

Village of San Jose
Board Meeting Minutes
September 19, 2016

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: Allen, McCormick, Skelton, Tibbs, Nolan and Smith Absent: none

Also in attendance: President Worlow, Clerk Coon, Treasurer Shelley, Chief Cupi, Maintenance McCormick, Maintenance Larmore, Engineer Burris, Water Superintendent Albers and three (3) 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.

Skelton made motion to approve the consent agenda consisting of the minutes of the August 15, 2016 board meeting, minutes of August 29, 2016 Water & Sewer Committee meeting, minutes of September 10, 2016 Police committee meeting and the treasurer's report with 2nd from Allen. **Roll call vote: Tibbs, Aye; Allen, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

Citizen Concerns:

1. Citizen C. Stuff was present and addressed the board with concerns regarding a culvert in front of his garage which has collapsed. This collapsed culvert has caused rain waters to flood into the crawl space of his house located at 112 N. 1st Street. Maintenance B. McCormick stated that he had evaluated the issue and recommended replacing the culvert due to the extent of damage. Engineer Burris will be consulted for the proper replacement size which was discussed as being approximately eighteen inches (18") in diameter and possibly as long as forty feet (40'). Pricing for this project is to be submitted at the October 2016 regular board meeting for consideration.

2. Trustee Tibbs spoke on behalf of Citizen G. Abner in regards to regulating the sale of energy drinks to minors in the village. There was discussion pertaining to the legalities of this proposal. This subject is to have further research done by G. Abner, Tibbs and anyone else interested and the results presented at the October 2016 regular board meeting for consideration.

- K. Albers reported to the board that the Mason City Public Library District will have a public hearing at the Mason County Courthouse in Havana on October 17, 2016 beginning at 1:30 pm to discuss the possibility of allowing this library district to encompass the Village of San Jose into their taxing base. Albers encouraged anyone with an opinion about this subject to attend said meeting and voice their views. It was uncertain if the citizens and children, that do not attend Illini Central School, are currently allowed to utilize the library in Mason City without a charge.

President:

3. Worlow allowed Clerk Coon to read her letter of resignation that will be effective October 1, 2016. Clerk Coon was thanked for her service as clerk. McCormick made a motion, with 2nd from Smith, to accept the resignation of Clerk Coon. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye Motion Carried**

-Worlow explained that resumes had been received and would be discussed during the closed session portion of the meeting.

Clerk:

4. Clerk Coon had nothing further to present to the board at this time for discussion or consideration.

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Engineer:

5. Engineer Burris reported that the beginning of the new fiscal year for the Rural Development grant would be October 1, 2016 and that there is a possibility that the poverty level interest rate would drop to 1.33% which would be down from the current rate. Burris stated that the village should be receiving their reward letter sometime after this date and that everything was ready to proceed with the exception of a few things that he will discuss with Clerk Coon before her leaving.

6. Burris did not have the Rural Development Agreement with him so this subject was postponed to the October 2016 regular board meeting.

Maintenance Personnel Report:

7. B. McCormick reported that the exhaust fans for the garage have been delivered and will be installed when time allows and that the E. Vine Street water project has begun and will continue.

8. B. McCormick submitted a proposal for sewer line maintenance as received from Hunter Hydro Vac. This proposal shows a cost of \$9,000.00 to properly clean and maintain 5,000 feet of the village's almost 24,000 feet of main sewer line. This proposal is intended to be a 5-year plan at the costs shown above being paid yearly for the same amount of footage being cleaned and maintained. This proposal includes a 6 month guarantee and will have televising for future reference if needed. There was a discussion pertaining to what bank fund this money could be taken from. McCormick made a motion, 2nd by Nolan, to accept the 5-year proposal for sewer line cleaning and maintenance as submitted by Hunter HydroVac with the funds to be taken from the sustaining fund this year and provisions to be allotted during budget discussion in the future years. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye**
Motion Carried

9. B. McCormick reported that the road just to the north of the "old township buildings" located at the south end of 3rd street is eroding rapidly due to water running through the damaged culvert below the area. Engineer Burris has look at the issue and recommended digging the area out then placing rock of varying sizes along the affected area to stop the erosion. The board asked B. McCormick to gather a quote for the completion of this project and report back at the October 2016 regular board meeting.

-COMMITTEE REPORTS-

Water & Sewer:

10. The board reviewed the report as submitted by Water Superintendent Albers. There was discussion pertaining to the need for replacing the chemical feed pump which left the village without a back-up pump. The reasons for needing a back-up on hand were covered. Skelton made a motion to purchase a chemical feed pump, with 2nd from McCormick. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye** **Motion Carried**
Albers reported that the filter backwash report has returned with positive results.

11. The board reviewed the report as submitted by Clerk Coon. Coon explained that the loss percentage was up again probably due to two water leaks that had been located and fixed.

