

**Thomasboro Village Board of Trustees
Regular Board Meeting
October 5, 2015**

*Thomasboro Village Hall
101 W. Main Street, Thomasboro, Illinois*

A Regular Meeting of the Board of Trustees of the Village of Thomasboro was held on Monday, October 5, 2015, President Brad Morris presiding. President Morris called the meeting to order at 7:00pm.

Roll Call

The Village Clerk called the roll, finding the following members physically present: Village President Brad Morris; and Trustees Jeff Robertson, Anthony Grilo, Kyle Henegar, Anna Martin, Dustin Rhodes, and Mickey Wilson.

Other Village officials present: Keith Willis, Chief of Police; Leon Albers, Treasurer; Tyler Martin, Public Works Superintendent; Karen Eller, Office Manager; and Jeremy Reale, Village Clerk.

Pledge of Allegiance

Following roll call, the Pledge of Allegiance was recited.

Discussion/Approval of Minutes of Previous Meeting

Trustee Henegar moved to approve the minutes of the September 8, 2015 regular meeting and September 15, 2015 special meeting, as prepared. Trustee Robertson seconded the motion. Motion carried, all present voting "aye".

Presentation of Bills

Following review and discussion of the monthly bills, Trustee Grilo moved to approve the payment of the bills listed and the regular bills yet to be received. Trustee Henegar seconded the motion.

The Village Clerk called the roll:

YEAS:	Robertson, Grilo, Henegar, Martin, Rhodes, and Wilson – 6
NAYS:	None – 0
ABSENT:	None – 0

Motion carried by roll call vote of 6 to 0.

Presentation of Annual Audit

Auditor Curt Liles presented the findings of the annual audit conducted for the fiscal year ending April 30, 2015. He noted that the auditors had issued a clean opinion on Village finances and had encountered no difficulties during the course of the audit process. He briefly discussed the lack of segregation of duties in the handling of Village financial records; however, this was a common situation for smaller communities with limited personnel. It was suggested that the Board members could perhaps take a more active role in monitoring account statements and other records to improve the oversight of the treasurer position.

Trustee Grilo moved to accept the annual audit report as presented and to place the record on file. Trustee Robertson seconded the motion.

The Village Clerk called the roll:

YEAS: Robertson, Grilo, Henegar, Martin, Rhodes, and Wilson – 6
NAYS: None – 0
ABSENT: None – 0

Motion carried by roll call vote of 6 to 0.

Committee Reports

Police & Safety: Chair Martin presented the monthly activity reports. Chief Willis reported that the yearly school evacuation drill had been conducted in September and everything had gone well. He added that the soft body armor previously approved by the Board had been ordered, with the initial deposit being placed for the purchase of four vests. In response to inquiry from Trustee Robertson, Chief Willis stated that the Village had received \$2,300.00 from the sale of the retired squad vehicle. Trustee Grilo asked that code enforcement reports be provided to the Board members in Excel format.

Personnel: Chair Wilson reported that Mr. Martin had priced the rental and maintenance of uniforms through Cintas at \$25.00 per week. Mr. Albers had noted that only \$100.00 was available in the budget line item for uniforms, as the previous superintendent rarely spent any money on those services. There was discussion among the trustees about the advantages of purchasing uniforms in contrast to using the Cintas service in terms of total costs to the Village. It was mentioned that Jay Arnold had a \$600.00 annual uniform allowance during his employment with the Village. Following discussion, the Board agreed to table this item to the next regular meeting so Mr. Martin could further research uniform options to consider. The Board would also need to consider a line item transfer to adjust the balance in the uniform account.

Building Permit & Liquor License: Chair Robertson reported that building permit had been issued for the demolition of an existing garage and construction of a new shed structure at 207 N. Church Street.

Health, Sanitation & Public Relations: Chair Grilo reminded those in attendance that community cleanup day would be held October 10. It was also noted that the \$20.00 pickup fee would be instituted this time around.

Waterworks & Sewer: Chair Henegar reported that the filter media replacement was complete. Wells were to be inspected the following week.

Streets & Alleys: Mr. Martin reported that HovelN had inspected the furnace units at the shop and that parts would no longer be available to repair the main furnace due to its advanced age. They would quote the Village a price to update the furnace in order to make it functional once again. Trustee Robertson discussed the fact that the extended section of North Schluter was in virtually impassable condition and needed to be graded. Following discussion, the consensus was to place that item on the agenda for the next meeting.

Civil Defense & Parks: Chair Rhodes reported that monthly siren testing would take place tomorrow.

Old Business

Ordinance No. 595, amending the Municipal Code to permit recreational fires

Trustee Grilo moved to pass Ordinance No. 595. Trustee Robertson seconded the motion. Motion carried, all voting “aye”.

