

Village of San Jose
Regular Board Meeting Minutes
February 15, 2016

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 (7:08pm), Maintenance McCormick, Maintenance Larmore 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.

Allen made motion to approve the consent agenda consisting of the minutes from the January 18, 2016 board meeting and the treasurer's report with 2nd from Coon. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; 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 explained his thoughts towards the separation of the water billing and the village clerk positions. After a small discussion, further examination into this possibility was turned over to the water and sewer committee to be discussed at a meeting to be set.

Clerk:

3. Clerk Coon submitted Ordinance #16-501: An Ordinance to Establish Policy and Penalty for Insufficient Funds and Bad Checks Delivered to the Village of San Jose for review and consideration. After a brief discussion about the ordinance, Nolan made a motion, with 2nd from Smith to approve Ordinance 16-501: An Ordinance to Establish Policy and Penalty for Insufficient Funds and Bad Checks Delivered to the Village of San Jose. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Maintenance:

5. Maintenance McCormick stated that there was nothing new to report at this time pertaining to this subject.

6. McCormick submitted a quote from Ragan Communications for \$1200.00 for the installation of a light bar and strobe lighting onto the new 2016 Ford dump truck. There was a discussion about the need for such lighting to be installed. After review of the quote, McCormick was asked to obtain at least one more quote before a final decision or approval would be given. Skelton voiced his thoughts pertaining to installing a "Ryno liner" into the bed of the new dump truck.

McCormick was asked to find a possible solution for the concerns of the rusting due to the salt being hauled in the new truck.

-McCormick was given accolades for his quick response to plowing during the most recent snow event.

Engineer:

4. Burris expressed the need for follow-up meetings to get the pre-application and application process completed for the Phase II Water Main Project. One issue identified is the need to separate revenue and expenditures for water and sewer in the bank accounts. This matter will be discussed and dealt with by Treasurer Shelley and Trustee Smith. There was also discussion pertaining to the need to get the capital income increase ordinance in place as quickly as possible. Clerk Coon is to begin working on this ordinance for potential submission at the March 2016 board meeting.

Village of San Jose
Regular Board Meeting Minutes
February 15, 2016

Zoning Board:

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

-COMMITTEE REPORTS-

Water & Sewer:

8. The board reviewed the report as submitted by Water Superintendent Albers. There were no comments or questions pertaining to the report.

9. The board reviewed the report as submitted by Clerk Coon. There was a discussion pertaining to the amount of water loss being down. There were no other questions or comments regarding this report.

Finance:

10. There was a break taken to allow the board to review and consider payment of the already paid and outstanding bills.

11. Upon review of the bills, Nolan made a motion, 2nd by Allen, to pay all outstanding bills and approve all bills that have already been paid. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

12. Treasurer Shelley explained the previous years' appropriation and budget numbers and copies were distributed to all board members. It was decided to hold a Special Meeting on Monday February 29, 2016 for the purpose of discussing the upcoming budget for FYE 17 beginning at 6:00 pm at Village Hall. Shelley asked that all trustees bring any potential projects for the next fiscal year to the above scheduled meeting for inclusion in the budget.

Police:

13. Cupi reported that there were a total of twenty-eight (28) calls with three arrests in the prior month. There were a total of fifty-two (52) traffic stops, with twenty-seven (27) of them being citations issued. Cupi reported that there was \$197.85 spent for gasoline and 280 hours worked.

14. Coon reminded the board of the addition of funds into the FYE16 budget for a bathroom to be installed in the police station. McCormick submitted a quote of \$1300.00 as an approximate cost to execute the bathroom installation. Cupi reminded the board of the reasons a bathroom addition was necessary in the police station and answered questions from the board. Skelton made a motion, with 2nd by Coon to install a bathroom into the police station as outlined by McCormick using up to \$1500.00 for the installation. **Roll Call Vote: Tibbs: Aye; Skelton: Aye; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Buildings & Grounds:

15. Worlow explained that the structural engineer had inspected the old high school and that the village had received the final report which would be sent to the attorney for review. There was a brief discussion pertaining to the findings in the report to which Worlow explained that the attorney needed to review it prior to anyone else.

16. There was a discussion and concerns voiced over the current placement of the downspouts which are attached to the village hall building. These concerns included the formation of ice at the exit of the downspout onto the sidewalk in front of the buildings on South 2nd Street. This matter has become a concern of the village insurance who is expecting a remedy to be found quickly. This matter will be placed on the agenda for the February 29, 2016 special board meeting. Skelton and McCormick will meet and discuss possibilities for this remedy before the above scheduled meeting.

Village of San Jose
Regular Board Meeting Minutes
February 15, 2016

Streets & Alleys:

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

Health:

18. Skelton asked that the discussion which pertains to the employee handbook be postponed to the March 2016 board meeting, so granted.

Old Business:

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

New Business:

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

Allen made a motion to adjourn with 2nd from Smith at 7:43 pm.

Meeting adjourned

Recorded by: Stacy Coon, Village Clerk