MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF HARWOOD HEIGHTS HELD ON THURSDAY, NOVEMBER 4, 2010

A. CALL TO ORDER at 7:00 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

Also present: Chief Ricchio

D. AGENDA ITEMS

Telephone Audit – Aldan Networking, Inc.

- Mr. George Ruzzier gave a presentation regarding a Telecom Recovery Audit/Agent Sales Services by Aldan Networking, Inc.
- The audit covers all major carriers and all locations (local and long distance) including SBC/AT&T, Sprint, Qwest, All Bell Companies, Verizon, XO and Local Carriers.
- The services include on-site inspections of all network services for both voice and data.
- Aldan Networkings' fee is 50% of any refund obtained and 6-months of savings from current bills. Fee is not collected until after the village has realized the refund/monthly savings.
- Mayor Jezierny indicated that we have a contract with another Audit Company and we will check to see if they are doing a telephone audit as part of their contract.

East Side Flooding – Clark Dietz Update

- Chris Gheysen from Clark Dietz updated the board in detail regarding the engineering study that was done for the east side flooding problem and the problems stemming from that study. The study concentrated on the intersection of New England and Leland and the area surrounded by Union Ridge School for the flooding that occurred during the September 2008 storm.
- The first step in the study was to evaluate the existing combined sewer system in this area, and then look at any other factors which could have contributed to the flooding.
- Part of the problem relates to a 54" interceptor sewer that runs along Forest Preserve Drive and heads down Montrose Avenue and ultimately heads east and south to the MWRD Treatment Plant and who is responsible for it. MWRD has notified us that they are not the jurisdiction for this 54" interceptor sewer; they directed the engineers to the City of Chicago. In a meeting with the City of Chicago the engineers were informed that the City of Chicago owns a piece of the 54" inceptor sewer but their jurisdiction does not start until Narragansett on west. They suggested contacting the Cook County Highway Department who have yet to confirm jurisdiction for that sewer.
- The current study was evaluated and compared to a study that was done back in 2002; both studies indicated that the sewer systems throughout the village, especially in this area, are grossly under-sized.
- Clark Dietz presented 5 possible recommendations in detail that could possibly alleviate flooding in that area due to potentially heavy storms in the future.
- A lengthy discussion ensued regarding each of the possible recommendations and the cost of each of these endeavors. The water main replacement and cost on Oak Park was also discussed, as was other areas in the village.
- The costs that were projected for the 2 or 3 projects could be $3,000,000 on the low side to $10,000,000 on the high side.

- Mayor Jezierny indicated that a meeting should be arranged for the residents in that area to access the type of damages that were experienced with the flooding.
- Mayor Jezierny stated that we need to find money or grants that are available for the water main as well as money to enlarge combination sewers to act as detention along Oak Park. The Mayor has been able to obtain some money for resurfacing but it cannot be used until the work is done under the streets. We may also have to earmark money from our Water & Sewer Fund for these projects.
- Mayor Jezierny indicated that she has already obtained close to $3,000,000 in an EPA Revolving Loan but we have to be ready to pay it back and begin all the paperwork to obtain the money.
- Clark Dietz will provide the Mayor and the Water & Sewer Committee with a final report of the findings and recommendations relating to this study.

CDBG Funding

- Mayor Jezierny received a letter from Cook County approving the $165,000 of CDBG Funds plus an additional $20,000 for the Argyle/Ainslie street resurfacing projects.
- Forman George Assimakopoulos from Public Works updated the board regarding the meeting with the Cook County representative and the documents that were needed from the village to complete the paperwork to transfer the money from the Oak Park project to be used for the Argyle/Ainslie projects.
- Chris Gheyson from Clark Dietz is preparing the documents needed to obtain the "Notice to Proceed" notification.
- Bidding will take place for resurfacing these streets in early Spring 2011.

