

VILLAGE OF CAPRON
Committee Meeting Agenda
March 23, 2015 @ 7 p.m.

Meeting Location is at the Capron Village Hall - 250 W. Main Street

Pledge

Oath of Office – JoAnn Cavaliere as Village President.

Call to Order by President JoAnn Cavaliere

Roll Call – Nancy Jones, Ken Hawes, Kim Gazda, Linda Nelson, JoAnn Cavaliere, Laura Pisarcik, Aaron Szeto present. Anna Kuzmiak arrived at 7:06pm. Nick Arps absent.

Approval of Agenda – Motion by Ken Hawes, 2nd by Nancy Jones to approve agenda with the addition of carpeting added to New Business. Voice vote – all ayes. Motion passed.

Audience Comments – Those who wish to address the board must sign in at the beginning of the meeting and will have **5 minutes** to speak.

Liz Kopacz – inquired about the status of ATM Lease. Aaron says still waiting for Ameritrade.

Steve Cavaliere – stated he's like to see a 4 way Stop at Ogden & 4th Street.
Nancy Jones said she has talked to Nick Arps regarding this and he will investigate the need.

Treasurer- Laura Pisarcik

Reported on her suggestions for raising the water/sewer rates. The W/S enterprise needs to be able to stand on its own without borrowing from the General fund. At the present time the w/s fund has a deficit of \$30,000. The annual 2% increase isn't cover this so she suggested anything over the 2%. Ideally 10% would give us \$45,000 so the W/S fund could stand on its own without borrowing from General fund. Could possibly raise 5% but would still require transferring funds from General fund.

Village Maintenance Report – Dave & Bob have been busy with the help of a couple township guys moving furniture & such to new Village Hall. The Village has been inspected by the Fire Chief and still has a couple issue to work on but we have extinguisher and exit signs and moving in right direction. Dave is also working on a Handicap sign at new Village Hall for parking.

Water & Sewer - Ken Hawes

- a. HACH – service contract quote for \$4,134.00/year. Multi-year partnerships help save money by locking in only a 2% increase. FSP takes care of Controller, Sensor, Probe preventative maintenance, repair parts and labor. Acts of Abuse/God/Nature are not covered. PMP covers on-site preventative maintenance of the unit, but does not cover repairs. Without the service contract, repairs and maintenance will cost the Village much more than the service contract. This will be approved at next Business Meeting.
- b. Discuss new floats & wiring at Shadowbrook Lift Station, not to exceed \$1960.00 (worst case). This will be voted on at next Business Meeting.
- c. Ken Hawes added a reminder that licensing is up for renewal and that will require the Village to convert to UV to keep the fecal down so need to plan for the UV conversion expense. We will have to comply within 1 year of license renewal.

Streets & Sidewalks- Nancy Jones

- a. Discuss cleaning service quotes to clean Village Hall after the construction. Merry Maids (\$390 and don't do windows) and Give Me A Break (\$240 and they will do inside windows.) It was suggested that the board members all pitch in and do the cleaning to save the village the money. So once the carpet is in and all the remodeling is finished, a date will be set to get the cleaning done.

Finance & Personnel –

Zoning & Ordinance – Kim Gazda

- a. Ordinance Fines – Kim passed out a fee schedule of fines to be added to resident's w/s accounts if they fail to comply. Anna Kuzmiak suggested an "Administrative Hearing" for residents who have been fined. Aaron says it requires the need for a "law judge" and it can't be him as he will be the prosecutor for the Village. Code Enforcer can issue fines, offender gets a summons. Usually the offender will comply, but if they don't they can appear before an Administrative Hearing. Costs for attorney, judge, etc... will be added to the fine. Since Capron is small, Aaron says we could possibly do a "joint" Administrative Hearing with maybe Poplar Grove. Money collected from these fines would stay within the Village. Aaron will look into setting this up.
- b. Discuss Code Enforcer's hours – Currently Bob works up to 20 hours a month. There may be a need for more hours as the weather gets nicer. Kim asked the board if it would be okay for Bob to work up to 30 hours a month if need be. The board felt this was fine and will be voted on at next Business meeting.
- c. Discuss changing Dumpster Ordinance. There seems to be concerns about the amount of dumpsters for residential, single family homes. It was suggested that the ordinance be reworded to include enclosures for all dumpsters. Ideally if someone doesn't want to enclose their dumpster, they will get rid of the dumpster. There is also Ordinance stating dumpsters and totes are not be in the front of property. This ordinance will be revisited at the next Committee meeting.

