

Village of San Jose
Regular Board Meeting Minutes
January 18, 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, Nolan, Allen, Coon and Smith Absent: Skelton

Also in attendance: President Worlow, Clerk Coon, Treasurer Shelley, Chief Cupi, Engineer Burris; Water Superintendent Albers, Maintenance McCormick, Maintenance Larmore 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.

Allen made motion to approve the consent agenda consisting of the minutes from the December 14, 2015 board meeting and the treasurer's report with 2nd from Nolan. **Roll Call Vote: Tibbs: Aye; Skelton: Absent; 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. There was a discussion pertaining to the change and addition of cameras for the security system. Smith produced a quote from Luke Christopher showing that a monitor with bracket would be \$309.00 with labor at \$75.00 an hour. The quote showed \$189.00 for placement of an indoor camera and \$259.00 for an exterior camera. Various options were discussed and the quote was reviewed. It was decided that the cheapest solution would be to move the existing camera.

Motion made by Coon, with 2nd from Nolan, to move the existing camera that is mounted on the corner of the police station to west of the police entrance door and to purchase a monitor and bracket to be mounted inside the police station. **Roll Call Vote: Tibbs: Aye; Skelton: Absent; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Abstain Motion Carried**

Clerk:

3. Clerk Coon addressed the proposed dates for the regular board meetings in 2016 for the board to review. Nolan made motion, with 2nd from Smith, to accept the proposed regular board meeting dates. **Viva Voce: 5-0 (Skelton absent) Motion carried**

Engineer:

4. Burris explained that all paperwork for the 2016 MFT program has been signed and he is waiting to receive it back from the state. Burris explained that the board could add to the program if funding became available later in the year.

5. Burris introduced Pat Gleason from Rural Community Action Program (RCAP) to the board. Gleason addressed the board and explained the procedure for the Phase II water main project grant and the covered the steps that would be needed to get this granted this from the USDA. The board asked Gleason questions regarding the process to which Gleason answered. The village potentially qualifies for poverty level which will allow for a 2 ½% interest rate and give a forty (40) year payoff allowance. Gleason will be working directly with the village to get this grant accomplished and the project through the next phases.

Maintenance Personnel:

6. McCormick reported that the compressor is ordered for the NW liftstation and that insurance should cover the cost for the new one.

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7. There was no update on the new truck, plow and spreader at this time.

8. McCormick explained that the deadline had passed to order the mosquito spray liquid needed to receive the free shipping. McCormick is to gather more specific pricing and present it at the February board meeting.

9. There was a discussion about what to do with the old dump truck that is in need of repairs. Clerk Coon was asked to place an advertisement in the Banner Times and on the village Facebook page announcing the acceptance of sealed bids for said truck. Sealed bids will be opened at the March 2016 regular board meeting. Truck is being sold "as is" with the board retaining the right to refuse all bids.

Zoning Board:

10. Worlow announced his nominee of Rory Erwin as the replacement member of the zoning board. Allen made motion, with 2nd by Nolan, to accept Rory Erwin to the open seat on the Zoning Board of Appeals. **Roll Call Vote: Tibbs: Aye; Skelton: Absent; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye**
Motion Carried

-COMMITTEE REPORTS-

Water & Sewer:

11. The board reviewed the report as submitted by Water Superintendent Albers with no questions or comments heard.

12. The board reviewed the report as submitted by Clerk Coon. There was a discussion about a lead that was identified at the intersection of 2nd & Linden street.

14. There was a discussion pertaining to reimbursement to McCormick for use of his personal cell phone for village business. Coon made a motion, seconded by Nolan, to give McCormick a \$30.00 per month stipend for the use of his personal cell phone for the water emergency contact number.

Roll Call Vote: Tibbs: Aye; Skelton: Absent; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye **Motion Carried**

Finance:

15. There was a break taken to allow the board members time to review the paid and outstanding bills for the village.

16. Upon completion of the bills being reviewed, Smith made a motion, seconded by Allen, to pay all outstanding bills and to approve all paid bills for the month.

