

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF HARWOOD HEIGHTS
HELD ON THURSDAY, JANUARY 6, 2011**

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 (Absent) Therese Schuepfer Lawrence Steiner Lester Szlendak
Attorney	Rob Bush

Also present: Chief Ricchio

D. **AGENDA ITEMS**

Approval of Committee of the Whole minutes for December 2, 2010 & December 22, 2010.

Motion by Trustee Gadzinski, seconded by Trustee Szlendak

- Approval of Committee of the Whole Minutes for December 2, 2010 & December 22, 2010.

On a voice vote, all being in favor, (Trustee Mougolias – Absent) the motion carried and the minutes for the December 2, 2010 & December 22, 2010 Committee of the Whole meetings were approved.

Chief Update on MCSI (Municipal Collection Services, Inc.)

- Chief Ricchio indicated that during the second half of last year we entered into a contract with Municipal Collection Services Inc. to recover local ordinance fines regarding parking tickets and compliance citations that have not been paid after sending several notices on the outstanding fines.
- Two separate companies were involved in MCSI; since entering into that contract with MCSI, the two companies have split and Chief Ricchio was contacted by Mr. Roger Wood from Municipal Collections of America who was one of the two companies under MCSI for the past 17 years.
- Mr. Roger Wood indicated that in the split from MCSI his company, Municipal Collections of America, was going to retain all of the municipalities that were originally contracted under MCSI and that a new contract would need to be approved. The new contract would provide for a better rate of return on the collection of outstanding fines for P-tickets and also Red Light fines.
- The new contract also has some new services: one that deals with multiple offenders by using a license plate recognition system. Mr. Wood also explained how the license plate recognition system works and that there would be no cost to the village for equipment; Municipal Collections of America would purchase the equipment and use it for all the municipalities that are contracted with them.
- Discussion ensued regarding the database, the software that is being used to record offenders and the advantages of contracting with Municipal Collections of America verses staying with MCSI.
- The new contact will be reviewed by the Village Attorney for consideration for approval on the January 13, 2011 board agenda.

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Ordinance & License Update

- Trustee Schuepfer updated the board on ordinances that will be placed on the January 13, 2011 board agenda for board approval.
- One ordinance relates to the Red Light Camera; the changes will amend the current ordinance to be in compliance with the state legislative changes that were effective January 1, 2011.
- The next ordinance that will be considered is an ordinance extending the promotion list for Sgt's. & Lt's for an additional year.

Chief Update on Cook County MOU (Memorandum of Understanding) regarding Radios for the Police Department.

- Chief Ricchio indicated that by 2013 all municipalities are federally mandated that radio band frequencies will be reduced, narrowed. Currently the Police Department cannot purchase any radios that are not narrow banded compliant.
- A number of surrounding municipalities attempted as a mass group, the NET15, to get federal funding to cover expenses for all members but it was unsuccessful; the group will try reapplying this coming February to see if they can get the funds.
- Chief Ricchio had several meetings with Cook County and they have agreed to provide the village with 7 dual radios and the base at no cost of purchase to the village other than a \$20 monthly fee per radio that will be paid through the 911 Fund. The radios will be provided under an Intergovernmental Agreement Public Safety Interoperable Communication Radio Loan.
- The motion for the Intergovernmental Agreement will be placed on the January 13, 2011 board agenda for board approval.

Finance Update – Transfer of Funds.

- Effective January 1, 2011, the Village is using a new Accounts Payable checking account through Parkway Bank. The starting check number is 50001 and the color of the checks is light green. The previous accounts payable account number 493 will be officially closed on June 1, 2011. We will contact payees that hold outstanding checks after the original account is closed in order to reissue new checks and any remaining funds will be transferred into the general fund savings account. The auditors recommended setting up a new account due to the discovery of the unbalanced bank statements and un-cashed checks by the 2 temporary accountants.
- A First Chicago Bank & Trust Account was originally established to hold police auction proceeds and we would like to close that account; there is approximately \$11,770 sitting in that account which will be transferred to the general fund. Any future police auction proceeds will be directed to the general fund savings account. The motion to close that account will be placed on the next board agenda for board approval.
- The balancing and reconciling of the accounts payable account should be done by this Friday or Monday the latest, the payroll account and the 911 account have already been balanced, so it can be ready to begin the audit. After the account has been reconciled we will contact Miller Cooper to schedule the auditors to review the reports and prepare the audit.

Audit of Insurance Reimbursements

- Trustee Szlendak indicated that he spoke with John Jaeger from the Linden Group and they will handle the audit. The audit will be done in the 1st quarter of this year at no cost.

Senior Assistance Center Contribution

- Mayor Jezierny indicated that we committed to \$15,000 to the Senior Assistance Center in our appropriation budget and only paid out \$5,000 in October.
- The consensus of the board was to place a \$5,000 motion on the 2nd board meeting in January.

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Letters to State Legislators

- The West Central Municipal Conference is urging municipalities to send out letters to the State Senators and State Representatives to prevent the state from taking away our 10% share of local taxes. Mayor Jezierny sent letters to State Senator John Mulroe and State Representative Michael McAuliffe; copies of the letters will be placed in the trustee's mailboxes.

Paver Brick Program

- The paver brick request forms have been updated and are now available to interested residents. The cable channel has the information posted and the forms are also available on the village website.

Bus Shelter

- The village received a check from IC&SC (Illinois Convenience & Safety Corporation) in the amount of \$3,062.98 for the village's revenue 2010 share on 6 advertising bus shelters located throughout the village.

Appropriation Budget Planning

- Trustee Szlendak contacted Treasurer Joe Russo and asked that he start looking at the revenue projections for the next fiscal year so we can start the appropriation budget process.
- The appropriation process will begin at a February Committee of the Whole meeting.
- Committee of the Whole meetings will then be held with Department Heads in March and with the Trustees in April so the Appropriation Budget can be completed by April 30, 2011.
- The Mayor asked Joe Russo to come in on a regular basis to assist Bruno Bellissimo not only with revenue projections but with other account aspects.

Public Comment

Roy Schmidt: Stated that a friend of his that works for the Recorder of Deeds indicated that they are busy as ever; so properties are selling like crazy.

Mayor Jezierny: Stated that she noticed that there have been a number of new sales in the past few months here in the village. Public Works is working with the Collector on vacant properties to make sure that the water has been shutoff.

Bill Heinzinger: Mentioned that 2 vacant/foreclosed homes on his block have been sold. Wanted to know if the village received transfer taxes? Wanted to know how many vacant properties there were in the village?

Mayor Jezierny: Indicated that we do receive a transfer fees on bank owned properties.

Chief Ricchio: Just received an updated listing on the vacant properties; did not have a chance to review the list. He wants the Police Department to take a pro-active approach regarding these properties; indicated that Mr. Heinzinger could call him tomorrow for the numbers.

EXECUTIVE SESSION

Motion by Trustee Gadzinski, seconded by Trustee Dobrzycki to enter into Executive Session at 7:43pm; on a roll call vote, all in favor (Trustee Mougolias – Absent).

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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: (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. (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 finding shall be recorded and entered into the minutes of the closed meeting.

Motion to reconvene Open Session by Trustee Gadzinski, seconded by Trustee Dobrzycki at 8:26pm; on a roll call vote, all in favor (Trustee Mougolias – Absent).

Motion by Trustee Dobrzycki, 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, January 6, 2011 at 8:26pm.

Respectfully submitted,


Marcia L. Pollowy, Village Clerk