12. The board reviewed the recommendations as set forth from the Water & Sewer Committee meeting with discussion about the water loss being seen at 309 W. Vine as not being an issue for the board to be concerned with due to the suggested reasons for the leak being done in 2013 and the usage increase not being seen until December of 2015. Nolan made a motion, with 2nd from Skelton, to accept all of the recommendations from the Water & Sewer Committee of August 29, 2016 meeting as written. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye** **Motion Carried**

Finance:

13. There was a break taken to allow the board to review the bills that have been paid and the outstanding bills.

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14. After the break, Smith made a motion, with 2nd from Allen, to approve all bills that have been paid and pay all outstanding bills. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye Motion Carried**

15. Treasurer Shelley reported that there was a surplus of funds in the Insurance Fund and recommended that a Certificate of Deposit (CD) be purchased with some of the funds. There was a discussion pertaining to what bank the CD would be purchased at. Skelton made a motion, 2nd by McCormick, to allow Treasurer Shelley to purchase a \$10,000.00 Certificate of Deposit from Havana National Bank using money from the Insurance Fund. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye Motion Carried**

-Treasurer Shelley reported on the status of other CD's and her plans for combing two in the next few months.

Police:

16. Chief Cupi submitted her monthly report which showed thirty-eight (38) total calls for the month with one in-state warrant arrest and two suspended driver arrests. There were a total of fifty-four (54) traffic stops made with nineteen (19) citations issued. There was a total of \$404.48 spent on gasoline and 424 man hours worked. Cupi reported that Officer Hill's last shift would be September 19, 2016 and that his last day of employment would be September 26, 2016. Cupi read a thank you to Officer Hill and presented him with a plaque.

17. J. McCormick had nothing further to report on the police uniform policy so this matter was postponed to the October 2016 regular board meeting.

18. J. McCormick outlined the recommendations from the police committee meeting as: 1) Due to the police policy being in place regarding full-time officers receiving bereavement pay, Officer Johnson would be paid for three days bereavement pay for the death in his family; 2) Accept Officer Hill's resignation and 3) the remaining recommendations be accepted as they are written on the police committee minutes. Skelton made a motion, 2nd by Allen to accept all of the recommendations as they were written from the police committee meeting of September 10, 2016. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye Motion Carried**

Buildings & Grounds:

19. There was nothing to report from the attorney regarding the old high school building located on South 5th Street.

20. Nolan reported that the owner of the property located at 205 S. 2nd street has intentions to tear the house down. Coon reported that the owner was given the number to Engineer Burris for referral to someone possibly interested in the demolition.

Streets & Alleys:

21. The maintenance personnel were commended on the improved appearance of the streets in the village with the scraping that has been taking place. J. McCormick explained that there were a few complaints by citizens because of this project and their grass being removed.

Health:

22. There was a discussion about the need for another barrel of bug spray. It was explained that the new sprayer is operating correctly, therefore; more spray is being used per spray. The need for continued spraying was covered. Tibbs made a motion, 2nd by Allen, to purchase another barrel of mosquito spray. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye Motion Carried**

- There were opinions voiced over asking the park district to assist in the cost of the bug spray due to their desire to have the West Park sprayed heavier.

Old Business:

There was nothing brought before the board for discussion or consideration during this time.

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New Business:

There was nothing brought before the board for discussion or consideration during this time.

Smith made a motion to enter into closed session per 5ILCS 120/2 (c) (5) with 2nd from Allen to discuss employee and attorney matters. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye Motion Carried**

Entered closed session at 8:15 after a 10 minute break.

Exited closed session at 9:15pm.

McCormick made a motion, 2nd by Nolan to accept the following recommendations from the closed session: 1) Worlow to contact Attorney Bosich and discuss matters from closed session; 2) McCormick to speak with Chief Cupi pertaining to matters discussed in closed session; 3) hire a water billing clerk to work Monday, Tuesday, Thursday and Friday from 8:00 am to noon and then the 1st and 3rd Saturdays of each month at a rate of pay of \$10.00/hour; 4) Find someone to appoint to the Village Clerk position at a rate of pay of \$600.00 per month, based on approximately sixty hours of work per month, and \$50.00 for any meeting beyond the regular monthly board meeting 5) approve the closed session minutes dated July 18, 2016 & September 10, 2016. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye Motion Carried**

The applications that had been submitted were reviewed. With the current village clerk position being split into two separate positions the applicants was divided into willingness to accept which position. After review and discussion McCormick made a motion, with 2nd from Nolan, to offer the position of water billing clerk to Laura Karker and hire her if she accepts the offer. **Roll call vote: Allen, Aye; McCormick, Aye; Smith, Aye; Tibbs, Aye; Skelton, Aye; Nolan, Aye Motion Carried**

-The applicants that were chosen to be considered for the village clerk position will be contacted by Mayor Worlow and interviews will be set for further consideration. There will be a special board meeting called if the need arises to appoint the new village clerk.

Smith made motion to adjourn with 2nd from McCormick.

Meeting adjourned at 9:46 pm.