

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF HARWOOD HEIGHTS
HELD ON THURSDAY, MAY 19, 2011**

A. **CALL TO ORDER** at 7:47 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	Mark Heinle

Also present: Chief Mario Ricchio
Tom Wolfe, Public Works Superintendent
Bruno Bellissimo, Village Accountant
Irwin Lyons, Miller Cooper

D. **AGENDA ITEMS**

WCMC Annual Meeting

The Mayor indicated that all of the trustees have not responded as to whether they will be attending the WCMC's Annual Dinner Meeting tomorrow, May 20, 2011 at the Donald E. Stephens Convention Center so we can call in a final count. A table of eight has been reserved for the Village Board.

Computers

Accountant Bruno Bellissimo updated the board since the last meeting regarding the urgency of replacing the village's current computers and the un-ending problems indicating that 2 computers were approved for purchase at the May 12, 2011 board meeting. Bruno would like to stagger the purchase rather than ordering all of them at one time, the next set will be sometime in mid-June for the 3 front office staff and then following that the 3 cashiering stations at the front windows in mid-Summer. Bruno will monitor the cash-flow and order accordingly rather than stock piling the computers waiting for installation. Bruno will work with NABTECH regarding an installation time chart. Bruno will do a training program on some of the new software applications which should bring in more efficiency.

Discussion ensued on whether the cost would have to go out to bid. The computers themselves, not including the software, would cost less than the \$20,000 mark that needs to go out to bid. Attorney Heinle suggested looking at the village ordinance for verification.

2010 Audit Presentation

Mr. Lyons gave the board a brief update on the items he would be reviewing tonight, namely the individual Fund Statements. Mr. Lyons received today the actuary report for the post employment benefits which was the last missing piece on the audit. All of the cash accounts have been reconciled and all the adjustments have been made to balance the audit reports. The SSA Bond Proceeds Fund and the Grant Fund had cash balances that needed to be transferred back to

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the General Fund; the auditors set them up as inner funds and the funds were closed and the money was directed to the appropriate accounts.

The first two items reviewed in detail were the Auditors Report Letter regarding their responsibility under the Auditing Standards and Significant Accounting Practices, and the Internal Control/Deficiency/Weakness Report which included observations and recommendations. Many of the deficiencies noted in the 2010 Draft Audit have been corrected for the 2011 Audit.

Mr. Lyons encouraged the board to review the draft audit and if they have any questions they can call Mr. Lyons for an explanation.

Mr. Lyons reviewed the individual fund statements, namely the Governmental Funds balance sheet and also reviewed the detail on the Major Governmental Funds and the Non-Major Governmental Funds. Also reviewed were the Water & Sewer Fund, the Police Pension Fund, the General Fund Budget to Actual, the Motor Fuel Tax Fund and the detail for the General Fund – Budget to Actual and also the detail for the Water & Sewer Fund.

The 2011 Audit should probably take about 2-2 ½ months to complete after all adjustments have been entered which should be about the end of July with the audit being finalized by October. The final 2010 Audit Booklets should be ready in about 2-3 weeks.

Grant Writer/Lobbyist

The Mayor indicated that when she was in Springfield earlier this month she met these 2 gentlemen who were referred by the West Central Municipal League and through conversations with a number of Mayor's attending the Springfield Drive Down and the help that the lobbyist and grant writers provided in obtaining grant funding for their communities.

Mr. Jerome Slomka is the Executive Vice President and Chief Operating Officer from Chrysalis Consulting Group located in River Grove specializing in grant writing and other consulting services provided to state and local government agencies. Mr. Jake Miller of Public Sector Solutions is a Lobbyist working with the State of Illinois and other local government agencies.

Mr. Slomka gave the board a brief overview on the company's practices over the past 19-years and also his own history of working with state and local agencies over a 30+ year career. Mr. Slomka reviewed the copy of the consulting agreement that was included in the trustees' packets prior to tonight's meeting. Mr. Slomka reviewed the process of a grant writer going through all the steps from start to finish of securing a grant. Mr. Slomka stated that Chrysalis would be compensated \$100 an hour only on grants awarded to the village, if a grant is applied for and the village is not awarded the grant, there is no charge to the village. Chrysalis will keep track of hours spent and will submit an itemized invoice upon the award of a grant. Chrysalis will supply all office supplies and equipment, ie: stationary, postage, copying, telephone, and/or travel expenses, there will be no charge to the village.

