

VILLAGE HALL OF HARRISTOWN

July 27, 2020

The Village of Harristown Board of Trustees held their monthly meeting on July 27, 2020 at 7500 W Main apt 3. Trustee Les Jenkins, Larry Ditty, Kevin Vessels, Teresa Acree, Becky Nave, Treasurer Rose, Budget Officer Laskowski, Attorney Drew Weatherford, Clerk Allen and Mayor Deverell was present. Trustee Cody Endrizzi was absent. The meeting was called to order at 6:30 pm, followed by the Pledge of Allegiance.

Consent agenda/minutes

Motion by Trustee Acree to adopt the agenda. Ditty 2nd. Approved 5-0.

Correction to minutes from 6/29/2020- Under Maurice and Franny Doyle, should read Attorney could send notice. Consent read Emerich and Holman. Trustee Endrizzi arrived at 6:36 pm. On page 2, under engineering, should read "loan". Personnel committee, list items A thru E; as followed: A. Add a line to P1 requiring employees to sign their time cards; B. Add a 2(two)hour guaranteed call in time for public works employees for emergencies in Section P-3; C. Leave wording in P-5, Paid Sick leave , as is; D. Change wording in P-5, paid sick days, to read "permanent full time employees will be paid for 4 (four) sick days per year. These days will accumulate based on the employee's anniversary date, and will not accrue. They cannot be held over for following years and no cash payout for unused days will be made; E. Change wording in P-6, employee health insurance to "purpose: to provide health insurance to full-time public works and office employees. Policy: The Village of Harristown will provide health insurance for full time employees. (40 hrs per week for public works and 30 hrs per week for office). This coverage starts at the end of the Employee's probation period and will be re-evaluated at each employee review period" Motion by Trustee Acree to approve minutes with above corrections Jenkins 2nd. Approved 6-0.

Visitors

Brandon Barick-ACTLLC- tabled

Mayor Updates

New Village Hall- Tomorrow at noon, Chief Gambrill will be testing the fire alarm .

Emergency generator installed; automatically tests itself every other Saturday

Flooring is complete; doors 98% done.

Doyle-The Doyle's were present at the last meeting discussing 153 Western. This has been cleaned up; vehicles removed; camper has current license; trash picked up. Mr. Doyle agrees a lot of work has been done. 5235 West Main-letter sent and has been mowed. 210 N Kembark-letter sent and it is being cleaned up.

Census-Harristown is at 63%

Ruby Rabbit-found every day except one

Rummage sales-Mayor was out of town; not sure if they were successful?

Ordinance Books-all current-still missing two

Wyckles - Main (Parks ')-close to being complete

FOIA-Freedom of Information Act-this needs to be completed every year
IEPA Loan- mailed back July 13; have received correspondence.

Treasurers Report-Authorize Paying of Bills.

TIF owes the general fund account \$39,649 from 2015 when the TIF account was open. Business district owes the Sewer fund \$20,000 for start up funding. Motion by Trustee Vessels to approve the treasurers report. Nave 2nd. Approved 6-0. Motion by Trustee Endrizzi to approve Chastain bills (3) for \$11,180.84. Ditty 2nd. Approved 5-1 (abstained). Motion by Trustee Acree to approve Gunthers salt \$4,425.32 and 2 bills for Hardesty Heating and cooling for \$5,750. Endrizzi second. Approved 6-0. Motion by Trustee Vessels to add an approved vendors Blue Cross/Blue Shield and Delta Dental. Acree 2nd. Approved 6-0.

Budget Officers Report

Motion by Trustee Ditty to accept the budget officers report. Jenkins 2nd. Approved 6-0.

Engineers Report

Water Improvement/tower-Ron Legner said the loan paperwork is signed and sent back. Need to issue a notice of award to the two low bidders. Motion by Trustee Endrizzi to sign both notices of award to Burdick and Caldwell tank Jenkins 2nd. Approved 6-0

Parks Brothers-West Main Street Sewer and Water Main extensions- EPA construction permits have been received. Work is underway. Water main has been bored under Wyckles Road; bulk of work should be done by July 31.

Agreement for construction oversight-4300 W. Main. Revised to \$9,800. Money is left from original agreement. 1st agreement was for \$16,000 plus; this is done and used \$13,000. The 2nd agreement for construction oversight is \$9,800; Ron feels this is a high number. Motion by Trustee Endrizzi to approve the 2nd agreement for construction observation, not to exceed \$9,800. Nave 2nd. Roll call: Nave, yes; Endrizzi, yes; Jenkins, abstained; Vessels, yes; Acree, yes; Ditty, yes. Approved 5-1.

IEPA Loan-Discussed engineering fees. When an IEPA loan is done, first step is project plan and engineer's bid packages. This is reimbursable under the loan but do not get reimbursed until bid is out, accepted contract and a notice to proceed is sent, then can request reimbursement. The engineering fees are \$235,000. Two options, 1) reduce loan by this amount or 2) IEPA loan interest 1.5% would be like money back into our treasury (water fund). Could have for emergency. Could put in general fund and then every month, pay on high interest load. Attorney will check on the loan from IEPA; whether to take it back and can it be transferred to general fund. Our auditors may have to be contacted. Tabled.

