

Village of San Jose
Regular Board Meeting Minutes
December 14, 2015

Regular Board Meeting called to order by President Worlow at 7:00 pm. Meeting was held at Village Hall, 309 S. 2nd Street San Jose, Illinois.

Roll call taken: Present: Tibbs, Skelton, Nolan, Allen, Coon and Smith

Also in attendance: President Worlow, Clerk Coon, Treasurer Shelley, Chief Cupi, Engineer Burris; Water Superintendent Albers, Maintenance McCormick and five (5) citizens.

Meeting agenda was posted more than forty-eight hours in advance of the meeting on the outside and inside bulletin boards at Village Hall and is attached to and made part of the minutes.

Nolan made motion to approve the consent agenda consisting of the minutes from the November 16, 2015 board meeting, minutes from the November 23, 2015 special board meeting, making one spelling correction, and the treasurer's report with 2nd from Allen. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Citizen Concerns:

1. Citizen L. Mortlock voiced her concerns in regards to the video surveillance inside village hall not being obtainable for a FOIA request if the request is made after such time that the system has recorded over itself. There was a discussion pertaining to the legalities of this matter. Clerk Coon was instructed to look into the legalities and if it is found that a recording of the video surveillance is to be saved then implementation of a new procedure should occur.

President:

2. There were discussions pertaining to adding another camera to the video surveillance system. The new camera was proposed to encompass the parking area of the police officer's personal vehicles. Smith explained possible options for the purchase, placement and equipment potentially needed for monitoring the desired areas. There were various opinions shared. There was liability issues discussed in the event that another camera was not installed and damage occurred to a police officer's personal vehicle. Smith was asked to compile a quote for equipment needed to cover the area of concern and report to the board at the January 2016 board meeting.

3. Clerk Coon reported that all of the paperwork and the closing have occurred in regards to the property that was sold to Casey's General Store, west of their existing property.

4. President Worlow moved the discussion about the municipal building cleaning to closed session.

5. The electric aggregation resolution (#15-499) was discussed and reviewed by the board. Motion was made by Nolan and 2nd by Tibbs to accept and approve Resolution 15-499: A RESOLUTION AUTHORIZING THE EXECUTION OF A SERVICE AGREEMENT FOR THE SUPPLY OF ELECTRICITY FOR RESIDENTIAL AND SMALL COMMERCIAL RETAIL CUSTOMERS WHO DO NOT OPT OUT OF SUCH A PROGRAM (Electric Aggregation) and the "Designation" naming William R. Blessman to execute a service agreement with the lowest responsible bidder for the supply of electricity in the Village of San Jose. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

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Clerk:

6. Clerk Coon handed out for review Ordinance: 15-500: Tax Levy for the board to review and discuss. After a discussion about various line items, Nolan made a motion, with 2nd from Smith, to approve and accept Ordinance 15-500: FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE VILLAGE OF SAN JOSE, AMASON AND LOGAN COUNTIES, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2015 AND ENDING APRIL 30, 2016. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

7. Clerk Coon handed out for review Ordinance: 15-501: Appropriations and Budget for the board to review and discuss. After a discussion about various entries, Nolan made a motion, with 2nd from Allen, to approve and accept Ordinance 15-501: AN ORDINANCE MAKING THE APPROPRIATIONS AND BUDGET FOR THE CORPORATE PURPOSE OF THE VILLAGE OF SAN JOSE, ILLINOIS FOR THE FISCAL YEAR MAY 1, 2015 TO APRIL 30, 2016. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Engineer:

8. Burris reported that all the surveying is complete for the water main project, all environmental paperwork has been submitted and Pat Gleason is scheduled to be in attendance at the January 2016 board meeting. Burris stated that the pre-application paperwork should be received within the coming week.

9. Treasurer Shelley reported that all MFT money, owed to the village, has been received from the state through the September 2015 allocation.

10. Burris handed out the proposed 2016 MFT program with the updated pricing. Said program includes completing the 5th Street project and one day of spray patch work. Smith made a motion to accept and approve Resolution 15-502: RESOLUTION FOR MAINTENANCE OF STREETS AND HIGHEAYS BY MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE and allot up to \$8500.00 for said project with 2nd from Coon. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

11. Maintenance McCormick questioned the board on the need to continue using the cell phone that has been provided by the village for the maintenance department, stating that he would be willing to use his own personal cell phone in order that he would not have to carry two cellphones at all times. The board discussed the pros and cons of this action and entertained the possibility of reimbursement to McCormick for use of his personal cellphone. It was determined that the cellphone is costing \$67.00 per month. The subject matter will be placed on the January 2016 board meeting agenda for further discussion and a determination of any possible reimbursement, however; the board agreed to have the existing cellphone shut off.

12. McCormick reported that the plow truck, plow and spreader have all been ordered and that the spreader should be delivered within the coming week with the truck and plow delivery to follow in approximately 8-10 weeks.

Zoning Board:

13. Worlow asked for suggestions for a replacement on the zoning board to the seat left vacant by the passing of B. Jones. This subject matter will be placed on the January 2016 board meeting agenda.

-Committee Reports-

Water & Sewer:

14. The board reviewed the report as submitted by Water Superintendent Albers. Albers reported that the backwash water report return without any problems. Albers was questioned about the leaking valve. Albers was asked to gather a quote in regards to repair or replacements needed to correct the problem.

