actual to Budget reports for all funds through January 31, 2011. As of January 31, 2011 there is an interim operating cash deficit for the General Fund of (\$176,275). There was a significant decrease in the cash deficit from the prior period due to a \$20,700 insurance reimbursement received in January as well as Real Estate Tax Levy dollars. Discussion included the significant revenue sources, expenditures, the Water & Sewer Fund.

The unaudited general fund balance through January 31, 2011 is \$220,686. There is a nine month interim surplus for the Water & Sewer Fund in the amount of \$199,190.

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- **Expense projections – Fiscal year 2011/2012**

The Village Board, the Accountant, the Treasurer, Department Heads Chief Mario Ricchio and Public Works Superintendent Tom Wolfe reviewed in detail the 2011/2012 Draft Appropriations by Department reviewing each department with the respective department head going line by line and making changes based on discussion of the line item. Superintendent Wolfe indicated that Public Works needs a new or used pickup truck; the current truck is 21-years old and now unsafe to drive (Tom provided pictures for the board to review). General Administration, Legal, Finance, Recreation and Village Properties were also reviewed.

Discussion ensued regarding taking over the billing and collection from MuniCap for the SSA tax payments. The anticipated expense to purchase the program to handle the billing is about \$48,000. We currently pay MuniCap about \$8,000 a year now. Need to determine the cost effectiveness and if this program can handle other billing functions within the village? Possible item to be added: TIF Study. Other things/projects to consider: Tuck-pointing of the Village Complex and painting of buildings. The painting of the Water Tower. Quote for Dryvit finish for village buildings instead of painting.

The Village Accountant will make the necessary changes as discussed and will provide the board with a revised draft by Friday, March 7, 2011.

The next Committee of the Whole to review proposed 2011/2012 Appropriation Budget after changes is scheduled for Wednesday, March 16, 2011 at 7:00pm.

A Closed Executive Session meeting also will be scheduled for Tuesday, March 22, 2011 at 7:00pm to meet with the Economic Development Consultant and Developers. The board will receive a report in a week to 10-days on the results on the bidding on the old Village Hall property. Also details for a TIF process.

The Mayor asked for a consensus of the board for the WSSRA representatives for 2011. The consensus of the board was Trustee Gadzinski as the representative and Trustee Dobrzycki as the alternate. The motion will be on the March 10, 2011 Consent Agenda for board approval.

The Mayor met with the Harwood Heights Noise Committee tonight and they would like to send out a survey to all village residents. A copy of the survey was given to all the trustees to review the questions with feedback to the Mayor by Friday, March 11, 2011.

Approval of Committee of the Whole minutes for February 10, 2011.

Motion by Trustee Dobrzycki, seconded by Trustee Gadzinski

- Approval of Committee of the Whole Minutes for February 10, 2011.

On a voice vote, all being in favor, the motion carried and the minutes for the February 10, 2011 Committee of the Whole meeting were approved.

Chief Update on Collection Agency

- Chief Ricchio updated the board regarding the original presentation and discussion with Mr. Wood from MRI regarding violation collections who offered a 65/35 split and also some software for License Plate Recognition for violations of 5 or more tickets allowing the Police Department to boot offender's vehicle.
- The Chief discovered that the original agreement with MSI was a 3-year contract. The Chief was able to renegotiate with MSI for a change to the existing contract; the change renegotiated would go from a split of 60/40 to 67/33, our favor, and they will give us for the remainder of the contract, 2-years of software that will track parking tickets which is now being done manually in the Police Department. If we were to purchase or lease this software it would cost about \$15,000 to \$20,000 a year. The board would need to amend the current contract.

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ADT Contract

- Chief Ricchio reviewed the current ADT Security Contract with the board in regards to the cameras, in and outside the building, the card swipes, and in the Police Department and other ancillary areas, in-ceiling speakers and microphones for conversation.
- The original contract with ADT was entered into in September 2003 with an extension for the Police Department and the Village Hall which expires this June 2011. The current cost for the Village Hall is about \$10,000 a year and \$19,000 a year for the Police Department. The total for the Police, Village Hall and Public Works is about \$33,467 a year. The ADT contract for Public Works does not expire until 2012; the current cost for Public Works is about \$3,780 a year.
- Chief Ricchio also met with ADT discussing a possible buyout of the current equipment and going to some kind of a maintenance agreement arrangement with ADT. ADT wanted a 5-year contract using the same equipment that we currently have from 2003 or we could purchase the equipment for \$90,000. Chief Ricchio said no and ADT came back with a counter of \$45,000 for the equipment; Chief Ricchio offered them \$10,000.
- The Chief has obtained or requested quotes from 3 other vendors to take over the self-monitoring of the total village complex with a stipulation that the cost of the equipment that they would be replacing does not exceed \$30,000 a year, assuming a worst case scenario that ADT would pull out all of their current equipment, and that in 3-years we own all the equipment.
- The Chief has received bids from 2 of the 3 companies and both have stayed under the \$90,000 cap, 3-years at \$30,000.
- The Mayor will be sending a letter drafted by the Village Attorney to ADT canceling the current contract.

Cook County Intergovernmental Agreement

- Chief Ricchio presented and reviewed an Intergovernmental Agreement with the Cook County Sheriff's Police Gang Task Force which would incur no cost to the village.
- The Village Attorney has reviewed the agreement as it stands and the Police Department can cancel their affiliation at any time with no penalty.
- The agreement will be on the 3-10-11 board agenda for board approval.

Public Comment

Joan White: Joan asked a number of questions relating to the budget review; on the SSA program costs, was there also a yearly maintenance fee? If we assign an employee to handle the SSA billing will the Union allow giving an employee an additional job? Wanted to know the legal expense total for the legal services relating to all the negotiation matters? Asked how long a TIF process takes? Mayor Jezierny: Indicated that it takes 6-9 months.

Joan White: Asked if Public Works was included in the \$30,000 amount he stated for the camera surveillance proposals? Asked what the amount of the sewer fee that was collected? Indicated that if we did not collect garbage fees, the village would have an additional deficit of another \$450,000; making the total deficit through January about \$700,000-\$800,000.

Roy Schmidt: In regarding to the painting of the fire hydrants, some towns have youth programs that help with the painting to relieve Public Works to handle other pressing jobs and maybe the village should consider it.

Asked if the Village Bus service had been shortened? Trustee Gadzinski indicated that the bus schedule now has set hours of operation. The schedule is on the village website and also on cable.

Asked if the snow was removed from all the alleys? His neighbor had a huge pile of snow in the middle of his alley. Tom Wolfe and the Mayor indicated that the snow was removed from the middle of every alley in the village. Snow was not removed from the front of the garages.

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EXECUTIVE SESSION

ADJOURNMENT

Motion by Trustee Dobrzycki, seconded by Trustee Szlendak 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 Wednesday, March 2, 2011 at 10:07pm.

Respectfully submitted,



Marcia L. Pollowy, Village Clerk