Discussion ensued with the trustees asking a number of questions to Mr. Slomka regarding some of the terms of the contract. Questions on how much compensation Chrysalis will be paid if a grant is awarded and funds are received or a grant is awarded but funds are not available? The contract has a 30-day termination clause if the village is not pleased with Chrysalis's results.

Mr. Jake Miller is a registered lobbyist in the State of Illinois and is also an attorney who worked with Speaker of the House Michael Madigan, IDOT, the Capitol Development Board and is Associate General Council for the Governor doing all the DCEO Grants. Mr. Miller's retainer is \$2,000 a month for a 6-month trial period; any further expense would have to be approved by the board.

Both Mr. Slomkas and Mr. Miller explained the process of how to determine what grants are out there, and what agency to go to, that fit the needs of the village or town that they're representing. Both gentlemen indicated that they would first meet with the Mayor and possible the Public Works Superintendent to assess the needs of the village and then proceed with researching possible grants and lobbying for the appropriate funding.

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2011 Appropriation Budget

Accountant Bruno Bellissimo provided the board with a copy of a balanced draft appropriation budget report for fiscal year 2011-2012 for review.

Bruno gave an overview on the balanced budget stating that the General Fund revenue and expenses amounts to \$6,595,814 for fiscal year 2011-2012. Each department provided a final number for revenue and expenses that they anticipate and after adjusting for the appropriate Reimbursements and Transfer In's to the General Fund from other fund and reimbursement accounts.

Bruno reviewed the Water Fund and indicated that in order to save money Public Works would install 500-600 residential water meters from June to November/December with the approval of hiring 2 part-time seasonal employees with one part-timer working only on meter installation; the part-timer and Carmine can install about 5-8 meters a day. Superintendent Tom Wolfe indicated that our current water loss is about 5% which is not bad. Most of the water loss is due to fires, hydrant flushing and water breaks; meters are only a minimal loss. Discussion ensued regarding having an outside vendor doing the installations, eliminating the meter readers, the cost of the software and computer to do drive-by water readings, funds in the water account that could be used. Superintendent Wolfe and Accountant Bellissimo will work on setting-up a program and installation time schedule. Bruno also stated that funds in the water account reserves should be set aside to paint the water tower; the paint guaranteed for 7-10 years is about \$80,000 or 15-20 years is about \$120,000.

The final draft of the 2011/2012 Appropriation Ordinance will be on the June 9, 2011 board agenda for board approval.

Security System: Police & Village Hall

Mayor Jezierny indicated that ADT contacted the Chief and they want to remove their equipment; the board approved ending the ADT contract as of June 1, 2011. The Chief received quotes from 3 vendors for replacement of the security system that were presented and discussed at the last 2 Committee of the Whole meetings. Discussion ensued as to whether the cost would need to go out to bid or could the bidding be waived?

Attorney Mark Heinle indicated that under the village ordinance the board can waive the bidding process for a specialized professional service. Attorney Heinle will prepare the finding of facts and prepare a resolution and motion for the boards' approval on the May 26, 2011 board agenda.

Public Comment

Annette Volpe: Indicated that the security system is a critical issue and that the prison cells not only record the entry and exit of the cells and all doorways in the 2 buildings, they also capture the movement of the prisoners. Monitoring of the prisoners is a 24-hour watch and prevents prisoners from harming themselves and making the village liable if something happens.

Joan White: Commented on the quotes for the security system that the Chief received and that the quotes were done by a professional in regards to that type of system. No one in the village offices is a professional to determine the type of equipment the village would need and develop specifications to go out to bid.

Roy Schmidt: Surprised that Public Works would want to take on the workload of installing water meters. Asked if the proposed appropriation ordinance includes any money for the employees covered under the union negotiations? Asked where the revenues were for the sewer fund?

E. EXECUTIVE SESSION

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Motion by Trustee Gadzinski, seconded by Trustee Mougolias to enter into Closed Executive Session at 10:15pm; on a roll call vote all in favor.

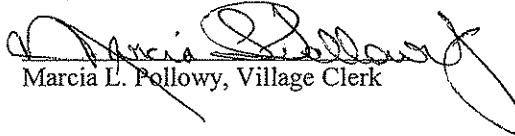
Motion to enter into Executive Session: pursuant to (5 ILCS 120/2) Sec. 2. Open meetings © Exceptions. A public body may hold closed meetings to consider the following subjects: (1.) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. (2.) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Motion by Trustee Steiner, seconded by Trustee Gadzinski to Reconvene Open Session at 11:36pm; roll call, all present.

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, May 19, 2011 at 11:36pm.

Respectfully submitted,


Marcia L. Pollowy, Village Clerk