

**Village of Germantown Hills  
216 Holland Road, Village Hall  
Germantown Hills, IL 61548  
309-383-2209  
www.germantownhillsillinois.org**

**Village Board Meeting Minutes**

**April 24, 2014 - 6:00 p.m.**

**1. Call to Order/Roll Call/Pledge of Allegiance**

Village President Jeff DeGroot called the meeting to order at 6:00 p.m. and roll call was taken.

Everyone stood and said the Pledge of Allegiance.

<b>Village President/Trustees</b>	<b>Roll Call</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17 - 20</b>
Jeff DeGroot – President	Present																	
John Ford	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Brian Wysocki-left 7:12 p.m. Motion 20-absent	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Y
Jim O’Laughlin	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Marty Clinch	Present	P	Y	Y	P	P	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Todd Rice	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
Julia Miller	Present	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Also Present:  
Rich Brecklin, Superintendent of Public Works  
Chuck Urban, Village Attorney  
Bill Streeter, Village Attorney

**2. Minutes Approval**

**a. March 27, 2014 Village Board Meeting Minutes**

**A motion** was made by Jim O’Laughlin to approve the March 27, 2014 village board meeting minutes. The motion was seconded by Brian Wysocki. **Motion passed #1.**

**3. Public Comments on Any Action Item on the Agenda**

None

**4. Public Comments on Any Non-Action items**

Michael Brown was in attendance to discuss the Michael's 5k Run for Life event they are planning at Germantown Crossing on July 25<sup>th</sup>. Michael updated the board on the progress of the planning of the event. John Ford will check on the availability of a bus to help transport persons from area parking lots to the event. Michael asked if some of the village police contracted hours could be used to have Deputy's there for traffic control and security. The Board agreed we could check on this.

Jeff DeGroot recommended doing a run through of the event in June to make sure things are in order. Michael presented their sponsorship list. Todd Rice asked if the village could patch some of the big pot holes in the shopping center. Rich noted the cost to fill the holes should be under \$1,000. Ann Sasso will check with the owners of the parking lot to see what their plan is and Rich Brecklin will check with the spray patching contractor to see if he can help out in anyway.

## 5. Current Agenda Items

- a. **Approval on the Rezoning of Lots 304, 305 & 306 commonly known as 216 Fandel Road (08-28-106-015), 214 Fandel Road (08-28-106-016), and 212 Fandel Road (08-28-106-017) in the Coventry Farm Subdivision, Woodford County, Illinois from R-2 Residential District (Multi-Family) to R-1 Residential District (Single Family).**

**A motion** was made by John Ford to approve the Rezoning of Lots 304, 305 & 306 commonly known as 216 Fandel Road (08-28-106-015), 214 Fandel Road (08-28-106-016), and 212 Fandel Road (08-28-106-017) in the Coventry Farm Subdivision, Woodford County, Illinois from R-2 Residential District (Multi-Family) to R-1 Residential District (Single Family). The motion was seconded by Jim O'Laughlin. **Motion passed #2.**

- b. **Approval of the Park Maintenance/safety Improvements at J.R. White Park up to \$36,000.**

**A motion** was made by Julia Miller to approve the park maintenance/safety Improvements at J.R. White Park up to \$36,000. The motion was seconded by John Ford. **Motion passed #3.**

Rich Brecklin noted the work will include the playground area mulch and border at J.R. White Park. They will be removing the fence and having a plaque made with all those names that previously donated towards the fence.

- c. **Approval of R.A. Cullinan completing the 2012 MFT Roadwork using trap rock in the Fandel Farm Subdivision with a two year warranty in the amount of \$40,597.00**

Todd Rice stated the proposed letter that will be sent to R.A. Cullinan is in the board packet and the street committee had made the recommendation.

