

Village of San Jose  
Board Meeting Minutes  
March 21, 2016

Board Meeting called to order by President Worlow at 7:02 pm. Meeting was held at Village Hall, 309 S. 2<sup>nd</sup> 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, Attorney Bosich, Maintenance McCormick, Maintenance Larmore, Engineer Burris, Water Superintendent Albers and seven (7) 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.

Coon made motion to approve the consent agenda consisting of the minutes of the February 15, 2016 board meeting, minutes from the March 7, 2016 special board meeting, minutes of the USDA public hearing of March 21, 2016 and the treasurer's report with 2<sup>nd</sup> from Skelton. **Roll call vote: Coon, Aye; Allen, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye and Smith, Aye Motion carried.**

Citizen Concerns:

1. There were no comments or concerns brought before the board during this section of the agenda.

President:

2. Worlow opened two sealed bids for the Chevy K3500 dump truck. There were two bids received: 1) \$800.00 from Ray Lindblom and 2) \$1001.00 from Joe Nolan. After a brief discussion, Skelton made a motion to accept the bid from Joe Nolan for \$1001.00 for the purchase of the 1991 K3500 dump truck with 2<sup>nd</sup> from Tibbs. **Roll call vote: Coon, Aye; Allen, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Abstain and Smith, Aye Motion carried.**

Clerk:

3. Clerk Coon handed out a copy of the Ordinance 16-503 for the board to review and ponder on until the April 18, 2016 board meeting. There was one question in regards to the non-sewer usage in the village. Clerk Coon explained the reasons for such billing. Decision on ordinance was postponed to the April 18, 2016 regular board meeting.

Engineer:

4. Burris updated the board on the Phase II water project funding. Burris explained the need for establishing the Health & Safety concerns for the current water system due to excessive water main breaks in the past several years. Such information could lend itself useful in obtaining a "poverty level" for the USDA which would afford the village to be in a lower interest level of 1.75% for the 40 year term of the loan portion of the funding.

5. Maintenance Personnel reported that everything is running well and that the plow truck is completely operational. There was a discussion pertaining to the gutters that are needed to be replaced on the village hall building. McCormick reported on a quote from Peoria Siding Company in the amount of \$4217.00 which does not include the ice jams but would have seamless gutters and a quote from Morton Builders, who initially built the building, of \$4592.00 which does include the ice jams. The time frame for response allowed to the quotes was discussed and when this project should begin was reviewed. Nolan made a motion to accept the quote from Morton Builders in the amount of \$4592.00 and have the work commence as soon as possible with 2<sup>nd</sup> from Coon. **Roll call vote: Coon, Aye; Allen, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye and Smith, Aye Motion carried.**

McCormick was commended on a continued job well done by the board.

Village of San Jose  
Board Meeting Minutes  
March 21, 2016

Zoning Board:

6. Worlow explained why the zoning meeting was cancelled in regards to a building permit. Smith further explained why the variance is needed due to a one inch encroachment onto an easement and encouraged the board to grant the variance. Smith reported that the proposed porch would be in direct alignment with the other porches that are currently attached to the fronts of the properties on the block. Skelton made motion, 2<sup>nd</sup> by Allen to grant the variance in question for 520 S. 3<sup>rd</sup> Street. **Roll call vote: Coon, Aye; Allen, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye and Smith, Aye Motion carried.**

-COMMITTEE REPORTS-

Water & Sewer:

7. The board reviewed the report as submitted by Water Superintendent Albers. Albers reported that the wastewater report was still coming from testing and explained the “turnover” that is experienced in the lagoons on a regular basis.

8. The board reviewed the report as submitted by Clerk Coon. There was a discussion pertaining to an outstanding water balance that is from a prior account. Clerk Coon was directed to send the user a letter outlining the repayment expectation of at least a \$25.00 per month payment on the outstanding water balance in addition to the payment of any current amounts owed for water service at the new address.

-Clerk Coon swore in Austin Johnson as a full-time police officer for the Village of San Jose.

9. Allen explained the excessive use water bill on account 0429 and that the individual had received a discount on a previous leak which had occurred at a different property than what currently has the excessive water use bill. Allen recommended that the board agree to make the user pay the full amount of the bill due to the “water forgiveness policy” which states that only leaks that occur in the yard would be considered for a discount. There were concerns voiced over the payment of the sewer portion of the bill since the water did not enter into the sewer system. It was discussed that this is standard practice with various other examples given, i.e. filling swimming pools and watering of gardens. Allen made a motion, with 2<sup>nd</sup> from Tibbs, to require the user to pay the full amount owed but allow the user to make \$25.00 per month payments on the account until which time it is paid in full. **Viva Voce: 6-0 Motion Carried**

Finance:

10. Shelley explained that there was a need to transfer \$9709.52 from the operation & maintenance account into the general account due to the restructuring of accounts needed for the water grant/loan program requirements. It was decided that this transfer could be approved along with the remainder of the bills that are to be reviewed for payment.

-There was a short break taken to allow the board to review all paid and outstanding bills for the month.

11. After review of the bills, Allen made a motion to pay all outstanding bills and to approve all paid bills with 2<sup>nd</sup> from Smith. **Roll call vote: Coon, Aye; Allen, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye and Smith, Aye Motion carried.**

12. Smith reported that there was nothing new as of yet with the 2016-2017 budget but that a finance committee meeting will be scheduled to review budget needs and numbers.

13. Shelley reported that there was a need to cover “surplus funds” to which Burris explained that there was approximately \$142,000 in the general account and \$18,000 in the operation & maintenance fund which will need to be budgeted for future projects.

Village of San Jose  
Board Meeting Minutes  
March 21, 2016

Police:

14. Chief Cupi reported that there were twenty-nine (29) total calls, thirty-six (36) total traffic stops with twenty-one (21) citations issued, approximately \$178.96 spent in gas and 288 man hours used. Cupi explained a training that had been attended with Mason County Sheriff Office.

15. McCormick reported that work is continuing on the police department bathroom.

Buildings & Grounds:

16. Matt Simer was in attendance and explained to the board his intentions of purchasing the old high school building from John Richards and some of his plans for restoration and improvement to the property. There was discussion pertaining to the sewer system being hooked to the village sewer. Simer was given until June 2016 village board meeting to produce a plan of action with the property.

-The property at 407 W. Walnut was discussed. Attorney Bosich was brought up to speed on the happenings with the property to date. Bosich will call Mason County and follow up with who bought the property taxes and follow up with the board.

17. There was no further discussion about the guttering on the village hall building as the matter was discussed earlier in the meeting.

Streets & Alleys:

18. There was nothing brought before the board at this time for concern or consideration.

Health:

18. The discussion which pertains to the employee handbook was postponed to the April 2016 board meeting.

Old Business:

There were no comments or concerns brought before the board during this section of the agenda.

New Business:

Allen passed around the employee evaluation on Larmore as submitted by McCormick for the board members to review.

Nolan made a motion to adjourn with 2<sup>nd</sup> from Allen. Meeting adjourned at 8:15pm.