Truck Replacement – Public Works

- Forman George Assimakopoulos from Public Works updated the board regarding an accident that involved one of the Public Works vehicles that the insurance adjuster determined was totaled due to the extensive damage to the driver's front fender, bumper toque & tire, the shaft of the 4-wheel drive and destroyed the driver's side of the vehicle.
- George has been working with the insurance company regarding the claim reimbursement amount which currently stands at $19,047.00. This amount is about 2/3's of the cost for a new 2011 replacement vehicle with the same options as the lost truck; the new truck would have a full warranty.
- This truck is one of the trucks used for snowplowing and the village would be down to one snowplow.
- The total cost for the new vehicle minus the insurance claim reimbursement would be about $10,000 to $11,000.
- Discussion ensued regarding the payment method; full payment, financing or transferring from Public Works revenue lines or MFT.
- George will supply the 3 bids/quotes to the clerk for the 11-11-10 board packets.
- Consensus of the board to include motion on the 11-11-10 board agenda for board approval.

Bus Shelters

- Mr. Bruce Campbell, President of Illinois Convenience & Safety Corporation updated the board on the 6 Bus Shelters that are located in Harwood Heights that are maintained by his company.
- All of the Bus Shelters have been upgraded except for the one on Gunnison at the corner of Oak Park Avenue.
- The village needs to approve an Illinois Department of Transportation Highway Permit and authorize the Mayor to sign the permit to allow IC&SC to upgrade/replace the Gunnison/Oak Park Bus Shelter.
- Other areas mentioned: East side of Harlem by Marshall's (new site), North side of Lawrence west of Parkway Bank (new site) & south side of Gunnison at Natoma (only has a pad at bus stop, no shelter).
- Consensus of the board to place motion on the 11-11-10 board agenda for board approval.

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PARC Grant

- Mayor Jezierny has been working on obtaining funding for the undeveloped section of the Village Hall.
- The grant includes a 25% match from the village. Hopefully by the time the grant is approved the village match can already be budgeted for payout. The grant could be anywhere from $500,000 to $2,000,000.
- A Resolution has been prepared that will placed on the 11-11-10 board agenda for board approval.

Plan Commission – Mega/Tornado

- This matter will be discussed in Closed Executive Session after the main meeting.

Finance Review

1. **Financial Update**

- Accountant Bruno Bellissimo distributed and reviewed the Financial Report for the 1st 5-monthsof the new fiscal year starting May 1, 2010 and ending September 30, 2010. The village has an interim operating deficit of $(147,267) in the General Fund and the remaining results of operation in the Grant Fund, Water/Sewer Fund, Garbage Fund, Motor Fuel Tax Fund and SSA Debt Service are in the plus range with the exception of the 911 Fund.
- The Reconciled Bank Balance Report as of 9-30-10 is $2,669,399.
- Bruno reviewed the top ten revenues sources which total 76% of the revenues of the General Fund annual revenue budget. The Real Estate Tax revenues are scheduled to be received later this calendar year, possibly end of December 2010 or early March 2011.
- Bruno reviewed the expenditures by Department and the revenues in the Water & Sewer Fund which has an interim surplus in the amount of $167,599.
- Discussion ensued regarding a number of line items under the Revenue & Expenditures Budget vs Actual by Fund Report for all departments.
- The auditors started the 2010 Financial Audit on the 18th of October and Bruno feels comfortable that it will be completed on time. In compiling data for the auditors Bruno found some additional checks that were never deposited and is working with the State Comptrollers office verifying open items and the redistribution of those funds back to the village.

2. **MuniCap**

- Accountant Bruno Bellissimo stated that MuniCap deals with the preparation of the special tax billing for the Lawrence Avenue Streetscape taxpayers and answers all questions relating to this SSA Tax. Most of the calls relate to individuals purchasing condos in the Clock Tower who indicate that they are not aware of the special tax.
- Trustee Szlendak stated that it should be Sam Zitella's responsibility to inform the purchaser that there is a special service tax in addition to the regular real estate tax and suggested that a notice be given to a purchaser when they apply for the transfer tax stamps. Hopefully this would eliminate the volume of calls relating to this tax payment.
- Trustee Szlendak suggested doing the billing in-house and eliminating the services of MuniCap. Accountant Bruno Bellissimo indicated that the system is complicated and would require some special training and programs and cannot be done overnight.
- Both the Mayor and the Accountant stated that it will be looked into in more depth after the auditors have finished the 2010 Audit and if it can be done properly, the village will handle the future billings and phone calls relating to the tax payment.