**A motion** was made by Todd Rice to approve R.A. Cullinan completing the 2012 MFT Roadwork using trap rock in the Fandel Farm Subdivision with a two year warranty in the amount of \$40,597.00. The motion was seconded by Jim O'Laughlin. **Motion passed #4.**

**d. Approval to use \$125,000 from the General Funds for the 2014 MFT Program due to the 2013-2014 Winter Road Damage**

John Ford stated Rich Brecklin and Scott DeSplinter did a great job in reducing the road costs for this year.

**A motion** was made by John Ford to approve the use of \$125,000 from the General Funds for the 2014 MFT Program due to the 2013-2014 winter road damage. The motion was seconded by Todd Rice. **Motion passed #5.**

Jim O'Laughlin recommended putting something on the website so the public knows we have tried to keep up with the roads with the harsh winter. John Ford indicated he had passed that information along at the last Chamber meeting. Rich Brecklin noted the spray patching will start tomorrow.

**e. Approval of the 2014 MFT Program and Engineering Agreement with CMT**

**A motion** was made by John Ford to approve the 2014 MFT program and engineering agreement with CMT in the amount of \$28,250. The motion was seconded by Todd Rice. **Motion passed #6.**

**f. Approval of CMT's Planning Phase Agreement to do a Long Range Street Plan for the Village of Germantown Hills in the amount of \$10,000**

**A motion** was made by Todd Rice to approve CMT's Planning Phase Agreement to do a Long Range Street Plan for the Village of Germantown Hills in the amount of \$10,000. The motion was seconded by John Ford. **Motion passed #7.**

**g. Discussion on the Anker Lane Right In/Right Out Project and Authorize CMT to Prepare an Engineering Agreement for Grant Submission**

Scott DeSplinter explained his preliminary numbers for the Route 116 right in/right out to connect to Anker Lane. Scott noted until we know our funding source it will be hard to determine the engineering costs. Ann Sasso noted getting the project going is necessary in order to be ready to submit the project for potential grant opportunities.

Scott indicated a possible second phase to connect Jubilee Lane to Anker would be even more costly because of the utilities. Ann Sasso noted there is also the possibility of a grant for sidewalks which we would want to incorporate into the shopping center with a connection down Holland Road to J.R. White Park.

**A motion** was made by Jim O'Laughlin to authorize CMT to Prepare an Engineering Agreement for grant submission for the right in/right out project. The motion was seconded by John Ford. **Motion passed #8.**

**h. Approval of a Resolution of Support on the Extension of an Enterprise Zone and Approval of an Agreement with Economic Development Resources, LLC.**

**A motion** was made by John Ford to approve Resolution 2014-03 a Resolution of Support on the Extension of an Enterprise Zone and Approval of an Agreement with

Economic Development Resources, LLC. The motion was seconded by Marty Clinch.  
**Motion passed #9**

**i. Approval of the Replacement of Sewer Plant #2 Fencing**

**A motion** was made by Marty Clinch to approve the Replacement of Sewer Plant #2 Fencing. The motion was seconded by John Ford. **Motion passed #10.**

**j. Discussion and Approval on the Repairs at Sewer Plant #2 from the Flood Damage**

Rich Brecklin reported it would be under \$5,000 to replace the rock and guard rail at Plant 2. He is looking to eliminate the guard rail. The board agreed.

**k. Discussion and Approval on the Replacement of Equipment for Sewer Plant #1 from the Overflow Damage**

Rich Brecklin reported Eagle Services has been down at the plant doing the clean up from the overflow damage. Jim O'Laughlin recommended replacing the rock area with concrete instead of putting the rock back that was damaged. Scott DeSplinter noted the new improvements will help Rich in having the ability to control the flow through the plant.

Rich noted he had met with the village attorney on the sewer plant litigation.

Rich discussed with the board a plan to check on the I & I from the sump pumps.

Rich informed the board two sampling refrigerators were damaged at the plant that will need to be replaced. Each sampler will cost approximately \$6,000. The insurance company approved the purchase.

