

VILLAGE OF CAPRON
Committee Meeting Minutes
September 28, 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, Anna Kuzmiak, Elizabeth Kopacz, Steve Cavaliere, Linda Nelson, JoAnn Cavaliere, Laura Pisarcik, Aaron Szeto present. Nick Arps absent

Approval of Agenda – Motion by Ken Hawes, 2nd by Nancy Jones. Discussion: Kim Gazda wanted to take out the discussion regarding trailers and too much time and added clarification for Hardship Credit, Code Enforcement fines, Off-Street Parking (Boats/Trailers etc.). Motion to approve with additions by Kim Gazda, 2nd by Ken Hawes. 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.

LION'S CLUB – DISCUSS ROADWAY TO WATER TOWER. The Lion's laid down new asphalt grindings and requested that when plowing this winter we don't put the plow all the way down. Also at entrance to the park, trucks make big holes, asked if we could throw some gravel in the holes and help maintain. They asked for no help maintaining other entrance.

RYAN WOOD – STRAND ENGINEERING – Working on a new well study. Currently well #1 is very old and should it be needed, it would only run a day or two. We need a firm capacity for Village and Fire Department. Typically well gets pulled every 15 years, Ken Hawes stated we have done that. We used portable tanks. Strand says the first task is to find a place to put a new well. Second, find funding. And third, design the well and finish funding. Strand is interested in helping us meet this goal.

Treasurer- Laura Pisarcik

- a. Discuss Budget to be approved at October Business Meeting. This is the first time in years that we don't have to transfer from the General Fund to the Water/Sewer fund. \$80,000 from General Fund can be moved to Capital Fund. MFT Fund for streets & maintenance has \$75,000 surplus. Budget will be approved at next Business Meeting

Village Maintenance Report –

Water & Sewer - Ken Hawes. KKO had to dig up new blacktop for a main repair. Part of the line was outside the building for the board to see the holes in line. Ken explained that there are probably several lines in our infrastructure that have holes like this. KKO will be repairing the area that was dug up.

Streets & Sidewalks- Nancy Jones

- a. Discuss Collins coming to clean drainage on a regular basis for Maintenance. Collins comes out for the Lift Station to pump out due to lots of grease. We also need them to pump out on 173 & Wooster. Nancy would like to set up a regular maintenance schedule to pump Lift Station every 4 months and 173 & Wooster in the Spring and Fall. The consensus of the board was to okay this and schedule. To be voted on at next Business Meeting.
- b. Discuss quote from Majestic to repair 6th Street between 173 & North. Nancy asked the board for a consensus to approve \$8,055 to patch areas of 6th Street by the church. Consensus was to approve. To be voted on at next Business Meeting.

Finance & Personnel – Steve Cavaliere

- a. Discuss ComEd electrical costs. Now that we are in a larger Village Hall, Clerk Linda Nelson was asked to contact ComEd regarding their Ordinance Consideration.

Planning & Development – Anna Kuzmiak

Zoning & Ordinance – Kim Gazda

- a. Discuss Single, Multi-Family & Commercial Water/Sewer Hook Up Fees
 - 1. Kim asked the board if they felt the \$3,000/water & \$3,000/sewer was enough for single family, townhouse (each side is a single family home), quad homes (4 single family units) hook on fees. The consensus was yes at this time.
 - 2. Kim submitted a plan for commercial and light industrial based on the size of pipe times 2.
 - (i) 1-3” pipes \$3,000 x 2 = \$6,000
 - (ii) 4-6” pipes \$9,000 x 2 = \$18,000
 - (iii) 7-10” pipes \$12,000 x 2 = \$24,000
 - (iv) 11-14” pipes \$16,000 x 2 = \$32,000

Car Wash will be charged per bay of \$3,000 for Water & \$3,000 for Sewer. Example: 4 bay car wash w/s hook on fees would cost \$24,000

Consensus of the board was to approve at next Business Meeting. Aaron will draft and Ordinance.