Code Enforcement – Robert Lukes

- a. Update on Ad-Hoc Committee for planning events. First event planned is Spring Clean Up on April 18, 2015 from 8 am – 4 pm at the old sewer plant. Bob asked if the old sewer plant is too muddy, could they possibly place the dumpster at the current sewer plant. Marengo Disposal will donate the dumpster again this year. Volunteers will also be walking all the streets to clean up trash. Liz Kopacz's son is donating orange vests to be worn, bags, and the trash picker uppers.
- b. Code Enforcement Status Report – Bob went thru the open cases such as broken windows, falling down garages, etc.... that are being dealt with at this time. Bob also stated he went to a seminar about "Hoarding" which was very informational. Dealing with hoarding involves getting other agencies involved, social works and such as it's a physiological process.

Health & Community Relations – Anna Kuzmiak

- a. Discuss cleaning up the gravel/rocks left from the paving project. Nancy Jones informed the board she is looking into using some MFT funds to rent a Vacuum truck to help get these cleaned up but it won't get done until the snow is gone (again) and things dry out.

Village Engineer – Nick Arps (Absent)

Village Attorney - Aaron Szeto

- a. Discuss/Update on demolition of properties. Got the Title Reports back, now have to track and serve the paperwork. If can't find some of the people, may be able to do by publication. Aaron still feels we will be able to tear these properties down this summer.

Village President – JoAnn Cavaliere

- a. Discuss annual w/s rate increase. (Ordinance 11-01). Based on the recommendations by Village Treasurer, 10% would be best but the board discussed 5% to 7% and decided on 6% this year and revisit again next year. Still have to transfer from General fund but definitely moving in right direction. This will be voted on at the next Business meeting.

- b. Discuss assembling ZBA Committee. JoAnn stated we need to assemble a ZBA Committee as we have several projects to meet with the ZBA. Charlie Franks was in attendance of the board meeting and he stated that he would remain on the ZBA board at least thru the process of the Casey's project. JoAnn will contact the other members of the current ZBA board to see if any of them would remain on the board. Need at least 4 members.

Audience Comments – Those who wish to address the board regarding the material discussed at this meeting will have **5 minutes** to speak.

Charlie Frank – stated that “no garbage cans in front of homes” means no dumpsters in front of homes either.

Lori O'Donnell – inquired about holes in the roads, could we put up a safety cone or something to mark these until they can be filled? Large hole on 5th street. Nancy Jones said she'd have Dave look into it.

Pat Gumler – Stated the residents don't know what's going on in the Village or at the meetings. Not everyone have computers, where are agenda's posted? The Board told Pat agendas are posted outside the old Village Hall on 4th street, at The Village Hall, and on the Website. Clerk Linda Nelson told Pat and other Members of the audience if they wanted to be included in the mass emailing of The agenda to see her after the meeting to get their email addresses and her Would be happy to add them to the mailing.

Unfinished Business -- Ken Hawes reminded board the trash pump needs to be Repaired so ready to use this spring if needed. Dave will get on it as soon as he can. Been busy with new Village Hall, snow plowing, etc...

New Business- Nancy Jones told the board the carpet for the Village Hall has been ordered. Carpet Land USA and Lonnie's Carpet Max were both out to measure, Carpet Land never called back. So ordered from Lonnie's for \$1471.20. The Village paid \$740 (1/2 down) and it should be in in a couple weeks.

JoAnn informed the board members that it's time for Linda and Teresa's reviews and if they have any input, please put it in her mailbox to be discussed at next meeting.

Adjournment – Motion by Ken Hawes, 2nd by Kim Gazda. Voice vote: All Ayes. Meeting adjourned at 8:19 p.m.

Minutes taken and transcribed by

Date: _____