

**Thomasboro Village Board of Trustees
Special Board Meeting
February 23, 2016**

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

A Special Meeting of the Board of Trustees of the Village of Thomasboro was held on Tuesday, February 23, 2016, President Brad Morris presiding. President Morris called the meeting to order at 6:00pm.

Roll Call

In the absence of the Village Clerk, the recording secretary 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: Karen Eller, Office Manager; Leon Albers, Treasurer; Keith Willis, Chief of Police; and Tyler Martin, Public Works Superintendent. Jeremy Reale, Village Clerk, arrived at 6:45pm.

Interviews for Office Manager Position

Prior to commencing with the interview process, the Board briefly discussed an appropriate starting wage for the position. President Morris suggested starting the successful candidate at \$14.00 per hour, with a raise to \$16.00 subject to adequate performance review after three months. Trustee Henegar favored a starting rate of \$13.00 per hour with a non-specified raise amount to be based on the employee's performance after three months. Trustee Robertson suggested an hourly rate of \$12.00. With no consensus emerging on wages, it was agreed that candidates would be told the starting rate would be \$12.00 to \$14.00 per hour.

The Board then proceeded with interviews of the following applicants: Rosanna Walton, Cindy Brotherton, Karen Schoonover, Larry Swinyer, Cynthia Adkins, and Linda Chaney.

Following the completion of the final interview, the Board recessed at 7:03pm. The meeting was reconvened at 7:10pm.

After a discussion of the qualifications of those interviewed, Trustee Grilo moved to recommend the appointment of Rosanna Walton to the position of office manager. Trustee Robertson seconded the motion.

The 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 then again engaged in a conversation on starting wages for Ms. Walton. Following discussion, the consensus was to offer \$12.00 per hour, with a review and possible adjustment following the completion of ninety days of employment.

Budget Study Session

Mr. Albers reviewed the General Fund revenue accounts and administrative department expenses in the proposed budget document. Given the prospect of additional legal work with the acquisition of derelict properties in the upcoming year, the Board agreed to adjust the legal services line item to \$10,000.00. The line item for other professional services would be reduced to \$5,000.00.

Chief Willis reviewed the proposed police department budget, including his recommendations for the following reductions: \$1,500.00 for maintenance service-vehicles; \$3,300.00 for other professional services; \$5,000.00 for equipment; and the elimination of funds for capital improvement. Trustee Robertson inquired about the possibility of reducing staff in order to lower the budget figure for salary expenses. Chief Willis responded that the department responds to a large number of service calls for a community of comparable size, adding that this was accomplished even while keeping staffing at a minimum. Further reductions in staff hours would translate into reductions in the services the department provides to the village. Trustee Robertson reiterated that he appreciated the services the police department provides; however, he expressed a desire to see more funds appropriated to other areas of the village due to anticipated equipment replacement needs in the upcoming year. President Morris suggested that the Board could address the issue of police department staffing and scheduling at another meeting.

Mr. Martin reviewed the proposed expenditures for the street department. He had agreed to reduce the accounts for maintenance service-buildings from \$5,000.00 to \$500.00 and maintenance supplies-building from \$5,000.00 to \$500.00. He requested an increase in the small tools line item from \$150.00 to \$500.00. The Board discussed possible sidewalk improvements to be funded by a \$20,000.00 line item in the Motor Fuel Tax budget. Mr. Martin also addressed the ongoing maintenance issues with the Ford truck. He proposed eliminating the older Dodge truck from the village fleet and using the current Ford as a backup vehicle, while setting aside funds for the purchase of a new Ford F350 fleet vehicle. The state bid price for a basic Ford F350 was \$30,000.00, with the preferred addition of a service bed and other options bringing the total requested amount to \$38,000.00. Mr. Martin also requested \$8,000.00 in the equipment line item to cover the cost of purchasing a new snow plow for the new truck. The Board agreed to these changes. The line item for maintenance service-parks was increased to \$5,000.00.

Mr. Martin then discussed the Water and Sewer Funds. While the proposed expenditures on the Sewer side remained level, he had recommended the following changes in the water department: reducing building maintenance to \$500.00; reducing maintenance service-utilities to \$4,000.00; reducing engineering services to \$2,000.00; reducing other professional services to \$8,000.00; and increasing the line item for meter replacement. He noted that it would cost roughly \$77,000.00 to convert the entire village to digital meters. It was estimated that the inaccuracy of the older water meters had been resulting in loss of \$10,000.00 to \$15,000.00 per month in unbilled water. Mr. Martin suggested that it would not be unreasonable to replace meters at a rate of one hundred per year; therefore, the Board agreed to budget \$15,000.00 for replacement meters. It was further noted that, if the village began to see increased revenue as the meters were replaced, this line item could be increased in future fiscal years.

Trustee Martin left meeting in progress at 9:02pm.

Executive Session

Trustee Grilo moved to enter into executive session pursuant to 5 ILCS 120/2 (C)(1), for the purpose of conducting annual employee performance evaluations. Trustee Robertson seconded the motion.

The Clerk called the roll:

YEAS: Robertson, Grilo, Henegar, Rhodes, and Wilson – 5

NAYS: None – 0

ABSENT: Martin – 1

Motion carried by roll call vote of 5 to 0, with 1 member absent.

The Board entered into executive session at 9:06pm. The open session was reconvened at 9:54pm.

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 9:55pm.

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 Special Meeting of the Board of Trustees held February 23, 2016, as the same appears on the records of the Village now in my custody and keeping.

Village Clerk