- b. Discuss \$5/mo. surcharge on w/s bills. Kim proposed adding a “service fee” to the water bills. The money collected from the service fee would be used for “Capital Projects” related to water/sewer only. The suggested start date is January 2016. Aaron will draw up Ordinance to be approved at next Business Meeting.
- c. Hardship Credit – Ordinance was written so that the person in need of the payment plan needed to come before the board. Kim suggested re-writing this so that the Village Clerk could place the person on a 6 or 12 month payment plan providing they meet the criteria rather than going before the board for approval. To be voted on at next Business Meeting.
- d. Code Enforcement fines – Kim asked the board if a violation gets to the point of fine, could Bob go ahead and fine them or should he bring it to the board. The consensus was to bring before the board.
- e. Off Street Parking. Currently our Ordinance says boats/trailers etc... need to be parked on asphalt or cement. Kim wants to add gravel to the Ordinance since we are allowing the use of gravel. Kim would also like to see 10-11-1: Mobile Homes, Trailers and Recreational Vehicles under Supplementary Zoning Regulations A., B., and C unified. She would also like to take out the 48 hours as the period of time for these items to be parked in front and not on set back. This will need to go before the ZBA for their recommendation.

Code Enforcement – Robert Lukes

- a. Code Enforcement Status Report. Bob gave everyone an updated status report of what he is working on and what has been closed.

Ad-Hoc Community Events – Robert Lukes

- a. Discuss Bon-Fire at Lion's Club for Halloween Party. In 2011 there was an Ordinance drawn up for agreement between Village and Fire Department to allow a bon fire for Halloween celebration. It was suggested that we prepare an Ordinance allowing this agreement annually rather than have to go before board each time. The consensus of the board was to agree. To be voted on at next Business Meeting.

Health & Community Relations – Elizabeth Kopacz

Village Engineer – Nick Arps (not present)

Village Attorney - Aaron Szeto – Update on condemned properties. Aaron said they are still trying to locate people to get them served. He hadn't thought it would take this long. Still working diligently to get papers served to move forward.

Village President – JoAnn Cavaliere

- a. Discuss cameras at Village Hall. JoAnn suggested camera's at Village Hall. Laura suggested contacting Risk Management for rules and regulations. The board felt entrances only. This will be look into further and put on Business Meeting agenda.
- b. Discuss Strand Engineering and new well. It was the consensus of the board to move forward with Strand. To be voted on at Business Meeting.
- c. Reassignment of Trustee Committees. JoAnn would like to put Steve Cavaliere with Planning & Development; Anna Kuzmiak with Health; and Elizabeth Kopacz with Community Relations. Finance & Personnel – Laura Pisarcik handles our Finance; Personnel – each employee has their lead person to contact who will come to JoAnn Cavaliere if needed. As for employee reviews and such, the board comes together to discuss and vote on matters. Consensus of the board was to agree with this decision and will be voted on at next Business Meeting.
- d. Discuss renewing ComEd Municipal Tax Ordinance. Our 5 years is up end of December so the board will renew for another 5 years. To be voted on at next Business Meeting.
- e. Discuss eCivis (\$690) to help us find Grants. This program provides resources all in one place for you to seek out grants. The consensus of the board was to give it a try for 1 year. To be voted on at Business meeting.
- f. Discuss Bathroom Remodel – Master Mart plumbing quoted \$6,750 to do tear out and construction of 1 unisex handicap accessible bathroom. Consensus of board was to approve at next Business Meeting.
- g. Discuss Fire Alarms for Village Hall – Fox Valley quoted \$3225, Audio Engineering quoted \$3,815. This will be voted on at next Business meeting not to exceed \$4,000.
- h. Discuss Notary Fees – it was suggested that we charge \$1 per notary signature for 5 or more pages per year. Approval at Business Meeting.
- i. Discuss Open House at Village Hall – not at this time.

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

Charlie Frank suggested we talk with Clyde McConnell regarding water lines as he was involved with putting in the fire hydrants years ago.

Unfinished Business – Ken Hawes brought up the Trailer Park. Need to see some real work moving in that direction. The board decided Tim Carlin can speak to Strand Engineering in regards to his plans.

New Business-

Exit Open Meeting to enter into Executive Session- Motion by Steve Cavaliere, 2nd by Ken Hawes. Voice vote: all ayes. 8:50 p.m.

EXECUTIVE SESSION: 9:00 p.m.

- 1) Pursuant to 5 ILCS 120/2 (c) (1) of the Illinois Open Meetings Act to discuss personnel issues regarding specific employees.

Return to Open Meeting 9:35 p.m.

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

Adjournment – Motion to adjourn by Ken Hawes, 2nd by Kim Gazda. Voice vote – all ayes. Meeting adjourned at 9:40 p.m.

Minutes taken and transcribed by Village Clerk – Linda M. Nelson

_____ *Date:* _____