

VILLAGE OF CAPRON
Special Meeting Minutes
May 26, 2015 @ 7 p.m.

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

Pledge 7:00 P.M.

Call to Order by President JoAnn Cavaliere

Roll Call – Nancy Jones, Ken Hawes, Kim Gazda, Elizabeth Kopacz, Steve Cavaliere, Laura Pisarcik, Linda Nelson, JoAnn Cavaliere, Aaron Szeto present. Anna Kuzmiak & Nick Arps absent.

Approval of Agenda – Motion to approve agenda as presented by Ken Hawes, 2nd by Nancy Jones. Voice Vote: all ayes. Motion passed.

Discussion/Action Regarding Vacancy in Office of Village Clerk- President Cavaliere informed everyone that Teresa Brooks had submitted her letter of resignation dated May 22, 2015. She then said they wanted to thank Teresa for her 8 years of service with the Village.

Discuss/Approve Appointment of Linda Nelson as Village Clerk – President Cavaliere expressed to the board she would like to appoint Linda Nelson as Village Clerk. A motion was made by Ken Hawes, 2nd by Steve Cavaliere. Nancy Jones, Ken Hawes, Kim Gazda, Elizabeth Kopacz, Steve Cavaliere vote aye. Anna Kuzmiak was not present. Motion passed. Linda Nelson was then asked to raise her right hand take the oath of office.

Oath of Office – Linda Nelson

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.

Dale Purvis – concerns about code enforcement and the placement of his boat on his property. They live on a corner lot and unable to put the boat behind the home or beside the home. Asking the board for options other than having to sell his boat or tear up his yard. Aaron Szeto explained the Ordinance and stated that the Purvis' could apply for a Variance to the Code which would then have to go before the ZBA Committee. It will have to be a public hearing and the board would then get the recommendation from the ZBA as to what can be done in his situation. As long as the Purvis' were moving forward with the steps needed to get a variance, no fines would be charged at this time.

Charlie Frank – asked for any updates on Casey's. He had heard they changed their minds. The plans are here and in the hands of Inspectors, McMahon's, and Fire Department. As far as anyone knows, they are still moving forward.

Treasurer- Laura Pisarcik - has been looking over the MFT Funds to use towards our streets and sidewalks. She will let Nancy Jones explain.

Village Maintenance Report – OSHA was here. Need a new Commercial Grinder in shop. No guards on the one we have and can't get them. Grainger Grinder, wire wheel and shipping approx. \$705.00 Consensus of the board is to get it ordered, don't know when OSHA will stop back in. This will be voted on at next Business Meeting.

Water & Sewer - Ken Hawes

- a. Discuss 340 Wooster 10 unit - getting water to the property. Code: 8-1-3 Village's obligation **not more** than 50'. Dee's Plumbing submitting quote. Aaron Szeto interprets this code that "Extention " means extension of the main. Aaron doesn't feel the Village is obligated at all. The owner of the 10 unit is obligated to run a lateral pipe to connect to our main.

- b. Need a Biological Block at Lift Station. Eats grease and prevents blockage. \$165.00/each (we need 2). This should prevent Collins from coming out so often to pump out the lift station. This will be voted on at the next Business Meeting.

Streets & Sidewalks- Nancy Jones

- a. Discuss street repairs – overlay, cold patching, grading, etc. Nancy and Laura went over the MFT Funds to see what is available to repair some of our streets. \$60,000 can be used so now we need to start the process thru IDOT and getting bids. Nancy will get with Nick Arps and Majestic will be coming to give a quote on patching.

Finance & Personnel – Steve Cavaliere

Planning & Development – Anna Kuzmiak

- a. Casey's has dropped off site plans for review. Nick Arps, Fire Dept., Phil Long and the Village have copies.

Zoning & Ordinance – Kim Gazda

- a. ZBA Meeting scheduled for June 1, 2015 at 6:00 PM
- b. Discuss text amendment for Vegetation Ordinance. Change 14 days to 7 days after a violation notice goes out to get things mowed and clean up before the Village mows and charges the owner. This will be approved at the next Business Meeting.

Code Enforcement – Robert Lukes

- a. Code Enforcement Status Report – Bob went thru his list of Cases he's been working on. Untagged vehicles, boats and trailers, excessive debris, garages falling down, dumpster enclosures needed, missing addresses, dogs running at large or fighting, etc... Most residents have taken care of things and cases closed, some still working on it, some ignoring. Deadlines are coming up so if need be, fines will be assessed.

Health & Community Relations – Elizabeth Kopacz

- a. Discuss moving flower pots to new Village Hall, possibly adding a bench, and sprucing up the garbage cans along Main Street. Flower pots in front of Village Hall may be hard to mow around but the pots on street now will be placed on blocks to level them and make them more attractive. The board may or may not wish to have a bench at Village Hall at this time. The trash containers along Main Street need to be painted and the inside rough edges filed down so they don't tear the garbage bags.

Village Engineer – Nick Arps

Village Attorney - Aaron Szeto

- a. Discuss Conservation District North Street Project 50 Year License

Village President – JoAnn Cavaliere

- a. Discuss remodeling of bathrooms to make Handicap Accessible. No bids have come in yet so tabled to next Committee Meeting.

- b. Discuss Debit/Credit card processing at Village Hall. \$149 setup fee, then \$89/yr. 2.75% fee if customer pays the fee, 1.35% if the Village absorbs the fee. Terminal is additional \$199 or we can just use web based software. The board feels it would be good for those who wish to pay their bills with Debit/Credit card rather than check or money order. To be voted on at the next Business Meeting.
- c. Discuss Temp help when Linda is on vacation or ill. President Cavaliere would like to look into hiring a temp to fill in from time to time, not a part time employee with regular hours. At this time Linda has a few days here and there scheduled off, not a week at a time. There have been a couple interested people who are retired and not looking for a regular part time position but available here and there. Aaron Szeto said this would be a receptionist only person with limited access. Other matters will have to wait until Linda returns. The board will revisit this at next Committee Meeting.
- d. Discuss any interested for our Newly Elected or Re-Elected Trustees Training June 18, 2015 in Elgin if interested. Cost is \$65/ea. and you will receive 2 books: You've Been Elected! Now What Do You Do? And The Sunshine Laws – Open Meetings & Freedom of Information Acts. Elizabeth Kopacz and Steve Cavaliere have expressed they would like to attend. To be approved at the next Business Meeting.
- e. ~~230 S. 6th. Condemned 12-12-12. Receives min. bill each month plus late fees on property with no meters, no service since condemned. Discuss payment of his accounts.~~ This item was not discussed at the meeting as they need to speak with the owner.

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

Bob Lukes – asked about any updates on the condemned properties. Aaron stated everyone should have received notice by now and time to move forward. He also inquired about the property at 330 N. Wooster that has been abandoned. Aaron says it will eventually go to a tax sale. We could start siting for violations and start process to condemn.

Unfinished Business - None

New Business- None

Adjournment – Motion to adjourn by Ken Hawes, 2nd by Kim Gazda. Voice vote: all ayes. Meeting adjourned at 8:20 p.m.

Minutes taken and transcribed by:

Date: _____

Linda M. Nelson – Village Clerk