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14. (cont.) Albers asked Clerk Coon to contact the village insurance department in regards to coverage of the windage rods that are in need of repair on the water tower.

15. The board reviewed the report as submitted by Clerk Coon. Clerk Coon asked the board permission to no longer allow water deposits to be placed on a payment plan due to water users moving from the village before the payments are completed. The board agreed that if a water customer must pay the entire deposit prior to service being established. There was question about the lack of payments from customer #0485. Clerk Coon explained that the water deposit was on a payment plan with this customer and that no payments had been made to date. Coon was instructed to draft a letter to the customer outlining the following: 1) a payment of \$25.00 to be made before January 5, 2016; 2) a payment of \$25.00 to be made between January 6 and January 14, 2016; 3) no further missed monthly \$25.00 payment until the deposit was retained in full by the water department. If any of these conditions were not met, Clerk Coon was instructed to interrupt service to the customer until the deposit was paid in full to the water department.

Finance:

16. The board discussed giving the village employees their annual \$100.00, after taxes, Christmas bonus with discussion and opinions heard from board members and the decision made to move ahead with the bonuses.

17. A break was taken for the board members to be allowed to review all paid and outstanding bills.

18. After the review of the bills, Nolan made a motion, with 2nd from Allen, to pay all outstanding bills and approve all paid bills for the month. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Police:

19. Chief Cupi reported a total of twenty-eight (28) calls for the month of November with twenty-seven (27) citations written and forty-one (41) total traffic stops. There was \$213.03 used in gasoline and 357 man hours worked.

-Cupi reported on twenty-four (24) burglaries that occurred on December 7, 2015 with almost all of the missing property recovered, one adult male and one juvenile male in custody who have given confessions on the burglaries.

-Cupi explained that there is an ongoing investigation being conducted in conjunction with the FBI, Illinois State Police and Logan County State's Attorney Office.

-Cupi read an accommodation for Officer Hill on the outstanding work that he had done throughout all of the above mentioned cases. The board extended their appreciation of a job well done to both Officer Hill and Chief Cupi.

-Cupi explained of the need for Hill to use his personal vehicle during the above mentioned investigations for surveillance and asked for compensation to be given to Hill. This subject matter will be placed on the January 2016 board meeting agenda.

-Cupi showed the board pictures of a 2012 Chevy Impala with the interceptor police package that is for sale for \$8000.00 and asked the board to consider purchasing this vehicle as a secondary police vehicle. There was discussion pertaining to the purchase, including the extra expenses needed for equipping the Impala. There was a discussion pertaining to where the money for the purchase could be taken from. Nolan made a motion to allow

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19. (cont.) Cupi to spend \$10,000.00 for the purchase of the 2012 Impala and the labor and equipment needed to ready the vehicle for service. Motion was 2nd by Smith. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**
- Cupi showed the board a list of potential scams that Clerk Coon was asked to place on the Facebook page.

Buildings & Grounds:

20. J. Higdon with the San Jose Park District was present to address the board about the safety of the old high school building due to the close proximity to the West Park. There was a discussion about the appearance of bricking seeming to be pulling away from the structure and the concerns of the north wall collapsing onto the playground area of the park. Skelton made a motion to have the structural engineer from CMT Group examine the property for consideration of demolition with 2nd from Smith. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Streets & Alleys:

21. There were no comments, concerns or reports given during this portion of the meeting.

Health & Safety:

22. There were no comments, concerns or reports given during this portion of the meeting.

Old Business:

-Nolan expressed a concern with the disrepair of the trailer located at 500 W. Walnut Street due to complaints received from citizens. There was discussion about the need for removal, by the owner, of this trailer due to the length of time since the trailer was occupied and the Village of San Jose Ordinances pertaining to such a matter. Tibbs will draft a letter to the property owner in regards to the removal. If the property owner does not comply with the request then a letter will be sent to the lawyer for formal proceedings to begin. This matter is to be discussed at the January 2016 board meeting.

-Skelton looked over the employee handbook. Due to several potential changes that need to be made, this subject matter will be placed on the January 2016 board meeting agenda.

New Business:

There were no comments, concerns or reports given during this portion of the meeting.

Allen made a motion, 2nd by Nolan, to go into closed session per 5 ILCS 120/2 (c) (2) (14) at 9:17 pm. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Returned from closed session at 10:10 pm

23. Allen made a motion, 2nd by Nolan, to 1) Hire Joey Larmore as part-time maintenance employee giving him 22 hours per week of work, with more possible after McCormick obtains approval from a board member for the extra hours needed at a rate of \$11.00 per hour 2) hire Richard Reiners as the PRN (as needed) maintenance employee at a rate of \$10.50 per hour 3) send a letter to the current employee that cleans the buildings (M. Conrad) explaining that the cleaning position has been eliminated and 4) send a letter to the current PRN employee (R. Conrad) explaining that the PRN position has been consolidated with another current PRN position (bug spraying). **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

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24. Nolan made a motion, 2nd by Allen; to pay K. Albers \$1131.26 per month plus \$365.00 per month for paperwork for a combined monthly salary of \$1496.26, pending his acceptance. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Allen made a motion, with Tibbs 2nd, to increase McCormick's hourly wage by 2% to begin on December 21, 2015 due to a favorable performance review. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Nolan made a motion to adjourn with 2nd from Smith.
Meeting adjourned at 10:16 pm.

Recorded by: Stacy Coon, Village Clerk