Roll Call Vote: Tibbs: Aye; Skelton: Absent; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye **Motion Carried**

17. Treasurer Shelley explained the problems with the current check return policy. This policy was looked at and various aspects were changed regarding the number of times an individual will be allowed to continue writing checks to pay for a water account after insufficient checks had been returned and the amount to be charged for insufficient checks that are returned. Smith made motion, seconded by Allen, to have Clerk Coon draft a new ordinance which will implement these changes to be submitted at the February regular board meeting.

Roll Call Vote: Tibbs: Aye; Skelton: Absent; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye **Motion Carried**

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Police:

18. Chief Cupi reviewed her monthly report with the board which showed fifty-one (51) total calls in December. There were twenty-four (24) total counts of burglary with twenty-two (22) citations and thirty-nine (39) total traffic stops made. There was \$280.90 used in gas and 440 hours worked between all the officers for the month. There were four warrants executed both for the burglaries and a pending case. The newly purchased Impala has gone to Ragan Communications for outfitting.

20. Cupi expressed her ideas pertaining to reinstating a public service hours program in the community giving the high school students that need hours for graduation be allowed to work around the village helping with various projects and groups. There will be an announcement made via the Facebook page in the upcoming days to try and get interest sparked for this program. Worlow explained his intentions of announcing a town-wide effort to motivate citizens to clean their properties or face ordinance violations coming this Spring.

19. Cupi explained the hours in which Officer Hill had to use his personal vehicle while on duty for surveillance and other tasks. The total hours stated was eighteen and a half (18.5) hours and a round trip to Mason City. After discussion, Tibbs made a motion, seconded by Coon, to compensate Officer Hill \$150.00 for the use of his vehicle and the miles accrued during his surveillance and other assigned tasks. **Roll Call Vote: Tibbs: Aye; Skelton: Absent; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried**

Buildings & Grounds:

21. Burris explained that the Structural Engineer was unable to inspect the old high school due to being ill. Due to this the subject was postponed until the February 2016 board meeting. Citizen Jim Higdon explained to the board that at no time did he trespass on the old high school property for any reason.

22. There was a discussion about 500 W. Walnut. Dean Smith addressed the board and explained that his son was in the process of purchasing the property and was intending on fixing the dwelling's structure. After review of the ordinance it was determined that the trailer would be allowed to remain on the property due to the permanent structures that have been affixed to the trailer with past owners/residents. Mr. Smith was asked to keep the board apprised to the progress on the property.

Streets & Alleys:

23. McCormick was asked about the level of road salt be adequate for potential snowfall events. McCormick indicated that the village currently has plenty of road salt mixture purchased.

Health:

24. The employee handbook discussion was postponed due to Trustee Skelton being absent.

Old Business:

25. There was a discussion about the trailer and garage that are in disrepair located at 407 W. Walnut Street. It was decided to have the Structural Engineer assess this location when he is in town assess the old high school property.

Allen made a motion, 2nd by Coon, to enter into closed session per 5/ILCS120 (c) (14) to review closed session minutes for approval and consider opening.

Roll Call Vote: Tibbs: Aye; Skelton: Absent; Nolan: Aye; Allen: Aye; Coon: Aye; Smith: Aye Motion Carried

Entered closed session at 8:42 pm

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Exited closed session at 8:57 pm.

26. Nolan made a motion, 2nd by Allen to approve closed session minutes dated 11-16-15 and 12-14-15. **Viva Voce: 5-0 (Skelton: Absent) Motion Carried**

Nolan made a motion, 2nd by Smith to open closed session minutes dated: 1-13-15; 2-16-15; 4-20-15; 5-11-15; 5-27-15 and 6-15-15 due to no further need for confidential treatment and to leave closed session minutes dated 8-28-14 closed due to potential pending litigation.

Viva Voce: 5-0 (Skelton: Absent) Motion Carried

Allen made a motion, 2nd by Smith to adjourn.

Meeting adjourned at 8:59 pm.

Recorded by: Stacy Coon, Village Clerk