**l. Germantown Hills WWTP No. 1 Improvement Project – Approval of Change Order No. 1 LED Lighting**

Marty Clinch recommended having the contractor check on the lighting grants for the LED lighting. This was tabled for now.

**m. Germantown Hills WWTP No. 1 Improvement Project – Approval of the Contractor's Application For Payment #2**

**A motion** was made by Brian Wysocki to approve the contractor's application for payment request #2 in the amount of \$55,682.10. The motion was seconded by John Ford. **Motion passed #11.**

The major portion of this request is for a gen set.

**n. Germantown Hills WWTP No. 1 Improvement Project – Approval of Loan Disbursement Request #3**

**A motion** was made by Jim O'Laughlin to approve the loan disbursement request #3 in the amount of \$65,623.10. The motion was seconded by Brian Wysocki. **Motion passed #12.**

**o. Approval of the FY 14-15 Budget**

John Ford reviewed the budget numbers.

**A motion** was made by John Ford to approve the FY 14-15 budget. The motion was seconded by Marty Clinch. **Motion passed #13.**

**p. Approval on the Amendments to the Personal Policy Concerning Employee Benefits**

The personnel committee made the recommendation.

**A motion** was made by John Ford to approve the Amendments to the Personal Policy Concerning Employee Benefits (vacation time). The motion was seconded by Todd Rice. **Motion passed #14.**

**q. Approval to hire a Part Time Employee if needed.**

**A motion** was made by Jim O'Laughlin to approve the hiring of a part time employee if needed up to four months. The motion was seconded by Marty Clinch. **Motion passed #15.**

**r. Approval on the Public Works Employee Pay Schedule Policy**

Jim O'Laughlin stated the personnel committee had discussed an equalization of pay for the present public works employees and for any new hires for the public works position.

**A motion** was made by John Ford to approve the public works employee pay schedule policy as proposed. The motion was seconded by Marty Clinch. **Motion passed #16.**

This will be in a separate policy book.

**s. Approval on the Employee's Annual Pay Adjustments**

Jim O'Laughlin noted the personnel committee had made a recommendation on the pay adjustments for the public works employees and the Village Treasurer/Assistant Bookkeeper position. They recommended a 3% pay increase which is based on the approximate cost of living increase.

Jim O'Laughlin noted they still need to meet with Ann Sasso and Rich Brecklin on their reviews and there are some other matters that need to be discussed.

**A motion** was made by Marty Clinch to approve a 3% pay adjustments for the public works employees and the Village Treasurer/Assistant Bookkeeper effective May 1st. The motion was seconded by Jim O'Laughlin. **Motion passed #17.**

**t. Approval of a Resolution for Delegation of Supervisory Authority to Village Supervisors in Accordance with the Village Personnel Policy**

This will be deferred until the personnel committee can discuss.

**6. Ongoing Agenda Items-None.**

**7. Presentation of Bills**

**a. General**

**A motion** was made by Brian Wysocki to approve the general bills. The motion was seconded by Marty Clinch. **Motion passed #18.**

**b. Sewer**

**A motion** was made by John Ford to approve the sewer bills. The motion was seconded by Marty Clinch. **Motion passed #19.**

**c. Audit-none**

**d. MFT-none**

Brian Wysocki left at 7:12 p.m.

**8. Reports of Standing Committees**

**a. Finance**

John Ford reported the FY 14-15 budget was just approved. John appreciated all of the help from Ann Sasso and Rich Brecklin.

**b. Streets/Equipment**

Todd Rice noted he will be scheduling a joint street/police committee meeting on May 7th at 5:00 p.m. to address some speeding issues and other street concerns. Todd recommended having someone from the Sheriff's office attend the meeting.

Todd Rice recommended sending a letter to the homeowners in Fandel Farm when we know the start date for the roadwork.