3. **Water & Sewer Account #22-00-02-8050**

- Accountant Bruno Bellissimo indicated that some costs for engineering fees for certain projects had been appropriated to the MFT account but should have been paid out of the Water & Sewer Fund because they were water related.

- The motions that were tabled at the last meeting relating to the transfer of funds into the Water & Sewer Fund and the payment to the engineers for those projects will be placed on the 11-11-10 board agenda for board approval.

4. **Senior Assistance Center Contribution**

- The village approved a $5,000 contribution to the Senior Assistance Center at the October 14th board meeting.
- The Mayor would like to include this item on the December 2, 2010 COW agenda for further discussion.

Sayre Avenue – Extension of no parking sign by 2 homes on the East side

- Due to traffic coming off of Gunnison going southbound on Sayre the Mayor is recommending extending the no parking on the east side of Sayre to the 3 and 4th house to be parallel with the end of the apartment building.
- Some of the trustees indicated that they took a look at the area in question.
- Consensus of the board to place motion for approval on the November 11, 2010 board agenda.

Advertising Benches – Wright Advertising

- The Mayor indicated that a new updated listing showing the possible sites for bench placement was placed in each of the trustee's mailboxes on Tuesday and wondered if the trustees had a chance to look at the sites.
- Place on the December 2, 2010 Committee of the Whole agenda for further discussion.

Paver Brick Program

- This is a program that the Village had in the past where residents could purchase a brick as a "Family" remembrance or in the memory of a family member. The bricks cost was about $35.00 and they were sold for $75.00. The bricks are on both sides of the entrance to the Village Hall and also at the entrance of the Police Department.
- Mayor asked if the board had thought of ways to promote the program. Residents could purchase throughout the year; bricks would be installed once or twice a year.

Health Insurance Rates – (if available)

- John Yeager from the Linden Group informed the Mayor that as of today, rates were not yet available for 2011.
- Trustee Szlendak would like to obtain rates from other brokers beside the Linden Group.
- Trustee Schuepfer indicated that a representative from ASCME union will evaluate and negotiate rates for the cost of insurance for the village employees.
- Mayor Jezierny suggested that we contact the ASCME representative and coordinate a meeting with him and at least 3 brokers.

Approval of Committee of the Whole minutes for October 7, 2010

Motion by Trustee Gadzinski, seconded by Trustee Szlendak

- Approval of Committee of the Whole Minutes for October 7, 2010

On a voice vote, all being in favor, the motion carried and the minutes for the October 7, 2010 Committee of the Whole meeting were approved.

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Public Comment

Roy Schmidt: Informed the trustees that insurance companies, especially his company, will not release rates until 30-days before the effective date of the insurance renewal unless the rates are for new clients. If the insurance rates are requested by a "new" broker for rates from the same company that is represented by the "original" broker, the company will not quote rates to another broker; the new broker can obtain comparative rates from other carriers other than the same insurance company currently covering the group.

Joan White: Had several questions regarding the update on the financial report that the accountant gave: Questions relating to the SSA tax, the Grant Fund and the Police Pension Fund. Wanted to know if a Resolution had to be prepared by the engineers and passed by the board and approved by the State of Illinois whenever MFT Funds are used? Had a question regarding the Contingency Fund and how the money is accounted for if used. Wanted to know if there were any bills that are being held for payment?

EXECUTIVE SESSION

Motion by Trustee Mougolias, seconded by Trustee Szlendak to enter into Executive Session at 9:49pm; 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 subject: (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the findings shall be recorded and entered into the minutes of the closed meeting.

Motion to reconvene Open Session by Trustee Dobrzycki, seconded by Trustee Gadzinski at 10:37pm; all in favor.

Motion by Trustee Steiner, seconded by Trustee Gadzinski 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, November 4, 2010 at 10:38pm.

Respectfully submitted,

Marcia L. Pollowy, Village Clerk