New Business

Set Halloween “Trick or Treat” Hours

Trustee Grilo moved to set the hours from 5:00 to 8:00pm on Saturday, October 31. Trustee Wilson seconded the motion. Motion carried, all voting “aye”.

Purchase of Box Plow for Tractor

Mr. Martin reported that estimates varied in price from \$1,500.00 and upwards, not including the costs of shipping which would be approximately \$2.00 to \$2.50 per mile. It was noted that the Dodge truck had ongoing mechanical issues and Mr. Martin wanted to ensure that Village personnel would be able to keep up with snow plowing in the event the truck should become unusable this winter. Some trustees expressed concern about utilizing the tractor for plowing due to its large amount of service hours. Mr. Martin clarified that his plan would be to use the tractor with box plow for clearing intersections only. It was suggested that the Village might alternatively consider purchasing a replacement truck now, since it was already anticipated that the vehicle would be replaced in the next budget cycle. After discussion, the item was tabled to the next meeting. Mr. Martin and Trustee Grilo would determine the most favorable option and bring a proposal forward at that time.

Consider Amendment to Municipal Code Concerning Non-Highway Vehicles

Trustee Robertson discussed the need to amend the language of the Village’s existing ordinance to reflect terminology changes in state law concerning non-highway vehicles in operation on Village streets. These concerns had been forwarded to the Village Attorney, who would draft an ordinance for the Board’s consideration at a future meeting. There was some subsequent discussion on the subject of the registration fee, as Trustee Rhodes asked if it might be appropriate to charge a higher fee for utility vehicles than the \$20.00 charged for golf carts. The consensus was to maintain the same fees for all non-highway vehicles.

Comments and Questions from the Audience

Mark Ratts addressed the Board with respect to the removal of the culvert from his driveway. He had received notice from the Village giving him until the end of November to replace the culvert, and he wanted to know if it was in fact his responsibility to replace it since it was located in the Village’s easement. It was clarified that the homeowner had the responsibility for maintaining the culvert. Mr. Martin noted that water should flow westward to the drainage ditch; however, the current setup forced water collected to the east. The grade would be shot to determine that amount of fall and what would need to be done to correct it. Mr. Martin commented that he would contact all homeowners affected by closed culverts in that neighborhood, adding that there would be no immediate need to address the culvert on Mr. Ratts’ property until the other culverts were remediated.

Trustee Rhodes commented that he would like the Board to begin looking into different options for staffing of the police department. With the possibility of Chief Willis retiring in the next few years, the Board would need to consider whether to continue operating a part-time department or hiring a full-time chief. He noted that it was important to be prepared to move ahead in an appropriate manner when that time comes. President Morris agreed to refer the matter to the

Police & Public Safety Committee for research. Chief Willis stressed that he would provide the Village with at least five to six months of notice in advance of his retirement to ensure an orderly transition period.

Treasurers Report

There were no comments regarding the Treasurer's Report.

Executive Session – Semi-Annual Review of Closed Session Minutes

Trustee Grilo moved to enter into executive session pursuant to 5 ILCS 120/2 (C) 21, for the purpose of conducting semi-annual review of executive session minutes as mandated under Section 2.06. Trustee Wilson seconded the motion.

The Village Clerk called the roll:

YEAS: Robertson, Grilo, Henegar, Martin, Rhodes, and Wilson – 6
NAYS: None – 0
ABSENT: None – 0

Motion carried by roll call vote of 6 to 0.

The Board entered into Executive Session at 8:13pm. The regular meeting was reconvened at 8:19pm.

Trustee Grilo moved to authorize the release of executive session minutes from the following dates, as per review of the Board: February 19, 2007; February 2, 2015; May 4, 2015 (special meeting only); and June 1, 2015. Trustee Rhodes seconded the motion.

The Village Clerk called the roll:

YEAS: Robertson, Grilo, Henegar, Martin, Rhodes, and Wilson – 6
NAYS: None – 0
ABSENT: None – 0

Motion carried by roll call vote of 6 to 0.

Adjournment

There being no further business to come before the Board, Trustee Grilo moved to adjourn the meeting. Trustee Robertson seconded the motion. Motion carried viva voce vote.

The meeting was adjourned at 8:21pm.

Respectfully submitted,

Jeremy A. Reale, Village Clerk

The undersigned Village Clerk of the Village of Thomasboro, Illinois, does hereby certify that the foregoing minutes are a true and correct copy of the approved minutes of the Regular Meeting of the Board of Trustees held October 5, 2015, as the same appears on the records of the Village now in my custody and keeping.

Village Clerk