**c. Personnel**

Jim O'Laughlin reported three employee reviews have been completed. They still need to do the reviews for Rich Brecklin and Ann Sasso. A personnel committee meeting will be scheduled soon.

**d. Police**

Marty Clinch noted there will be a joint street & police committee meeting on May 7th. The Sheriff and Captain Smith should be invited to attend.

**e. Parks**

Julia Miller stated the play ground work is going to be scheduled soon. Rich Brecklin will look at moving the gazebo to Oak Grove Park. We are still checking on new village welcome signs.

Scott DeSplinter reported in regards to the flag lights we are going to need some easements so we will need to contact the property owners and then the project can go out for bid.

**f. Sewer**

Brian Wysocki was not in attendance.

**g. Economic Development Council**

Marty Clinch reported the EDC is finishing up the comprehensive plan. There will be a community open house on May 1st from 5:00-8:00 p.m. at the Monte Cristo Room.

**9. Reports of Special Committees-None**

**10. Reports of Officers**

**a. Zoning Officer**

**Village Clerk**-Ann Sasso reported the following:

**Website**-the new website is in the process of launching. It should be up tomorrow, April 25th.

**Solicitation Permits**-Two solicitation permits have been issued. One to the Ice cream truck and one to Kirby vacuums. Background checks were completed as required by Woodford County.

The **Auditor** is coming the week of May 19th-the information is being prepared for their arrival

**Computer**-the new computer is set up and all programs are installed.

**Tri-County**-Attended a meeting to see if PPUTS money could be used for the Right in/right out and it is not eligible. We also met to discuss the future land use map with Metamora and Tri-County.

**ITEP**-Met with IDOT and we can look at ITEP money for sidewalks/walkways. It was recommended that we put together a design for a sidewalk/walkway around J.R. White Park, down Holland Road to Germantown Crossing. We can incorporate lighting that is also considered in the grant application.

**Open House**-The Community Open house flyers are being distributed. We are also having the school send it out in their school emails and it has been sent to the Homeowners Associations and the Courier for publication.

**PNC Building**-The PNC building owner will be contacting the village soon to get all required permits and then they will be closing on the property.

**Zoning**-Bill Streeter will check on whether or not zoning regulations are needed for the new medical-cannabis law that took effect January 1st

**Chamber**-The Annual Pork Chop cook out, Garden Club Sale and vendor event is on May 10th at Germantown Crossing.

**b. Superintendent of Public Works**-Rich Brecklin reported the following:

**Trucks**-Rich is going to put the truck out for bid and get the mower deck and trailer purchased.

**Lock Out-Tag Out**-The employees were trained on the lock out/tag out procedure which needs to be added to the personnel policy. Jeff DeGroot recommended the field employees take some safety training when it is available. The board discussed the procedure.

**Sewer Plant #1**-The chains around the basins have been removed and safety railing has been added.

Rich met with the attorney on the sewer litigation to go through the paperwork. The construction at plant 1 has started and we have a good contractor to work with.

**c. Village Attorney**

Bill Streeter recommended bringing in Mediacom to explain what changes are being made.

**d. Village President**

Jeff DeGroot didn't have anything to report at this time.

**11. Communications to the Board**

The village received an anonymous letter about some sump pump concerns. The board recommended including additional information on the website on sump pump requirements.

**12. Approval of closed session pursuant to:**

- a. Section 2(c) (1) of the Open Meetings Act, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village or legal counsel for the Village.**
- b. Section 2(c)(2) of the Open Meetings Act, to discuss collective negotiating matters between the Village and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees**

A closed session was not needed.

Jim O'Laughlin reported he was going to check with the High School on some recommendations for the seasonal job opening. Chuck Urban is reviewing the application the village will be distributing for the position.

**13. Adjournment**

**A motion** was made by Jim O'Laughlin to adjourn the meeting at 7:51 p.m. The motion was seconded by John Ford. **Motion passed #20.**

Ann Sasso  
Village Clerk