Easement for IEPA Loan-Mayor has signed easement. The 3rd easement-Brown Anderson easement- our men will be cleaning up this area from prior work done there. This has not been signed yet; do not know what we will have to pay for this-no negotiating done. There are 2 owners. Mr. Curtis Cook talked to one of the owners; waiting on info from her about the other owner who is her brother.

Public Works-Mayor believes this is complete-they have not requested 3rd payment

*Zoning Committee - Nothing
Old Business*

Parking Lot for new building-Mayor questioned if we should pay for it or put on loan? Approximate cost \$101,000. Motion by Trustee Vessels to pay for the parking lot, for the new Village Hall/Community center, out of the General Fund. Jenkins 2nd. Roll call: Nave, yes; Endrizzi, yes; Jenkins, yes; Vessels, yes; Acree, yes; Ditty, yes. Approved 6-0.
URWC Utility Support Agreement and Utility management agreement- Attorney stated if agreeing with co-op; EJ Water will act as operator and provide services. His concern is there are two different termination clauses. Need to discuss insurance, make sure we have utility management agreement; valid for 5 years. Utility certified operator agreement – EJ Water. Attorney is not sure about the fees if this is reasonable. Did not see where it states what kind of license is required; insurance requirements.

Mayor stated a meeting Thursday 7/30 at 5:00 pm with United Regional Water Co-op. Would like for board members to attend if possible.

Liquor License-two businesses at the new Park location on West Main/Wyckles will have gambling facilities. One would like to sell package liquor at a drive up window.

We currently have 5 classifications of liquor licenses:

Class A- sell alcohol, food and alcohol on premises

Class B- alcohol not for consumption – liquor store

Class C-75% of revenue from groceries and other things

Class D-only by drink on premises

Class E-alcohol sale not for consumption – retail and sale by drink

One business wants to only have drinking on premises and the other wants to be able to drink and sell liquor . Need to clean up the wording on Class E licenses. Trustee Endrizzi sees no issue in either one. Board agreed to allow liquor to be sold from the drive up window.

New Business

Annex 115 N. Fairview Ave-Cody and Chris Parks are trying to purchase this property. This is currently in county. This purchase is still in progress

Village Event Schedule-

October 30 Halloween party

November 13 First responder day/Village Thanksgiving potluck

December 5 Holiday bazaar 0900 a.m.-3:00 pm.Christmas Tree lighting at 4:00 p.m.

December 13 or 20- Santa at theDepot

Does Board want a fall clean up day /electronics recycling event? Fall garage sale?

Office Hours-currently open 09:00-3:00. Does Board want to stay on this schedule or go back to old schedule? Will go back to previous schedule starting August 1, 2020: M-W-F 09:00-3:00 and Tues and Thurs 11:00-5:00

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Personnel Committee

Office part time-received 2 applications- Mayor would like to pick. Hiring of public works will be in closed session

Streets and Alleys

Bids to remove tree in easement-1325 N. Birks. Power lines are going thru the tree. Let Mayor know if anyone has any suggestions on how to get Ameren to cut this tree.

Finance Committee

New furniture-Mayor Deverell distributed a list of furnishings for the new building and the approximate cost, proposed tentative cost of \$13,000. Board gave the Mayor the ok to proceed and order furnishings.

Fees for use of community center-A sample contract was distributed. Suggested hourly rate of \$40/hr for non residents for small events (10% discount for residents) All day rate of \$400 (reception, large meeting etc). No charge for a non profit organizations.. Cancellation fee will be ½ amount of cost if within two weeks of event. Must have a damage deposit and cleaning deposit. Add a clause regarding legal fees. Allow liquor- yes or no? Motion by Trustee Acree to allow alcohol to be served at events at the community center, with proof of insurance and granting of a temporary liquor license by the village. Endrizzi 2nd. Roll call: Vessels, yes; Acree, yes; Ditty, no; Nave, yes; Endrizzi, yes; Jenkins, yes. Approved 5-1.

Hiring cleaning person-this was in the newsletter. Will pay \$135/ month (clean building twice a month). Person would be on call, if needed after an event and would be paid \$10/hr.

Trustee Jenkins showed a sample of the plaque that will be on the new building, listing who was here when it was built.

Ordinance Committee- nothing

Economic Development-Nothing

Attorney

Motion by Trustee Endrizzi to enter closed session to discuss closed session tapes and hiring of employees. Acree 2nd. Approved 6-0.

Entered closed session at 8:57 p.m.

Back to regular session a 9:52 p.m..

Resolution of 8 sets of closed meeting minutes, omitting January 13, 2011, by Trustee Acree, as resolution number 20-09. Ditty 2nd. Roll call: Vessels, yes; Acree, yes; Ditty, yes; Nave, yes; Endrizzi, yes; Jenkins, yes. Approved 6-0.

Motion by Trustee Endrizzi to hire Rhonda Wyatt as part time office person at \$10/hr. Nave 2nd. Approved 6-0. .

Motion by Trustee Vessels to hire Alex Ward for public works, 30-40 hours a week at \$13/hr, 60 day probation period. Endrizzi 2nd. Approved 6-0.

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A candidate also applied for a full time position. Further work/discussion will be done on this.

Motion by Trustee Acree to approve the closed session meeting minutes from June 29, 202. Nave 2nd. Approved 6-0

Motion by Trustee Vessels to adjourn. Endrizzi 2nd. Approved 6-0

Meeting adjourned at 9:55 p.m.


Penny J. Allen, Clerk